

Communications Department

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Edinburgh EH3 7SW

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To: All offices of legal aid firms

Direct dial number: **0131 240 1985**

Your ref:

Please quote the department above and
our reference:

February 2008

CHANGE OF CONTACT DETAILS FOR ORDERING LEGAL AID FORMS AND LEAFLETS

Please make any staff involved with legal aid work in your office aware of this change.

Contact details for ordering legal aid forms and leaflets have now changed. The Board's printer, Stewarts, have recently moved from Edinburgh to Livingston. Whilst calls will be forwarded for a period, please now use the following new contact details for ordering legal aid materials:

- **Fax: 01506 460 129**
- Tel: 01506 405 480
- Postal address: 1 Lister Road, Kirkton Campus, Livingston EH54 7BL

A new order form for legal aid materials is attached. The best way to order is to complete the form and fax it to Stewarts. Orders will be sent to you within 5 working days.

You can also now order from Stewarts further copies of the Keycard, Category Codes Card for advice and assistance, and Equality Card for advice and assistance. These are now listed on the second page, together with leaflets.

Please note that we will be issuing a new version of the Keycard for April, when the annual eligibility limits changes are made. The new version of the Keycard will be *automatically sent* to legal aid solicitors. You will therefore only need to order Keycards from Stewarts where you wish *additional* copies.



Legal aid materials available to solicitors

GEN/ORD

ISSUED 01/08

USE THIS FORM TO PLACE YOUR ORDER FOR LEGAL AID FORMS AND LEAFLETS FROM THE BOARD'S PRINTERS, STEWARTS

APPLICATION FORMS

FORM CODE	DESCRIPTION	DATE OF ISSUE	NUMBER OF FORMS PER PACK	NUMBER OF PACKS REQUESTED	PRINTER CODE
ADVICE AND ASSISTANCE					
AA/APP/CIV	APPLICATION FOR CIVIL ADVICE AND ASSISTANCE/ABWOR	5/2007	50		LA0B18
AA/INC/CIV	APPLICATION FOR INCREASE IN AUTHORISED EXPENDITURE – CIVIL ADVICE AND ASSISTANCE/ABWOR	5/2007	50		LA0B19
AA/APP/CRIM	APPLICATION FOR CRIMINAL ADVICE AND ASSISTANCE/ABWOR	5/2007	50		LA00C6
AA/INC	APPLICATION FOR INCREASE IN AUTHORISED EXPENDITURE – USE FOR CRIMINAL ADVICE AND ASSISTANCE/ABWOR ONLY	5/1998	200		LA00A5
AA/APP/CHL	APPLICATION FOR CHILDREN'S ADVICE AND ASSISTANCE	12/2006	10		LA00H3
AA/INC/CHL	APPLICATION FOR INCREASE IN AUTHORISED EXPENDITURE – CHILDREN'S ADVICE AND ASSISTANCE	12/2006	10		LA00H4
CIVIL LEGAL AID PLEASE NOTE YOU MAY ONLY REQUEST 1 PACK OF EACH CIVIL FORM PER ORDER					
CIV/SOL	SOLICITOR'S APPLICATION FORM	11/2005	5		LA00B5
CIV/STAT	STATUTORY STATEMENT (MEMORANDUM)	11/2005	5		LA0B17
CIV/SU2	SPECIAL URGENCY – NOTIFICATION	11/2005	5		LA00B2
CIV/SU4	SPECIAL URGENCY – REQUEST	11/2005	5		LA00B3
CIV/SU/MAN	SPECIAL URGENCY MANDATE (PRO-FORMA CALCULATION SHEET)	11/2005	5		LA0B14
CIV/REP	REPORTING FORM	11/2005	5		LA00B7
CIV/CONC	CONCLUSION OF PROCEEDINGS REPORTING FORM	11/2005	5		LA0B10
CIV/SANCTION	CIVIL APPLICATION FOR SANCTION BY SOLICITOR	11/2005	5		LA0B11
CIV/AMEND	CIVIL APPLICATION FOR AMENDMENT OR EXTENSION BY SOLICITOR	11/2005	5		LA00B9
CIV/TRANSFER	CIVIL REQUEST FOR TRANSFER OF AGENCY	11/2005	5		LA0B13
CIV/CEASE	CIVIL NOTIFICATION OF SOLICITOR CEASING TO ACT	11/2005	5		LA0B12
CIV/FIN/1	FINANCIAL ELIGIBILITY FORM 1	11/2005	5		LA00B6
CIV/FIN/2	FINANCIAL ELIGIBILITY FORM 2	11/2005	5		LA00B1
CIV/FIN/3	EARNINGS STATEMENT BY APPLICANT'S EMPLOYER – USE WITH FORM 2	11/2005	5		LA0B1A
CIV/INFO	CIVIL LEGAL AID – INFORMATION FOR APPLICANTS BOOKLET	4/2007	5		LA00B8
CRIMINAL LEGAL AID					
CRIM/COURT/APP	APPLICATION TO COURT – SOLEMN PROCEEDINGS	5/1998	50		LA00C1
CRIM/SUM/APP	APPLICATION TO BOARD – SUMMARY PROCEEDINGS	8/1998	50		LA00C2
CRIM/APPL/APP	APPLICATION TO BOARD – APPEAL PROCEEDINGS	5/1998	10		LA00C3
CRIM/EXCEP/APP	SUMMARY CRIMINAL EXCEPTIONAL PAYMENTS	9/2002	50		LA00C4
CRIM/AUTO	INTIMATION OF AUTOMATIC CRIMINAL LEGAL AID	7/2004	10		LA00C8

APPLICATION FORMS CONTINUED OVERLEAF...

Please complete your details.

PRACTITIONER CODE NO. FIRM CODE NO. BRANCH CODE

FIRM NAME

DX/LP/POST ADDRESS

TELEPHONE NUMBER

For printers use: ORDER PROCESSED BY DESPATCH NOTE NO. DATE

FORM ISSUED 01/08

Order by phone, fax or mail to Stewarts:

- Fax **01506 460 129**
- Telephone **01506 405 480**
- or Mail to:
Stewarts, 1 Lister Road,
Kirkton Campus,
Livingston EH54 7BL.

Note: If you fax your order, you do not need to also mail it.

APPLICATION FORMS (CONTINUED)

FORM CODE	DESCRIPTION	DATE OF ISSUE	NUMBER OF FORMS PER PACK	NUMBER OF PACKS REQUESTED	PRINTER CODE
GENERAL USE FOR CRIMINAL AND CHILDREN'S MATTERS ONLY.					
SANC/APP	APPLICATION FOR SANCTION BY SOLICITOR	5/1998	50		LA00A1
AMND/APP	APPLICATION FOR AMENDMENT OR EXTENSION BY SOLICITOR	NO DATE	50		LA00A2
TRANS/APP	REQUEST FOR TRANSFER OF AGENCY	6/1998	50		LA00A3
CEASE/APP	NOTIFICATION OF SOLICITOR CEASING TO ACT	6/1998	5		LA00A6
LEGAL AID FOR CHILDREN					
CHILD/APP	APPLICATION TO COURT	1/1999	5		LA00H1
CHILD/APPL/APP	APPLICATION TO BOARD – APPEAL PROCEEDINGS	12/1998	5		LA00H2

ACCOUNTS FORMS

ADVICE AND ASSISTANCE

SLA/ROL/2	APPLICATION FOR REIMBURSEMENT OF OUTLAYS (CIVIL &/OR A&A)	NO DATE	50		LA00Q2
SLA/ROL/5	REQUEST FOR REIMBURSEMENT OF OUTLAYS WHERE THERE IS NO POTENTIAL FOR ANY FINANCIAL RECOVERY	7/2002	50		LA00Q3
AA/HARDSHIP/1	APPLICANT HARDSHIP OR DISTRESS	5/2004	10		LA00Q4
AA/HARDSHIP/2	SOLICITOR'S APPLICATION WHERE PAYMENTS WILL BE DELAYED OR DIFFICULT	5/2004	10		LA00Q5

CIVIL LEGAL AID

SLA/ROL/1	APPLICATION FOR REIMBURSEMENT OF OUTLAYS	3/1995	50		LA00R3
SLA/POA/1	APPLICATION FOR PAYMENT ON ACCOUNT OF FEES	8/1994	10		LA00R4
SLA/POA/3	APPLICATION FOR PAYMENT ON ACCOUNT OF FEES	11/2005	5		LA00A7
ACC/CIV/1	ACCOUNTS SYNOPSIS – REPORT ON COMPLETION OF CIVIL PROCEEDINGS	1/1995	PAD 50		LA00R6

CRIMINAL LEGAL AID

ACC/CRIM/DUT	ACCOUNTS SYNOPSIS – COMPLETION OF INITIAL DUTIES OF DUTY SOLICITOR	NO DATE	50		LA00S1
ACC/CRIM/1	ACCOUNTS SYNOPSIS – REPORT ON COMPLETION OF CHILDREN'S OR CRIMINAL PROCEEDINGS OR COMPLETION OF FOLLOW UP DUTIES OF DUTY SOLICITOR	1/1995	50		LA00S4
SLA/ROL/6	REQUEST FOR REIMBURSEMENT OF OUTLAYS OR INTERIM PAYMENT OF FEES UNDER CRIMINAL LEGAL AID (IN SOLEMN AND APPEALS CASES) AND CHILDREN'S LEGAL AID	7/2002	50		LA00S6

FOR THE USE OF RIGHTS OF AUDIENCE SOLICITORS ONLY

ACC/ROAS/1	CLAIM FOR PAYMENT BY RIGHTS OF AUDIENCE SOLICITORS	NO DATE	PAD 50		LA00I0
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LEAFLETS AND INFORMATION CARDS

1	GUIDANCE FOR OPPONENTS IN CIVIL LEGAL AID CASES	4/2007	EACH		LG007Z
2	A GUIDE TO CIVIL LEGAL AID	4/2007	EACH		LG008H
3	CRIMINAL LEGAL ASSISTANCE IF YOU ARE IN CUSTODY	4/2003	EACH		LG009P
4	CRIMINAL LEGAL ASSISTANCE IF YOU ARE NOT IN CUSTODY	4/2003	EACH		LG006R
5	CIVIL LEGAL AID – WHAT YOU MIGHT HAVE TO PAY	4/2007	EACH		LG010W
	COMPLAINTS AND COMMENTS ABOUT THE SCOTTISH LEGAL AID BOARD	4/2006	EACH		LG013N
	KEYCARD	4/2007	EACH		LG017W
	CATEGORY CODES CARD (ADVICE AND ASSISTANCE)	4/2007	EACH		LG018D
	EQUALITY CARD	4/2007	EACH		LG019L

Please complete your details.

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