



# Summary criminal legal assistance reform: accounts forms for duty work

To: All criminal legal assistance solicitors

Mailing 7: 10 July 2008

*Your practitioner number*

*Your firm and branch code*

## REFORM OF SUMMARY CRIMINAL LEGAL ASSISTANCE: DUTY SCHEME ACCOUNTS SYNOPSIS FORMS FOR COMPLETION IN DUTY MATTERS

As a result of the reforms to summary criminal legal assistance, which were implemented on Monday 30 June 2008, we are introducing two new accounts synopsis forms to record duty solicitor work:

- CRIM/ACCTS/DS - criminal legal assistance account synopsis duty scheme
- CRIM/ACCTS/DSF - criminal legal assistance account synopsis duty follow up proceedings

You should use these new forms to record all duty work from 30 June 2008. For work done prior to 30 June 2008, you should use the old forms.

Please note that in the case of identification/viper parades, the duty scheme form CRIM/ACCTS/DS should be used.

The attached guidance, which contains the new forms at the end of the document, will assist you to correctly complete the new accounts synopsis forms.

To use the new forms, please take copies of them. Alternatively, the forms and guidance are also available on our website [www.slab.org.uk](http://www.slab.org.uk), which enables you to print off an electronic copy to complete. Please also note that these forms are not yet available from our printers.

### Who to contact if you have any questions

If you have any questions or queries about completing the duty synopsis forms, please contact either: Steven Carrie 0131 240 2054 or Iain Shaw 0131 240 2087.