

CDS12A DUTY SOLICITOR SUPPORTING APPLICATION FORM

This form must be completed when applying for membership of Duty Solicitors Schemes under the Duty Solicitor Arrangements 2008. It should be submitted with Application Form A or B when your organisation is applying for the Unified Contract (Crime) July 2008.

One form should be completed by, and in respect of, **each** Duty Solicitor who wishes to apply for membership of a Duty Scheme(s)

Notes: First scheme: Where this application is only to join your first scheme, please complete sections 1, 2, 5 and 6.

Additional scheme(s): Where you are applying for additional schemes as well as a first scheme, please complete sections 1,2,3, 5 and 6.

Expansion scheme(s): Where you are applying for expansion schemes (please see section 3.3 of the Information for Applicants) in addition to your first and any additional schemes, please complete all sections of this form.

Section 1- Duty Solicitor Details

Surname: _____	
First name: _____	
Mr / Mrs / Miss / Ms: _____	Date of birth: ___ / ___ / ___
Name of firm: _____	
Address of Lead Office of firm: _____	
Postcode: _____	DX Address: _____
Telephone number: _____	
Address of Office at which you are normally based ¹ : _____	
Postcode: _____	DX Address: _____
LSC Account Number of your firm's main office: _____ (only for existing contract holders)	

Contact Telephone Numbers for Duty Slots and Own Client Calls

Where any of your contact details have changed, **or if this is your first applicaiton to join a Duty Scheme**, please notify the DSCC of your current contact telephone number(s) by email - admin.dsccl@firstassist.co.uk.

¹ Please see Duty Solicitor Arrangements 2008 Para 4.8, which provides, "An Applicant shall notify the LSC the address of the CDS Supplier's Office at which he or she is normally based for the majority of the working week. An Applicant may only notify the LSC one such office."

Section 2 – Application to join a first Scheme

Name of the scheme that you are applying to join:	

Is your office located in that scheme area?	YES NO
If <i>no</i> , please attach your justification as required by paragraph 4.9 of the Duty Solicitor Arrangements 2008.	

Section 3 - Application to join additional Schemes

- To check if you are eligible to join a particular additional scheme(s) please refer to the rules for the Scheme for which you are applying in the Schedule of Duty Scheme Rules).

Additional Scheme Name	Scheme ID Code	Do you meet the eligibility criteria in the Schedule of Duty Scheme Selection Rules? Y/N	Usual travel time (mins) from Court to your Office by public transport ²	Cost of public transport from the court to your office. ³	Usual Travel Time (mins) to the Police Station ⁴

² Indicate the usual time it takes to travel by public transport to your office from the relevant court

³ Indicate the cost of a peak time single journey by public transport from the court to your office.

⁴ Indicate the usual time it takes to travel by reasonable means from your office to the most distant police station within the Scheme

Section 4 - Application to join an Expansion Scheme(s)

1. Please use this section to apply for membership of Schemes for which you do **NOT** normally qualify under the Duty Solicitor Arrangements and/or Schedule of Duty Scheme Rules, but for which you would be willing to be considered for slots if, after Step 2 of the Four-Step Duty Slot Allocation Procedure, the LSC considers there is insufficient supply to fully staff the Scheme (Step 3 of the Four-Step Duty Slot Allocation Procedure (see Information for Applicants Section 3.3)
2. Please note that for you to be considered for inclusion on these Schemes, the Schemes referenced here **must** also have been included by your firm in Section 2B of Application Form A or Application Form B)

Expansion Scheme Name	Scheme ID Code	Usual travel time (mins) to your Office from Court ⁵	Cost of public transport from the court to your office . ⁶	Usual Travel Time (mins) to the Police Station ⁷

Section 5 - Certification

A. To be completed by the Duty Solicitor:
 I confirm that the information in this application is correct to the best of my knowledge.

Applicant name: _____

Signature: _____ Date: ____ / ____ / ____

B. To be completed by the Crime Supervisor:
 I support this application and I confirm that the 45 minute time standard, as required by the Unified Contract (Crime) July 2008 Specification Part B 1.1.13(6) will be upheld by this Office.

Print Name: _____

Signature: _____ Date: ____ / ____ / ____

⁵ Indicate the usual time it takes to travel by public transport to your office from the relevant court

⁶ Indicate the cost of a peak time single journey by public transport from the court to your office.

⁷ Indicate the usual time it takes to travel by reasonable means from your office to the most distant police station within the Scheme

Section 6 - Equal Opportunities Monitoring

Completion of this section is voluntary. This will be treated in the strictest confidence and will be used purely for statistical monitoring and research.

Are you: Male Female

Ethnic Monitoring : Please circle which of the following you would describe yourself as being:

White

- (a) British
- (b) Irish
- (c) White other

Mixed

- (a) White and Black Caribbean
- (b) White and Black African
- (c) White and Asian
- (d) Mixed other

Asian or Asian British

- (a) Indian
- (b) Pakistani
- (c) Bangladeshi
- (d) Asian other

Black or Black British

- (a) Black Caribbean
- (b) Black African
- (c) Black other

Chinese

- (a) Chinese

Other

- (a) Other

Disability Monitoring : The Disability Discrimination Act defines disability as: as physical or mental impairment with long-term, substantial effects on a person's ability to perform day-to-day activities.

Do you consider yourself to have a disability? YES NO

Section 7 - Data Protection Notice

The Legal Services Commission is a Data Controller. The information you provide in this form will be used to process your application to become a member of Duty Solicitor Schemes in accordance with the Duty Solicitor Arrangements 2008 (as amended).

Your personal data will be processed in accordance with the Principles of the Data Protection Act 1998. In the process of dealing with your application, we may share your data with third parties, such as the Regional Duty Solicitor Committee, who carry out their function on our behalf, Police Authorities, court services, a member of the public and also the Law Society.

To facilitate the swapping of allocated rota slots, we may share the contact details that you provide in this form with the other duty solicitors who are members of the same local scheme(s) as you.

Under section 7 of the Data Protection Act 1998, you have the right (subject to certain exemptions) to request access to personal data we hold about you. To request your personal data you should write to the Data Protection Officer in the Policy & Legal Department at the Legal Services Commission.