into our compute capital letters, an	SYNOPS TO BE COMPLET SOLICITOR CEAS ACCOMPANY THI s must be completed f ers, it is important th d enter crosses clearl	ED WHEN CASE CO SES TO ACT. THIS E SOLICITOR'S ACC for your form to be pro at you complete the f y in the relevant boxes	USION FORM INCLUDED OR WHEN FORM MUST				
Solicitor's name	•		Name and address of organis firm shown:	sation submitting account, if different from			
Firm's name							
Firm's address			-				
SECTION A		AND CASE DETAIL	_S				
Legal aid referend	ce number: CI						
Applicant's name:							
Primary category	:		Date case concluded:				
Solicitor's code number		Firm's code nur	ber Branch code				
Your Reference Number							
SECTION B	TYPE OF AC	COUNT BEING SU	BMITTED				
Final account (cas	e concluded) (MPS)	Certificate transferred	to other solicitors (TRS) S	upplementary account (SPS)			
Judicial expenses		f claiming judicial exp vour of assisted person	penses please complete section				
		erve any property in the		NoYes NoYes			
SECTION C - J	IUDICIAL EXPENS	ES BREAKDOWN	SECTION D – ACCOUNT	BREAKDOWN			
To be completed	d for judicial expens	es claims only	For all accounts other than	claims for judicial expenses			
Fees	£		Amounts claimed				
VAT	£		Fees (excl. VAT)	£			
Outlays	£		Travel (excl. VAT)	£			
Counsel	£		Expert outlays (incl. VAT)	£			
Total	£		Other outlays (incl. VAT)	£			
For fast paymer the sum of any	nt please ensure tha			£			
			Counsel (incl. VAT)				
	·	t the total matches	Counsel (incl. VAT)				
Tick if cheque a	·	t the total matches					

SECTION E	RELATED/LIN						
List any related or linked cases where the applicant has joint inter Legal aid reference number		Applicant's name					
Give any related advice and assistance refere	ence number for thi	s case and the val	ue of this a	ccount			
		£			•		
Are you submitting the advice and assistance	account in tandem	n with the civil acco	ount? Yes	N	0		
SECTION F	EXPENSES						
(1) If no expenses were awarded or agreed b	etween the parties	, please briefly ex	plain why n	ot.			
(2) Were the expenses:	Fixed by th] /	Awarded by the court 'as taxed'		
	-	ween the parties		_	Assessed by the auditor		
(3)(a) Have the expenses been recovered? (b) If No, what are the prospects for recov	very? Very good			ood `	les		
(c) Please explain why – provide brief det		assessment of th					
4(a) Will you be attempting recovery of expe If you do not recover the expenses, we r You should seek prior sanction for any st	nay have to keep	your client's cor Any steps we ta	ntribution ake will pr	Yes or pro imaril	perty recovered or preserve	d. s	
owed to the Legal Aid Fund only.(b) Give up to date details for each opponer	nt with information	that may assist if	enforcemer	nt step	s have to be taken:		
(c) First opponent's name:							
(d) Address:							
(e) Was the opponent an assisted person?	No 🗌	Yes 🗌					
(f) If yes, please give any known legal aid r	or this opponent.	СІ 🗌			<u></u>		
(g) If the opponent's liability has been modi		£					
(h) Give details of the opponent's employment	ent, banking arrang	gements or known	assets.				
For any additional opponents, give detai	ls as above on a s	separate sheet.					

Section G PROPER	DTV DECOVEDE													
(1)(a) Did the case involve any claim or counterclaim relating to money or other property?														
(b) Did the assisted person get or keep any property? No Yes														
(c) If Yes, what was the value?														
The valuation is at the date of decree or transfer, whichever is the earlier.														
(2)(a) What is the nature of the	Money 🗌	Pension	House		Policies	Cars 🗌	Other							
property?														
(tick all boxes that apply)														
If Other, please specify:														
(b) Howe you paid any menoy events	vour aliant2						Vac							
(b) Have you paid any money over to		hould rofor to	Dogulatia	m 40(2	(a) of the	No 🗌	Yes							
Civil Legal Aid (Scotland) Regulation			Regulatio	m 40(3	(a) of the			(If property has been recovered or preserved, you should refer to Regulation 40(3)(a) of the						
Civil Legal Ald (Scotland) Regulation	13 2002)													
(c) If Yes, how much have you haid?														
(c) If Yes how much have you haid?				c										
(c) If Yes, how much have you paid?				£		•								
				£ [] [
(c) If Yes, how much have you paid?(d) When was this paid?				£ [
(d) When was this paid?	e principal or capi	tal												
(d) When was this paid? (3)(a) Are you attempting recovery of th	e principal or capi	tal		£		• • • • • • • • • • • • • • • • • • •								
(d) When was this paid? (3)(a) Are you attempting recovery of th sum?			boforo c	No [
 (d) When was this paid? (3)(a) Are you attempting recovery of th sum? (You must ensure you have our sand) 			before c	No [out any dilige									
(d) When was this paid? (3)(a) Are you attempting recovery of th sum?			before ca	No [out any dilige									
 (d) When was this paid? (3)(a) Are you attempting recovery of th sum? (You must ensure you have our sand) 			before c	No [out any dilige									
 (d) When was this paid? (3)(a) Are you attempting recovery of th sum? (You must ensure you have our sand) 			before c	No [out any dilige									
 (d) When was this paid? (3)(a) Are you attempting recovery of th sum? (You must ensure you have our sand) 			before c	No [out any dilige									
 (d) When was this paid? (3)(a) Are you attempting recovery of th sum? (You must ensure you have our sand) 			before c	No [out any dilige									

SECTION H	REPORT ON PROCEEDINGS				
Cases concluded by judicial settlement					
(1)(a) Did the assisted person obtain all the	orders for which Legal Aid was	No		Yes	
granted?					
Please list which orders, if any, were obtaine	d and explain why all or any of the ord	ers so	ught were not obtained		
(b) Ware there during the spee any sha	nang in girgumatangga ar	No		Vac	
(b) Were there, during the case, any cha other material changes to the inform		No secti	- Please go to	Yes	
(c) Did you tell us about these changes b		No	☐ - Please complete	Yes	
communication?	y stage reporting of other		on (d) below.	165	
(d) If No, explain why you did not let the	Board know about the changes	Secti			
	Board know aboar the changeon				

Cases concluded by extra-judicial settlement				
(2)(a) Did the assisted person obtain all of the orders for which legal aid was	No		Yes	
granted?		_		
Please explain why you felt it appropriate to settle the action extra-judicially and in	clude c	letails of the extent to	which any orde	rs
originally sought were covered by the terms of the settlement.				
(b) Were there, during the case, any changes in circumstances or other	No	Go to section I.	Yes	
material changes to the information you gave us at the outset ?				
(c) Did you tell us about these changes by stage reporting or other	No	Please complete	Yes 🗌	
communication?	sectio	on (d) below.		
(d) If No, explain why you did not let the Board know about the changes.				
SECTION I ATTACHMENTS				
To help us assess your account and whether and to what extent property has	heen r	acovered or preserve	h nlease send	us where

To help us assess your account and whether and to what extent property has been recovered or preserved	d, please send us, where
appropriate, the following with your report:	
Written pleadings – preferably the closed record.	
The decree.	
The joint minute or minute of agreement.	
Any supporting correspondence regarding the settlement.	
All reports and information valuing the property recovered or preserved at the date of transfer or at decree.	
Information as to what was actually obtained or kept by the assisted person.	
Information as to the date or expected date of transfer of the property.	
Vouchers for all outlays, including witness schedule of expenses.	
All advocates' fee notes.	
Copy interlocutor sheets or copies of each interlocutor.	
Copy of interlocutor, which shows modification of expenses.	

SECTION J

DECLARATION

I certify that to the best of my knowledge and belief, the information given is correct and the items charged in the 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.

I confirm that any opinion expressed represents my professional opinion as of this date. I have retained a copy of this report on my file. I consent to the disclosure of this report, associated documentation and client case file for quality assurance purposes, including peer review, at any stage during or after the proceedings.

Signature of the solicitor	Date signed