

Civil Legal Assistance Simplification

44 Drumsheugh Gardens
Edinburgh EH3 7SW

DX ED555250 EDINBURGH 30
Legal Post LP2 EDINBURGH 7

Telephone (0131) 226 7061
Fax (0131) 226 7675



SENIOR PARTNER

25 February 2009

CIVIL SIMPLIFICATION –DISCONTINUATION OF ACC/CIV/1 AND CIV/CONC FORMS

This mailing contains information about what to do with accounts for civil cases with an effective date before 2 March 2009. You should ensure that staff and colleagues or external law accountants who prepare your civil accounts are made aware of this information.

The previous mailing of 16 February 2009 explained that the new synopsis form CIV/ACC/CONC combined the previous conclusion of proceedings form (CIV/CONC) and account synopsis form (ACC/CIV/1) in one document, which we will automatically send you for new grants from the beginning of March.

As from 1 June 2009 we will no longer accept accounts with the old synopsis form (ACC/CIV/1). Once our printers have run out of existing stocks of the old form, it will no longer be available.

From 2 March, for cases where legal aid was granted before 2 March 2009 you can download the new synopsis/conclusion form CIV/ACC/CONC from our website. If you do not have access to the internet, you can contact Susan Alexander (see details below) for copies of these forms. Only use these forms for civil cases with an effective date before 2 March 2009 – for cases with a later effective date you should use the form issued automatically by us. The only difference between this form and the system-generated form is that the client details, legal aid reference and solicitor and firm details will not already be entered on the form. You must, therefore, enter these details on the form to allow us to properly register the case.

For any queries about this mailshot, please contact Susan Alexander on 0131 240 2055 or e-mail alexandersu@slab.org.uk.