

2025 CIVIL LEGAL ADVICE CONTRACT

CONTRACT FOR SIGNATURE

CONTRACT NUMBER []

This Contract is made on the date on which the CLA Provider (defined below) executes it in accordance with the requirements of Clause 7 (Execution) of this Contract for Signature.

BETWEEN:

- (1) **The Lord Chancellor** whose head office is situated at 102 Petty France, London, SW1H 9AJ ("we/us/our"); and
- (2) **[insert full name of provider]** ("you/your") a **[company/ limited liability partnership/ registered charity]** registered in England and Wales under the registration number **[insert registration number]** whose registered address is at **[insert registered address]** (the "CLA Provider").

PRELIMINARY

- (A) On **[INSERT DATE]** we published an invitation to tender for legal services in relation to the provision of a telephone based civil legal advice service.
- (B) You submitted a tender in response to the above invitation.
- (C) Following our evaluation of your tender, we wish to appoint you to provide CLA Contract Work in the Categories of Law specified in this Contract for Signature and you are willing to provide the same and to accept such appointment on the terms and conditions of this Contract.
- (D) Your Contract in relation to the delivery of CLA Contract Work is formed by and consists of (1) this Contract for Signature (including the annex); (2) the 2025 Civil Legal Advice Contract Standard Terms; (3) Annex 1 (Specification); (4) Annex 2 (Cases, Fixed Fees and Hourly Rates (Controlled Work)); (5) Annex 3 (Payments and Disbursements); (6) Annex 4 (IT Requirements, the CMS and Business Continuity); (7) Annex 5 (KPIs); (8) Annex 6 (Complaints); and Annex 7 (Unacceptable Behaviour).

1. Definitions and order of precedence

- 1.1 The expression "Standard Terms" shall mean the 2025 Civil Legal Advice Contract Standard Terms. Subject to Clause 1.2 below, words and expressions defined in the Standard Terms and Annex 1 (Specification) shall have the same meaning when used in this Contract for Signature and the remaining Annexes which comprise the Contract.
- 1.2 For the avoidance of doubt, in the event of any conflict between the provisions of this Contract for Signature and the Standard Terms (or any of the other Contract Documents) the provisions of this Contract for Signature shall prevail as further provided in Clause 12.1 of the Standard Terms (*Contract Documents and Precedence*).

2. Contract Period

- 2.1 The Contract Start Date shall be **[INSERT DATE]** 2025 and subject to the terms of this Clause 2 the contract period shall commence on the Contract Start Date and end on 31 August 2028 (the "Contract Period").

- 2.2 The Contract shall commence on the Contract Start Date and will, subject to any early termination in accordance with the terms of the Contract (including this Clause 2), expire at the end of the Contract Period.
- 2.3 Subject to Clause 2.4 below, you may not terminate this Contract and you hereby agree to deliver the services (as defined in the Specification) at all times throughout the Contract Period.
- 2.4 You shall be entitled to terminate this Contract in circumstances where the Contract is substantially amended by us to the extent that the Public Contracts Regulations 2015 require a new procurement procedure to be instigated. In order to effect such termination you must provide us with written notice of your intent and any such termination will take effect on the day before the day on which the relevant amendment would otherwise come into effect. In the event of any dispute as to whether a proposed amendment would require a new procurement procedure to be instigated under the Public Contracts Regulations 2015 such dispute shall be resolved in accordance with the terms of Clause 28 (Dispute Resolution) of the Standard Terms. Where there is such a dispute then provided the end date of the Contract is not exceeded the Contract shall remain in place pending its resolution.

3. Conditions

3.1 We have granted this Contract on the following conditions:

Condition
[List or state "None"] and [insert date conditions need to be completed by].

We may terminate this Contract pursuant to Clause 25.2(b) of the Standard Terms if you fail to meet any of such conditions.

4. Categories of Law

4.1 This Contract allows you to perform Contract Work in the following Category of Law:

[Insert Category or Categories of Law]

5. Predecessor Bodies

5.1 For the purposes of Clause 1.28 of the Standard Terms the following include those organisations which are Predecessor Bodies:

None

6. Annex

6.1 The annex to this Contract for Signature sets out information and terms specific to you as at the Contract Start Date. This information may be updated from time to time in accordance with the Contract, in such case we may issue you with an updated annex which shall form part of this Contract for Signature.

7. Execution

7.1 This Contract may be executed in any number of counterparts, and by the parties to this Contract on separate counterparts, but shall not be effective until each party to this Contract has executed at least one counterpart. Each counterpart shall constitute an original of this Contract but all the counterparts together shall constitute one and the same instrument.

Signed by Date

Status of signatory

Authorised signatory for and on behalf of the Lord Chancellor

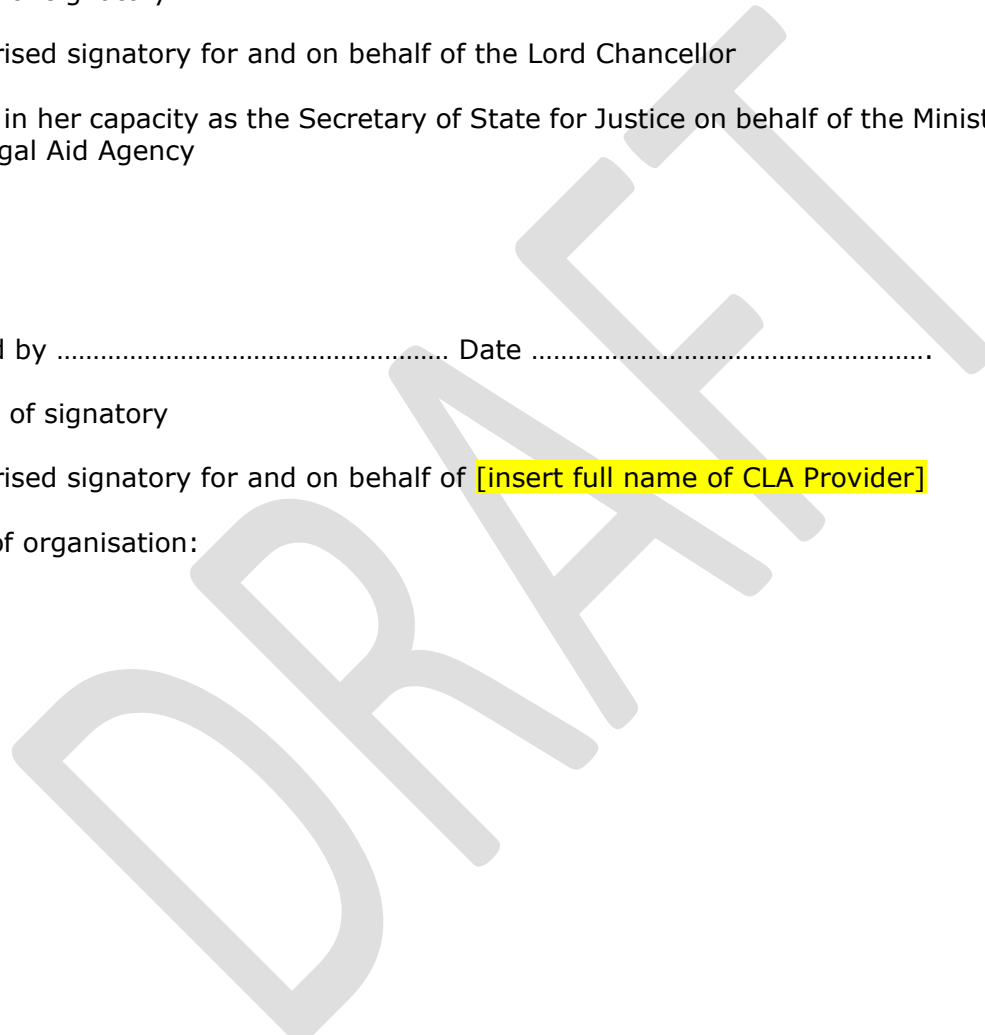
acting in her capacity as the Secretary of State for Justice on behalf of the Ministry of Justice via the Legal Aid Agency

Signed by Date

Status of signatory

Authorised signatory for and on behalf of [insert full name of CLA Provider]

Type of organisation:



Annex to the Contract for Signature

Issue Number	Date of Issue
[insert number]	[insert date]

A. Schedules

Your Schedule(s) are as follows:

Address	Schedule Reference
1. [Insert address]	[insert number]
2. (etc)	

B Contact Details

For the purpose of Clause 2.5 of the Standard Terms, as at the Contract Start Date your Contract Liaison Manager is as set out in the table below:

Contract Liaison Manager:	[insert full name]
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For the purpose of Clause 20.4(a) of the Standard Terms, your designated e-mail address, DX number and postal address as at the Contract Start Date are as set out in the table below:

E-mail address:	[insert email address]
DX number:	[insert DX number]
Postal address:	[insert postal address]
Telephone number:	[insert telephone number]

For the purpose of Clause 20.4(b) of the Standard Terms, our designated e-mail address, DX number and postal address are as at the Contract Start Date as set out in the table below:

E-mail address:	civil.contracts@justice.gov.uk
DX number:	DX 328 London
Postal address:	The Legal Aid Agency, 102 Petty France, London, SW1H 9AJ

C Quality Standard

You must hold valid Lexcel or Specialist Quality Mark (SQM) accreditation from the Service Commencement Date and subsequently during the term of the Contract.

DRAFT