

# Standard Civil Contract

## Housing Loss Prevention Advice Service (HLPAS) - Exclusive Office Schedule

<b>Contract Number:</b>	
<b>Office Schedule Number<sup>1</sup>:</b>	
<b>Schedule Reference Number:</b>	
<b>Housing Loss Prevention Advice Service Area:</b>	

<b>Name of Provider:</b>	
<b>Address of Principal Office:</b>	
<b>Address of the Office to which this Schedule Applies:</b>	

TABLE 1 – START AND END DATES			
<b>Schedule Start Date</b>		<b>Schedule End Date</b>	

TABLE 2 – MATTER STARTS/ACTS OF ASSISTANCE	
<b>HLPAS – Early Legal Advice</b>	
Allocated Matter Starts	
<b>HLPAS – In Court Duty Scheme</b>	
Name of Court(s)	
Allocated Acts of Assistance	

TABLE 3 – SPECIAL PROVISIONS AND RESTRICTIONS
<p>Signed for and on behalf of the Lord Chancellor (electronically or by hand) by:</p> <p>Name of signatory: ... [Print Name]</p> <p>Status of signatory: ... Chief Executive..... [Print Status]</p> <p><i>This schedule is valid only if it is signed by a person authorised by the Lord Chancellor.</i></p>

<sup>1</sup> This office schedule is the account through which you must claim for services delivered through this HLPAS schedule.