

# Application for Advice and Assistance

Please complete in block capitals and ensure that form CDS1 is also completed

## Client's Declaration

Please tick the box below which applies to you:

I have not already received Advice and Assistance from a solicitor or contracted supplier on this matter.

I have already received Advice and Assistance from a solicitor or contracted supplier on this matter. If so, please state when \_\_\_\_\_

And name of previous firm if known \_\_\_\_\_

As far as I know all the information I have given is true and I have not withheld any relevant information.

I confirm that form CDS1 has been completed and the information contained therein is correct.

I understand that if I give false information the services provided to me may be cancelled and I may be prosecuted.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Data Protection Act - access to personal data

The information you provide in this form and any subsequent information we may receive will be used to process your application for Legal Aid. It will be kept in accordance with the Principles of the Data Protection Act 1998 and any relevant confidentiality provisions.

If necessary, we may verify or share the information you provide with other organisations, such as: the Department for Work and Pensions, the Inland Revenue, Customs and Excise, Land Registry, Companies House and on occasion Credit Reference Agencies. We will only share the information if it is necessary to protect public funds or where we are lawfully required to do so.

The Legal Services Commission may also process your information to produce management or research information. The results of our research will only be published in a statistical or anonymised form.

The information will be kept for as long as is necessary in order for the Legal Services Commission to fulfil its functions under the Access to Justice Act 1999. You have the right to make a formal request in writing for access to personal data held about you, to inspect it, and have it corrected if it is wrong.

# CDS Advice and Assistance

What is the current class of work?

Criminal Investigations

CCRC

Appeals and Reviews

Prison Law

Tick the relevant box below if you have:

Travelled out of the office to visit the client, other than at court or in detention. 2010 Standard Crime Contract Specification part B, paragraphs 9.126 - 9.128 and 11.16 - 11.18.

Accepted an application from a child or patient or someone on their behalf. 2010 Standard Crime Contract Specification part A section 4.

Provided Advice and Assistance to a client who has already received it on the same matter within the last 6 months. 2010 Standard Crime Contract Specification Part B, paragraphs 9.70 - 9.76, 9.129 - 9.135, 11.26 - 11.35, and 12.60 - 12.65.

Given telephone advice before the signature of the form, 2010 Standard Crime Contract Specification Part B paragraphs 9.125, 11.13 - 11.15, and 12.19 - 12.22.

Claimed for outward travel before the signature of the form. 2010 Standard Crime Contract Specification part B, paragraphs 9.126 - 9.128 and 11.16 - 11.18.

Accepted a postal application. 2010 Standard Crime Contract Specification part B, paragraphs 11.11 - 11.12, and 9.124

If you have ticked any of the above boxes, please provide details of the circumstances justifying this in accordance with the relevant Rule in the Contract Specification:

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Was an application for a Representation Order made in this matter?  Yes  No