

CDS12 Duty Solicitor forms:

Revised deadline for submitting CDS12 forms –
4pm on Friday 7 May 2010

Further to the message sent through the eTendering system on 21 April 2010, the deadline for successful Applicant Organisations to submit their CDS12 forms is now **4pm on Friday 7 May 2010**.

Further to Section 9 of the Crime Information for Applicants (IFA), all successful Applicant Organisations were notified in their contract award letters that, where awards of membership of any Duty Schemes were made, they would subsequently need to complete a CDS12 form(s) and return these to us.

The CDS12 form is available on our website at:
www.legalservices.gov.uk > CDS > Tenders > Crime Contracts for 2010

The format of the CDS12 form

The CDS12 form for the 2010 contracts is in Excel spreadsheet format and uses macros, which should be enabled when the sheet is opened. If you experience difficulties with the form, guidance on enabling macros can be found [here](#).

While there has been no material change to the information required in relation to Duty Solicitors, for the new 2010 contract successful Applicant Organisations must complete one of the new style CDS12 form per office. This form must contain all the information about the Duty Solicitors who will work from that office. Guidance on how to complete the form is contained in the front page of the CDS12.

We would strongly encourage you to complete the new style CDS12 form, but submissions using the old style CDS12 will be accepted.

Next steps

In accordance with the IFA, all successful Applicant Organisations must now submit a CDS12 for each of its offices, containing information on all the Duty Solicitors the Applicant Organisation wishes to include on each applicable Duty Scheme by **4pm on Friday 7 May 2010**.

The CDS12 should be submitted through the ITT message board in the eTendering system. CDS12 forms will be acknowledged within 2 working days.

What happens if CDS12 are not received by 4pm Friday 7 May 2010?

If a successful Applicant Organisation does not submit the CDS12 form(s) before the deadline then its Duty Solicitors will not be included in the first rotas under the new contract – which commence on 14 July 2010. Successful Applicant Organisations submitting CDS12s after the deadline will have their Duty Solicitors added to the next rotas which will commence in January 2011.

Further information

If you experience any problems with the CDS12 form please send us a message through the ITT message board in the eTendering system, setting out the issue. We will then contact you with a response.