



Legal Aid Agency

Legal Aid Sentencing and Punishment of Offenders Act 2012
The Civil Legal Aid (Procedure) Regulations 2012 ("the
Procedure Regulations"), Part 4, Regulation 38.

Notice of Issue of Certificate

No. _____
IN THE _____ [COUNTY COURT] [FAMILY COURT]
[_____ DIVISION]
Between _____ Applicant/Claimant/Petitioner⁽¹⁾
and _____ Defendant/Respondent⁽¹⁾

TAKE notice that Certificate No. _____
dated the _____ day of _____
has been issued by the Legal Aid Agency
to _____

The certificate is: Emergency Substantive

The level of service covered by the certificate is:

Investigative Help Full Representation Family Help (Higher)

The description/scope⁽¹⁾ of the certificate is:

Emergency certificates only - the emergency certificate [has] [has not]⁽¹⁾ been granted for a
specified period. [It will expire on]:⁽¹⁾ _____

Dated _____ Signed _____
of _____
Solicitor for _____
To: _____

(1) Delete as appropriate

Note to Client's Solicitor

- This notice must be served in accordance with the Procedure Regulations, Part 4, Regulation 38.
- For all non-family certificates this notice must be served when first notifying a potential opponent of a proposed claim, Procedure Regulations, Regulation 38 (2)(a). In all other cases and subject to any pre-action protocol the notice need only be served when proceedings are issued.

Notes to Opponent or Opponent's Solicitor

- Definitions of the different levels of service are contained in the Procedure Regulations.
- If a certificate has already been issued to your client in these proceedings in most cases you must notify your Legal Aid Agency Regional Office that a certificate has been issued to your client's opponent - the Procedure Regulations, Regulation 40(3)(c). However if the certificate related to Family Proceedings there is no need to notify the Regional Office unless the proceedings are subject to Regulation 69 of the Civil Legal Aid (Merits Criteria) Regulations 2012. The Regional Office need not be notified in domestic violence and public or private law children cases. The Regional Office need not be notified in domestic violence and public or private law children cases.
- All monies payable to the client must be paid to his/her solicitor or, if he/she is no longer represented by a solicitor, to the Legal Aid Agency. This is so even if his/her certificate has been discharged or revoked. Only the solicitor or the Legal Aid Agency is capable of giving good discharge for monies so payable - Regulation 13, Civil Legal Aid (Statutory Charge) Regulations 2013.