

REPRESENTATION LOWER CHECKLIST

DO'S

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| <p><input type="checkbox"/> UPLOAD ALL REQUIRED DOCUMENTS</p> <p>Upload full copy of proceedings/ first-person statement/Single Commissioner's decision. A blanket defence will not suffice. Include all Interparty correspondence, and financial proofs.</p> | <p><input type="checkbox"/> KEEP UP TO DATE WITH CHANGES</p> <p>Key messages are issued monthly with information to support applications for legal aid and requests for payment – take time to read them. Circulars will issue to highlight any guidance updates – you can find these at 'Legal aid circulars'.</p> |
| <p><input type="checkbox"/> UPLOAD THE CORRECT DECLARATION</p> <p>Refer to 'LSA 17-23 - Applicant declarations - all levels of service'.</p> | <p><input type="checkbox"/> LABEL UPLOADED DOCUMENTS</p> <p>Always use the titles available to label uploads. Where papers are double-sided, ensure BOTH sides of each page are scanned.</p> |
| <p><input type="checkbox"/> USE QUERY FUNCTION</p> <p>Use query function to respond to a query and resubmit the request to LAMS. For amendments submit an Amendment request.</p> | <p><input type="checkbox"/> SUBMIT FURTHER AUTHORITY REQUEST</p> <p>If an existing authority request requires an amendment, then practitioners should submit further authority request.</p> |
| <p><input type="checkbox"/> CONSIDER DOMESTIC ABUSE WAIVER</p> <p>Apply the guidance, which can be located at 'LSANI guidance - seeking the Domestic Abuse Waiver'.</p> | <p><input type="checkbox"/> COMPLETE INFORMATION CORRECTLY</p> <p>Enter your client details correctly, especially address, NINO, date of birth, and benefit office.</p> |
| <p><input type="checkbox"/> MEANS TEST FOR PRISONERS</p> <p>A means test is required for serving prisoners. The amount of capital, even if £0, must be entered on the declaration.</p> | <p><input type="checkbox"/> MAKE APPLICATIONS PROMPTLY</p> <p>Submit applications at the earliest opportunity. If an emergency application is appropriate or a decision becomes urgent, follow the process within 'LSA 06-2020 - Out of hours civil legal services emergency applications'.</p> |

DO NOT'S

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| <p><input type="checkbox"/> FORGET SIGNED AUTHORITY</p> <p>A signed form of authority must be provided in Transfer requests.</p> | <p><input type="checkbox"/> OVERUSE MESSAGE FUNCTION</p> <p>Do not submit messages to request amendments.</p> |
| <p><input type="checkbox"/> WITHHOLD INFORMATION</p> <p>Provide all required information so a full and reasoned decision can be made. E.g. in Non-Mol cases state how the parties are associated under the terms of FHDV.</p> | <p><input type="checkbox"/> SKIP REQUIRED INFORMATION</p> <p>Do not leave the capital section of the declaration blank or N/A; specifically, state 'None' or £0.00.</p> |