



Court Duty Plans 2012/ 2013

This application form must be completed by the individual solicitor applying for inclusion on the court duty plan. If you need more forms, we can accept photocopies or you can download the form from the Board's website [www.slab.org.uk](http://www.slab.org.uk) or by contacting Tracy Batchelor at [batchelotr@slab.org.uk](mailto:batchelotr@slab.org.uk) or on 0131 240 1945. Forms can be returned by post to the Board, 44 Drumsheugh Gardens, Edinburgh, EH3 7SW, or by fax to 0131 240 2196. Scanned forms can also be sent to [batchelotr@slab.org.uk](mailto:batchelotr@slab.org.uk)

Please ensure that this form is fully and accurately completed. If not, it may not be possible to consider your application for inclusion on the duty plan.

**The form must be accompanied by a copy of the applicant's practising certificate.**

Name			
Firm name/address			
E-mail address			
DX / LP Number (if applicable)			
Practitioner's code number	<input type="text"/>	Firm code	<input type="text"/>
Telephone number	Business <input type="text"/>	Out of hours <input type="text"/>	<input type="text"/>

*Out of hours numbers are for Board and Police use only*

Which Duty Plan do you wish to be included on?

Sheriff court	<input type="text"/>
JP Court	<input type="text"/>

Are there any dates that you are unavailable?	Dates ( from – to , inclusive)	
	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is there a restriction on your current practising certificate? YES/NO

If yes, please indicate the nature of that restriction

<input type="text"/>
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Have you previously served as a court duty solicitor? YES / NO

If yes, indicate in which courts (stating whether sheriff or district) and for how many years

<input type="text"/>	<input type="text"/>
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If you are registered on the police duty scheme would you prefer to be on both plans at the same time (where possible) Y/N

Please use this space to demonstrate that you are able to provide professional services which are of a quality which could reasonably be expected of a competent solicitor conducting criminal business.

In doing this you can refer to matters such as the number of criminal cases in which you have taken instructions, how often you appear in the criminal courts, how many trials you conduct, your continuing professional development record, your compliance with the Criminal Code of Practice etc.

Please note if this is not sufficiently completed your application form may be rejected

**Before sending us this form:**

- remember to attach a copy of your current practising certificate
- Please ensure you sign & date your application
- Please ensure **ALL** questions are fully completed
- Scanned applications can be sent to [batchelortr@slab.org.uk](mailto:batchelortr@slab.org.uk)
- Completed forms must be returned by Wednesday 15th February – late applications will not be accepted

**DECLARATION TO BE SIGNED BY THE APPLICANT**

- I undertake that, if I am selected for service as duty solicitor, and unless I resign from the duty plan for which I am selected,
- I shall render during the period the services of a duty solicitor as set out in the Legal Aid (Scotland) Act 1986 and the Criminal Legal Assistance (Duty Solicitors)(Scotland) Regulations 2011.
- If I am unable to carry out the period of duty personally, I shall delegate only to such persons as may be authorised by the Scottish Legal Aid Board.
- I also undertake to inform the Scottish Legal Aid Board immediately if I resign from the duty plan,
- I shall not exchange periods of duty with another solicitor on the plan, except with the approval of the Scottish Legal Aid Board.

Signature

Date

**Data protection notice**

The Scottish Legal Aid Board is a Data Controller. The information you provide in this form will be used to process your application to become a duty solicitor in accordance with the Legal Aid (Scotland) Act 1986 and the Criminal Legal Aid (Scotland) Regulations 1996. Your personal data will be processed in accordance with the principles of the Data Protection Act 1998. In the process of dealing with your application, we may share your data with third parties, such as police authorities, court services, members of the public and the Law Society of Scotland. We may share the contact details that you provide in this form with the police and other duty solicitors who are members of the same local plan(s) as you, to facilitate the swapping of allocated rota slots. Under section 7 of the Data Protection Act 1998, you have the right (subject to certain exemptions) to request access to the personal data we hold about you. To request your personal data you should write to the Board's Data Protection Officer.