

### **CRM12 Duty Solicitor Applications – Rotas commencing 1 July 2017 - Update 30 March**

Providers who completed verification but were not included on April rotas have been sent CRM12 forms to complete and return by **12 noon on Monday 3 April 2017** if they wished the LAA to perform checks and advise in the case of missing information.

Providers currently on April rotas were invited to inform the LAA by **20 March** where they wished to make amendments to their existing CRM12 forms by adding or removing Duty Solicitors.

These providers will be sent a CRM12 form containing the information that they previously submitted and a form to record the changes that they wish to make. These amendment forms will have been sent out by close of play on 31 March.

*If a provider has identified after 20 March that they need to make a change to their existing rota allocation, they must advise the LAA by sending an email via the Bravo message board by no later than **3 April**. They will then be provided with a form to record the changes they wish to make. The amendment form must be returned by **23.59 on 7 April**.*

#### **Next Steps**

The deadline for the submission of CRM12 forms and amendment forms is **23.59 on 7 April**.

To assist providers in accurate completion of these forms, the LAA will perform checks on all forms submitted by this deadline.

#### **Duplicate Duty Solicitors**

Providers are referred to the update note published on 9 March 2017, for the action that the LAA will take over any duplicate Duty Solicitors.