

Children's Legal Assistance – Peer Review Checklist

This checklist has been prepared to assist solicitors and ensure they have recorded key information looked for by Peer Reviewers when undertaking a quality assurance check. **The completion of this document is not mandatory.** The full criteria used by reviewers during quality assurance checks is available [here](#).

Client's Details

Client's Name: _____ Client's DOB: _____

Is there evidence in this file to show that you satisfied yourself that the child was capable of giving instructions if they are aged 12 or under? YES NO

If NO, you can record why you were satisfied below:

Equality and Diversity

Have you demonstrated in this file that you have taken all reasonable steps to address any issues relating to age, disability, gender, race, religion or belief and sexual orientation which arose in the course of this case? YES NO

Client's Financial Circumstances - Verification

Have you recorded evidence in this file of this client's current income and capital position? YES NO

If NO, what factors have led you to believe your client is financially eligible for legal assistance?

Online Declaration

An online declaration has been completed in full, signed and dated by both the client and nominated solicitor? YES NO

(Note: The [AA/LAO/CHLA online declaration](#) should be completed for Children's Hearings, S38 CPO applications and S48 COP Variation/Termination hearings before the Sheriff. The [CHLA/LAO – 2011 ACT online declaration](#) should be completed for Automatic Legal Aid, Special Urgency, Sheriff Court Non-Automatic and Sheriff Principal, Court of Session or and onward appeals to SAC/COS.)

Miscellaneous Information

Is this client an existing client of the nominated solicitor? YES NO

Is this legal advice connected to any other ongoing legal proceedings? YES NO

Has a Terms of Engagement (TOE) letter been issued to the client for this particular legal advice and legal aid application? YES NO

Has a copy of the Terms of Engagement been enclosed in this file? YES NO

Is there evidence in this file to show that steps were identified/agreed with the client, and they were advised on the outcome and, if appropriate, an appeal? YES NO