



**ACKNOWLEDGEMENT OF CHILDREN'S ADVICE AND ASSISTANCE AND ACCOUNT SYNOPSIS**

(bar code)

Firm's name and address

Date of acknowledgement:

A&A reference:

Client's name:

Client's personal identifier:

Name and address of organisation submitting account, if different from firm shown:

*Keep this acknowledgment of a grant of advice and assistance and send it with your account to the Board's Accounts Registration Section.*

SECTION A		REGISTRATION DETAILS		
1	Advice and assistance for matters relating to the Children (Scotland) Act 1995, Part II Chapters 2 and 3 only	£95	<input type="checkbox"/>	
2	Type of claim (mark one box only)			
	MPS	Application under regulation 16(3) of the A&A (Scotland) Regulations 1996 <input type="checkbox"/>		
	NIL	No claim <input type="checkbox"/>		
	MPS	Final account <input type="checkbox"/>		
Solicitor and firm to whom payment is to be made				
3	Solicitor's code number	4	Firm's code number	5
				Branch code
6	Your internal reference			
7	Final authorised expenditure	£		
8	Client's contribution	£		
9	Commencement date			
0	Category code			
11	Subject matter			
12	Client's date of birth		13	Client's address

SECTION B		DETAILS OF ACCOUNT		
1	If you have seen more than one client at the same location on one day, including private clients, give details here. (See notes for guidance.)	Legal aid reference	Client's name	
		FOR BOARD USE ONLY		
2	Amounts claimed	Amounts paid	With VAT	No VAT
	Fees (excl. VAT)	Fees		
	Court dues (if applicable)	Court dues (if applicable)		
	Travel	Travel		
	Expert outlays (incl. VAT)	Expert outlays		
	Other outlays (incl. VAT)	Other outlays		
	Counsel (incl. VAT)	Counsel		
	TOTAL	TOTAL		

SECTION C		DOCUMENTS ENCLOSED IN SUPPORT OF ACCOUNT	
Letters authorising or refusing expenditure requests	<input type="checkbox"/>	All counsel/solicitor advocate fees	<input type="checkbox"/>
Vouchers for outlays	<input type="checkbox"/>	Copy grounds for referral	<input type="checkbox"/>
Copy grounds of appeal	<input type="checkbox"/>	Confirmation of appointment as safeguarder/curator	<input type="checkbox"/>

SECTION D			
1	Has there been a change in solicitor? If YES, please provide details in the box below	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Were you appointed to act by:		
	a) the children's hearing, as "legal representative" for the child in terms of the Children's Hearings (Legal Representation) (Scotland) Rules 2002	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	b) the children's hearing or sheriff, as "safeguarder" for the child in terms of section 41 Children (Scotland) Act 1995 ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	c) the sheriff, as a common law curator <i>ad litem</i> instead of a safeguarder to the child or relevant person?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	d) the sheriff, as a common law curator <i>ad litem</i> as well as a safeguarder to the child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If the answer to any of these questions is YES, you may not be able to make a claim against the Legal Aid Fund (see notes for guidance).</b>			
3	If you were appointed curator <i>ad litem</i> , did you provide additional legal services to the child/relevant person? If NO, you cannot make any claim on the Legal Aid Fund (see notes for guidance)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	If YES, explain how these legal services differ from the work you carried out in your capacity as curator.		
5	If your client was a child under 12 years of age and you were not acting in a representative capacity, explain how you were satisfied that the child had the capacity to instruct you directly and understand the proceedings		
6	Has children's legal aid been granted in terms of section 29 of the Legal Aid (Scotland) Act 1986 in relation to this subject matter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If YES, enter: the legal aid reference number		the date of the legal aid certificate

SECTION E		EXPENSES AND PROPERTY RECOVERED OR PRESERVED (To be completed for all account types)	
1	Is there an award or agreement as to expenses in favour of the applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have the expenses been paid in full?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	How much are the expenses? (Break down into fees, VAT and outlays.)	£	
2	Did the advice and assistance concern a claim for property (including money) either by or against the applicant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	If YES, did the applicant get or keep any property in connection with this matter, including any rights under a settlement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	If YES, what is the nature and value of the property (including money). What was the basis of the claim? Was the applicant successful in either keeping property or getting it returned, and to what value?		
5	If NO, is there still the possibility of expenses being recovered or property (including money) being recovered or preserved? Please provide details below:		
6	Is the property, or any part of it, subject to an exemption by virtue of regulation 16(2)? If so, which exemption applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION F		CERTIFICATE (to be completed for all claims)	
I certify to the best of my knowledge and belief that the items charged in this account are accurate and represent a true and complete record of all the work done, that all the work was carried out by the solicitor unless otherwise stated in the account and that the person carrying out the work was not engaged in any other business at the time and place except as apportioned in the account.			
Date .....		Solicitor .....	