

Where work is processed

This interactive guide has been produced to show which office processes your operational casework. We will ensure that it is updated to reflect any future transfers.

Click on your regional office you traditionally send your casework. You will be able to view where your work is now being processed, together with relevant contact details.



How to use this document:

1. Click on the Legal Services Commission regional office you traditionally sent your casework to, from the list below.
2. You will be taken to a table listing all the legal aid forms, which shows the name of the processing office for each one. Recent amendments are highlighted in yellow.
3. If necessary, click on the name of the processing office to view the postal address. The offices are listed in alphabetical order.
4. Alternatively, click on the 'Other departments' link below for information about how clients pay for their legal aid.

Regional offices:

<u>Birmingham</u>	<u>Cardiff</u>	<u>London</u>	<u>Reading</u>
<u>Brighton</u>	<u>Chester</u>	<u>Manchester</u>	
<u>Bristol</u>	<u>Leeds</u>	<u>South Tyneside</u>	
<u>Cambridge</u>	<u>Liverpool</u>	<u>Nottingham</u>	

Other departments:

<u>Records Management Centre</u>	<u>Cash Office</u>	<u>Debt Recovery Unit</u>	<u>Land Charges Section</u>
<u>Very High Costs Cases – Family</u>	<u>Very High Costs Cases – Non Family</u>		

Birmingham:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	South Tyneside
CLSAPP3/4/7	Family	South Tyneside
CLSAPP5	Children Act	South Tyneside
CLSAPP6	Emergency Legal Aid	South Tyneside
CLSAPP8	Civil Amendment / Authority	South Tyneside
CLSAPP9	Legal Appeals	South Tyneside
CLSAPP10	Civil Costs Appeals	Birmingham
CLSAPP11	Discharge Applications	South Tyneside
CLSADMIN2	Change of Details	South Tyneside
CLSADMIN3	App to Suspend Contributions	South Tyneside
CLSMEANS1	Normal Assessments	South Tyneside
CLSMEANS1	Business Assessments	South Tyneside
CLSMEANS1	Further Assessments	South Tyneside
CLSMEANS2	Passported	South Tyneside
CLSMEANS2	Further Assessments	South Tyneside
CLSCLAIM1	Assessed Bill - No Charge	Birmingham
CLSCLAIM1	Assessed Bill - With Charge	Birmingham
CLSCLAIM1	Taxed Bill - No Charge	Birmingham
CLSCLAIM1	Taxed Bill - With Charge	Birmingham
CLSCLAIM1A	Public Law Child Care Claim	Leeds / South Tyneside**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	South Tyneside
CLSCLAIM2	Settlement / APO	Birmingham
CLSCLAIM3	Civil Counsels Claim	Birmingham
CLSPOA1	Civil Payment on Account	Birmingham
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Birmingham
EC CLAIM Civil	Exceptional Case Claim	South Tyneside*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Nottingham
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to [London](#)

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

Birmingham contact numbers:

Legal / Means (Non-Family)	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Legal / Means (Family)	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0300 200 2020	<u>South Tyneside</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Brighton:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	Liverpool
CLSAPP3/4/7	Family	Liverpool
CLSAPP5	Children Act	Liverpool
CLSAPP6	Emergency Legal Aid	Liverpool
CLSAPP8	Civil Amendment / Authority	Liverpool
CLSAPP9	Legal Appeals	Liverpool
CLSAPP10	Civil Costs Appeals	South Tyneside
CLSAPP11	Discharge Applications	Liverpool
CLSADMIN2	Change of Details	Liverpool
CLSADMIN3	App to Suspend Contributions	Liverpool
CLSMEANS1	Normal Assessments	Liverpool
CLSMEANS1	Business Assessments	Liverpool
CLSMEANS1	Further Assessments	Liverpool
CLSMEANS2	Passported	Liverpool
CLSMEANS2	Further Assessments	Liverpool
CLSCLAIM1	Assessed Bill - No Charge	South Tyneside
CLSCLAIM1	Assessed Bill - With Charge	South Tyneside
CLSCLAIM1	Taxed Bill - No Charge	Cambridge
CLSCLAIM1	Taxed Bill - With Charge	Cambridge
CLSCLAIM1A	Public Law Child Care Claim	Leeds / South Tyneside**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	South Tyneside
CLSCLAIM2	Settlement / APO	South Tyneside
CLSCLAIM3	Civil Counsels Claim	South Tyneside
CLSPOA1	Civil Payment on Account	Birmingham
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Leeds
EC CLAIM Civil	Exceptional Case Claim	Liverpool*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Nottingham
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to [London](#)

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

Brighton contact numbers:

Legal / Means (Non-Family)	T: 0300 200 2020 F: 0115 908 4397	National Civil Contact Centre
Legal / Means (Family)	T: 0300 200 2020 F: 0115 908 4397	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
CLSCLAIM5 (FGF Claim)	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Bristol:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	Bristol
CLSAPP3/4/7	Family	Bristol
CLSAPP5	Children Act	Bristol
CLSAPP6	Emergency Legal Aid	Bristol
CLSAPP8	Emergency Civil Amendment / Authority	Bristol
CLSAPP8	Civil Amendment / Authority	Cardiff
CLSAPP9	Legal Appeals	Cardiff
CLSAPP10	Civil Costs Appeals	Bristol
CLSAPP11	Discharge Applications	Bristol
CLSDADMIN2	Change of Details	Bristol
CLSDADMIN3	App to Suspend Contributions	Bristol
CLSMEANS1	Normal Assessments	Bristol
CLSMEANS1	Business Assessments	Bristol
CLSMEANS1	Further Assessments	Bristol
CLSMEANS2	Passported	Bristol
CLSMEANS2	Further Assessments	Bristol
CLSCLAIM1	Assessed Bill - No Charge	Bristol
CLSCLAIM1	Assessed Bill - With Charge	South Tyneside
CLSCLAIM1	Taxed Bill - No Charge	Bristol
CLSCLAIM1	Taxed Bill - With Charge	Bristol
CLSCLAIM1A	Public Law Child Care Claim	Bristol / Liverpool**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	Liverpool
CLSCLAIM2	Settlement / APO	Bristol
CLSCLAIM3	Civil Counsels Claim	Bristol
CLSPOA1	Civil Payment on Account	Bristol
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Birmingham
EC CLAIM Civil	Exceptional Case Claim	Liverpool*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Nottingham
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to [London](#)

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

Bristol contact numbers:

Legal / Means	T: 0300 200 2020 F: 0117 302 3198	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0117 302 3198	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
CLSCLAIM5 (FGF Claim)	T: 0300 200 2020	National Civil Contact Centre
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Cambridge:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	<u>South Tyneside</u>
CLSAPP3/4/7	Family	<u>Chester</u>
CLSAPP5	Children Act	<u>Chester</u>
CLSAPP6	Emergency Legal Aid	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSAPP8	Civil Amendment / Authority	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSAPP9	Legal Appeals	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSAPP10	Civil Costs Appeals	<u>Cambridge</u>
CLSAPP11	Discharge Applications	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSADMIN2	Change of Details	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSADMIN3	App to Suspend Contributions	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSMEANS1	Normal Assessments	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSMEANS1	Business Assessments	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSMEANS1	Further Assessments	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSMEANS2	Passported	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSMEANS2	Further Assessments	<u>South Tyneside</u> *** / <u>Chester</u> ****
CLSCLAIM1	Assessed Bill - No Charge	<u>Cambridge</u>
CLSCLAIM1	Assessed Bill - With Charge	<u>Cambridge</u>
CLSCLAIM1	Taxed Bill - No Charge	<u>Cambridge</u>
CLSCLAIM1	Taxed Bill - With Charge	<u>Cambridge</u>
CLSCLAIM1A	Public Law Child Care Claim	<u>Bristol / Liverpool</u> **
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	<u>Liverpool</u>
CLSCLAIM2	Settlement / APO	<u>Cambridge</u>
CLSCLAIM3	Civil Counsels Claim	<u>Cambridge</u>
CLSPOA1	Civil Payment on Account	<u>London</u>
CLSCLAIM5 / CLSCLAIM5A	FGF Claim FAS Claim	<u>Birmingham</u>
EC CLAIM Civil	Exceptional Case Claim	<u>Liverpool</u> *
CDS18	Exceptional Case Claim	<u>Nottingham</u>
EC CLAIM Immigration	Exceptional Case Claim	<u>London</u>
EC CLAIM Mental Health	Exceptional Case Claim	<u>Liverpool</u>
CDS4/5	Prior Authority in Criminal Cases / Extension	<u>Nottingham</u>
CDS7	CDS7 Bills	<u>Nottingham</u>
Mediation Work Report Form		<u>Chester</u>

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* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

*** = Non-Family **** = Family

Cambridge contact numbers:

Legal / Means	T: 0300 200 2020 F: 0117 302 3198	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0117 302 3198	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Crime Means Testing	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Cardiff:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	Cardiff
CLSAPP3/4/7	Family	Cardiff
CLSAPP5	Children Act	Cardiff
CLSAPP6	Emergency Legal Aid	Cardiff
CLSAPP8	Civil Amendment / Authority	Cardiff
CLSAPP9	Legal Appeals	Cardiff
CLSAPP10	Civil Costs Appeals	Cardiff
CLSAPP11	Discharge Applications	Cardiff
CLSADMIN2	Change of Details	Cardiff
CLSADMIN3	App to Suspend Contributions	Cardiff
CLSMEANS1	Normal Assessments	Cardiff
CLSMEANS1	Business Assessments	Cardiff
CLSMEANS1	Further Assessments	Cardiff
CLSMEANS2	Passported	Cardiff
CLSMEANS2	Further Assessments	Cardiff
CLSCLAIM1	Assessed Bill - No Charge	Cardiff
CLSCLAIM1	Assessed Bill - With Charge	Cardiff
CLSCLAIM1	Taxed Bill - No Charge	Cardiff
CLSCLAIM1	Taxed Bill - With Charge	Cardiff
CLSCLAIM1A	Public Law Child Care Claim	Bristol / Liverpool**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	Liverpool!
CLSCLAIM2	Settlement / APO	Cardiff
CLSCLAIM3	Civil Counsels Claim	Cardiff
CLSPOA1	Civil Payment on Account	London
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Leeds
EC CLAIM Civil	Exceptional Case Claim	Liverpool*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool!
CDS4/5	Prior Authority in Criminal Cases / Extension	Liverpool*** / Nottingham****
CDS7	CDS7 Bills	Nottingham****
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to [London](#)

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

*** = Other Wales Regions Firms **** = For North Wales Region Firms

Cardiff contact numbers:

Legal / Means	T: 0300 200 2020 F: 029 2064 7173	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 029 2064 7173	National Civil Contact Centre
Crime Finance	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
Welsh Speaking Language Line	T: 0845 609 9989	
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Chester:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	<u>Chester</u>
CLSAPP3/4/7	Family	<u>Chester</u>
CLSAPP5	Children Act	<u>Chester</u>
CLSAPP6	Emergency Legal Aid	<u>Chester</u>
CLSAPP8	Civil Amendment / Authority	<u>Chester</u>
CLSAPP9	Legal Appeals	<u>Chester</u>
CLSAPP10	Civil Costs Appeals	<u>Chester</u>
CLSAPP11	Discharge Applications	<u>Chester</u>
CLSADMIN2	Change of Details	<u>Chester</u>
CLSADMIN3	App to Suspend Contributions	<u>Chester</u>
CLSMEANS1	Normal Assessments	<u>Chester</u>
CLSMEANS1	Business Assessments	<u>Chester</u>
CLSMEANS1	Further Assessments	<u>Chester</u>
CLSMEANS2	Passported	<u>Chester</u>
CLSMEANS2	Further Assessments	<u>Chester</u>
CLSCLAIM1	Assessed Bill - No Charge	<u>Chester</u>
CLSCLAIM1	Assessed Bill - With Charge	<u>Chester</u>
CLSCLAIM1	Taxed Bill - No Charge	<u>Chester</u>
CLSCLAIM1	Taxed Bill - With Charge	<u>Chester</u>
CLSCLAIM1A	Public Law Child Care Claim	<u>Bristol / Liverpool**</u>
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	<u>Liverpool!</u>
CLSCLAIM2	Settlement / APO	<u>Chester</u>
CLSCLAIM3	Civil Counsels Claim	<u>Chester</u>
CLSPOA1	Civil Payment on Account	<u>Chester</u>
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	<u>Leeds</u>
EC CLAIM Civil	Exceptional Case Claim	<u>Liverpool*</u>
CDS18	Exceptional Case Claim	<u>Nottingham</u>
EC CLAIM Immigration	Exceptional Case Claim	<u>London</u>
EC CLAIM Mental Health	Exceptional Case Claim	<u>Liverpool!</u>
CDS4/5	Prior Authority in Criminal Cases / Extension	<u>Nottingham</u>
CDS7	CDS7 Bills	<u>Nottingham</u>
Mediation Work Report Form		<u>Chester</u>

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Chester contact numbers:

Legal / Means	T: 0300 200 2020 F: 01244 404 691	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 01244 404 691	National Civil Contact Centre
Crime Finance	T: 01244 404 500 F: 01244 404 691	<u>Chester</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Leeds:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	Liverpool
CLSAPP3/4/7	Family	Liverpool
CLSAPP5	Children Act	Liverpool
CLSAPP6	Emergency Legal Aid	Liverpool
CLSAPP8	Civil Amendment / Authority	Liverpool
CLSAPP9	Legal Appeals	Liverpool
CLSAPP10	Civil Costs Appeals	Liverpool
CLSAPP11	Discharge Applications	Liverpool
CLSADMIN2	Change of Details	Liverpool
CLSADMIN3	App to Suspend Contributions	Liverpool
CLSMEANS1	Normal Assessments	Liverpool
CLSMEANS1	Business Assessments	Liverpool
CLSMEANS1	Further Assessments	Liverpool
CLSMEANS2	Passported	Liverpool
CLSMEANS2	Further Assessments	Liverpool
CLSCLAIM1	Assessed Bill - No Charge	Liverpool
CLSCLAIM1	Assessed Bill - With Charge	Liverpool
CLSCLAIM1	Taxed Bill - No Charge	Liverpool
CLSCLAIM1	Taxed Bill - With Charge	Liverpool
CLSCLAIM1A	Public Law Child Care Claim	Bristol / Liverpool **
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	Liverpool
CLSCLAIM2	Settlement / APO	Liverpool
CLSCLAIM3	Civil Counsels Claim	Liverpool
CLSPOA1	Civil Payment on Account	Birmingham
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Leeds
EC CLAIM Civil	Exceptional Case Claim	Liverpool *
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Liverpool
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Leeds contact numbers:

Legal / Means	T: 0300 200 2020 F: 0151 242 5394	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0151 242 5394	National Civil Contact Centre
Crime Finance	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Liverpool:

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Form	Title	Processing office
CLSAPP1	Non Family	Chester
CLSAPP3/4/7	Family	Chester
CLSAPP5	Children Act	Chester
CLSAPP6	Emergency Legal Aid	Chester
CLSAPP8	Civil Amendment / Authority	Chester
CLSAPP9	Legal Appeals	Chester
CLSAPP10	Civil Costs Appeals	Chester
CLSAPP11	Discharge Applications	Chester
CLSADMIN2	Change of Details	Chester
CLSADMIN3	App to Suspend Contributions	Chester
CLSMEANS1	Normal Assessments	Chester
CLSMEANS1	Business Assessments	Chester
CLSMEANS1	Further Assessments	Chester
CLSMEANS2	Passported	Chester
CLSMEANS2	Further Assessments	Chester
CLSCLAIM1	Assessed Bill - No Charge	Chester
CLSCLAIM1	Assessed Bill - With Charge	Chester
CLSCLAIM1	Taxed Bill - No Charge	Chester
CLSCLAIM1	Taxed Bill - With Charge	Chester
CLSCLAIM1A	Public Law Child Care Claim	Bristol / Liverpool**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	Liverpool!
CLSCLAIM2	Settlement / APO	Chester
CLSCLAIM3	Civil Counsels Claim	Chester
CLSPOA1	Civil Payment on Account	Birmingham
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Leeds
EC CLAIM Civil	Exceptional Case Claim	Liverpool*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool!
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Liverpool
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Liverpool contact numbers:

Legal / Means	T: 0300 200 2020 F: 01244 404 691	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 01244 404 691	National Civil Contact Centre
Crime Finance	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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London:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Housing	South Tyneside
CLSAPP1	Other	London
CLSAPP3/4/7	Family	London
CLSAPP5	Children Act	London
CLSAPP6	Emergency Legal Aid	London
CLSAPP8	Civil Amendment / Authority	London
CLSAPP9	Legal Appeals	London
CLSAPP10	Civil Costs Appeals	South Tyneside ***
CLSAPP11	Discharge Applications	London
CLSDADMIN2	Change of Details	London
CLSDADMIN3	App to Suspend Contributions	South Tyneside
CLSMEANS1	Normal Assessments	London
CLSMEANS1	Business Assessments	London
CLSMEANS1	Further Assessments	London
CLSMEANS2	Passported	London
CLSMEANS2	Further Assessments	London
CLSCLAIM1	Assessed Bill - No Charge	South Tyneside
CLSCLAIM1	Assessed Bill - With Charge	South Tyneside
CLSCLAIM1	Taxed Bill - No Charge	Cambridge
CLSCLAIM1	Taxed Bill - With Charge	Cambridge
CLSCLAIM1A	Public Law Child Care Claim	Leeds / South Tyneside **
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	South Tyneside
CLSCLAIM2	Settlement / APO	South Tyneside
CLSCLAIM3	Civil Counsels Claim	South Tyneside
CLSPOA1	Civil Payment on Account	London
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	South Tyneside
EC CLAIM Civil	Exceptional Case Claim	South Tyneside *
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Liverpool
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to [London](#)

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

*** = CLSAPP10 for SCU should be sent to London

Note: All housing apps for London providers are processed by South Tyneside

London contact numbers:

Legal / Means	T: 0300 200 2020	National Civil Contact Centre
For all housing matters	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0300 200 2020	<u>South Tyneside</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

* = Call for authorisation before faxing any documentation

** = For CDS7 queries call Liverpool on 0151 242 5200

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Manchester:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	<u>Manchester</u>
CLSAPP3/4/7	Family	<u>Manchester</u>
CLSAPP5	Children Act	<u>Manchester</u>
CLSAPP6	Emergency Legal Aid	<u>Manchester</u>
CLSAPP8	Civil Amendment / Authority	<u>Manchester</u>
CLSAPP9	Legal Appeals	<u>Manchester</u>
CLSAPP10	Civil Costs Appeals	<u>Chester</u>
CLSAPP11	Discharge Applications	<u>Manchester</u>
CLSADMIN2	Change of Details	<u>Manchester</u>
CLSADMIN3	App to Suspend Contributions	<u>Manchester</u>
CLSMEANS1	Normal Assessments	<u>Manchester</u>
CLSMEANS1	Business Assessments	<u>Manchester</u>
CLSMEANS1	Further Assessments	<u>Manchester</u>
CLSMEANS2	Passported	<u>Manchester</u>
CLSMEANS2	Further Assessments	<u>Manchester</u>
CLSCLAIM1	Assessed Bill - No Charge	<u>Chester</u>
CLSCLAIM1	Assessed Bill - With Charge	<u>Chester</u>
CLSCLAIM1	Taxed Bill - No Charge	<u>Chester</u>
CLSCLAIM1	Taxed Bill - With Charge	<u>Chester</u>
CLSCLAIM1A	Public Law Child Care Claim	<u>Bristol / Liverpool**</u>
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	<u>Liverpool!</u>
CLSCLAIM2	Settlement / APO	<u>Chester</u>
CLSCLAIM3	Civil Counsels Claim	<u>Chester</u>
CLSPOA1	Civil Payment on Account	<u>London</u>
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	<u>Leeds</u>
EC CLAIM Civil	Exceptional Case Claim	<u>Liverpool*</u>
CDS18	Exceptional Case Claim	<u>Nottingham</u>
EC CLAIM Immigration	Exceptional Case Claim	<u>London</u>
EC CLAIM Mental Health	Exceptional Case Claim	<u>Liverpool!</u>
CDS4/5	Prior Authority in Criminal Cases / Extension	<u>Nottingham</u>
CDS7	CDS7 Bills	<u>Nottingham</u>
Mediation Work Report Form		<u>Chester</u>

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to London

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

Manchester contact numbers:

Legal / Means	T: 0300 200 2020 F: 0161 244 5196 or 0161 244 5197	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0161 244 5196 or 0161 244 5197	National Civil Contact Centre
Civil Finance (statutory charge work)	T: 0300 200 2020 F: 0151 242 5374	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Nottingham:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	Liverpool
CLSAPP3/4/7	Family	Liverpool
CLSAPP5	Children Act	Liverpool
CLSAPP6	Emergency Legal Aid	Liverpool
CLSAPP8	Civil Amendment / Authority	Liverpool
CLSAPP9	Legal Appeals	Liverpool
CLSAPP10	Civil Costs Appeals	Liverpool
CLSAPP11	Discharge Applications	Liverpool
CLSADMIN2	Change of Details	Liverpool
CLSADMIN3	App to Suspend Contributions	Liverpool
CLSMEANS1	Normal Assessments	Liverpool
CLSMEANS1	Business Assessments	Liverpool
CLSMEANS1	Further Assessments	Liverpool
CLSMEANS2	Passported	Liverpool
CLSMEANS2	Further Assessments	Liverpool
CLSCLAIM1	Assessed Bill - No Charge	Chester
CLSCLAIM1	Assessed Bill - With Charge	Chester
CLSCLAIM1	Taxed Bill - No Charge	Cambridge
CLSCLAIM1	Taxed Bill - With Charge	Cambridge
CLSCLAIM1A	Public Law Child Care Claim	Bristol / Liverpool**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	Liverpool
CLSCLAIM2	Settlement / APO	Chester
CLSCLAIM3	Civil Counsels Claim	Chester
CLSPOA1	Civil Payment on Account	Bristol
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Birmingham
EC CLAIM Civil	Exceptional Case Claim	Liverpool*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Nottingham
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to London

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

Nottingham contact numbers:

Legal / Means	T: 0300 200 2020 F: 0115 908 4397	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0115 908 4397	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0151 242 5332	<u>Liverpool</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

= Please use this telephone number for all Civil Finance queries (including CLSCLAIM4s processed by Cambridge)

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Reading:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	South Tyneside
CLSAPP3/4/7	Family	South Tyneside
CLSAPP5	Children Act	South Tyneside
CLSAPP6	Emergency Legal Aid	South Tyneside
CLSAPP8	Civil Amendment / Authority	South Tyneside
CLSAPP9	Legal Appeals	South Tyneside
CLSAPP10	Civil Costs Appeals	South Tyneside
CLSAPP11	Discharge Applications	South Tyneside
CLSADMIN2	Change of Details	South Tyneside
CLSADMIN3	App to Suspend Contributions	South Tyneside
CLSMEANS1	Normal Assessments	South Tyneside
CLSMEANS1	Business Assessments	South Tyneside
CLSMEANS1	Further Assessments	South Tyneside
CLSMEANS2	Passported	South Tyneside
CLSMEANS2	Further Assessments	South Tyneside
CLSCLAIM1	Assessed Bill - No Charge	South Tyneside
CLSCLAIM1	Assessed Bill - With Charge	South Tyneside
CLSCLAIM1	Taxed Bill - No Charge	Cambridge
CLSCLAIM1	Taxed Bill - With Charge	Cambridge
CLSCLAIM1A	Public Law Child Care Claim	Leeds / South Tyneside**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	South Tyneside
CLSCLAIM2	Settlement / APO	South Tyneside
CLSCLAIM3	Civil Counsels Claim	South Tyneside
CLSPOA1	Civil Payment on Account	South Tyneside
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	Birmingham
EC CLAIM Civil	Exceptional Case Claim	South Tyneside*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Nottingham
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to London

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

Reading contact numbers:

Legal / Means (Family)	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Civil Finance (Non-Family)	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 01273 878 991	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0115 908 4244 F: 0115 908 4398	<u>Nottingham</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0300 200 2020	<u>South Tyneside</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5350 F: 0151 242 5394	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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South Tyneside:

Please see the table below for where providers should send legal aid forms (click on the name of the office for postal address and contact details).

Form	Title	Processing office
CLSAPP1	Non Family	South Tyneside
CLSAPP3/4/7	Family	South Tyneside
CLSAPP5	Children Act	South Tyneside
CLSAPP6	Emergency Legal Aid	South Tyneside
CLSAPP8	Civil Amendment / Authority	South Tyneside
CLSAPP9	Legal Appeals	South Tyneside
CLSAPP10	Civil Costs Appeals	South Tyneside
CLSAPP11	Discharge Applications	South Tyneside
CLSADMIN2	Change of Details	South Tyneside
CLSADMIN3	App to Suspend Contributions	South Tyneside
CLSMEANS1	Normal Assessments	South Tyneside
CLSMEANS1	Business Assessments	South Tyneside
CLSMEANS1	Further Assessments	South Tyneside
CLSMEANS2	Passported	South Tyneside
CLSMEANS2	Further Assessments	South Tyneside
CLSCLAIM1	Assessed Bill - No Charge	South Tyneside
CLSCLAIM1	Assessed Bill - With Charge	South Tyneside
CLSCLAIM1	Taxed Bill - No Charge	Cambridge
CLSCLAIM1	Taxed Bill - With Charge	Cambridge
CLSCLAIM1A	Public Law Child Care Claim	Leeds / South Tyneside**
CLSCLAIM1A (Exceptional)	Public Law Child Care Claim	South Tyneside
CLSCLAIM2	Settlement / APO	South Tyneside
CLSCLAIM3	Civil Counsels Claim	South Tyneside
CLSPOA1	Civil Payment on Account	Birmingham
CLSCLAIM5 / CLSCLAIM5A	FGF Claim / FAS Claim	South Tyneside
EC CLAIM Civil	Exceptional Case Claim	South Tyneside*
CDS18	Exceptional Case Claim	Nottingham
EC CLAIM Immigration	Exceptional Case Claim	London
EC CLAIM Mental Health	Exceptional Case Claim	Liverpool
CDS4/5	Prior Authority in Criminal Cases / Extension	Nottingham
CDS7	CDS7 Bills	Nottingham
Mediation Work Report Form		Chester

POCA / Drug Trafficking Act 94 / Criminal Justice Act 88 apps (but NOT all Crime / Civil apps) should be sent to

* = Family & Tailored Fixed Fee Replacement Only

** = For Phase 2 Fee claims - Private Family Law Representation Scheme' (PFLRS) work completed on or after 9th May 2011

South Tyneside contact numbers:

Legal / Means	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Civil Finance	T: 0300 200 2020 F: 0191 428 3794	National Civil Contact Centre
Crime Finance	T: 0115 908 4200 F: 0115 908 4398	<u>Nottingham</u>
Crime Means Testing	T: 0151 242 5203 F: 0151 242 5394	<u>Liverpool</u>
Tailored Fixed Fee Replacement & Family Exceptional Cases	T: 0300 200 2020	<u>South Tyneside</u>
Police Station Exceptional Cases	T: 0115 908 4382	<u>Nottingham</u>
Mental Health	T: 0151 242 5256	<u>Liverpool</u>
National Immigration & Asylum Team	T: 020 7718 8091	<u>London</u>
Very High Costs Cases: Family	T: 0300 200 2020	<u>South Tyneside</u>
Very High Costs Cases: Non-Family	T: 020 7718 8002	<u>SCU London</u>

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Birmingham Office:

Legal Services Commission
Birmingham Regional Office
Cannon House
18 The Priory Queensway
Birmingham
B4 6BS

(DX 13041 Birmingham)

Tel: 0300 200 2020

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Brighton Office:

Legal Services Commission
Brighton Regional Office
3rd/4th Floor
Invicta House
Trafalgar Square
Brighton
BN1 3RE

(DX 2752 Brighton)

Tel: 0300 200 2020

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Bristol Office:

Legal Services Commission
Bristol Regional Office
33-35 Queen Square
Bristol
BS1 4LU

Tel: 0300 200 2020

(DX 7852 Bristol)

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Cambridge Office:

Legal Services Commission
Cambridge Regional Office
62-68 Hills Road
Cambridge
CB2 1LA

(DX 5803 Cambridge)

Tel: 0300 200 2020

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Cardiff Office:

Legal Services Commission
Cardiff Regional Office
Marland House
Central Square
Cardiff
CF10 1PF

(DX 33006 Cardiff)

Tel: 0300 200 2020
Welsh Language Line: 0845 609 9989

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Chester Office:

Legal Services Commission
Chester Regional Office
2nd Floor
Pepper House
Pepper Row
Chester
CH1 1DW

(DX 19981 Chester)

Tel: 0300 200 2020

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Leeds Office:

Legal Services Commission
Leeds Regional Office
Harcourt House
Chancellor Court
21 The Calls
Leeds
LS2 7EH

(DX 12068 Leeds)

Tel: 0300 200 2020

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Liverpool Office:

Legal Services Commission
Liverpool Regional Office
Cavern Court
8 Mathew Street
Liverpool
L2 6RE

(DX 14208 Liverpool)

Tel: 0300 200 2020

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London Office:

Legal Services Commission
London Regional Office
Exchange Tower
2 Harbour Exchange Square
London
E14 9GE

(DX 100170 Docklands 2)

Tel: 0300 200 2020

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Manchester Office:

Legal Services Commission
Manchester Regional Office
Lee House
2nd Floor
90 Great Bridgewater Street
Manchester
M1 5JW

(DX 14343 Manchester)

Tel: 0300 200 2020

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Nottingham Office:

Legal Services Commission
East Midlands Regional Office
Fothergill House
16 King Street
Nottingham
NG1 2AS

Tel: 0115 908 4200

(DX 10035 Nottingham 1)

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Reading Office:

Legal Services Commission
Reading Regional Office
4th Floor
80 Kings Road
Reading
RG1 3BJ

Tel: 0300 200 2020

(DX 4050 Reading)

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South Tyneside Office:

Legal Services Commission
North East Regional Office &
Business Delivery Centre
Berkley Way
Viking Business Park
Jarrow
South Tyneside
NE31 1SF

(DX 742350 Jarrow 2)

Tel: 0300 200 2020

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Other departments:

Please send accepted offer letters, with customers' payments to:

Legal Services Commission
Cash Office
Exchange Tower, 13th Floor
2 Harbour Exchange Square
London
E14 9GE

(DX 100170 Docklands 2)

Tel: 020 7718 8453

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After your final bill has been paid, please direct any queries relating to the recovery of or demand for debts from funded customers or opponents to:

Legal Services Commission
Debt Recovery Unit
Exchange Tower, 13th Floor
2 Harbour Exchange Square
London
E14 9GE

(DX 100170 Docklands 2)

Tel: 020 7718 8450

[Click here to go back to the top.](#)

If you have any questions concerning a completed Land Charge that has been registered against your customer's property, please contact:

Legal Services Commission
Land Charges Section
Exchange Tower, 13th Floor
2 Harbour Exchange Square
London
E14 9GE

(DX 100170 Docklands 2)

Tel: 020 7718 8451

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Records Management Centre:

For all requests for non-civil files/documentation. All requests for civil case files should be made via the File Request Database.

General e-mails should be sent to the Records Management Centre e-mail address recordsmanagementcentre@legalservices.gsi.gov.uk

LSC South Tyneside
Records Management Centre
Berkley Way
Viking Business Park
Jarrow
South Tyneside
NE31 1SF

(DX 742350 Jarrow 2)

Tel: 0300 200 2020

Fax: 0191 428 3797

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Very High Costs Cases-Family:

When a cost increase is requested over £25,000, the certificate is transferred to the High Costs Case Unit. When transferred, the unit will deal with all Claim forms, amendments, correspondence and any other queries relating to the case or the funding involved. The only exceptions to this rule are cases involving Queens Counsel, child abduction or trusts of land cases which are dealt with by the London Special Cases Unit.

Legal Services Commission
North East Regional Office &
Business Delivery Centre
Berkley Way
Viking Business Park
Jarrow
South Tyneside
NE31 1SF

(DX 742350 Jarrow 2)

Tel: 0300 200 2020

Fax: 0191 428 3788

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Very High Costs Cases-Non-Family:

When a cost increase is requested over £25,000, the certificate is transferred to the High Costs Case Unit. When transferred, the unit will deal with all Claim forms, amendments, correspondence and any other queries relating to the case or the funding involved. The only exceptions to this rule are cases involving Queens Counsel, child abduction or trusts of land cases which are dealt with by the London Special Cases Unit.

Legal Services Commission
Special Cases Unit
Exchange Tower, 13th Floor
2 Harbour Exchange Square
London
E14 9GE

Tel: 020 7718 8002

(DX 100170 Docklands 2)

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