



**Legal Aid
Agency**

Application for Advice and Assistance

Please complete in block capitals and ensure that form CRM1 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 provider on this matter.

☐ I have already received advice and assistance from a solicitor or contracted provider 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 CRM1 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: _____

Privacy notice - access to personal data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the Data Protection Act 1998 (DPA), under which the Ministry of Justice (MoJ) is registered as a data controller. The Legal Aid Agency is an executive agency within the MoJ. The Legal Aid Agency processes personal data in order to provide legal aid services.

The MoJ complies with its obligations under the DPA by keeping the personal data we hold up to date; storing and destroying it securely; by not collecting or retaining excessive amounts of data; protecting personal data from loss, misuse, unauthorised access and disclosure; and ensuring that appropriate technical measures are in place to protect the personal data we process in line with Her Majesty's Government standards.

You have the right to request details about the personal information we hold about you; and subsequently request that we correct any personal information if it is found to be inaccurate or out of date.

In order to fulfil its functions the MoJ may share personal data with other organisations. These organisations include other government departments, local authorities and private or voluntary sector organisations engaged to deliver services. Personal data is only shared outside the MoJ when the law allows.

To request a copy of your personal information please refer to the MoJ website for further details on how you may do this.

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:

Was an application for a Representation Order made in this matter? ☐ Yes

☐ No