

Date:

EFBW Police AttendanceOwn Client (FE: _____) Duty Call Attendance

Date Billed:

Client Name:			
UFN		Matter No	

CALL	Fee Earner Call		DSCC Ref		
	Time DS CC Call		Time 1 st Call		
	Police Station		P/S Tel No.		
	Offence & Circumstances				
	Custody Number				
	Date of Birth				
	Address				
	Time Arrest		Time Arrival		
	Risk Assessment	AA <input type="checkbox"/>	Interpreter <input type="checkbox"/>	FME <input type="checkbox"/>	Details:
	OIC name / email / tel				
Tel advice to client	Procedure, role, privacy, not to speak to police about the offence, we will attend for consultation and interview <input type="checkbox"/>				
ATTENDANCE	Fee Earner Attending		Agent <input type="checkbox"/>	Paid Agent <input type="checkbox"/> Invoice Attached <input type="checkbox"/>	
	NINO		Disbursements		
	Client Contact Details				
	Time Rep Arrival		Time Rep Left		
	Serious <input type="checkbox"/>	Own	Duty Social	Duty Unsocial	
	Travel				
	Waiting				
	A/A				
	Claim Code		Offence Code		
	Police Station Code		Scheme Code		

Outcome			
	Date Concluded	Outcome Code	

Further Information

Claim Codes					
INVB	Telephone advice only	INVC	Police Station attendance		
Offence Code					
1	Offences against the person	9	Public order, offences against public justice		
2	Homicide and related grave offences	10	Drugs		
3	Sexual offences and offences against children	11	Driving (other than those covered by 1, 6 & 7)		
4	Robbery	12	Other offences		
5	Burglary	13	Terrorism		
6	Criminal damage	14	Anti-social behaviour orders		
7	Theft (including taking vehicle without consent)	15	Sexual offender orders		
8	Fraud, forgery, dishonesty offences	16	Other prescribed proceedings		
Police Station		Scheme		Peak	Off Peak
LN174	BETHNAL GREEN	1327	Thames	£1.50	£1.50
LN001	BARKING / FRESH WHARF	1301	Barking	£1.70+£1.50	£1.50+£1.50
LN043	BELGRAVIA	1308	Central London	£2.90	£2.40
LN008	BISHOPSGATE	1303	Bishopsgate	£2.90	£2.40
LN135	BREWERY ROAD (BTP)	1319	Highbury Corner	£2.90	£2.40
LN034	BRIXTON	1307	Camberwell Green	£2.90	£2.40
LN049	CHARING CROSS	1308	Central London	£2.90	£2.40
LN143	FOREST GATE	1321	Newham	£1.70+£1.50	£1.50+£1.50
EA045	GRAYS	9012	Grays	c2c fare	c2c fare
LN078	HOLBORN	130+	Clerkenwell/Hamstead	£2.90	£2.40
LN135	ISLINGTON (TOLPUDDLE STREET)	1319	Highbury Corner	£2.90	£2.40
LN101	LEWISHAM	1313	Greenwich/Woolwich	£1.70	£1.50
LN145	PLAISTOW	1321	Newham	£1.50	£1.50
LN102	PLUMSTEAD	1313	Greenwich/Woolwich	£3.90	£3.00
LN122	ROMFORD	1316	Havering	£2.80	£2.60
LN151	STOKE NEWINGTON	1322	Old Street	£2.90+£1.50	£2.40+£1.50
LN195	WALTHAM FOREST (LEYTON)	1330	Waltham Forest	£1.70	£1.50
LN186	WALWORTH	1328	Tower Bridge	£3.30	£2.80
Outcome Code					
CN01	No further instructions	CN07	Conditional caution		
CN02	Change of solicitor	CN08	Fixed penalty notice		
CN03	Client not a suspect	CN09	Released Under Investigation		
CN04	No further action	CN10	Bail varied or extended		
CN05	Simple caution, reprimand, warning	CN11	Application to vary or extend bail refused		
CN06	Charged, summons, reported for summons				

Attendance

Disclosure

Used separate sheet

Consultation

Welfare check		Strength of evidence	
Advise on role		Interview procedure	
Explain offence		Caution	

Used separate sheet

Advice	
No Comment	
Answer Questions	
Written Statement	

Reason for advice

Used separate sheet

Interview

Interview		
Persons present		
Time start		
Time end		
Introduction, rights and caution explained by officer?		
Audio <input type="checkbox"/>	Video <input type="checkbox"/>	Notes attached:

LETTER OF AUTHORITY

I:

Address:

Date of Birth:

Hereby give consent for my solicitors, Edward Fail, Bradshaw & Waterson, of Bank Chambers 662-664 Commercial Road, London, E14 7HA to have access to the following records:

1. Medical records
2. Prison records
3. Solicitors records
4. Education records
5. Any such information as they request

Signed:

Dated:

CRM14 LEGAL AID QUESTIONS

PERSONAL INFORMATION (if not on page 1)							
Name							
Address							
Date of birth							
National Insurance Number (if not on Page 1)							
PERSONAL INFORMATION cont							
Status of housing (rented/owned etc?)	Tenancy / Temporary / Parents / Someone else's – Relationship to them:..... Owned by: You / Partner / You & Partner						
Marital status (if separated – date of separation)							
If partner: Name, DOB, NI Is partner victim / prosecution witness / Co-D							
INCOME							
Benefits:	IS / ESA / JSA / Guaranteed State Pension Credit / Other						
Amount per week / date last signed on for JSA							
Wages over £12,475 (£239 a week) How much?							
Wages under £239 a week? How much?							
Self-employed / Restraining order / Summary offence / Own land or property / Other income							
How supported if none shown above							
OFFENCE							
Offence and Date of offence							
Court and Date of hearing							
Co-Defendants / conflict							
Other ongoing matters							
Previous convictions							
Mental health issues							

Use this form where you are making an application using LAA Online.

PLEASE NOTE

Making a false declaration is an offence. If you are found doing so, you may be prosecuted, potentially leading to a fine and/or a prison sentence. The Legal Aid Agency has a zero tolerance approach to fraud and will look to prosecute where there is evidence of fraud.

Declaration by Applicant

USN: _____ Full name: _____

National Insurance Number: _____ Date of birth: _____

I apply for the right to representation for the purposes of criminal proceedings under the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

I declare that my application will be made electronically by my legal representative.

I understand that if I have declared anything that is not true, or left anything out that:

- I may be prosecuted for fraud. I understand that if I am convicted, I may be sent to prison or pay a fine.
- My legal aid may be stopped and I may be asked to pay back my costs in full to the Legal Aid Agency (LAA).
- If my case is in the Crown Court, the LAA may change the amount of the contribution which I must pay.

I agree to tell the LAA or HM Courts & Tribunals Service (HMCTS) **immediately** if my income or capital or those of my partner, change. These changes include the sale of property, change of address, change in employment and change in capital.

Evidence I agree to provide, when asked, further details and evidence of my finances and those of my partner, to the LAA, its agents, or HMCTS, to help them decide whether an Order should be made and its terms.

Ending legal aid I understand that I must tell my solicitor and write to the court if I no longer want public representation. I understand that if I decline representation I may be liable for costs incurred to the date when my solicitor and the court receive my letter.

I authorise such enquiries as are considered necessary to enable the LAA, its agents, HMCTS, or my solicitor to find out my income and capital, and those of my partner. This includes my consent for parties such as my bank, building society, the Department for Work and Pensions, the Driver and Vehicle Licensing Agency or HM Revenue and Customs to provide information to assist the LAA, its agents or HMCTS with their enquiries.

I consent to the LAA or my solicitor **contacting my partner** for information and evidence about my partner's means. This includes circumstances where my partner is unable to sign or complete the form.

I understand that if the information which my partner provides is incorrect, or if my partner refuses to provide information, then: if my case is in the magistrates' court, my legal aid may be withdrawn or, if my case is in the Crown Court, I may be liable to sanctions. I understand that the sanctions may result in me paying, or paying more towards my legal costs, or paying my legal aid costs in full.

I understand that in Crown Court proceedings the information I have given in this form will be used to determine whether I am eligible for legal aid and, if so, whether I am liable to contribute to the costs of my defence under an Income contribution Order during my case or, if I am convicted, under a Final Contribution Order at the end of my case, or both.

I understand that if I am ordered to pay towards my legal aid under an Income Contribution Order, or if I am convicted and ordered to pay under a Final Contribution Order but fail to pay as the Order instructs me, interest may be charged or enforcement proceedings may be brought against me or both.

I understand that I may have to pay the costs of the enforcement proceedings in addition to the payments required under the Contribution Order, and the enforcement proceedings could result in a charge being placed on my home.

Declaration by Applicant continued

Data Sharing I agree that, if I am convicted, the information in this form will be used by HMCTS or a designated officer to determine the appropriate level of any financial penalty ordered against me, and for its collection and enforcement. I have read the **Fraud Notice**.

Signed: _____

Dated: _____

Full name (in block capitals): _____

Declaration by your (the applicant's) partner:

I declare that the information included in this application is a true statement of all my financial circumstances to the best of my knowledge and belief. I agree to the LAA and HMCTS, or my partner's solicitor, checking the information I have given, with the Department for Work and Pensions, HM Revenue and Customs or other people and organisations. I authorise those people and organisations to provide the information for which the LAA, HMCTS or my partner's solicitor may ask.

I understand that this application will be made electronically by the legal representative.

I have read the **Fraud Notice**.

Signed: _____

Dated: _____

Full name (in block capitals): _____

If your partner has not signed the declaration, please explain why:

Declaration by the legal representative:

I represent the applicant. I confirm that I am authorised to provide representation under a contract issued by the LAA

I confirm that I have been instructed to provide representation by:

- a firm which holds a contract issued by the LAA
- a solicitor employed by the LAA in the Public Defender Service who is authorised to provide representation.

I confirm that I have gone through the questions on the Interests of Justice and financial assessment aspects of the application with the applicant.

I confirm that the applicant has not provided me with any information which contradicts the information provided in this declaration of financial circumstances and has given me no indication that information declared is incomplete or untrue.

Signed: _____

Full name (in block capitals): _____

Provider's LAA Account Number: _____

Fraud Notice

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Further details explaining how the information held by fraud prevention agencies may be used can be found in the 'Fair Processing Notice', available on the website at: www.justice.gov.uk/legal-aid/make-an-application

LEGAL AID AGENCY

PRIVACY NOTICE

PURPOSE

This privacy notice sets out the standards that you can expect from the Legal Aid Agency when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The Legal Aid Agency is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The Legal Aid Agency collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

Sometimes the Legal Aid Agency uses contact information to ask customers if they would like to complete a customer service survey to measure customer satisfaction with our services and to inform areas for improvement.

About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in this form such as your financial circumstances and information relating to any current or previous legal proceedings concerning you.

We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided on this form will be used for the purposes set out below.

Purpose of processing and the lawful basis for the process

The purpose of the Legal Aid Agency collecting and processing the personal data which you have provided on this form is for the purposes of providing legal aid. Specifically, we will use this personal data in the following ways:

- In processing your application for legal aid and determining whether you are eligible for legal aid. In Crown Court proceedings, the information on this form will be used to determine whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- If you are convicted, sharing the information on this form with HM Courts and Tribunals Service (HMCTS) or a designated officer to determine the appropriate level of any financial penalty against you, and for its collection and enforcement, if appropriate.
- In assessing claims from your legal representative(s) for payment from the legal aid fund for the work that they have conducted on your behalf;
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately; and
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the Legal Aid Agency unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

The lawful basis for the Legal Aid Agency collecting and processing your personal data is the result of the powers contained in the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

We also collect 'special categories of personal data' for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data obtained for equality monitoring will be treated with the strictest confidence and any information published will not identify you or anyone else associated with your legal aid application.

Who the information may be shared with

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Public authorities such as: The Driver and Vehicle Licensing Agency (DVLA), HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP) and HM Land Registry;
- Non-public organisations such as: Credit reference agencies and our debt collection partners, Rossendales;
- If false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering; and
- Amazon Web Services, Inc.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

Details of transfers to third country and safeguards

It may sometimes be necessary to transfer personal information overseas. When this is needed, information may be transferred to:

- United States of America

Any transfers made will be in full compliance with all aspects of the data protection law.

Retention period for information collected

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

Access to personal information

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team
Post point 10.38
102 Petty France
London
SW1H 9AJ

When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent; and
- That we will consider your request to correct, stop processing or erase your personal data.

You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact the MoJ Data Protection Officer;

Post point 10.38

102 Petty France

London

SW1H 9AJ

data.compliance@justice.gov.uk

For more information on how and why your information is processed, please see the information provided when you accessed our services or were contacted by us.

Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

www.ico.org.uk

POLICE STATION OUT OF HOURS

Claim Form

Fee Earner Name / Number	
Client Name	
Matter No / UFN	

Out of Hours Telephone Call	
Date of telephone call	
Time of telephone call	

Out of Hours Attendance	
Date of Attendance	
Time of Attendance	

CLIENT & MATTER CREATION / AMENDMENT FORM

Please return the opened file to _____

FILE NO ISSUED BY COMPUTER						
CRIME UNIQUE FILE N°						
CREATED BY		DATE CREATED		DUP CLIENT CHK		
CLIENT DETAILS						
PARTNER NAME & F/E N°						
CLIENT's FORENAME(S)						
SURNAME			SURNAME at BIRTH			
ADDRESS						
				POST CODE		
HOME Telephone/Ext			MOBILE N°			
WORK Telephone/Ext			TITLE	Mr / Mrs / Ms / _____		
E-MAIL						
OCCUPATION					SOURCE	
EMPLOYMENT TYPE		Employed / Self-Employed / Unemployed / Retired / Not Employed / _____				
DATE of BIRTH		____ / ____ / ____	PLACE of BIRTH			
DISABILITY INDICATOR		NCD / PHY / SEN / MHC / LDD / COG / ILL / OTH / UKN				
GENDER (Sex)		MALE / FEMALE / UNKNOWN	No of DEPENDANTS			
MARITAL STATUS		Single(S) / Married(M) / Cohabiting(C) / Separated(P) / Divorced(D) / Widowed(W) / Other(O)				
NAT INS N°		____ / ____ / ____ / ____ / ____	ETHNIC ORIGIN			
Notes					
MATTER DETAILS						<i>(Commercial Road or Minories)</i>
F/E NAME or N°			LEGAL AID / PRIVATE	FRANCHISE: YES / NO		
MATTER DESCRIPTION					
DATE of MAIN OFFENCE		____ / ____ / ____	NAME of COURT			
DATE when fee earning WORK first UNDERTAKEN		____ / ____ / ____	DEPARTMENT	02		
WORKTYPE				SORT of CASE	CRIM	
CURRENT TYPE				TYPE of COURT		
CONFLICT CHECK: Yes / No		If YES, NAME				
OTHER SIDE CONFLICT Check (Full Name, Address & Phone Number)		Telephone N°.				

CLIENT AND MATTER SET-UP CODES

SOURCE

Existing Client	10
Client/Other recommendation	20
CABx / Law Centre / etc.	30
Professional: Barclays	40
Professional: Other bank	45
Professional: Building Soc.	50
Professional: Other financial	55
Professional: Estate agent	60
Professional: Other	65
Off the street	70
Advertisement	75
Duty Solicitor scheme	80
Accident line	85
Other	90

WORKTYPES

Criminal - Department:	02
Crown Court / Either way	200
Serious Crime	210
Summary Offences	220
Road Traffic	230
Police Station Visit	240
Advice and Assistance	250
Court of Appeal	260
Juvenile Crime	270
Other Criminal	290

If in doubt, use Work type: 200

CURRENT TYPE (OF LEGAL AID)

Advice & Assistance	A&A
Advocacy Assistance	ADVO
Emergency Legal Aid	EMLA
Legal Aid Certificates	LAC
Legal Help	HELP
Representation Order	REPR
No Type	NOT

ETHNIC ORIGIN CODES

White British	01
White Irish	02
White Other	14
Mixed White & Black Caribbean	10
Mixed White & Black African	11
Mixed White & Asian	12
Mixed Other	13
Asian or Asian British Indian	06
Asian or Asian British Pakistani	07
Asian or Asian British Bangladeshi	08
Asian or Asian British Other	15
Black or Black British Caribbean	04
Black or Black British African	03
Black or Black British Other	05
Chinese	09
Other	00
Unknown	99

TYPE OF COURT

County Court	COUNTY
Crown Court	CROWN
Duty Court	DUTY
High Court/Health Tribunal	HIGH
Magistrates Court	MAGS
No Court	NC
Police Station	POL

DISABILITY CODES

Not Considered Disabled	NCD
Physical Impairment	PHY
Sensory Impairment	SEN
Mental Health Condition	MHC
Learning Disability / Difficulty	LDD
Cognitive Impairment	COG
Long-Standing Illness or Health Condition	ILL
Other	OTH
Unknown	UKN

PRIVATE CODES (Private clients only)

Type of Court	
County Court	P/COUNTY
Crown Court	P/CROWN
Duty Court	P/DUTY
High Court/Health Tribunal	P/HIGH
Magistrates Court	P/MAGS
No Court	P/NC
Police Station	P/POL