



## **Criminal Legal Aid**

### **Information and Forms for Solicitors**

This document brings together web links to all criminal legal aid guidance and claim forms issued by the Department of Justice and Equality and the Legal Aid Board together with relevant contact details. It is hoped that this will help solicitors when making claims for legal aid.

As of 1 January 2015, the Department of Justice introduced a new system of regular audits in respect of all claims and payments made under the schemes by solicitors. Accordingly, solicitors should ensure that they maintain records necessary to support claims for all legal aid fees and expenses.

Information contained in this document is correct as of 15 April 2015.

### **Court appointed free legal aid under the Criminal Justice (Legal Aid) Act 1962**

- Court Attendance (District/Appeal to Circuit) and Expenses for Travel/Subsistence → [LA 1](#)
- Court Attendance (District/Appeal to Circuit) and Expenses for Travel/Subsistence for Debtors (where debtor has been granted a legal aid certificate under the Enforcement of Court Orders Act 1940, as amended by the Enforcement of Court Orders (Amendment) Act 2009) → [LA 1 \(Debtors\)](#)
- Solicitor's Expenses (Travel, Subsistence, Other (eg. Photocopying) → [LA 10](#)
- Conditions and Good Practice Guidelines for Interpretation/Translator Claims For Solicitor's Expenses for Interpretation/Translation Claims → [Department of Justice and Equality Conditions and Good Practice Guidelines Document](#) (relevant to interpretation/translation claims made as other expenses on LA10 form above)
- Video Conference with Prisoner → [CLA 11 \(B\)](#)
- Defence Witness Allowance → [LA 2](#)

- Expert Witness Claims Fees, Conditions and Good Practice Guidelines → [Department of Justice and Equality Expert Witness Claims Fees, Conditions and Good Practice Guidelines](#) (relevant to Claim Forms LA 5 and LA 3)
- Medical/Technical Report → [LA 5](#)
- Expert Witness Fees and Expenses for court attendance → [LA 3](#)

Email → [courts\\_policy\\_inbox@justice.ie](mailto:courts_policy_inbox@justice.ie) ([courts\\_policy\\_inbox@justice.ie](mailto:courts_policy_inbox@justice.ie))

Expert Witness Approval Request Email → [clawitness@justice.ie](mailto:clawitness@justice.ie)

### **Garda Station Legal Advice Revised Scheme**

- Legal Aid Board Guidance → [Guidance Document](#)
- Fee Rates → [Fee Rates Document](#)
- Claim Form → [GLAS 2](#)
- Sample complete forms → [Example 1 GLAS2 Form](#), [Example 2 GLAS2 Form](#), [Example 3 GLAS2 Form](#) and [Example 4 GLAS2 Form](#)

Email → [gardascheme@legalaidboard.ie](mailto:gardascheme@legalaidboard.ie)

### **CAB Legal Aid Scheme**

- Information about the CAB Legal Aid Scheme (advices provided under ad hoc legal aid scheme) → [Information from the Legal Aid Board](#)
- Claim Form → [CLA 8\(A\)](#)

Email → [cabscheme@legalaidboard.ie](mailto:cabscheme@legalaidboard.ie)

### **Legal Aid - Custody Issues Scheme**

(formerly known as the Attorney General's Legal Aid Scheme)

- Information about the Custody Issues Scheme → [Information from the Legal Aid Board](#)
- Legal Aid Board Scheme Provisions and Guidance → [Scheme Provisions and Guidance Document](#)

- Claim Form for European Arrest Warrant, Extradition, Judicial Review and Habeas Corpus → [CI 1](#)
- Claim Form for High Court Bail Application → [CI 2](#)
- Expert Witness Fees Procedures and Guidance → [Expert Witness Fees Procedures and Guidelines Document](#)
- Client Application for Legal Services and Declaration of Financial Means Form → [CI 3](#)
- Translator/Interpreter Attendance Form → [CI 4](#)
- Translator/Interpreter Claiming Procedures and Guidelines → [Legal Aid Board Procedures and Guidelines Document March 2013](#)

Email → [cischeme@legalaidboard.ie](mailto:cischeme@legalaidboard.ie)

### **Prison Visits**

- Prison Visits Guidelines → [Legal Aid Guidelines for use of CLA 11 Form](#) (for prison visits under the Criminal Legal Aid Scheme, the Legal Aid – Custody Issues Scheme and the CAB Legal Aid Scheme)
- Prison Visit Claim Form → CLA 11 is available at the reception office of individual prisons

### **Contact Details**

Financial Shared Services  
Department of Justice and Equality  
Deerpark Road  
Killarney  
Co. Kerry  
064 6670300

The Legal Aid Board  
Criminal Legal Aid Section  
47 Upper Mount Street  
Dublin 2  
DX 139  
01 6441913