

## Key information sources

There are a number of key information sources referred to throughout this pack that you are likely to require in your work as a publicly funded supplier of legal services. The table below explains where all of these can be obtained from.

| Service/Document                             | Function/Detail  | Price  | Available from   | Contact  |
|--|--|--|--|--|
| LSC Website                                  | Extensive information. Many reference sources in this pack refer to the website.                         | Free of charge   | <a href="http://www.legalservices.gov.uk">www.legalservices.gov.uk</a>     | <a href="http://www.legalservices.gov.uk">www.legalservices.gov.uk</a>   |
| LSC Forms                                    | These are the application forms, administration forms, means assessment forms, claim forms and CDS forms | Forms are free of charge when downloaded from the LSC Website. | The easiest way to access the forms is via the LSC Website.                | The forms are available to download from our site.<br><b>Civil Forms</b><br><a href="http://www.legalservices.gov.uk/civil/forms.asp#go">http://www.legalservices.gov.uk/civil/forms.asp#go</a><br><b>CDS Forms</b><br><a href="http://www.legalservices.gov.uk/criminal/cds_forms.asp#go">http://www.legalservices.gov.uk/criminal/cds_forms.asp#go</a> |
| LSC Manual                                   | Contains statutory provisions with other relevant documentation for reference.                           | For details see LSC Manual Online Website                      | The Stationery Office or via LSC Manual Online                             | <a href="#">Order a copy of the LSC Manual by email</a> from The Stationery Office, or call them on 0870 607 2468.<br><br>Subscribers can access the <a href="#">LSC Manual Online website</a> .   |
| Focus, Focus on CDS Magazines and LSC Update | Up-to-date guidance and information direct from the LSC  | Provided free and directly to all LSC account holders.         | You will be sent Focus automatically by e-mail if you subscribe            | LSC Communications is responsible for the production of the Focus magazines. For further details and to subscribe:<br><a href="http://www.legalservices.gov.uk/aboutus/how/subscribe_to_publications.asp">http://www.legalservices.gov.uk/aboutus/how/subscribe_to_publications.asp</a>  |
| LSC Leaflets                                 | A Step by Step Guide to Legal Aid  | The leaflets are provided free of charge.                      | The leaflets are available online at the LSC Website and in printed format | To access online versions of the forms, or order printed copies go to:<br><a href="http://www.legalservices.gov.uk/public/help/information_leaflets.asp">http://www.legalservices.gov.uk/public/help/information_leaflets.asp</a>  |

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|------------------|--|---|--|--|
| LSC Leaflets     | <p>A Practical Guide to Criminal Defence Services</p> <p>Criminal Defence Services at the Police Station and in Court</p> <p>Paying for Your Legal Aid (the Statutory Charge)</p> <p>Representations</p> <p>Special Investigations Unit</p> <p>Access to Information</p> <p>Complaints: How to complain to the Legal Services Commission</p> | The leaflets are provided free of charge. | The leaflets are available online at the LSC Website and in printed format | To access online versions of the forms, or order printed copies go to: <a href="http://www.legalservices.gov.uk/public/help/information_leaflets.asp">http://www.legalservices.gov.uk/public/help/information_leaflets.asp</a> |