



Criminal legal assistance account synopsis: Duty Scheme	
Use this form for claims for initial duty scheme matters, ID/Viper parades or judicial examinations	CRIM/ACCTS/DS

All questions must be completed for your form to be processed. Use our guidance to help complete this form - available on www.slab.org.uk

Name and address of organisation submitting account

Section A - Solicitor and firm details

Solicitors' code number		Firm's code number		Branch code			
Your internal reference							
Value of claim Solicitor's fees (excl. VAT) and outlays only							
ID/Viper parade	Yes <input type="checkbox"/>	If yes, complete Section D	Client's name				
Judicial examination	Yes <input type="checkbox"/>	If yes, complete Section D	Client's name				
Claim for client in custody on a charge of murder, attempted murder or culpable homicide	Yes <input type="checkbox"/>	If yes, complete Section D	Client's name				
Number of accused							
Number of sessions							
Period of duty	From		To		Alternative duty used	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Court type	Sheriff/JP		Court location				

Section B - Solicitor's account - Breakdown (PLEASE COMPLETE DETAILS ON ATTACHED SHEET)

TO BE COMPLETED BY SOLICITOR		FOR BOARD USE ONLY		
Amounts claimed		Amounts paid	With VAT	Without VAT
Fees (Excl. VAT)		Fees		
Travel (Excl. VAT)		Travel		
TOTAL		TOTAL		
		Authorised		
		Date		

Section D - Claims for ID/Viper parades or judicial examinations or for a client in custody for murder, attempted murder or culpable homicide.

1. Was the ID parade in respect or in contemplation of Solemn proceedings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Was legal aid in place at the time of the ID parade? If so please provide the Legal aid reference number.		
3. Was the solicitor the nominated solicitor or an agent acting on his/her behalf?	Nominated/Agent <i>(please delete)</i>	
4. Did legal aid become available after the ID parade and did you become the nominated solicitor? Legal aid reference number:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Work item (meetings, waiting, court attendances, travel to police station)	Date work undertaken	Time engaged (From/To)	Total time engaged	Outlays £	Fees £

Section E - SOLICITOR'S DECLARATION (MUST BE COMPLETED BY THE SOLICITOR BEFORE A CLAIM CAN BE CONSIDERED)

I certify that:

- To the best of my knowledge and belief the items charged in this claim are accurate and represent a true and complete record of all work done.
- All work was carried out in accordance with the Code of Practice in relation to criminal legal assistance.
- All work carried out was by the duty solicitor, unless otherwise stated, and that the person carrying out the work was not engaged in any other business at the time and place, except as apportioned therein.
- No work was carried out for or on behalf of an appointed solicitor.
- I have retained a copy of this claim.
- I have not lodged any other claim in connection with this/these matter(s).

Date: Solicitor:

Section F - Documentation to help assessment

All outlays must be accompanied by vouchers. Please tick the box below and attach the appropriate voucher to this claim.

Voucher in support of any outlays