



How to submit a claim for interim payment in criminal and children's accounts

Introduction

In this topic we are going to look at how to submit a criminal and children's claim for interim payment of fees.

- **Caution**



The Legal Aid Online screens used in this topic are simply for explaining the system's functionality and therefore do not demonstrate any sequential process.

How to submit a claim for interim payment of fees.

Claims for interim payment of fees are completed using the online system. Where you select ‘Save & Continue (paper)’ and wish to submit an interim account you will have to enter the details online and you will be taken direct to the online screens.

At the final account stage you can revert to the new online paper process and submit a paper account.

Account Details

There is no account associated with this case yet. ✕

Please provide the information below, so the system could help you with appropriate fee table selection.
If you have no fees nor outlays to claim - you can submit your Nil Claim instead.

Available tables of fees/outlays [Fees/Outlays tables names to be displayed?]

Submit Nil Claim or Save & Continue (Paper) or Save & Continue (Online)

Completing the interim synopsis

To proceed click on the ‘Synopsis’ tab and change the account type to ‘Interim’.

LARN **9266060619** Applicant **CRIMINAL ONE** ONE99C9802287006

[Summary](#) [Synopsis](#) [Documentation](#) [Work Breakdown](#)

Type of Account * Interim Final

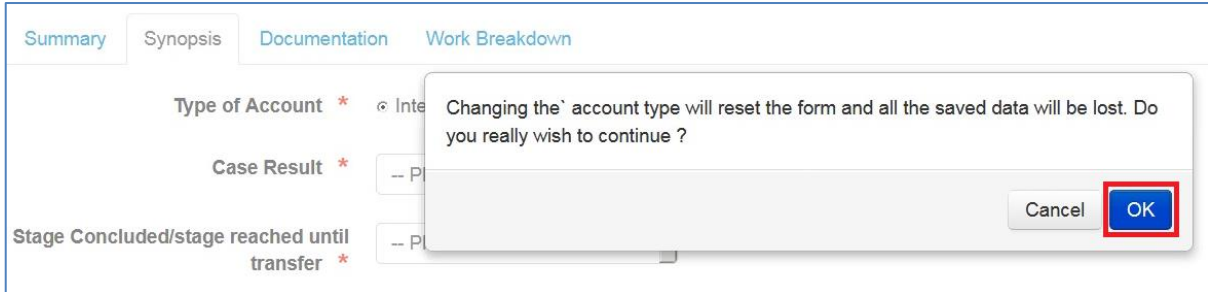
Case Result *

Stage Concluded/stage reached until transfer *

Warrant Issued? * Yes No

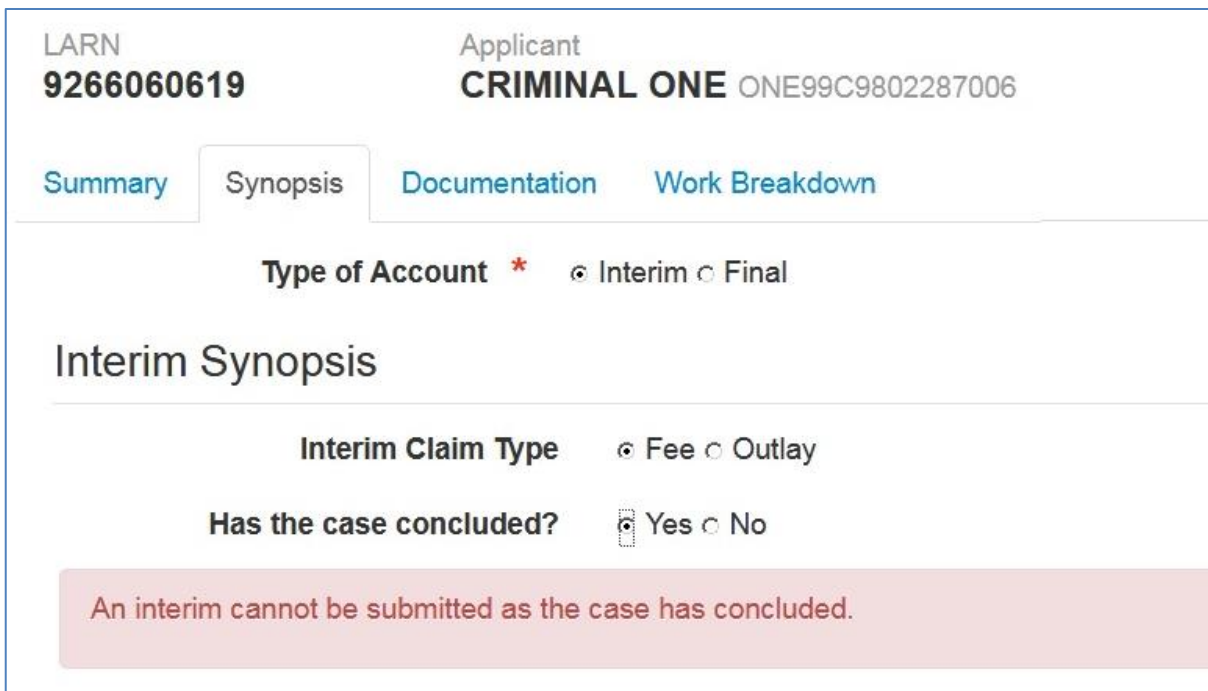
Petition Warrant Issued? * Yes No

If this is the first interim account for the case a warning message will appear. Click 'OK' to continue.



Select Interim Claim Type 'Fee'

Next: Complete the case concluded question. If the case has concluded you cannot submit an interim account.



You should then select the criteria under which the interim claim is being made.

Summary Synopsis Documentation Work Breakdown

Type of Account * Interim Final

Interim Synopsis

Interim Claim Type Fee Outlay

Has the case concluded? Yes No

Please select the criteria under which this interim claim is made *

- Period of 12 months has elapsed since grant of legal aid
- Trial diet has been set for a date 6-months from the first diet / preliminary hearing
- Trial has been adjourned for a period of 6-months or more
- The fees properly incurred to date exceed £10000
- The trial / appeal hearing exceeds 20 days or 20 subsequent days

How to complete an online interim fee

If you wish to submit your final account online you can add your detailed fees as the case progresses.

The fees due are calculated at 75% of the fees earned at the date of claim. To ensure the correct fee is calculated we have created an 'Interim fee claim' work item that calculates the fees due.

To proceed select this work item 'Interim fee claim'.

14. 19/07/2018 10:00:AM Telephone Call (Qualified) £12.20
- 10:15:AM

15. 19/07/2018 2:00:PM
6:20:PM

16. 19/07/2018

17. 19/07/2018

Work Item

Choose from Fees Outlays

Date of Work * 19/07/2018

Work * -- Please Select --

- BLOCK 6 Further work - (as listed)
- Interim fee claim**
- Citation of Witness (including execution)
- Court Attendance (No Counsel)
- Court Attendance (Behind Counsel Qualified)
- Court Attendance (Unqualified Behind Counsel)
- Court (Lunch)

Cancel

To proceed enter the start and end dates of the work claimed.

Next enter the value of the fees that have been earned during the period covered by this claim. The system will automatically calculate the interim fee at 75% of the sum entered.

Work Item

Choose from Fees Outlays

Date of Work * 19/07/2018

Work * Interim fee claim

Start date 19/07/2018

End date * 18/04/2019
Please enter end date of the work that forms part of this interim fee claim

Enter the value of fees which have been earned during the period covered by the claim * 1028.88

Interim fee value * 771.66

The payment shall be 75% of the fees that will become eligible for payment

To submit the claim ‘tick’ only the interim fee claim work item and then press ‘Request Payment’.

16.	<input type="checkbox"/>	19/07/2018	Revising Papers Enter details EXAMPLE SOLICITOR	£11.00	£11.00				
17.	<input type="checkbox"/>	19/07/2018	Precognition Letter Enter details	£11.60	£11.60				
18.	<input checked="" type="checkbox"/>	19/07/2018	Interim fee claim	£771.66	£771.66				

Total nominated agent fees: 1028.88

Where you are framing the account as you go along and then create the interim fee work item this briefly alters the total of your claim as it adds the interim fee value to the value of the work items already added to your draft account. Upon submission the interim fee the value will no longer show as being added to the draft claim.

In the example below the 'Total' displayed is increased to £1800.54. This is because the system automatically adds the interim fee claimed, in this case £771.66 to the total actual fees claimed so far in the case of £1028.88.

The interim fee claimed will be deducted from the fees paid at the final account stage by way of a 'negative work item'.

16.	<input type="checkbox"/>	19/07/2018	Revising Papers Enter details EXAMPLE SOLICITOR	£11.00	£11.00				
17.	<input type="checkbox"/>	19/07/2018	Precognition Letter Enter details	£11.60	£11.60				
18.	<input checked="" type="checkbox"/>	19/07/2018	Interim fee claim	£771.66	£771.66				

Total: £1800.54 [Add Work Item](#)

Total nominated agent fees: 1028.88

[Request Payment](#)

Finally - complete the declaration and select 'Submit to SLAB'

I confirm that this matter has not concluded and that this is an interim claim only

I undertake that any fees or outlays paid by SLAB in terms of this request, which exceed the fees or outlays allowable on assessment of a final account, shall be repaid to the Scottish Legal Aid Fund; and I authorise SLAB to deduct such sums from any future payment due to me from the Fund.

Outlays paid at the interim stage must not be included in the final account (even if the final payment request is by way of the new paper process).

Payment reference

Date signed *

Solicitor *

Attachments can be added after the confirmation pop up

[Cancel, back to Account](#) or [Submit to SLAB](#)

Claiming interim fees with a Paper final account.

If you are submitting your final account using the paper process you only have to add the work item ‘Interim fee claim’.

As this is the only work item added to the account you should tick inside the box highlighted and then select ‘Request Payment’.





You must upload a copy of your paper account to the work item.





Work Items

Please use the interim fee work item to enter the value of fees incurred.

Online Interims
Please ensure your on-line account contains details of all the work undertaken to date, as we can only pay fees which are properly incurred in terms of sections 4(2)(a) and 33(1) of the Act. On submission of the interim fee work item a view of the on-line account is generated.

Paper Interims
Please note as we can only pay fees which are properly incurred in terms of sections 4(2)(a) and 33(1) of the Act, you must attach a copy of the account to this work item for this interim fee claim to be considered.

#	Select	Date/Time	Work/Description	Pre-aggregation amount	Claimed	Actions
1.	<input checked="" type="checkbox"/>	19/07/2018	Interim fee claim	£771.66	£771.66	   

Total: £771.66 [Add Work Item](#)

Total nominated agent fees: 0.00

[Request Payment](#)

You have now completed this topic. You should return to the main menu if you wish to look at other topics.

What's next?

Now that you have completed this topic, you can:

- save it to an appropriate hard drive, network location or memory stick.
- print it out.