



CRIMINAL LEGAL ASSISTANCE ACCOUNT SYNOPSIS

Use this form for accounts in criminal matters only

SUPPLEMENTARY FORM

CRIM/ACCTS



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, if different from firm shown:
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Section A – Registration details

In all cases complete Sections A to D

Type of assistance (Claim under one type of assistance only, except where an exceptional police station visit or an excluded proceeding, chargeable in addition to a fixed payment, is claimed)			
Advice and assistance (Please attach a detailed account to this form)			
Advice and assistance <input type="checkbox"/>	Exceptional police station visit <input type="checkbox"/>		(Claim under Section E)
Initial limit of authorised expenditure	£35 <input type="checkbox"/>	£90 <input type="checkbox"/>	Final authorised expenditure £
Client's contribution	£	Commencement date	
Assistance by way of representation (ABWOR) <input type="checkbox"/>			
Criminal legal aid			
Criminal summary proceedings <input type="checkbox"/>	Solemn reduced to summary <input type="checkbox"/>	Exceptional case <input type="checkbox"/>	Excluded proceedings <input type="checkbox"/>
Type of claim (mark one box only)			
Certificate transferred to another solicitor (TRS) <input type="checkbox"/>	Final account (case concluded) (MPS) <input type="checkbox"/>		
No claim (NIL) (narrative required) <input type="checkbox"/>	Application under regulation 16(3) of the A&A(Scotland) regulations 1996(MPS)		<input type="checkbox"/>

Section B – Solicitor and firm details

Solicitor's code number	Firm's code number	Branch code
Your internal reference		

Section C – Client and co-accused details

If you acted for more than one legally-aided accused in this case, give details below. If fixed payment, include the percentage of the appropriate fixed payment being claimed in relation to each. Send us a separate account synopsis for each accused and send all claims together (continue on a separate sheet if necessary).

Client's criminal legal assistance reference number	Client's name	% of payment
Co-accused(s) criminal legal assistance reference number(s)	Co-accused name(s)	

Subject matter			
Effective date of legal aid	Court type	Court location	
Client's personal identifier	Client's date of birth		
Client's address			

PF reference number	Police reference number
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The Procurator Fiscal's reference number or police reference number **must** be completed where complaint has been served or direct measure issued, where not completed by the Board.

Section D – Details of account

Advocate's and solicitor advocate's fees

Counsel's fee notes must be attached to enable payment to be considered. Fees for solicitor advocates will only be considered for related proceedings in the High Court eg bail appeal and devolution minutes.

Total number of fee notes attached	Advocate	Solicitor advocate
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Solicitor's account - Breakdown

TO BE COMPLETED BY SOLICITOR	FOR BOARD USE ONLY		
Amounts claimed	Amounts paid	With VAT	No VAT
Fees (excl. VAT)	Fees		
Court dues (if applicable)	Court dues (if applicable)		
Travel (excl. VAT)	Travel		
Expert outlays (incl. VAT)	Expert outlays		
Other outlays (incl. VAT)	Other outlays		
Counsel (incl. VAT)	Counsel		
TOTAL	TOTAL		

If lodging an advice and assistance account → **Go to Section F**

Payment authorised Date (Board use only)

Section E – Exceptional police station visit (only claim if visit lasts more than two hours)

Location of starting point		Police station name	
Time of departure		Return time	
Total time engaged		Date of visit	
Please explain the circumstances behind why the visit took longer than two hours			
			Total Claim £

Section F – Vouching of financial circumstances (A&A and ABWOR)

Did you see documentary evidence of income and capital at the time of the application, or at the time of any increase request, and confirm this on the application\increase form?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If no, have you now seen documentary evidence of the applicant's:		
	income No <input type="checkbox"/>	Yes <input type="checkbox"/>
	capital No <input type="checkbox"/>	Yes <input type="checkbox"/>
If Yes, please provide details of the evidence you have seen, which satisfied you that the applicant was financially eligible during the 7 day period up to and including the date of application. If No, explain what reasonable steps you have taken to confirm that the client was eligible to receive advice and assistance/ABWOR if no evidence of income or capital has been seen. If the Board is not satisfied on this aspect, we may not pay your account		

Refer to our guidance for financial eligibility evidence. If lodging an advice and assistance account → **Go to Section S**

Section G – Interests of Justice test – endorsement of decision (ABWOR only)

Have you received intimation that the Board does not consider this to be an appropriate grant of ABWOR?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please explain why you consider it was in the interests of justice to provide ABWOR in this case.		

Refer to our guidance on application of the ABWOR test.

Section H – Questions regarding the complaint in this case

Has the applicant at any time been served with any other complaint arising from the same incident, or have any of the charges in the complaint in this case ever formed part of any other complaint(s), whether deserted and re-raised or subsequently raised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, and legal aid has been granted or an application is pending, or ABWOR has been provided, please provide details including the Procurator Fiscal's reference number and criminal legal assistance reference number(s).	PF Number	
	Criminal legal assistance reference number(s)	
Have you lodged or do you intend to lodge an account in connection with the other complaint(s)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you given advice or provided representation in connection with proceedings under Section 27(1)(a) or 28 of the 1995 Act arising from a failure to appear or breach in relation to this case?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide details of the criminal legal assistance reference number(s) of the advice and assistance, ABWOR and/or criminal case(s).		

Please tick to indicate in which court the proceedings were set down* to proceed (Glasgow only).	Stipendiary <input type="checkbox"/>	JP Court <input type="checkbox"/>
*The fee depends on the court in which the case was set down to proceed. The fees appropriate to that court type should be claimed regardless of the court in which the case is initially called or in which final disposal took place.		

If this claim is for


- exceptional case and excluded proceedings → **Go to Section I**
- a fixed payment (Criminal legal aid or ABWOR) → **Go to Section J**

Section I – Exceptional case and excluded proceedings – chargeable on a detailed basis


Please attach a detailed account for all work, including outlays, undertaken or incurred on behalf of the client. All travel should be apportioned in accordance with Board guidance. Please detail all clients seen (including private clients), dates and locations in the account. Do not complete Section P (Outlays).

Exceptional case	
The case has been granted exceptional case status in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999	<input type="checkbox"/>
Excluded proceedings	
Solemn reduced to summary	<input type="checkbox"/>
Proceedings under section 22(1)(a) (identification parade)	<input type="checkbox"/>
Proceedings under section 22(1)(c) (assisted person in custody or liberated by police on undertaking to appear)	<input type="checkbox"/>
Proceedings under section 22(1)(da) (plea of insanity in bar of trial)	<input type="checkbox"/>
Proceedings under section 22(1)(db) (examination of facts)	<input type="checkbox"/>
Regulation 15 (special urgency)	<input type="checkbox"/>

Any reference in connection with proceedings under article 234 of the EEC Treaty	<input type="checkbox"/>
Any reference on a devolution issue	<input type="checkbox"/>
Extradition proceedings	<input type="checkbox"/>
Proceedings under section 5 of the International Criminal Court Act 2001	<input type="checkbox"/>
Proceedings by virtue of section 22(1)(dd) (solicitor appointed by court for person accused of sexual offence)	<input type="checkbox"/>
Other (please provide details below)	<input type="checkbox"/>


 No other payment can be made out of the Fund where a fixed payment has been prescribed. If you receive any fixed payment for this case, we will reassess the total sum due. If we overpay you, you will be liable to refund the overpayment. → **Go to Section O**

Proceedings in an appeal to the High Court under section 174 of the 1995 Act

 Please attach a detailed account (*only for work in the High Court*) → **Go to Section J**

Section J – Fixed Payment (claim under one of the 6 sub-sections only)


Case disposal fee	<input type="checkbox"/>	Go to part A	ABWOR fixed payment	<input type="checkbox"/>	Go to part B
Core fixed payment	<input type="checkbox"/>	Go to part C	27(1)(b) fixed payment	<input type="checkbox"/>	Go to part D
23(1)(b) fixed payment	<input type="checkbox"/>	Go to part E	Drug court initial payment	<input type="checkbox"/>	Go to part F
				Claim if certificate not transferred. Fee will be adjusted if a transfer has been authorised.	
				JP Court	Stipendiary/Sheriff
A – CASE DISPOSAL FEE (includes 2 deferred sentences)					
1	Case disposal fee for case not proceeding beyond first 30 minutes of trial.		N/A	£515	<input type="checkbox"/>
2	Case disposal fee where complaint under section 27(1)(b)		N/A	£257.50	<input type="checkbox"/>
B – ABWOR FIXED PAYMENT (includes 2 deferred sentences)					
1	ABWOR fixed payment (JP Court)		£150		<input type="checkbox"/>
C – CORE FIXED PAYMENT (includes 2 deferred sentences)					
1	Core fixed payment		£315	£515	<input type="checkbox"/>
2	Core fixed payment where work done under sections 22(1)(d) or 24(7)		£290	£490	<input type="checkbox"/>
3	All work done under sections 22(1)(d) or 24(7)		£25	£25	<input type="checkbox"/>
4	Proceedings in rural court (Schedule 2)		N/A	£50	<input type="checkbox"/>
5	Client under 21 and remanded in custody (at or subsequent to the first calling of the case).		£100	£100	<input type="checkbox"/>
D – 27(1)(B) FIXED PAYMENT (includes 2 deferred sentences)					
1	Core fixed payment where complaint under section 27(1)(b)		£157.50	£257.50	<input type="checkbox"/>
E – 23(1)(B) FIXED PAYMENT					
1	All work done in connection with a complaint under section 23(1)(b) of the Act		£25	£50	<input type="checkbox"/>
Please advise date of appearance at first diet					
F – DRUG COURT INITIAL PAYMENT*					
1	All work done under section 22 (1)(c) of the Act up to and including the first appearance of the assisted person before a court designated as a drug court		N/A	£100	<input type="checkbox"/>
2	Client under 21 and remanded in custody at or subsequent to the first calling of the case		N/A	£100	<input type="checkbox"/>

 * In a drug court case → **Go to Section O**

Section K – Further fixed payments


Was this case conjoined with another case(s) in proceeding to trial?								Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide details of the criminal legal assistance reference number(s) of the other case(s).									
* Chargeable under Criminal legal aid and ABWOR	Date(s)	Solicitor Attending	Solicitor's Code	Start/ Finish	Time Engaged	No of days	Claim (£) JP Court	Claim (£) Stip/ Sheriff	
Conducting a trial or proof in mitigation for the first day (after the first 30 minutes) *				to			50 <input type="checkbox"/>	100 <input type="checkbox"/>	
Second day				to			50 <input type="checkbox"/>	200 <input type="checkbox"/>	
Third and subsequent days (JP- £100 per day, STIP/SH £400 per day)				to					
Adjourned trial diet where evidence expected to be led (JP - £50 per day, STIP/SH £100 per day)				to					
Adjourned trial diet where no evidence expected to be led (notional diet) (JP - £25 per day, STIP/SH £50 per day)				to					
Representation in court at a continued diet following a victim				to			N/A	50 <input type="checkbox"/>	

statement having been laid *								
Conducting a proof of a victim statement where there has been no trial or proof in mitigation for the first day (after the first 30 minutes), and thereafter per day (STIP/SH £200 per day)*				to			N/A	
Conducting a proof of a victim statement at a continued diet following a concluded trial or proof in mitigation (STIP/SH £200 per day)*				to			N/A	
Fees for work chargeable only under ABWOR								
Special reasons proof/hearing on exceptional hardship				to			150 <input type="checkbox"/>	150 <input type="checkbox"/>
Back duty proof +				to			50 <input type="checkbox"/>	50 <input type="checkbox"/>
TOTAL								

 + This fee is not chargeable in addition to the fee for a special reasons proof/hearing on exceptional hardship.

Section L - Bail appeal under sections 32/201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995.

Date	Bail appeal under section 32 / 201(4)	Application for bail under section 24A	If more than one bail appeal in connection with this case on the same day, please explain why.
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
Subtotal			
Total			


 All work in connection with a bail appeal is included within the case disposal fee.

Section M – Deferred sentence (excluding warrant hearings which are included within the core payments)

Date	Deferred sentence - £50 (STIP/SH) each, £25 (JP) each for third and subsequent hearing	If more than one deferred sentence in connection with this case on the same day, please explain why.	Supplementary fee (£25 chargeable only once where social enquiry report dealt with which results in disposal)
	No fee		
	No fee		
Total			
Date of next deferred sentence if case not concluded (sentence must be deferred for more than 3 months before we can consider payment of your claim).			

Section N – Community supervision order hearing or, otherwise, appearance before youth court/domestic abuse court.

Date	Hearing £50 (STIP/SH) each, £25 (JP) each for third and subsequent hearing	If more than one hearing in connection with this case on the same day, please explain why.
Total		

 The fee covers all work in connection with *an appearance* on behalf of the assisted person.

Section O – Drug court (Glasgow, Kirkcaldy and Dunfermline) - further appearances

Date of appearance	Claim rate - £50 each	If more than one complaint is being dealt with, then please provide details of all legal assistance reference numbers.
Total		



The fee covers all work in connection with *an appearance* on behalf of the assisted person.

Section P - OUTLAYS (all outlays must be accompanied by vouchers and/or sanction authorisation where appropriate)

Travel incl. solicitor's hotel bills etc	Date incurred	Mileage	Destination	Value (excl. VAT)
Total travel expenses				



All travel should be apportioned in accordance with Board guidance. Please detail all clients seen (including private clients), dates and locations. Use a separate sheet if necessary.

Name of expert	Date incurred	Type of expert	Value (incl. VAT)
Total expert's fees			

Other outlays – name of person or firm	Date incurred	Description eg type of report, witness expenses etc	Value (incl. VAT)
Total other outlays			

Section Q – Proceeds of crime

1	Did the applicant keep any property claimed by the Crown, or was the applicant successful in obtaining the return of any property, including any rights under a settlement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If no → Go to Section R If Yes, what was the basis of the claim, and what is the nature and value of the property (including money)?		
		Total £	
2	What was the outcome of the confiscation order or similar procedures under the 1995 and 2002 Acts?		
3	Is there still the possibility of either expenses being recovered or further recovery or preservation of property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, please provide details.		
4	Is the property, or any part of it, subject to an exemption by virtue of regulation 16(2)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, which exemption applies?		

Section R –Report on Proceedings

This information is required by the Board for use in monitoring compliance by firms and solicitors with the Code of Practice in relation to criminal legal assistance (Legal Aid (Scotland) Act 1986, sections 25C and 35A). It will also be of use in monitoring the effect of the summary justice and legal aid reforms and help inform reviews.

Were any diets adjourned due to incomplete, or lack of disclosure of Crown evidence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the applicant appear from custody?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were any witnesses sworn?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was any evidence led at trial?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was a warrant issued? (Complete only if submitting account before case concluded)	Yes <input type="checkbox"/>	Date
Sentence/disposal e.g. fine, community service or prison sentence		
Date of conclusion of proceedings	Date	

Please indicate, by a tick in the appropriate box (or boxes), one tick for each charge, the way in which each charge concluded, with the result indicated (by the row) and at the stage shown (by the column). To assist, multiple counts of the same charge, each of which concluded *at the same stage with the same result* can be indicated with a single tick in the appropriate box. We do not need to know the number or nature of the charges. This information will allow us to identify not only the date and nature of the disposal, but also circumstances where there are different stages of disposal within the case.

Charge Outcome Summary		Stage charge concluded at:				
		Pleading Diet	Appearance after Warrant	Intermediate Diet	Before start of trial	After start of trial
Final charge result:	Not Guilty Plea Accepted					
	Plead Guilty					
	Plead Guilty Under Deletion					
	Plead Guilty Lesser Charge					
	Found Guilty					
	Found Guilty Under Deletion					
	Found Guilty Lesser Charge					
	Found Not Proven					
	Found Not Guilty					
	Charge Deserted					
Non Appearance						

Section S – 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 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 therein
- I have retained a copy of this claim
- I consent to the disclosure of this claim, associated documentation and client case file for quality assurance purposes, including peer review, at any stage during or after the proceedings
- I am satisfied that the applicant was eligible to receive advice and assistance and/or ABWOR
- apart from the circumstances where the cost of an exceptional police station visit is chargeable, I have not lodged any other claim in connection with this matter
- the extent of advice or representation provided to the client by me or, to the best of my knowledge, by another solicitor in connection with this matter is as follows (please provide the reference number(s) where appropriate)

Type of assistance	Yes	No	Criminal legal assistance reference number(s)
Advice and assistance	<input type="checkbox"/>	<input type="checkbox"/>	
ABWOR	<input type="checkbox"/>	<input type="checkbox"/>	
Summary criminal legal aid	<input type="checkbox"/>	<input type="checkbox"/>	
Solemn criminal legal aid	<input type="checkbox"/>	<input type="checkbox"/>	
Regulation 15 (special urgency)	<input type="checkbox"/>	<input type="checkbox"/>	
Section 23(1)(b)	<input type="checkbox"/>	<input type="checkbox"/>	

I hereby irrevocably authorise and instruct the Scottish Legal Aid Board to deduct from any future sums due to me any sums overpaid in connection with a grant of advice and assistance/ABWOR/legal aid and, in particular, as a result of the Board approving any change of solicitor

DATE Solicitor:

Section T - Documentation to help assessment

Please tick below the items that have been enclosed and are relevant in support of this claim. It will help us deal with your account more quickly if all relevant documents are enclosed.

Summary of evidence	<input type="checkbox"/>	All legal aid certificates and transfer forms	<input type="checkbox"/>	Complaint	<input type="checkbox"/>
Witnesses' schedule of expenses	<input type="checkbox"/>	Vouchers for all outlays	<input type="checkbox"/>	Precognitions	<input type="checkbox"/>
Increase in expenditure requests, even if refused	<input type="checkbox"/>	All counsel/solicitor-advocate fees	<input type="checkbox"/>	Detailed account	<input type="checkbox"/>



Refer to our guidance on what should accompany this claim.