



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

Solicitor's 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	No VAT
Fees (excl. VAT)		Fees		
Travel (excl. VAT)		Travel		
TOTAL		TOTAL		
		Authorised		
		Date		

