

Insert your **Name, Address** and **DX No.** (if applicable)

Dear Sir/Madam

Leaflets published by the Legal Services Commission (LSC)

Details of the leaflets currently available from the LSC are listed below. They are available free of charge.

If an item is indicated as 'currently being updated', it will be sent automatically as soon as the new version is in stock. Please note that the leaflets and a PDF version of the order form are also available to download from: www.legalservices.gov.uk or from www.communitylegaladvice.org.uk

A Please indicate which leaflets you require and the quantity. If you require more than the maximum number indicated, please attach a separate piece of paper detailing the reasons.

Community Legal Advice Information Guides – 'Call to Action' (English version)

CLAC1E	Dealing with rent problems – if you rent privately (Feb 08)	<input type="text"/>
CLAC2E	Domestic abuse – practical advice (Feb 08)	<input type="text"/>
CLAC3E	Fair treatment at work – your rights if you are disabled (Feb 08)	<input type="text"/>
CLAC4E	Your rights at work (Oct 08)	<input type="text"/>
CLAC5E	Dealing with debt (Oct 08)	<input type="text"/>
CLAC6E	Losing your home (Oct 08)	<input type="text"/>
CLAC7E	Claiming benefits (Oct 08)	<input type="text"/>
CLAC8E	Problems with school (Oct 08)	<input type="text"/>
CLAC9E	Mental health laws (Oct 08)	<input type="text"/>
CLAC10E	Community Care (Feb 09)	<input type="text"/>
CLAC11E	Divorce and separation (Feb 09)	<input type="text"/>
CLAC12E	Living together (Feb 09)	<input type="text"/>
CLAC13E	Medical accidents (Feb 09)	<input type="text"/>
CLAC14E	Dealing with the police (Feb 09)	<input type="text"/>
CLAC15E	Care proceedings (Feb 09)	<input type="text"/>
CLAC16E	Claiming asylum (currently in production)	<input type="text"/>
CLAC17E	Deportation and removal (currently in production)	<input type="text"/>
CLAC18E	Wills and probate (currently in production)	<input type="text"/>

Community Legal Advice Information Guides – ‘Call to Action’ (English version)

CLACDVD1 **British sign language DVD** of Dealing with rent problems, Domestic abuse and Fair treatment at work.

CLACDVD2 **British sign language DVD** of Your rights at work, Dealing with debt, Losing your home, Claiming benefits, Problems with school and Care proceedings.

Community Legal Advice Information Guide (English version)

LSCG1E **A Step-by-Step Guide to Choosing a Legal Adviser** (May 09)

LSCG2E **A Step-by-Step Guide to Legal Aid** (Dec 08)

LSC Information Leaflets (English version)

LSCIL2E **A Practical Guide to Criminal Defence Services** (June 07)

LSCIL3E **Criminal Defence Services at the Police Station and in Court** (Dec 08)

LSCIL4E **Paying for your Legal Aid** (May 07)

LSCIL5E **Complaints** (information on the LSC’s complaints procedures) (Nov 08)

LSCIL6E **Representations** (our procedures when you think funding should not have been granted) (May 07)

LSCIL7E **Special Investigations Unit** (Nov 08)

LSCIL9E **Access to Information** (how to obtain personal or official information from the LSC) (May 07)

Leaflets in other languages and formats

If you need leaflets in other formats such as Welsh, Braille or Audio, please tell us about your specific needs below. Please note: The Community Legal Advice Information Guides – ‘Call to Action’ Your rights at work (Oct 08), Losing your home (Oct 08) and Claiming benefits (Oct 08) are now available in Polish and Portuguese.

B Please indicate the type of organisation you represent by placing an "X" in one of the categories below.

<input type="checkbox"/> CAB / Law Centre / Advice Agency.	<input type="checkbox"/> Library.	<input type="checkbox"/> Local Authority / Statutory Service.
<input type="checkbox"/> Police Station.	<input type="checkbox"/> Charity / Voluntary Organisation.	<input type="checkbox"/> Mediation Service.
<input type="checkbox"/> School / College / Education Service.	<input type="checkbox"/> Individual.	<input type="checkbox"/> Pensions Service.
<input type="checkbox"/> Law Court / Court Services.	<input type="checkbox"/> Solicitors.	<input type="checkbox"/> Connexions / Youth Service.
<input type="checkbox"/> Employment Service / Jobcentre Plus.	<input type="checkbox"/> Housing Services.	<input type="checkbox"/> Consumer Direct / BERR.
<input type="checkbox"/> Prison / Remand Centre.	<input type="checkbox"/> NHS / PALS / ICAS.	<input type="checkbox"/> LSC.
<input type="checkbox"/> Other (please specify).	<input type="text"/>	

Please indicate if your organisation holds a Legal Services Commission Quality Mark:

Yes. No.

C Please supply your:

Name: Contact telephone number:

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Customer reference number if you have ordered from us before:

Details of any special delivery requirements:

May we contact you in the future regarding similar literature or for research purposes?

Yes. No.

Would you like to receive e-mails to let you know when we have produced updated versions of the leaflets you have ordered?

Yes. No.

D To order your leaflets, please either:

Telephone the LSC Leaflet line on **0845 3000 343**

or complete this order form and

Fax to: **0845 5438 258**

E-mail: orderleaflets@communitylegaladvice.org.uk

Post to: **Legal Services Commission Publications, PO Box 128, Jarrow NE32 3WS**

For orders to be despatched most efficiently, please provide full postal address and, where applicable, also DX No and exchange.

Note: we aim to despatch English language versions of leaflets within 48 hours of receipt of order.