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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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