

Booking Form For Interpreting Services LSANI Non LAMS Emergency Authority

PART A - REQUEST TO BE COMPLETED BY SOLICITOR

Please email this form to enquiries@languageline.co.uk

Assisted Person Details			
National Insurance No.		Legal Aid Certificate No.	
Surname			
Forename			
Date of Birth			

Solicitor Details	
	Full Name & Address of Solicitor Firm, Telephone Number, Fax & Email
Instructing Solicitor	

Request For Interpreting Services: Telephone Interpreting			
I can confirm the Assisted Person is likely to be financially eligible for Legal Aid (documentation to be provided with LAMS application)			
I can confirm this interpreting session was to determine whether the client was financially eligible for Legal Aid			
Date of Instruction		Date of Initial Advice	
Solicitors Signature		Date of Initial Advice	

Advice And Assistance - For Completion By The Solicitor			
I can confirm the Assisted Person is likely to be financially eligible for Legal Aid (documentation to be provided with LAMS application)			
I can confirm this interpreting session was to determine whether the client was financially eligible for legal Aid			
Date of Instruction		Date of Initial Advice	
Solicitor's Signature		Date of Initial Advice	

LSANI AUTHORISATION (SEE ATTACHED AUTHORISATION LETTER)			
Authority is Granted to Obtain the Following:		LSANI Authorisation reference and grant details	
Authorised by: (Criminal Defence Services/Civil Legal Aid)		Date	

****OFFICIAL CONFIRMATION**** The LANGUAGE Line Limited to assist with telephone consultation as authorised above. Please contact The Language Line Limited on 0800 313 4000 with the confidential 6 digit release code confirmed above. You should then confirm the language required for interpreting and re-enter the six digit code. Please refer to the "Accessing a Telephone Interpreter" advices from The Language Line Limited, available on the LSANI Website for full detail. Please note the following- The six-digit code is to facilitate urgent telephone interpretation and is confidential and cannot be used without the prior authority of LSANI. The Code cannot be shared with any other party. The legal representative is responsible for ensuring the confidentiality of the code and in addition must also ensure that the interpreter/translator is only engaged for up to and including the maximum time specified in the prior authority. If for any reason the time granted on the prior authority is exceeded the representative must contact the Agency and request additional authority.

NB The completed booking form, confirming authority for costs, should be uploaded as a supporting document to follow up Authority request on LAMS once legal aid is in place.