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| **Referral Log**  |  |

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| **Guidance on form completion**This form is to be completed on legal aid matters where an existing ***client*** of the firm with ***a currently active case*** requires specialist advice or assistance from another organisation. |

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| **Client:** |  |
| **File ref:** |  |
| **Matter:** |  |
| **Date of referral:** |  |
| **Referred by:** |  |
| **Referred to:** |  |
| **SQM/Lexcel?** |[ ]  Yes |[ ]  No |[ ]  Not known/not applicable |
| **Reason:** |  |
| **Client advised what to expect from new provider?** |[ ]  Yes |[ ]  No |[ ]  N/A |
| **Information about advice/assistance already given (and any relevant documentation) forwarded to the new service provider?** |[ ]  Yes |[ ]  No |[ ]  N/A |
| **Costs implications discussed with client, if any?** |[ ]  Yes |[ ]  No |[ ]  N/A |
| **Client’s comments or feedback/details where no suitable service provider found** |
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