



**Firm**

**Address**

Please complete

## LAA Police Station Representative Register Data Validation Exercise

The Police Station Representative Register is a record of probationary and accredited representatives in respect of whom the LAA may pay remuneration to holders of a Standard Crime Contract for giving legal advice at police stations.

We are carrying out a national data validation exercise of the information held on the register to confirm it is correct and up to date.

You are receiving this letter as you are recorded as the supervising solicitor on the register for the following accredited representative.

**Representative name here** \_\_\_\_\_

As part of the exercise we require confirmation that the details we hold above are correct and that they are in compliance with certain conditions of the LAA Police Station Arrangements 2001 (as amended April 2013) and listed on page 2 overleaf. Please note the full arrangements can be viewed at

<http://www.justice.gov.uk/legal-aid/areas-of-work/crime/police-stations?a=84707>

Can you therefore please complete either section A or B overleaf and return within one month from the date of this letter. Please note that we cannot respond to telephone enquiries for this exercise.

If a response is not received within the required timeframe the representative will be recorded as suspended on the register pending further investigation. Please note the LAA cannot pay for any legal advice and assistance given by representatives at police stations whilst they are suspended.

Yours sincerely

Police Station Reps Service

**Please complete section A or B and return to the Police Station Reps Service, Selectapost 45, Sheffield, S97 3FS or via email to [dsc.enquiries@ventura-uk.com](mailto:dsc.enquiries@ventura-uk.com)**

### SECTION A (Correct)

Supervising Solicitor Name:	
-----------------------------	--



Firm Name:		
Representative's name and PIN number:		
Any Comments/Amendments:		
<p>Please confirm if the above representative has complied with the following requirements as detailed in the LAA Police Station Arrangements 2001 (as amended April 2013).</p> <p>2.3 A representative shall not be employed as a special constable or in any other capacity that may cause a conflict of interest when undertaking criminal defence work.</p> <p>6.1 A representative must inform his or her supervising solicitor where the representative is under investigation for or has been charged with a criminal offence or is the subject of an investigation by the SRA and the supervising solicitor must, in the light of any guidance issued by the Law Society, report the matter to the Agency.</p> <p>6.4</p> <ul style="list-style-type: none"><li>ii) he or she is not under investigation, faces an outstanding criminal charge or has been convicted of a criminal offence or is the subject of an investigation by The Law Society;</li><li>iv) he or she has undertaken at least 25 police station cases annually involving attendance at the police station, unless this is for a good reason; if good reason is suggested, please tick "no" and include detail in comments</li><li>v) he or she has undertaken at least six hours CPD annually on issues relevant to criminal law</li></ul>		<p>(Please Tick)</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>(If no please provide comment below)</p>
Comments:		
Name:	Signed:	Date:

### SECTION B (Incorrect)

I hereby confirm I am not the supervising solicitor for the below representative.	
Name & PIN of Representative:	



Name & Firm of correct solicitor if known:

Any comments:

Name:

Signed:

Date