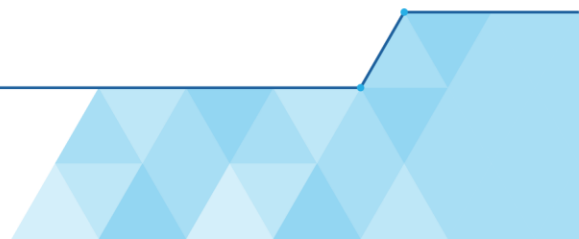




Ministry  
of Justice

# Cross-Examination Advocacy Scheme: Applying for an Account



<b>Version:</b>	<b>Issue Date:</b>	<b>Last Review Date:</b>	<b>Owned By:</b>
1	June 2022	June 2022	Service Development/CCBIG

## Contents

<b>1. Introduction</b>	<b>3</b>
<b>2. Applying for an account</b>	<b>3</b>
2.1. Barristers	3
2.2. Solicitor-Advocates	3
2.3. Solicitors	4

# 1. Introduction

In order to receive payment for work undertaken as an advocate under the Cross-Examination Advocacy Scheme (CAS), the advocate must be set up with a legal aid account number.

For the purpose of clarity, the CAS is not a legal aid scheme, but payments are issued by Legal Aid Agency through a legal aid account number.

## 2. Applying for an account

Detailed guidance on applying for an account with LAA are published here:

[Update your details with LAA - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

All completed application forms should be emailed to: [ProviderRecords-London@justice.gov.uk](mailto:ProviderRecords-London@justice.gov.uk)

**Accessible formatted application forms are available from LAA upon request.**

### 2.1. Barristers

Advocates with existing legal aid accounts do not need to apply for a new account. Only advocates with no active legal aid account need to apply for an account.

If you are a barrister in independent practice, you should complete form AC1B and submit the following documents.

- A completed AC1B form
- A copy of their practising certificate or a letter from the Bar Standards Board confirming that they have completed their first six of their pupillages.
- A copy of their VAT certificate (If VAT registered) (They individual VAT certificate and not that of their company).

### 2.2. Solicitor-Advocates

Solicitor-Advocates with existing legal aid accounts for either themselves as an individual, or as part of a contracted legal aid firm, do not need to apply for a new account. Only advocates with no active legal aid account need to apply for an account.

If you are a solicitor advocate, you should complete form AC1A. The following document should also be submitted, without these documents, we will not be able to create the account number.

- A completed AC1A form
- A copy of their indemnity insurance.
- A copy of their Vat Certificate (If Vat registered)
- A copy of their certificate of High Rights of Audience.

## 2.3. Solicitors

Solicitors who are part of an existing firm with an active legal aid contract and account do not need to apply for a new account. Only solicitors who are not part of an existing firm with an active legal aid contract and account need to apply for an account.

If you are a solicitor, but do not have a legal aid account, or a certificate of High Rights of Audience, you should complete form AC1A. You must tick the box for 'committal hearings' on the form. You must also send us the following information:

- A completed AC1A form
- A copy of their indemnity insurance.
- A copy of their Vat Certificate (If Vat registered)
- Confirmation you do not have a certificate of Rights of High Audience and you are applying for an account under the Prohibition of Cross-Examination in Person Qualified Legal Representative Scheme.