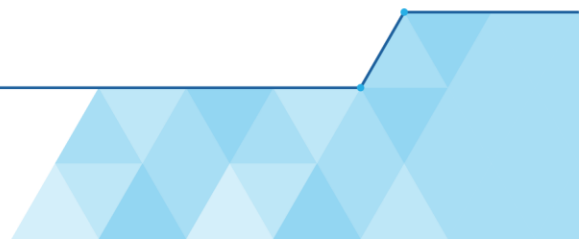




Ministry
of Justice

Qualified Legal Representative (QLR) Scheme: Applying for an Account



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1. Introduction

In order to receive payment for work undertaken as an advocate under the Qualified Legal Representative scheme (QLR), the advocate must be set up with a legal aid account number.

For the purpose of clarity, the QLR scheme 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

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.