



Legal Aid
Agency

Central Commissioning Team
8th Floor, Zone C, (8.38),
102 Petty France, London,
SW1H 9AJ
DX 328 – London

E Civil.Contracts@legalaid.gsi.gov.uk

www.gov.uk

By Email Only

14 July 2016

For the attention of the Contract Liaison Manager

Dear Sirs,

2010 Standard Civil Contract in Family Mediation (“the Contract”): Offer to Extend the Contract Period

Your Contract is currently due to expire on the 31 October 2016. This letter (“Offer Letter”) contains the terms of an offer (“Offer”) of an extension to your Contract, **until 23:59 on 31 March 2018**. If you accept this Offer you will be required to continue to provide the Contract Work you are authorised to provide under your Contract upon the same terms and conditions as detailed within your Contract.

For clarity of interpretation, any terms which are capitalised but not defined within this Offer Letter shall have the meaning given to them in the Contract.

If you wish to continue to carry out the Contract Work you are currently authorised to provide under the Contract beyond 31 October 2016, you must complete and sign the acceptance form below and email a copy to us at civil.contracts@legalaid.gsi.gov.uk by no later than 4 August 2016.

If you do not accept this Offer by 23:59 hours on 4 August 2016 your Contract will expire automatically at midnight on 31 October 2016 and you will not be entitled to undertake and be paid for Contract Work from 1 November 2016 onwards.

If you have any queries in relation to the content of this letter, please contact your Contract Manager.

Yours faithfully,

Hugh Barrett
Director of Legal Aid Commissioning and Strategy

OFFER ACCEPTANCE FORM:

TO BE COMPLETED AND EMAILED TO Civil.Contracts@legalaid.gsi.gov.uk by 23:59 hours on 4 August 2016.

Provider principal (“lead”) Office Legal Aid Agency Account Number:

.....

I/we [provider to insert names(s) of provider signatory(ies)]

.....

.....

being duly authorised to act for and on behalf of [full name of provider to be inserted]

.....

ACCEPT the terms of the Legal Aid Agency’s Offer of an extension of the Contract Period of my 2010 Standard Civil Contract in Family Mediation from 31 October 2016 until 31 March 2018 as set out in its Offer Letter dated 14 July 2016.

For the avoidance of doubt, although only my principal or “lead” Office Legal Aid Agency account number is cited, where my organisation has more than one Office, I understand that my acceptance of this Offer applies to **all** Offices from which I am authorised by the Legal Aid Agency to carry out Contract Work under my 2010 Standard Civil Contract in Family Mediation (and that, therefore, I do not need to complete a separate Offer acceptance form for each such Office).

Signed by Date.....

Signed byDate.....

By signing above, you acknowledge and agree to be bound by the terms and conditions of the Offer and the terms and conditions of the 2010 Standard Civil Contract in Family Mediation as varied by the Offer.

This Offer may only be signed by a person who has the capacity to act on behalf of the above named provider and who has been duly authorised to accept and bind that provider to the terms of the Offer. If you are a partnership, an appropriate partner must sign. If you are a sole practitioner solicitor, the sole practitioner (principal) must sign. If you are a company, an appropriate director must sign. If you are a limited liability partnership, an appropriate designated member must sign. If you are an unincorporated charity, two appropriate trustees must sign.