

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)		Max	No.
CLAC1E	Dealing with rent problems – if you rent privately (Feb 08).....	30	
CLAC2E	Domestic abuse – practical advice (Feb 08).....	30	
CLAC3E	Fair treatment at work – your rights if you are disabled (Feb 08).....	30	
CLAC4E	Your rights at work (Oct 08).....	30	
CLAC5E	Dealing with Debt (Oct 08).....	30	
CLAC6E	Losing your home (Oct 08).....	30	
CLAC7E	Claiming benefits (Oct 08).....	30	
CLAC8E	Problems with school (Oct 08).....	30	
CLAC9E	Mental health laws (Oct 08).....	30	
CLAC10E	Community Care (Feb 09).....	30	
CLAC11E	Divorce and separation (Feb 09).....	30	
CLAC12E	Living together (Feb 09).....	30	
CLAC13E	Medical Accidents (Feb 09).....	30	
CLAC14E	Dealing with the Police (Feb 09).....	30	
CLAC15E	Care Proceedings (Feb 09).....	30	
CLACDVD1	British sign language DVD of Dealing with rent problems, Domestic abuse & Fair treatment at work.....	1	
CLACDVD2	British sign language DVD of Your rights at work, Dealing with debt, Losing your home, Claiming Benefits, Problems with school and Care proceedings.....	1	
Community Legal Advice Legal Information Leaflets (English Versions)			
LSC008E	Claiming Asylum (Feb 08).....	30	
LSC010E	Wills & Probate (Jul 07).....	30	

LSC017E	Personal Injury (May 08).....	30	
LSC021E	Immigration and Nationality (Jun 06).....	30	
LSC024E	Family Mediation (Aug 08).....	30	
LSC025E	Veterans (Oct 07).....	30	
LSC030E	Neighbourhood and Community Disputes (Jul 05).....	30	
Community Legal Advice Information Guide (English Version)			
LSCG1	A Step-by-Step Guide to Choosing a Legal Adviser (Nov 06).....	30	
LSCG2	A Step-by-Step Guide to Legal Aid (Dec 08).....	50	
LSC Information Leaflets (English Versions)			
LSCIL2E	A Practical Guide to Criminal Defence Services (June 07).....	30	
LSCIL3E	Criminal Defence Services at the Police Station and in Court (Dec 08)...	30	
LSCIL4E	Paying for your Legal Aid (May 07).....	30	
LSCIL5E	Complaints (Information on the LSC's complaints procedures) (Nov 08)...	30	
LSCIL6E	Representations (Our procedures when you think funding should not have been granted) (May 07).....	30	
LSCIL7E	Special Investigations Unit (Nov 08).....	5	
LSC1L9E	Access to Information (How to obtain personal or official information from the LSC) (May 07).....	5	

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) & 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.

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 Services	<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
Prison/Remand Centre

Housing Services
NHS/PALS/ICAS

Consumer Direct/BERR

Other (Please Specify) _____

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

Yes

No

C Please supply your:

Contact Telephone No.: _____ Name: _____

E-mail address _____

Customer reference no. 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 emails 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: 020 8867 3225

Post to: Legal Services Commission, PO Box 386, Hayes, Middlesex, UB3 1WY

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.