CAIRN PSYCHOLOGY PRACTICE

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Dr Steptoe (HCPC Registered Forensic Psychologist PYL20885)

EXPERT WITNESS INSTRUCTION CHECKLIST

Capacity to Stand Trial Assessments under the Scottish Legal Aid Board (SLAB)

1. Pre-Instruction Requirements

SLAB Prior Sanction: Confirm that Prior Approval has been obtained from SLAB matching the forensic psychologist's agreed hourly rate and estimated hours, OR that the case meets the strict criteria for Special Urgency cover.

Funding Reference: Ensure the SLAB Criminal Legal Aid Reference Number is available to prevent administrative validation delays on SLAB Online.

Scope of Urgency: Identify the next critical court diet or internal defense lodging deadline to guarantee compliance with the Service Level Agreement (SLA).

2. Mandatory Documentation Required

Please compile and supply the following papers alongside the formal letter of instruction:

Letter of Instruction: Explicitly stating the statutory framework (Section 53F of the Criminal Procedure (Scotland) Act 1995), the client's current legal standing, and specific points to address.

The Libel / Charge Sheet: A copy of the complete Complaint or Indictment detailing the current criminal charges faced by the accused.

Crown Disclosure Papers: Police statements, summary of facts, and key evidentiary bundles relevant to evaluating the client's capacity to process the evidence against them.

Medical & Institutional Records: Relevant psychiatric notes, GP histories, social work evaluations, or previous psychological reports indicating cognitive impairment or mental health vulnerabilities.

3. Client Location & Clinical Access Logistics

Custody Status: If the client is remanded, state the specific HMP facility or secure mental health unit. Confirm if the solicitor will coordinate booking the professional legal visit or if the expert must arrange this directly.

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Community Access: If the client is at liberty, provide secure, up-to-date contact details and confirm the preference for a community consultation or office-based visit.

Vulnerability & Communication Needs: Specify upfront if the client requires an interpreter, physical accessibility adaptations, or specialized communication tools to ensure an accurate evaluation.