

# Important Notice from the Legal Services Commission

## ENSURE YOU CONTINUE TO RECEIVE YOUR CONTRACT PAYMENTS

The office where you need to send your monthly contract report may have changed. Reports for September 2006 onwards will need to be received at the office shown in the right hand column below. The deadline remains 10<sup>th</sup> of each month (or the previous Friday if the 10<sup>th</sup> falls on a weekend)

### Civil Contracts: Consolidated Monthly Report Forms

Region where supplier is based	Form previously sent to	Now to be sent to this office
Chester	Nottingham	Cambridge
East Midlands (Nottingham)	Nottingham	Cambridge
East (Cambridge)	Reading	Reading
London & SE (Red Lion St & Brighton)	Reading	Reading
Merseyside (Liverpool)	Nottingham	Cambridge
North East (Newcastle)	Nottingham	Reading
North West (Manchester)	Nottingham	Cambridge
South & West (Bristol & Reading)	Reading	Reading
Wales (Cardiff)	Reading	Reading
West Midlands (Birmingham)	Nottingham	Cambridge
Yorkshire and Humberside (Leeds)	Nottingham	Cambridge

### Crime Contracts: CDS6 Forms

Region where supplier is based	Form previously sent to	Now to be sent to this office
Chester	Chester	Cambridge
East Midlands (Nottingham)	Nottingham	Cambridge
East (Cambridge)	Nottingham	Cambridge
London (Red Lion Street)	Liverpool	Liverpool
Merseyside (Liverpool)	Liverpool	Liverpool
North East (Newcastle)	Chester	Cambridge
North West (Manchester)	Chester	Cambridge
South East (Brighton )	Nottingham	Cambridge
South & West (Reading)	Chester	Cambridge
South & West (Bristol)	Chester	Cambridge
Wales (Cardiff)	Liverpool	Liverpool
West Midlands (Birmingham)	Nottingham	Cambridge
Yorkshire and Humberside (Leeds)	Liverpool	Liverpool

### Processing Centres

Cambridge	Liverpool	Nottingham	Reading
62-68 Hills Road Cambridge CB2 1LA	2 <sup>nd</sup> Floor, Cavern Court 8 Mathew Street Liverpool L2 6RE	1 <sup>st</sup> Floor, Fothergill Hse 16 King Street Nottingham NG1 2AS	80 King's Road Reading RG1 3BJ
DX 5803 Cambridge ☎ 01223 417997	DX 14208 Liverpool ☎ 0151 242 5200	DX 10035 Nottingham 1 ☎ 0115 908 4200	DX 4050 Reading ☎ 01189 558600

### LSC On-line

This is the LSC's free electronic billing service. Registration enables suppliers to have extended time for submission of reports without having to worry about whether paper copies have arrived on time.

For more information ☎ 0117 302 3117 📧 [online-marketing@legalservices.gov.uk](mailto:online-marketing@legalservices.gov.uk)