

Communications Department

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To: Criminal legal aid solicitors

Direct dial number: **0131 240 1985**

Your ref:

Please quote the department above and
our reference: accounts april 08

April 2008

This mailing contains information about changes to criminal legal aid accounts forms. You should ensure that all staff colleagues or external law accountants who prepare your criminal accounts are made aware of this guidance.

Summary and solemn criminal legal aid - new accounts synopsis forms and guidance

We successfully introduced a new criminal applications computer system on 1 April. The new system will help improve Board administration and better enable us to develop changes for the summary criminal legal assistance reforms. There are a number of improvements that the system brings solicitors, such as improved letters explaining our decisions.

As part of the new computer system, we are changing the criminal account synopsis forms. We now have four separate new forms for:

- summary criminal proceedings: fixed payments, sheriff court
- summary criminal proceedings: fixed payments, district and stipendiary courts
- summary criminal proceedings: detailed fees (“exceptional case” and “excluded” proceedings)
- solemn, appeals and automatic proceedings.

All these forms will be computer-generated. The legal aid reference, client’s name, and details of the solicitor and firm will be automatically entered on the form before we send it to you.

We plan to adjust the forms later in the summer to take into account changes to fees resulting from summary criminal reform. However, in the meantime the introduction of the new system gives us an opportunity to make the improvements to the forms.

The attached guidance will assist you to correctly complete the new forms. For each new form, there is question by question guidance and examples, as well as copies of each form. The main changes are set out overleaf.

Further copies of this guidance are available in the legal profession section of our website www.slab.org.uk, or by calling our Communications Department on 0131 240 1985.

Key points

- As well as issuing an account synopsis when legal aid is granted, we will issue a further synopsis if legal aid is transferred to a new solicitor. You should no longer use the ACC/CRIM/1 form for these cases, or for any other case apart from duty follow-up cases.
- If a summary fixed payment case is given “exceptional case” status, we will write to each solicitor who has acted or is acting for the client enclosing a copy of the “Account synopsis - summary criminal proceedings - detailed fees” form.

Summary criminal legal aid account synopsis

- There are now three forms for summary cases, for:
 - sheriff court cases
 - district and stipendiary court cases
 - cases granted “exceptional case” status and “excluded” proceedings.
- The two new fixed payment forms contain the most up-to-date fees for the type of case, including drug court, DTTO, notional trial diets and cases under section 27 (1) (b) of the Criminal Procedure (Scotland) 1995 Act. This should make it much easier for you to complete the forms as all of the current fees are included and you will not have to check or alter the fees shown.
- New questions have been added to help us assess your accounts. These should reduce the need to correspond with you, and cut down on the time you have to wait for payment.

Solemn, appeals and automatic proceedings - detailed fees

- The new form is similar to the old solemn form, but with some improvements.
 - We have reduced the number of documents you have to send us. We plan to further reduce this list when we introduce document scanning. However, we may still ask you for further documents if necessary either during assessment or for post-payment checks.
 - You no longer have to list the court attendances separately on this form. You should include all your work in your detailed account.

Duty follow-up

- We are currently devising a new form for duty follow-up cases. In the interim you should continue to use the ACC/CRIM/1 form.

Supplementary accounts

- The new forms are available on our website to allow you to send us supplementary accounts. The forms for sheriff court and district and stipendiary court fixed payment cases contain details of all the relevant fees for these types of cases.

Who to contact if you have any questions

If you have any questions or queries about completing the account synopsis forms, please contact either the:

- Criminal Accounts team (solemn and appeals) on 0131 240 2187
- Fixed Fee team (summary cases) on 0131 240 2058.

Account synopsis forms for summary and solemn criminal legal aid and guidance on how to complete them

This guidance contains examples of the new account synopsis forms for summary and solemn criminal legal aid cases. We send these to solicitors for every case when we grant, or are notified of a court grant of, criminal legal aid. Also included is guidance on how to correctly complete the new forms covering key points and going through them question by question.

Key points to remember when completing the forms

Use this question by question guidance to help you correctly complete the account synopsis forms.

Please ensure you complete all applicable sections of the form that have not already been completed.

Attach all necessary documentation such as vouchers and the account, if appropriate. If you do not correctly complete the form and attach necessary documents, we cannot fully assess and pay your account as quickly.

If you are submitting a final account and have already asked for, or received, reimbursement of outlays, include **all** outlays in the final account. We will deduct any previous payments from the final account automatically. If you have not included them in your final account, we may pay you less than you are due.

If you do not have enough space to answer a question on the form, please continue your answer on a separate sheet and attach it to the form.

Who to contact if you have any questions

If you have any questions or queries about completing the account synopsis forms, please contact either the Criminal Accounts team (solemn and appeals) on 0131 240 2187 or the Fixed Fee team (summary cases) on 0131 240 2058.

Account synopsis

Summary criminal proceedings: fixed payments: sheriff court, and district and stipendiary court

General notes

Please ensure you

- complete all sections of this form that we have not already completed for you, unless they do not apply
- attach all necessary documentation such as vouchers and the account, if appropriate. If you do not correctly complete the form and attach necessary documents, we cannot assess and pay your account as quickly.

If you are sending us an account for a solemn reduced to summary case, you must send us a detailed account. However, if the account synopsis form we have sent you is for fixed payments, we will accept that form with the detailed account. If you are submitting a final account and have already asked for, or received, reimbursement of outlays, include all outlays in the final account. We will deduct any previous payments from the final account automatically. If you have not included them in your final account, we may pay you less than you are due. **This applies to solemn reduced to summary cases only; you cannot claim reimbursement of outlays in fixed payment cases.**

If you do not have enough space to answer a question on the form, **please continue your answer on a separate sheet**, and attach it to the form.

Sections A, B and C – Registration details

Section A – Type of account

SECTION A - Account Type		Board Use - Aid Type
<input type="checkbox"/>	Final account	
<input type="checkbox"/>	Certificate transferred to another solicitor	
<input type="checkbox"/>	Solemn reduced to summary -a detailed account is required	11
Please provide details of the original solemn legal aid referenc		

Sheriff court synopsis only - see example above

If the case was originally solemn but this was subsequently reduced to summary, send us a detailed account with this form and give us the original solemn legal aid reference here.

Section B – Solicitor and firm details

SECTION B - Solicitor and Firm Details			
Solicitor's code number	Firm's code number	Branch code	
Your internal reference			

- Check all the details already entered on the form are correct. If any are incorrect, change them so we pay the correct firm. You can only amend firm details. You have to get our prior approval for a change in the nominated solicitor, except where the work is being delegated to another solicitor within the same firm.
- Branch code – Enter the branch code of the branch to which PAYMENT is to be made. Our Receipts and Payments Department sent you a mandate to sign, allowing you to name branches to which you wished to be linked, and issued you with a branch code or codes.
 - If you are only linked to one branch code, we will automatically pay the account to that code.
 - If you are linked to more than one branch code, mark clearly to which branch code you want to make the payment.

(Branch codes were previously known as "account points".)

Section C – Client and co-accused details

SECTION C - Client and co-accused details

If you acted for more than one legally aided accused in this case, please give details below, including 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

Legal aid reference	Applicant's name	% of payment
12345678	Aaaa Smith	60
18675765	Bbbb Smith	20
12312348	Cccc Smith	20
Subject matter	Assault	
Effective Date of Legal Aid	01/03/08	
Court Type	Sheriff	Court Location Ayr
PF Number	12345	Client's date of birth 01/01/1951

- If you have acted for more than one legally-aided accused in this case
 - please give details in the boxes provided, including the percentage of the appropriate fixed payment being claimed in relation to each (see example above)
 - complete a separate account and account synopsis for each accused
 - include the details of each accused in this section on each account synopsis
 - send us all the accounts and account synopsis forms together.
- Check that the subject matter, effective date, court type, court location, PF number and client's date of birth are correct and amend them if necessary.

Section D – Details of account

Section D - Details of account

Advocates' and solicitor advocates' 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 No of Fee Notes attached
Advocate	
Solicitor Advocate	

Solicitor's account - Summary

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

Advocates' and solicitor-advocates' fees

- You do not need to identify each advocate or solicitor-advocate – just enter the total number of fee notes attached for each.

Amounts claimed

Please enter the totals you are claiming as follows:

- Exclude VAT from fees
- Outlays should be broken down into court dues (where applicable), travel, expert outlays, other outlays and, if you have already paid them, counsel.
- Under Travel:
 - Enter accommodation costs incurred by the solicitor, mileage and other related travel costs in the travel row. VAT will be automatically added, as HM Customs and Revenue requires us to pay this on these types of outlays.
 - When calculating mileage, do not add VAT – this will be added automatically
 - However, include any VAT shown on receipts for accommodation costs – we have to add VAT to these on top of that you have already paid.
- Travel expenses incurred by witnesses should be included in "other" outlays.

Section E – Questions regarding the complaint in this case

District and stipendiary synopsis

Section E - Questions regarding the complaint in this case	
Please tick to indicate in which court the proceedings were set down * to proceed (Glasgow only)	Stipendiary <input type="checkbox"/> District <input type="checkbox"/>
* The fee appropriate 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.	

For cases held in Glasgow, you must tell us in which court the proceedings were **set down** to proceed. The fee that applies depends on that court type regardless of the court in which the case initially called or in which the final disposal took place.

Has the applicant at any time been served with any another 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"/>
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Answer Yes at this question if

- the client has been served with any other complaint arising from the same incident, or
- any of the charges in the complaint in the case ever formed part of any other complaint(s), whether deserted or re-raised or subsequently raised.

This includes any cases in which there is a split complaint, such as RTA cases. In all these cases you can claim one core payment and then individual fees for each deferred sentence. If the case was deserted or re-raised then the claim should be under the original legal aid reference. You should not make a fresh application.

If the answer to this question was **Yes**, you should answer the following two questions.

If yes, and legal aid has been granted or an application is pending, please provide details including PF and legal aid 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"/>

Sheriff court synopsis

Section E - Questions regarding the complaint in this case	
Has the applicant at any time been served with any another 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"/>

Answer Yes at this question if

- the client has been served with any other complaint arising from the same incident, or
- any of the charges in the complaint in the case ever formed part of any other complaint(s), whether deserted or re-raised or subsequently raised

This includes any cases in which there is a split complaint, such as RTA cases. In all these cases you can claim one core payment and then individual fees for each deferred sentence. If the case was deserted or re-raised then the claim should be under the original legal aid reference. You should not make a fresh application.

If the answer to the first question is **Yes** then you should answer the following two questions.

If yes, and legal aid has been granted or an application is pending, please provide details including PF and legal aid 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"/>

Section F – Core payment

Section F - Core payment (Claim under one sub-section only)

		Claim if certificate not transferred. Fee will be adjusted if a transfer has been authorised.	
Section F (i)		District	Stipendiary
1	Core fixed payment	£ 300 <input type="checkbox"/>	£ 500 <input type="checkbox"/>
2	Core fixed payment where work done under section 22(1)(d) or section 24(7)	£ 275 <input type="checkbox"/>	£ 475 <input type="checkbox"/>
3	All work done under section 22(1)(d) or section 24(7)	£ 25 <input type="checkbox"/>	£ 25 <input type="checkbox"/>
4	Proceedings in Schedule 2 (rural court.)	n/a	n/a
5	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 <input type="checkbox"/>	£ 100 <input type="checkbox"/>

Section F (ii)

1	Core fixed payment where complaint under section 27 (1) (b) of the Criminal Procedure (Scotland) Act 1995	£ 150 <input type="checkbox"/>	£ 250 <input type="checkbox"/>
2	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 <input type="checkbox"/>	£ 100 <input type="checkbox"/>

Section F (iii)

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"/>
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Section F (iv)

1	All Work done in connection with a complaint under section 23(1)(b) of the Act including the first 30 minutes of conducting a proof in mitigation, or a proof of a victim statement.	£ 25 <input type="checkbox"/>	£ 50 <input type="checkbox"/>
	Please advise date of appearance at first diet		

- Tick the box(es) in only one of the sub-sections to show the proceedings for which you are claiming.
- If there has been a change of nominated solicitor, the fee will be adjusted accordingly.

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

Section G - Bail appeal under section 32, appeal under section 201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995. Please tick which section applies and continue on separate sheet if required.

Date	Bail appeal under section 32 and appeal under section 201(4) - £50 each	Application for bail subject to a movement restriction condition under section 24A - £50 each	If more than one bail appeal on the same day, narrative required and attach copy of complaint.
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Total			

- If the bail appeal was continued no additional payment is due, and the one fee of £50 covers all work undertaken.
- If you are claiming for more than one bail appeal on the same day, please explain this in the right hand column and enclose a copy of the complaint(s). This may occur under either section 27(1)(a) or section 28 of the 1995 Act and in cases where there is a split complaint for matters arising from the same incident.

Section H – conduct of proof/proof in mitigation and notional diets

Section H - Conduct of Proof/Proof in mitigation and Notional diets.

	Date(s)	Solicitor Attending	Solicitor's Code	Start/Finish	Time Engaged	Number of days	Claim £ District	Claim (£) Stipendiary
Conducting a trial or proof in mitigation for the first day (after the first 30 minutes)	1/3/08	Mr Smith	33333	10 to 10.35	35 mins	1	50 <input type="checkbox"/>	100 <input type="text" value="9"/>
Second day	3/3/08	Mr Smith	33333	10 to 12	2 hrs	1	50 <input type="checkbox"/>	200 <input type="text" value="9"/>
Third and subsequent days (DI- £100 per day, STIP £400 per day)	4/3/08 5/3/08	Mr Smith Mr Smith	33333 33333	10 to 12 to 10.30	2 hrs 30 mins	2		800
Adjourned trial diet where evidence expected to be led (notional diet) (DI- £50 per day, STIP £100 per day)	8/3/08	Mr Smith	33333	10 to 10.05	5 mins	1		100
Adjourned trial diet where no evidence expected to be led (nominal diet)(DI- £25 per day, STIP £50 per day)	9/3/08	Mr Smith	33333	10 to 10.03	3 mins	1		50
Representation in court at a continued diet following a victim statement having been laid				to			n/a	50 <input type="checkbox"/>
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 (£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 (£200 per day)				to			n/a	
TOTAL								1,250

- To claim for a work item for which there is a tick box, tick the appropriate box, and complete the information in the remaining boxes for that work item.
- Where there is no tick box, enter the number of days you are claiming for. Multiply this by the appropriate fee – for example, if you have represented the client for two days in the sheriff court at an adjourned trial diet where evidence has been led then you should claim £200 (see examples above).
- If you are claiming for a third or subsequent days conducting a trial or proof in mitigation, enter the number of additional days you are claiming and multiply this by the appropriate fee as above (see example above).

Section I – Deferred sentence

Part I- Deferred sentence (excluding warrant hearings which are included within the core payment)- please continue on a separate sheet if required.

Date	Deferred sentence (£50 each)	If more than one deferred sentence on the same day, narrative required and attach copy of complaint
6/5/08	X2	Main complaint and a 27(1)(a) complaint
6/5/08	X2	
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).		6/10/08
If a warrant was issued then please advise on what date		

- If you are claiming for more than one deferred sentence on the same day, please explain the circumstances. If the case was continued, no additional payment is due and the one fee of £50 covers all work undertaken.
- If the case is not concluded and sentence has been deferred for more than 3 months, we can consider payment of your account. Give the date of the next hearing in the box.
- If sentence has been deferred for less than 3 months, we cannot consider your claim and you should retain your account in the meantime.

Section J – Drug court pilot – Sheriff court form only

Part J - Drug court pilot only (Glasgow, Kirkcaldy and Dunfermline) - Drug court appearances- the fee covers all work in connection with an appearance on behalf of the assisted person. Please continue on a separate sheet if required.

Was the deferred sentence referred to a designated drug court from another court	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please complete section below	

Date of Appearance	Claim rate - £50 each	If more than one complaint is being dealt with, then please provide details of all legal aid references.
Total		

- Tick the box to show whether the case was referred to a designated drug court. If the case has been referred, complete the remainder of the section.
- A fee of £50 is payable for each appearance in the drug court. You cannot claim £50 for each case or complaint.
- Give the date of each appearance, continuing on a separate sheet if necessary. Enter the total claim in relation to this section in the box provided.
- If the appearance covers more than one complaint, give all the legal aid references.

Section K (Sheriff court cases) and section J (District and stipendiary cases) – OUTLAYS

Section K - OUTLAYS - all outlays must be accompanied by vouchers and/or sanction authorisation where appropriate. Please continue on separate sheet if required.

Travel inc. solicitor's hotel bills etc	Date incurred	Mileage	Destination	Value (excl. VAT)
Travel	1/4/08	150	Sheriff court	60.00
Hotel bill	1/4/08			65.00
Total travel expenses				125.00

Expert (Name of expert)	Date incurred	Type of expert	Value (incl. VAT)
Mr Brown	5/3/08	Toxicology	164.00
Total Expert's fees			164.00

Other outlays - name of person or firm	Date incurred	Description eg type of report, witness expenses etc	Value (incl. VAT)
Dr Smith	5/3/08	GP report	75.00
Mr Jones	5/3/08	Witness expenses – loss of earnings	100.00
Sheriff officers & Co	5/3/08	Sheriff officers' vouchers	96.00
Interpreter & Co	5/3/08	Interpreter - translating	35.00
Total other outlays			306.00

- Travel –include mileage and any other expenses you have incurred, such as hotel bills and bridge tolls. The hotel bills should include any VAT shown on the bill. Mileage should be calculated excluding VAT. VAT will be added automatically before payment. The total travel expenses should be entered in the space provided.
- Other outlays – this includes witness expenses, sheriff officers' fees and reports from the client's GP.
- You cannot claim for outlays in connection with taking, drawing, framing or perusing a precognition. This includes those charged by a doctor in an accident and emergency department for providing a factual precognition. All this work is included within the fixed payment in terms of the regulations.
- Further guidance on what outlays can be claimed are in the Criminal Accounts Assessment Manual – Fixed Payments, on our website.

Section L (sheriff court synopsis) and Section K (district and stipendiary synopsis) – CERTIFICATE

Please sign and date the declaration.

Part B of the form

Please complete this form as previously ensuring that all sections are completed. If it is incomplete we will return your account and this will delay payment.

Guidance notes

Account synopsis Summary criminal proceedings: detailed fees

(“Excluded Proceedings” and “Exceptional cases”)

General notes

This is a new account synopsis for summary cases where detailed fees are chargeable.

If a case has been granted “exceptional case” status, we will issue an account synopsis to any solicitors who have acted or are acting for the client to make them aware of the change. Please use the new synopsis when sending us your account instead of the fixed payment one we may have sent you originally.

Please ensure you

- Complete all sections of this form that have not already been completed, unless they do not apply.
- Attach all necessary documentation such as vouchers in the same order as they are listed in the synopsis, and the account. If you do not correctly complete and attach necessary documents, we cannot fully assess and pay your account as quickly.
- Complete the account on a detailed basis.

If you are submitting a final account and have already asked for, or received, reimbursement of outlays, include all outlays in the final account. We will deduct any previous payments from the final account and if you have not included them in your final account, we may pay you less than you are due.

If you do not have enough space to answer a question on the form, **please continue your answer on a separate sheet**, which you should then attach to the form.

Sections A, B and C – Registration details

Section A – Type of account

SECTION A - Account Type	
<input type="checkbox"/> Final account	<input type="checkbox"/> Certificate transferred to another solicitor

Please tick the relevant box to show if you are

- sending us your final account
- sending us your final account for a case where legal aid has been transferred to another solicitor.

Section B – Solicitor and firm details

SECTION B - Solicitor and Firm Details			
Solicitor's code number	Firm's code number	Branch code	
Your internal reference			

- Check that all the details already entered on the form are correct. If any are incorrect, change them so we pay the correct firm. You can only amend firm details. You have to get our prior approval for a change in the nominated solicitor, except where the work is being delegated to another solicitor within the same firm.
- Branch code - The branch code is that of the branch to which PAYMENT is to be made. Our Receipts and Payments Department sent you a mandate to sign, allowing you to name branches to which you wished to be linked, and issued you with a branch code or codes.
 - If you are only linked to one branch code, we will automatically pay the account to that code.
 - If you are linked to more than one branch code, mark clearly to which branch code you want to make the payment. (Branch codes were previously known as "account points").

Section C – Client and co-accused details

SECTION C - Client and co-accused details	
If you acted for more than one legally aided accused in this case, please give details below. Send us a separate account synopsis for each accused and send all claims together.	
Legal aid reference	Applicant's name
Subject matter	
Effective Date of Legal Aid	
Court Type	Court Location
PF Number	Client's date of birth

- If you have acted for more than one legally-aided accused in this case
 - please give details in the boxes provided
 - complete a separate account and account synopsis for each accused
 - include the details of each accused in this section on each account synopsis
 - send us all the accounts and account synopsis forms together.
- Check that the subject matter, effective date, court type, court location, PF number and client's date of birth are correct and amend them if necessary.

Section D – Details of account

Section D - Details of account

Advocate 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 No of Fee Notes attached
Advocate	
Solicitor Advocate	

Solicitor's account - Summary

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

Payment authorised Date (Board use only)

Advocates' and solicitor-advocates' fees

- You do not need to identify each advocate or solicitor-advocate – just enter the total number of fee notes attached for each.

Amounts claimed

Please enter the totals you are claiming as follows:

- Exclude VAT from fees
- Outlays should be broken down into court dues (where applicable), travel, expert outlays, other outlays and, if you have already paid them, counsel.
- Under Travel:
 - when calculating mileage, do not add VAT – this will be added automatically
 - include any VAT shown on receipts for accommodation costs
 - enter accommodation costs incurred by the solicitor, mileage and other related travel costs in the travel row. VAT will be automatically added, as HM Customs and Revenue requires us to pay this on these types of outlays.
- Travel expenses incurred by witnesses should be included in "other" outlays.

Section E – Exceptional cases and excluded proceedings

Exceptional case status

Section E - Exceptional cases and excluded proceedings

Send us a detailed account including all work undertaken on behalf of the client. If you have already received any fixed payment for the case, we will deduct this from any sums due. If we overpay you, you will be liable to refund the overpayment.

Exceptional Cases

The case has been granted exceptional case status in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999. ☐

If we have granted the case this status, tick the box. If we have already paid you any of the fixed payment, we will deduct this from any sums due. If we have overpaid you, you will be liable to refund the overpayment.

Excluded proceedings

Excluded Proceedings

Solemn reduced to summary.	<input type="checkbox"/>
Solemn legal aid reference	
Proceedings under section 22 (1) (a) of the Act (identification parades held by or on behalf of the prosecutor in contemplation of criminal proceedings)	<input type="checkbox"/>
Proceedings under section 22 (1) (c) of the Act (assisted person in custody or liberated by police on undertaking to appear)	<input type="checkbox"/>
Proceedings under section 22 (1) (da) of the Act (plea of insanity in bar of trial)	<input type="checkbox"/>
Proceedings under section 22 (1) (db) of the Act (examination of facts)	<input type="checkbox"/>
Proceedings in relation to legal aid made available in terms of regulation 15 of the Criminal Legal Aid (Scotland) Regulations 1996 (matters of 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 under paragraph 9 of Schedule 6 to the Scotland Act 1998.	<input type="checkbox"/>
Proceedings under section 9 of the Extradition Act 1989	<input type="checkbox"/>
Proceedings under section 5 of the International Criminal Court Act 2001	<input type="checkbox"/>
Proceedings in relation to which legal aid is only available by virtue of section 22(1)(dd) of the Act (solicitor appointed by court for person accused of sexual offence)	<input type="checkbox"/>

Please tick the relevant box to show under which heading you are making a claim.

If the case is solemn reduced to summary please ensure that you provide the solemn legal aid reference.

Section F – Questions regarding the complaint in this case

Section F - Questions regarding the complaint in this case

Has the applicant at any time been served with any another 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, please provide details including the PF and legal aid 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"/>

- Answer Yes at this question if
 - the client has been served with any other complaint arising from the same incident, or
 - if any of the charges in the complaint in the case ever formed part of any other complaint(s), whether deserted or re-raised or subsequently raised, .

If the case was deserted or re-raised you should claim under the original legal aid reference. You should not make a fresh application.
- If your answer to the first question is Yes, and legal aid has been granted or an application is pending, give the PF and legal aid reference number(s).
- At the last question, tick the box to show whether you intend to lodge, or have lodged, an account in relation to the other complaint(s).

Section G – Charges, plea, case result and case concluded

Section G -Charges, plea, case result and stage concluded										
Charges										
Plea(s)										
Case Result						Stage Concluded				
Guilty	<input type="checkbox"/>	Not Guilty	<input type="checkbox"/>	Not Proven	<input type="checkbox"/>	Pleading diet	<input type="checkbox"/>	Intermediate diet	<input type="checkbox"/>	
Case deserted	<input type="checkbox"/>	Plead guilty to a lesser charge				<input type="checkbox"/>	First diet/Preliminary hearing			<input type="checkbox"/>
Warrant issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Petition warrant issued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Before start of trial	<input type="checkbox"/>	After start of trial	<input type="checkbox"/>	
Sentence e.g. fine, community service or prison sentence:										

- Give details of the charge(s) and the plea.
- Tick the relevant boxes to show the case result and the stage that the case concluded.
- Tick the relevant box to show whether a warrant has been issued.
- Give details of any sentence imposed.

Section H – Documentation to help assessment

Section H - 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.			
<input type="checkbox"/>	All legal aid certificates and transfer form:	<input type="checkbox"/>	Complaint/petition and indictment
<input type="checkbox"/>	Witnesses' schedule of expenses	<input type="checkbox"/>	Vouchers for all outlays
<input type="checkbox"/>		<input type="checkbox"/>	Regulation 15 form
<input type="checkbox"/>		<input type="checkbox"/>	Precognitions

- We have reduced the list of documents you have to send us with your account. We may, however, still ask you to send us additional items either during or after assessment if necessary.

Section I – Certificate

Please sign and date the declaration.

Part B of the form

Please complete this form as previously

Guidance notes

Account synopsis Solemn, appeals and automatic proceedings – detailed fees

General notes

The new form is similar to the old solemn form, but with some improvements. It covers solemn cases and appeals, but unlike the old form it also covers automatic proceedings.

A synopsis will be issued to the new solicitor if legal aid is transferred.

You no longer need to include the court times on the reverse of the synopsis; all work should be in your detailed account.

Please ensure you

- Complete all sections of the form that we have not already completed, unless they do not apply.
- Attach all necessary documentation such as vouchers and the account. Please attach these documents to the synopsis form in the same order as they are listed in the account. If you do not correctly complete and attach necessary documents, we cannot fully assess and pay your account as quickly.
- Complete a typewritten account on a time and line basis in chronological order as set out in our Criminal Accounts Assessment Manual (available on our website).

If you are submitting a final account and have already asked for, or received reimbursement of outlays, include all outlays in the final account. We will deduct any previous payments from the final account automatically. If you have not included them in your final account, we may pay you less than you are due.

If you do not have enough space to answer a question on the form, **please continue your answer on a separate sheet**, which you should then attach to the form.

Sections A, B and C – Registration details

Section A – Type of account

SECTION A - Account Type			
<input type="checkbox"/>	Final account	<input type="checkbox"/>	Certificate transferred from another solicitor
<input type="checkbox"/>	Certificate transferred to another solicitor	<input type="checkbox"/>	Certificate transferred from another solicitor

Please tick the relevant box to show if you are

- Sending us your final account.
- Sending us your final account for a case where legal aid has been transferred to another solicitor.

Section B – Solicitor and firm details

SECTION B - Solicitor and Firm Details			
Solicitor's code number	Firm's code number	Branch code	
Your internal reference			

- Check that all the details already entered on the form are correct. If any are incorrect, change them so we pay the correct firm. You can only amend firm details. You have to get our prior approval for a change in the nominated solicitor, except where the work is being delegated to another solicitor within the same firm.
- Branch code - The branch code is that of the branch to which PAYMENT is to be made. Our Receipts and Payments Department sent you a mandate to sign, allowing you to name branches to which you wished to be linked, and issued you with a branch code or codes.
 - If you are only linked to one branch code, we will automatically pay the account to that code.
 - If you are linked to more than one branch code, mark clearly to which branch code you want to make the payment. (Branch codes were previously known as "account points").

Section C – Client and co-accused details

SECTION C - Client and co-accused details

If you acted for more than one legally aided accused in this case, give details below. Send us one detailed account to cover all the co-accused, with a separate account synopsis form for each co-accused, and send us all of these together.

Legal aid reference	Applicant's name

Subject matter			
Effective Date of Legal Aid			
Court Location		Court Type	
PF Number		Client's date of birth	

- If you have acted for more than one legally-aided accused in this case, please give details in the boxes provided. Submit **one claim** to cover all work done.
- Check that the subject matter, effective date, court type, court location, PF number and client's date of birth are correct and amend them if necessary.

Section D – Details of account

Section D - Details of account

Advocates' and solicitor advocates' fees

Counsel's fee notes must be attached to enable payment to be considered. Fees for solicitor advocates will only be considered when exercising their rights of audience in proceedings in the High Court or Judicial Committee of the Privy Council

	Total No of Fee Notes attached
Advocate	
Solicitor Advocate	

Solicitor's account - Summary

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

Payment authorised Date (Board use only)

Advocates' and solicitor-advocates' fees

- You do not need to identify each advocate or solicitor-advocate – just enter the total number of fee notes attached for each.
- We will only consider fees for solicitor-advocates when they are exercising their rights of audience in proceedings in the High Court or Judicial Committee of the Privy Council.

Amounts claimed

Please enter the totals you are claiming as follows:

- Exclude VAT from fees
- Outlays should be broken down into court dues (where applicable), travel, expert outlays, other outlays and, if you have already paid them, counsel.
- Under Travel:
 - when calculating mileage, do not add VAT – this will be added automatically
 - include any VAT shown on receipts for accommodation costs
 - enter accommodation costs incurred by the solicitor, mileage and other related travel costs in the travel row. VAT will be automatically added, as HM Customs and Revenue requires us to pay this on these types of outlays. .
- Travel expenses incurred by witnesses should be included in "other" outlays.

Section E – charges, plea, case result case concluded and appeals

Solemn case

Section E -Charges, plea, case result, stage concluded and appeals -use tick boxes as appropriate.

Charge(s)			
Plea			
Case Result		Stage Concluded	
Guilty <input type="checkbox"/>		Pleading diet	<input type="checkbox"/>
Not guilty <input type="checkbox"/>		Intermediate diet	<input type="checkbox"/>
Not proven <input type="checkbox"/>		First Diet/Preliminary hearing	<input type="checkbox"/>
Case deserted <input type="checkbox"/>		Before start of trial	<input type="checkbox"/>
Pled guilty to a lesser charge <input type="checkbox"/>		After start of trial	<input type="checkbox"/>
Warrant issued	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Petition warrant issued	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Sentence e.g. fine, community service or prison sentence			

In this section:

- enter details of the charge(s) and the plea
- tick the boxes to show the case result and the stage that the case concluded
- if the case has not concluded, tick a box to show whether a warrant was issued
- tick a box to show whether a petition warrant was issued.
- give details of any sentence imposed.

Appeal case

Appeal sift		Full appeal- no sift	
Regulation 15 only <input type="checkbox"/>		Full appeal did not proceed	<input type="checkbox"/>
Sift only - 1 judge <input type="checkbox"/>		Full appeal after 1 judge sift	<input type="checkbox"/>
Sift only 3 judges <input type="checkbox"/>		Full appeal after 3 judge sift	<input type="checkbox"/>
Please indicate whether original matter was solemn or summary		Solemn <input type="checkbox"/>	Summary <input type="checkbox"/>
Outcome		Allowed <input type="checkbox"/>	Dismissed <input type="checkbox"/>

Complete this section as appropriate.

Use the tick boxes to show whether the original matter was solemn or summary. If it was solemn, the appeal account should be fee'd on solemn rates. Similarly, if the matter was originally summary, you should use the summary rates when framing your account.

Section F – Documentation to help assessment

Section F - Documentation to help assessment

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

<input type="checkbox"/> All legal aid certificates and transfer form:	<input type="checkbox"/> Complaint/petition and indictment	<input type="checkbox"/> Regulation 15 form
<input type="checkbox"/> Witnesses' schedule of expenses	<input type="checkbox"/> Vouchers for all outlays	<input type="checkbox"/> Precognitions

- We have reduced the list of documents you have to send us with your account. We may, however, still ask you to send us additional items either during or after assessment if we need them.
- Tick to show which items you have enclosed.

Section G – Certificate

Please sign and date the declaration.

Appendix

Examples of the new account synopsis

Attached are supplementary account editions of the new account synopsis forms. Please photocopy these forms if you wish to submit a supplementary account. The new forms are attached in the following order:

- y Summary criminal proceedings: fixed payments in district/JP and stipendiary courts - supplementary account
- y Summary criminal proceedings: fixed payments in sheriff court - supplementary account
- y Summary criminal proceedings: sheriff court - detailed fees - supplementary account
- y Solemn, appeals and automatic: detailed fees - supplementary account



ACCOUNT SYNOPSIS
SUMMARY CRIMINAL PROCEEDINGS: FIXED PAYMENTS
DISTRICT AND STIPENDIARY COURT
SUPPLEMENTARY ACCOUNT

|||||

This form must only be used to claim payment in summary cases chargeable by way of Fixed Payments. Complete the form, including the certificate at section K, and submit with the required documents to the Accounts Registration Section, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE; EDINBURGH DX555250 or LP2 EDINBURGH 7. No covering letter is necessary.

Name and address of organisation submitting account, if different from firm shown:

SECTION A -Account Type

Board Use - Aid Type

DSupplementary account

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, including 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

Legal aid reference	Applicant's name	% of payment
Subject matter		
Effective Date of Legal Aid		
Court Type		Court Location
PFNumber		Client's date of birth

Section D - Details of account

Advocates' and solicitor advocates' 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 No of Fee Notes attached
Advocate	
Solicitor Advocate	

Solicitor's account- Summary

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

Payment authorised Date (Board use only)

Section E -Questions regarding the complaint in this case

Please tick to indicate in which court the proceedings were set down * to proceed (Glasgow only)		Stipendiary D	District D
* The fee appropriate 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.			
Has the applicant at any time been served with any another 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 andre-raised or subsequently raised?	Yes D No D		
If yes, and legal aid has been granted or an application is pending, please provide details including PF and legal aid reference number(s).			
Have you lodged or do you intend to lodge an account in connection with the other complaint(s)	Yes D No D		

Section F- Core payment(Claim under one sub-section only)

		Claim if certificate not transferred. Fee will be adjusted if a transfer hru been authorised.	
Section F (i)		District	Stipendiary
1	Core fixed payment	£300 D	£500 D
2	Core fixed payment where work done under section 22(1)(d) or section 24(7)	£275 D	£475 D
3	All work done under section 22(1)(d) or section 24(7)	£25 D	£25 D
4	Proceedings in Schedule 2 (rural court.)	n/a	n/a
5	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 D	£100 D

Section F (ii)

1	Core fixed payment where complaint under section 27 (I) (b) of the Criminal Procedure (Scotland) Act 1995	£ 150 D	£250 D
2	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 D	£ 100 D

Section F (iii)

1	All work done under section 22 (!)(c) of the Act up to and includi,ng the first appearance of the assisted person before a court designated as a drug comt	n/a	£ 100 O
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Section F (iv)

1	All Work done in connection with a complaint under section 23(l)(b) of the Act including the first 30 minutes of conducting a proof in mitigation, or a proof of a victim statement.	£25 D	£50 D
	Please advise date of appearance at first diet		

Section G- Bail appeal under section 32, appeal under section 201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995. Please tick which section applies and continue on separate sheet if required.

Date	Bail appeal under section 32 and appeal under section 201(4) - £50 each	Application for bail subject to a movement restriction condition under section 24A -£50 each	If more than one bail appeal on the same day, narrative required and attach copy of complaint.
	D	D	
	D	D	
	D	D	
Total			

Section H- Conduct of Proof/Proof in mitigation and Notional diets.

	Date(s)	Solicitor Attending	Solicitor's Code	Start/Finish	Time Engaged	Number of days	Claim£ District	!aim(£) tipendiary
Conducting a trial or proof in mitigation for the first day (after the first 30 minutes)				to			50 D	100 D
Second day				to			50 D	200 D
Third and subsequent days (DI- £100 per day, STIP £400 per day)				to				
Adjourned trial diet where evidence expected to be led (notional diet) (DI- £50 per day, STIP £100 per day)				to				
Adjourned trial diet where no evidence expected to be led (nominal diet)(DI- £25 per day, STIP £50 per day)				to				
Representation in court at a continued diet following a victim statement having been laid				to			n!a	50 D
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 (£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 (£200 per day)				to			n/a	
TOTAL								

Part 1- Deferred sentence (excluding warrant hearings which are included within the core payment)- please continue on a separate sheet if required.

Date	Deferred sentence (£50 each)	If more than one deferred sentence on the same day, narrative required and attach copy of complaint
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).		
If a warrant was issued then please advise on what date		

Section J- OUTLAYS- all outlays must be accompanied by vouchers and/or sanction authorisation where appropriate. Please continue on separate sheet if required.

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

Expert (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 K- CERTIFICATE (THE SOLICITOR MUST COMPLETE THIS BEFORE WE CAN CONSIDER A CLAIM)

I certify that to the best of my knowledge and belief the items charged in the claim are accurate and represent a true and complete record of all work done; that all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance; that 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 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 this grant of legal aid and, in particular, as a result of the Board approving any change of solicitor.

Date Solicitor



ACCOUNT SYNOPSIS
SUMMARY CRIMINAL PROCEEDINGS: FIXED PAYMENTS
SHERIFF COURT

|||||

SUPPLEMENTARY ACCOUNT

This form must only be used to claim payment in summary cases chargeable by way of Fixed Payments. Complete the form, including the certificate at section L, and submit with the required documents to the Accounts Registration Section, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE; EDINBURGH DX555250 or LP2 EDINBURGH 7. No covering letter is necessary.

Name and address of organisation submitting account, if different from firm shown:

SECTION A -Account Type

Board Use - Aid Type

D Supplementary account

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, please give details below, including 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

Legal aid reference	Applicant's name	%of payment
Subject matter		
Effective Date of Legal Aid		
Court Type		Court Location
PF Number		Client's date of birth

Section D -Details of account

Advocates' and solicitor advocates' 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 No of Fee Notes attached
Advocate	
Solicitor Advocate	

Solicitor's account- Summary

Solicitor's account- Summary		FOR BOARD USE ONLY		
Amounts claimed		Amounts paid	With VAT	No VAT
Fees (excl. VAT)		Fees (excl. VAT)		
Court dues (if applicable)		Court dues (if applicable)		
Travel		Travel		
Expert outlays (incl. VAT)		Expert outlays (incl. VAT)		
Other outlays (incl. VAT)		Other outlays (incl. VAT)		
Counsel (incl. VAT)		Counsel (incl. VAT)		
TOTAL		TOTAL		

Payment authorised Date (Board use only)

Section E -Questions regarding the complaint in this case

Has the applicant at any time been served with any another 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 andre-raised or subsequently raised?	Yes D No D
If yes, and legal aid has been granted or an application is pending, please provide details including PF and legal aid reference number(s).	
Have you lodged or do you intend to lodge an account in connection with the other complaint(s)	Yes D No D

Section F- Core payment (Claim under one sub-section only)

		Claim if certificate not transferred. Fee will be adjusted if a transfer has been authorised.
Section F (i)		
1	Core fixed payment	
2	Core fixed payment where work done under section 22(1)(d) or section 24(7)	£475 D
3	All work done under section 22(1)(d) or section 24(7)	£25 D
4	Proceedings in Schedule 2 (rural court.)	£50 D
5	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 D

Section F (ii)

1	Core fixed payment where complaint under section 27 (I) (b) ofthe Criminal Procedure (Scotland) Act 1995	£250 D
2	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 D

Section F (iii)

1	All work done under section 22 (I)(c) of the Act up to and including the first appearance of the assisted person before a court designated <i>as</i> a drug court	£100 D
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Section F (iv)

1	All Work done in connection with a complaint under section 23(1)(b) of the Act including the first 30 minutes of conducting a proof in mitigation, or a proof of a victim statement.	£50 D
	Please advise date of appearance at first diet	

Section G- Bail appeal under section 32, appeal under section 201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995. Please tick which section applies and continue on separate sheet if required.

Date	Bail appeal under section 32 and appeal upder section 201(4)- £50 each	Application for bail subject to a movemellt restriction condition under section 24A -£50 each	If more than one bail appeal on the same day, narrative required and attach copy of complaint.
	D	D	
	D	D	
	D	D	
	D	D	
Total			

Section H - Conduct of Proof/Proof in mitigation and Notional diets.

	Date(s)	Solicitor Attending	Solicitor's Code	Start/Finish	Time Engaged	Number of days	Claim(£)
Conducting a trial or proof in mitigation for the first day (after the first 30 minutes)				to			100 D
Second day				to			200 D
Third and subsequent days (£400 per day)				to			
Adjourned trial diet where evidence expected to be led (notional diet) - (£100 per day)				to			
Adjourned trial diet where no evidence expected to be led (notional diet) - (£50 per day)				to			
Representation in court at a continued diet following a victim statement having been laid				to			50
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 (£200 per day)				to			
Conducting a proof of a victim statement at a continued diet following a concluded trial or proof in mitigation (£200 per day)				to			
TOTAL							

Part I- Deferred sentence (excluding warrant hearings which are included within the core payment)- please continue on a separate sheet if required.

Date	Deferred sentence (£50 each)	If more than one deferred sentence on the same day, narrative required and attach copy of complaint
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).		
If a warrant was issued then please advice on what date		

Part J- Drug court pilot only (Glasgow, Kirkcaldy and Dunfermline)- Drug court appearances- the fee covers all work in connection with an appearance on behalf of the assisted person. Please continue on a separate sheet if required.

Was the deferred sentence referred to a designated drug court from another court	Yes D No D
If Yes, please complete section below	

Date of Appearance	Claim rate -£50 each	If more than one complaint is being dealt with, then please provide details of all legal aid references.
Total		

Section K- OUTLAYS- all outlays must be accompanied by vouchers and/or sanction authorisation where appropriate. Please continue on separate sheet if required.

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

Expert (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 L- CERTIFICATE (THE SOLICITOR MUST COMPLETE THIS BEFORE WE CAN CONSIDER A CLAIM)

I certify that to the best of my knowledge and belief the items charged in the claim are accurate and represent a true and complete record of all work done; that all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance; that 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 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 this grant of legal aid and, in particular, as a result of the Board approving any change of solicitor.

Date Solicitor



ACCOUNT SYNOPSIS
SUMMARY CRIMINAL PROCEEDINGS

DETAILED FEES
SUPPLEMENTARY ACCOUNT

|||||

Only use this form to claim payment in summary cases which are chargeable on a detailed basis, (either excluded proceedings in terms of regulation 2. or were granted exceptional case status in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999). Complete the form, including the certificate at section I, and send it with a detailed account and the required documents to the Accounts Registration Section, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE; EDINBURGH DX555250 or LP2 EDINBURGH 7. No covering letter is necessary.

Name and address of organisation submitting account, if different from firm shown:
--

SECTION A- Account Type

D Supplementary account

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, please give details below. Send us a separate account synopsis for each accused and send all claims together.

Legal aid reference	Applicant's name

Subject matter	
Effective Date of Legal Aid	
Court Type	Court Location
PFNumber	Client's date of birth

Section D - Details of account

Advocate 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 No of Fee Notes attached
Advocate	
Solicitor Advocate	

Solicitor's account- Summary

			FOR BOARD USE ONLY	
Amounts claimed			Amount paid	With VAT
Fees (excl. VAT)			Fees (excl. VAT)	
Court dues (if applicable)			Court dues (if applicable)	
Travel			Travel	
Expert outlays (incl. VAT)			Expert outlays (incl. VAT)	
Other outlays (incl. VAT)			Other outlays (incl. VAT)	
Counsel (incl. VAT)			Counsel (incl. VAT)	
TOTAL			TOTAL	

Payment authorised Date (Board use only)

Date Solicitor

Section E - Exceptional cases and excluded proceedings

Send us a detailed account including all work undertaken on behalf of the client. If you have already received any fixed payment for the case, we will deduct this from any sums due. If we overpay you, you will be liable to refund the overpayment.

Exceptional Cases

The case has been granted exceptional case status in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999.

**Excluded Proceedings**

Solemn reduced to summary.	D
Solemn legal aid reference	
Proceedings under section 22 (I) (a) of the Act (identification parades held by or on behalf of the prosecutor in contemplation of criminal proceedings)	D
Proceedings under section 22 (I) (c) of the Act (assisted person in custody or liberated by police on undertaking to appear)	D
Proceedings under section 22 (I) (da) of the Act (plea of insanity in bar of trial)	D
Proceedings under section 22 (!)(db) of the Act (examination of facts)	D
Proceedings in relation to legal aid made available in terms of regulation 15 of the Criminal Legal Aid (Scotland) Regulations 1996 (matters of special urgency).	D
Any reference in connection with proceedings under article 234 of the EEC Treaty	D
Any reference on a devolution issue under paragraph 9 of Schedule 6 to the Scotland Act 1998.	D
Proceedings under section 9 of the Extradition Act 1989	D
Proceedings under section 5 of the International Criminal Court Act 2001	D
Proceedings in relation to which legal aid is only available by virtue of section 22(l)(dd) of the Act (solicitor appointed by court for person accused of sexual offence)	D

Section F- Questions regarding the complaint in this case

Has the applicant at any time been served with any another 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 D No D
If yes, and legal aid has been granted or an application is pending, please provide details including the PF and legal aid reference number(s)..	
Have you lodged or do you intend to lodge an account in connection with the other complaint(s)	Yes D No D

Section G -Charges, plea, case result and stage concluded

Charges	
Plea(s)	
Case Result	Stage Concluded
Guilty D Not Guilty D Not Proven D	Pleading diet D Intermediate diet D
Case deserted D Plead guilty to a lesser charge -D	First diet/Preliminary hearing D
Warrant issued Yes D No D Petition warrant issued Yes D No D	Before start of trial D After start of trial D
Sentence e.g. fine, community service or prison sentence:	

Section H- 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.

D	All legal aid certificates and transfer form:	D	Complaint/petition and indictment	D	Regulation 15 form
D	Witnesses' schedule of expenses	D	Vouchers for all outlays	D	Precognitions

Section I- CERTIFICATE (THE SOLICITOR MUST COMPLETE THIS BEFORE WE CAN CONSIDER A CLAIM)

I certify that to the best of my knowledge and belief the items charged in the claim are accurate and represent a true and complete record of all work done; that all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance; that 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 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 this grant of legal aid and, in particular, as a result of the Board approving any change of solicitor.

Date Solicitor

Payment authorised Date (Board use only)

Section E -Charges, plea, case result, stage concluded and appeals -use tick boxes as appropriate.

Charge(s)			
Plea			
Case Result	Stillge Conclude'd'		
Guilty D	Pleading diet	D	
Not guilty D	Intermediate diet	D	
Not proven D	First Diet/Preliminary hearing	D	
Case deserted D	Before start of trial	D	
Pled guilty to a lesser charge D	After start of trial	D	
Warrant issued	Yes D No D		
Petition warrant issued	Yes D No D		
Sentence e.g. fine, community service or prison sentence			

Appeal sift	Fullapp aJriC) sift	
Regulation 15 only D	Full appeal did not proceed	D
Sift only - 1 judge D	Full appeal after 1 judge sift	D
Sift only 3 judges D	Full appeal after 3 judge sift	D
Please indicate whether original matter was solemn or summary	Solemn D Summary D	
Outcome	Allowed D Dismissed D	

Section F -Documentation to help assessment

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

D Alllegal aid certificates and transfer form:	D Complaint/petition and indictment	D Regulation 15 form
D Witnesses' schedule of expenses	D Vouchers for all outlays	D Precognitions

Section G -CERTIFICATE (THE SOLICITOR MUST COMPLETE THIS BEFORE WE CAN CONSIDER A CLAIM)

I certify that to the best of my knowledge and belief the items charged in the claim are accurate and represent a true and complete record of all work done; that all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance; that 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 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 this grant of legal aid and, in particular, as a result of the Board approving any change of solicitor.

Date Solicitor