



How do I submit a duty account?

Introduction

In this topic we are going to look at how to submit duty accounts.

You will learn how to create accounts for:

- Duty scheme
- Duty Follow up
- Duty ID parade

By the end of this topic you will be able to:

- Describe how to submit duty accounts

Accessing duty accounts

To access the duty accounts you need to select the 'duty' tab.

The screenshot shows the Scottish Legal Aid Board website interface. The navigation menu at the top includes 'Legal Aid', 'Administration', and 'Fund Remittance'. Below this, a secondary menu contains 'Notifications', 'Search', 'A&A', 'Civil', 'Criminal', 'Children's', 'Accounts', and 'Duty'. The 'Duty' tab is highlighted with a red box. The main content area is titled 'NOTIFICATIONS' and includes a 'Select All' button, a 'Close Selected' button, and checkboxes for 'Display priority notifications only' and 'Display other Firm notifications'. A 'Results per page' dropdown is set to '10', and there are pagination buttons from 1 to 10. Below this is a table with columns for 'Close', 'Subject', 'LARN', and 'Catego'. The table contains six rows of notification items, each with a checkbox and a subject line such as 'Solemn Criminal has been granted.' or 'Solemn Criminal has been received by SLAB and LARN not allocated.'

Close	Subject	LARN	Catego
<input type="checkbox"/>	Solemn Criminal has been granted.	6706264716	ASS
<input type="checkbox"/>	Solemn Criminal has been granted.	6706263916	ASS
<input type="checkbox"/>	Solemn Criminal has been received by SLAB and LARN not allocated.	6706265516	ASS
<input type="checkbox"/>	Solemn Criminal has been received by SLAB.	6706264716	ASS
<input type="checkbox"/>	Solemn Criminal has been received by SLAB.	6706263916	ASS
<input type="checkbox"/>	Solemn Criminal has been granted.	6706261316	ASS

Once you have selected the Duty tab you are taken to the 'Create Duty' screen. You should then select the duty type you wish to create. Click on the green highlighted area for more information

The screenshot shows the 'CREATE DUTY' screen. The navigation menu is the same as in the previous screenshot, with 'Duty' selected. The main content area is titled 'CREATE DUTY' and features a 'Create Criteria' section. In this section, there is a 'Duty Type' label with a red box around it, followed by three radio button options: 'Duty Scheme', 'Duty Follow up', and 'Duty ID Parade'. The 'Duty Follow up' radio button is highlighted with a green box. Below the radio buttons is a 'Create' button.

Creating a Duty Scheme account

To create a Duty Scheme account select 'Duty Scheme'. You should then enter the date of duty and select 'Create'.

The screenshot shows the 'CREATE DUTY' form in the Scottish Legal Aid Board system. The 'Duty Type' field has three radio button options: 'Duty Scheme', 'Duty Follow up', and 'Duty ID Parade'. The 'Duty Scheme' option is selected and highlighted with a red box. The 'Date of Duty' field is empty and also highlighted with a red box. A 'Create' button is located at the bottom left of the form and is also highlighted with a red box.

Note

To make a claim under the Duty Scheme your name must appear on both the CLAR register and duty plans.

When you first create a 'Duty Scheme' account for **duty court work** the system will generate a duty 'LARN'. This should be used for all work carried out during the period that this LARN is valid (please refer to the guidance on SLAB's website).

To enter the account for the first time click on the 'LARN' and this will create an account.

This screenshot shows the 'CREATE DUTY' form after submission. The 'Duty Type' field now has three radio button options: 'Duty Scheme', 'Duty Follow up', and 'Duty ID Parade'. Below the form, a table displays the results of the creation process. The 'LARN' value is highlighted with a red box.

Duty Type	LARN	Duty Start Date	Duty End Date	View Details
Duty Court Work	6700730416	01/10/2015	31/12/2015	

Once the account has been created you can access the account by selecting the 'View Details' icon.

Duty Type	LARN	Duty Start Date	Duty End Date	View Details
Duty Court Work	6705159116	01/07/2016	30/09/2016	

When you first enter the LARN for the duty scheme claim this screen displays. To submit an account select 'Save & Continue'.

Account (Duty) Home → Accounts → Account

LARN: 6700730416 Applicant: DUTY WORK (DUTYP19803239001) Nominated Solicitor: MR EXAMPLE SOLICITOR

Summary

Duty Summary **Firm**

Practitioner Name	MR EXAMPLE SOLICITOR	Firm name	EXAMPLE SOLICITOR
Practitioner Code	123456	Payment Branch Address	ADDRESS DETAILS
Period of Duty	01/10/2015 - 31/12/2015	Postcode	LP 123
Period of Duty LARN	6700730416	Your Reference	REF
Court Name			
Court Location			

Account Details

There is no account associated with this case yet.

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

or

First you need to select the 'Work Breakdown' tab. Details of any work items that have been added will be shown on this screen. As no work items have been added to this account yet an advisory message is displayed as shown here.

To add a work item select the 'Add Work item' button.

The screenshot shows the 'Account (Duty)' interface. At the top, there are navigation links: Home → Accounts → Account. Below this, the account details are displayed: LARN 6706298616, Applicant EXAMPLE APPLICATION (APPLIE9801010000), and Nominated Solicitor MR EXAMPLE SOLICITOR. A horizontal menu contains tabs for Summary, Synopsis, Documentation, and Work Breakdown, with the latter highlighted by a red box. Below the menu, a 'Work Items' section contains a light blue advisory message: 'There are no work items added yet'. The message instructs the user to record work by adding items, click 'Add Work item', and then request payment. Below the message is a table with columns: #, Select, Date/Time, Work/Description, Claimed, and Actions. The table is currently empty, showing 'No items added yet'. At the bottom right, there is a green 'Add Work Item' button highlighted with a red box, and a blue 'Request Payment' button.

You now have the option to select multiple work items.

The screenshot shows the 'Work Item' form. At the top, there are checkboxes for 'Fees' and 'Outlays', both of which are checked. The 'Date of Work' field is set to 01/10/2015. The 'Work' field has a dropdown menu open, showing a list of options: 'Duty - Guilty', '-- Please Select --', 'Duty - Guilty', 'Duty - Not Guilty', 'Duty - CWP', 'Duty - Preliminary plea to the competency or relevancy of the petition or complaint', and 'Duty - Conduct any plea in bar of trial or any mental health proof'. The 'Practitioner' field is set to '-- Please Select --'. The 'Client's Full Name' field is empty. The 'Client DOB' field is empty. The 'PF reference' field is empty. The 'Please select the type of proceedings?' field has radio buttons for 'Summary' and 'Solemn', with 'Summary' selected. The 'Duplicate reason (if needed)' field is empty, with a character limit of 250. At the bottom, there are three buttons: 'Save & Add Another', 'Save & Close', and 'Cancel'.

Depending on the work item selected, you may be prompted to enter additional information.

Once you have completed all the mandatory fields marked ‘*’ you will need to save the work item.

If you wish to add another work item select the ‘Save & Add Another’ button. If you have no further work items to add select the ‘Save & Close button.’

Click on the green highlighted area for more information.

The screenshot shows a 'Work Item' form with the following fields and options:

- Choose from:** Fees Outlays
- Date of Work ***: 01/10/2015
- Work ***: Duty - Guilty
- Practitioner ***: Example Solicitor
- Client's Full Name ***: Example Client
- Client DOB ***: 11/11/1975
- PF reference ***: ED16123456
- Please select the type of proceedings? ***: Summary Solemn
Please enter either summary or solemn
- Duplicate reason (if needed)**: (Empty text box)
250 left
Maximum character limit 250

At the bottom, there are three buttons: 'Save & Add Another' (green border), 'Save & Close' (blue border), and 'Cancel' (grey border).



Where appropriate you will need to enter the session number and client type.

The screenshot shows a 'Work Item' form with the following fields and values:

- Choose from:** Fees Outlays
- Date of Work ***: 01/10/2015
- Work ***: Duty - Not Guilty
- Practitioner ***: Example Solicitor
- Client's Full Name ***: Example Application
- Client DOB ***: (empty)
- Session number ***: 1 (highlighted in red)
- Client Type ***: First Client (highlighted in red)
- PF reference ***: (empty)
- Duplicate reason (if needed)**: (empty)

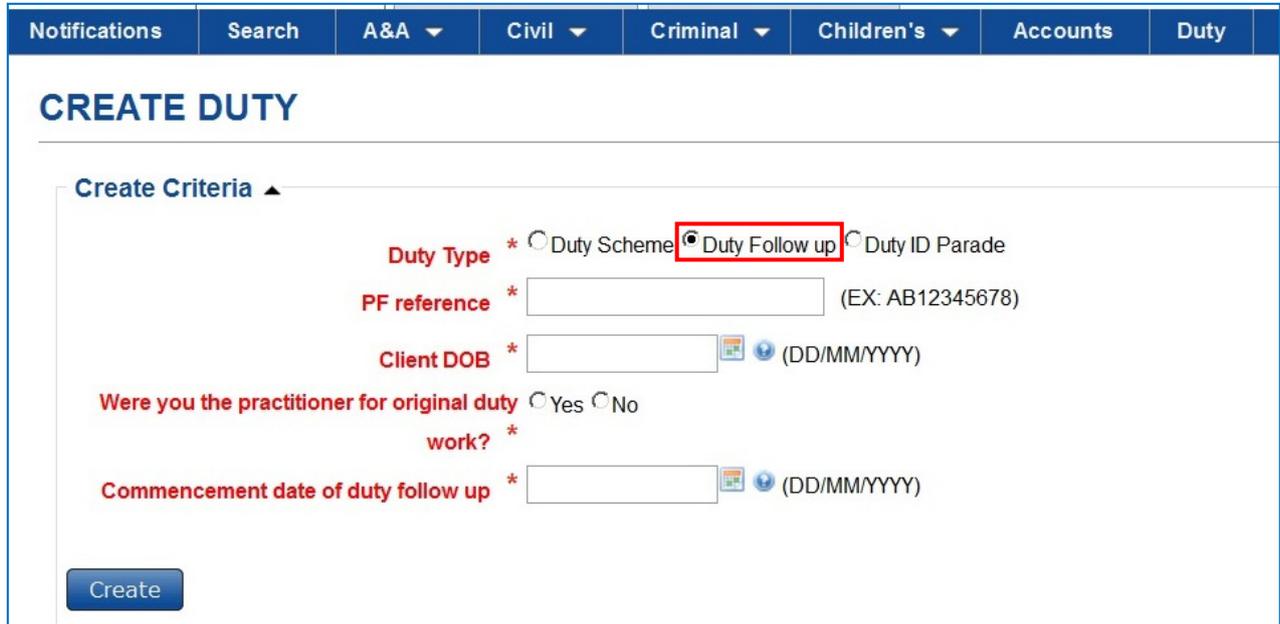
At the bottom of the form, there are three buttons: 'Save & Add Another' (green), 'Save & Close' (blue), and 'Cancel' (grey). Below the 'Duplicate reason' field, it says '250 left' and 'Maximum character limit 250'.

Note

You can only claim one 'First Client' in each session.

Creating a Duty Follow up account

To create a 'Duty Follow up' account select the 'Duty Follow up' button on the 'Create Duty' screen.



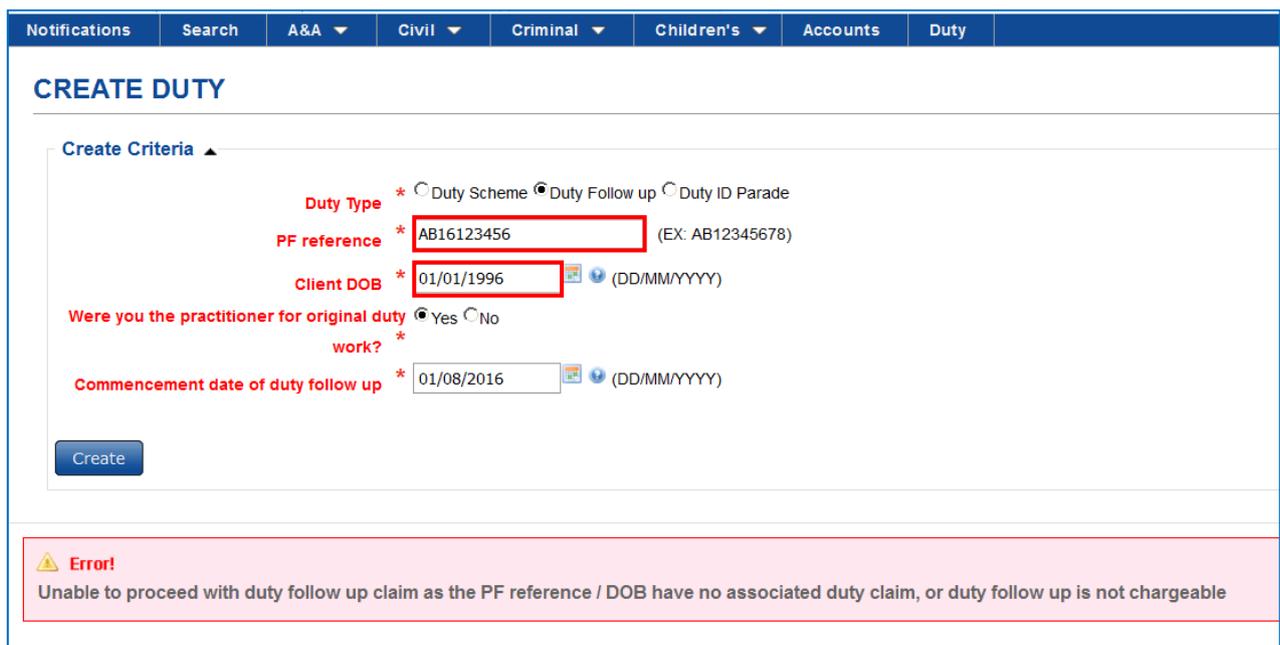
The screenshot shows the 'CREATE DUTY' form with the following fields and values:

- Duty Type**: Duty Scheme, Duty Follow up, Duty ID Parade
- PF reference**: (EX: AB12345678)
- Client DOB**: (DD/MM/YYYY)
- Were you the practitioner for original duty work?**: Yes, No
- Commencement date of duty follow up**: (DD/MM/YYYY)

A blue 'Create' button is located at the bottom left of the form.

When you make a claim for Duty follow up, a system check is carried out to ensure that a claim has been made under the duty scheme and that this has been paid.

If the PF reference and client's date of birth do not match you will not be able to proceed.



The screenshot shows the 'CREATE DUTY' form with the following fields and values:

- Duty Type**: Duty Scheme, Duty Follow up, Duty ID Parade
- PF reference**: AB16123456 (EX: AB12345678)
- Client DOB**: 01/01/1996 (DD/MM/YYYY)
- Were you the practitioner for original duty work?**: Yes, No
- Commencement date of duty follow up**: 01/08/2016 (DD/MM/YYYY)

A blue 'Create' button is located at the bottom left of the form.

Error!
Unable to proceed with duty follow up claim as the PF reference / DOB have no associated duty claim, or duty follow up is not chargeable

Once you have completed all the mandatory fields select 'Create'. Click on the green highlighted area for more information.

CREATE DUTY

Create Criteria ▲

Duty Type * Duty Scheme Duty Follow up Duty ID Parade

PF reference * AB16123459 (EX: AB12345678)

Client DOB * 01/01/1980 (DD/MM/YYYY)

Were you the practitioner for original duty work? * Yes No

Please provide details of why you have done the duty follow up work * Enter information

Please enter the name of the previous agent (if known) Enter information

Commencement date of duty follow up * (DD/MM/YYYY)

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Create

Selecting 'Create' will create the account record.

Note

Remember, 'Duty Follow up' is client specific and a distinct LARN will be created for each client. You should then use this LARN to claim all duty follow up work for the client.

The amount that can be paid in the duty follow up account may depend on what was claimed in the duty court account and will be subject to the capped limit.

To access the accounts select the 'view details' icon.

Notifications Search A&A Civil Criminal Children's Accounts Duty

CREATE DUTY

Create Criteria ▲

Duty Type * Duty Scheme Duty Follow up Duty ID Parade

PF reference * (EX: AB12345678)

Client DOB * (DD/MM/YYYY)

Were you the practitioner for original duty work? * Yes No

Commencement date of duty follow up * (DD/MM/YYYY)

[Create](#)

Results: 2

Duty Type	LARN	Duty Start Date	Duty End Date	View Details
Duty Follow up	6706103716	01/08/2016		View Details
Duty Court Work	6705158316	01/04/2016	30/06/2016	View Details

Selecting 'Save & Continue' will take you to the summary screen. When you make a claim under the duty follow up scheme you will need to complete the account synopsis. The synopsis is accessed by selecting the 'Synopsis' tab.

Summary **Synopsis** Documentation Work Breakdown

Duty Summary

Firm

Practitioner Name	MR	Firm name
Practitioner Code	12345	Payment Branch Address
Effective Date	18/08/2016	
PF Reference	ED12300654	
Client Name	EXAMPLE APPLICATION	Postcode
Client Date of Birth	15/05/1964	LP
Proceeding Type	Summary	Your Reference
Original Duty Amount	9	
Fee Table	Summary Duty Follow up	

Account Summary

Account Balance (6706319016)

Once you have completed the mandatory fields select 'Save' to save the information you have entered.

Summary Synopsis Documentation Work Breakdown

Type of Account * Final

Follow up Details

Charge 33 left

Plea 33 left

Result 32 left

Has the case concluded? * Yes No

Date of Conclusion *

[Save](#)

Select 'Add Work Item' to add fees and outlays to your account.

Summary Synopsis Documentation Work Breakdown

Duty History

Name	Status	Effective Date	Original Exp Limit	Available Exp Limit
FOLLOW UP	Granted	18/08/2016	£150.00	£141.00

Work Items

There are no work items added yet

Record your work related to this case by adding work items.
Click "Add Work item" button and then select fee or outlay and provide details required for the assessment of your account.
Once ready you can request a payment by submitting all (or some) of work to SLAB.

#	Select	Date/Time	Work/Description	Claimed	Actions
No items added yet					

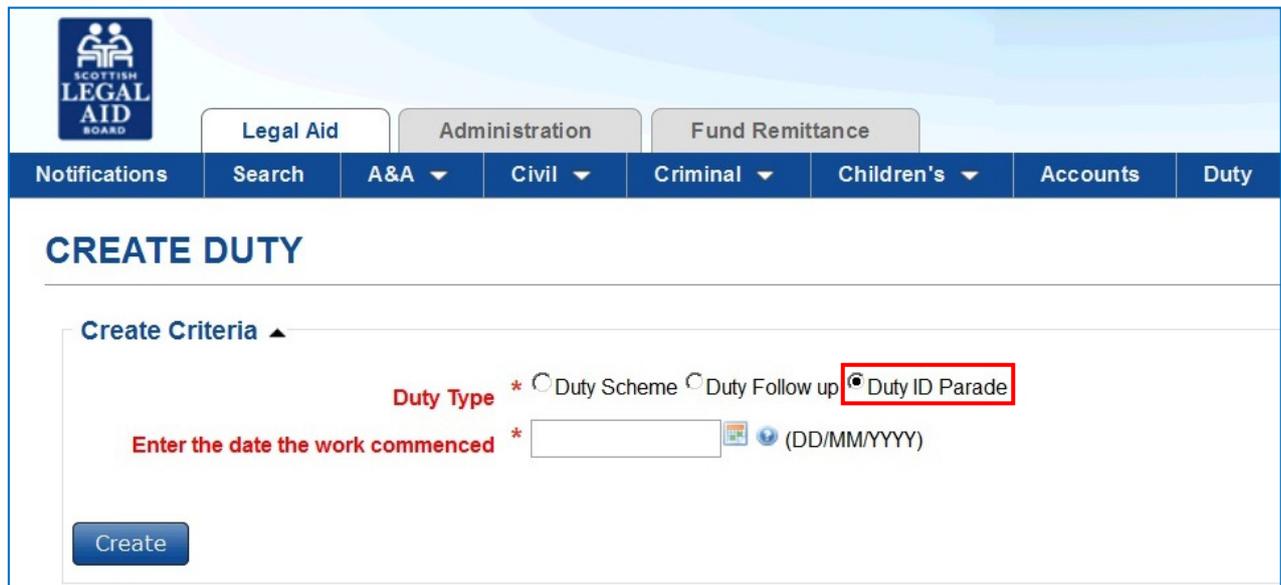
Total: £0.00 [Add Work Item](#)

Note

You can only submit a claim for 'Duty Follow up' once SLAB has assessed and paid the account under the 'duty scheme' for this client

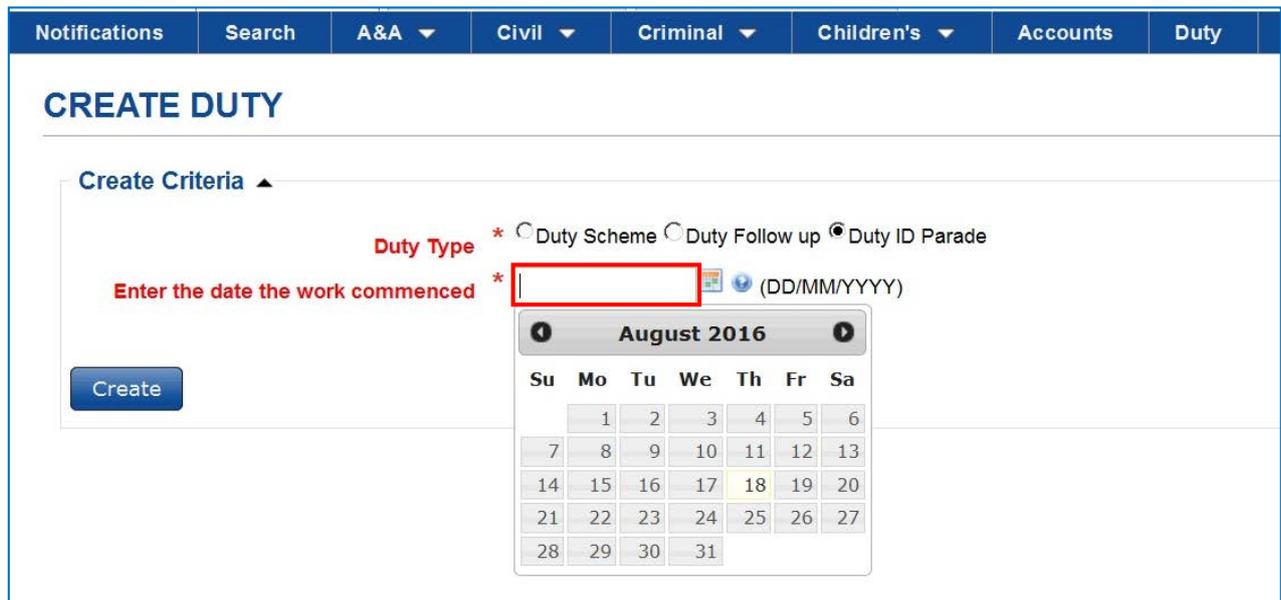
Creating a Duty ID Parade account

To create a 'Duty ID Parade' account select 'Duty ID parade' button.



The screenshot shows the 'CREATE DUTY' form on the Scottish Legal Aid Board website. The navigation bar includes 'Legal Aid', 'Administration', and 'Fund Remittance'. The main menu has 'Notifications', 'Search', 'A&A', 'Civil', 'Criminal', 'Children's', 'Accounts', and 'Duty'. The form title is 'CREATE DUTY'. Under 'Create Criteria', the 'Duty Type' field has three radio buttons: 'Duty Scheme', 'Duty Follow up', and 'Duty ID Parade', with the last one selected and highlighted by a red box. Below it, the 'Enter the date the work commenced' field is empty, with a calendar icon and '(DD/MM/YYYY)' format indicator. A 'Create' button is at the bottom left.

Then enter the date the work commenced.



This screenshot shows the same 'CREATE DUTY' form, but with a calendar pop-up open for the 'Enter the date the work commenced' field. The calendar is for August 2016, and the 18th is highlighted. The 'Duty ID Parade' radio button remains selected. The 'Create' button is still visible at the bottom left.

August 2016						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

To continue you need to complete all the mandatory fields and then select 'Create'.

Note

Remember, 'Duty ID Parade' is client specific and a distinct LARN will be created for each client. You should then use this LARN to claim all ID parade work for that client.

Notifications	Search	A&A ▾	Civil ▾	Criminal ▾	Children's ▾	Accounts	Duty
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CREATE DUTY

Create Criteria ▲

Duty Type * Duty Scheme Duty Follow up Duty ID Parade

Enter the date the work commenced * (DD/MM/YYYY)

Was ID/Viper parade in connection with or in contemplation of * Solemn Summary

Client Forename *

Client Surname *

PF reference * (EX: AB12345678)

Client DOB * (DD/MM/YYYY)

If you wish to submit a claim you should select 'Save & Continue.'

LARN 6706378616	Applicant EXAMPLE APPLICATION (APPLIE9611019002)	Nominated Solicitor MR EXAMPLE
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Summary

Duty Summary	Firm
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Practitioner Name	MR Example Solicitor	Firm name	
Practitioner Code	12345	Payment Branch Address	
Effective Date	01/08/2016		
PF Reference	ED16963187		
Client Name	EXAMPLE APPLICATION	Postcode	
Client Date of Birth	01/11/1969		LP
Proceeding Type	Solemn	Your Reference	

Account Details

There is no account associated with this case yet.

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

Submit Nil Claim or Save & Continue

Selecting 'Save & Continue' will bring you to the 'Summary' tab. To continue you need to answer the mandatory questions.

Summary | Synopsis | Documentation | Work Breakdown

Please choose an option

Duty Summary	Firm
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Practitioner Name	MR	Firm name	EXAMPLE FIRM
Practitioner Code	12345	Payment Branch Address	FIRM ADDRESS
Effective Date	01/08/2016		
PF Reference	AB16123457		
Client Name	EXAMPLE APPLICATION	Postcode	
Client Date of Birth	01/01/1980		LP LP 123
Proceeding Type	Solemn	Your Reference	Ref
Fee Table	Solemn ID Parade		

Account Summary

Do you have a Solemn legal aid reference number? * Yes No

Account Balance			
Claimed Net	Claimed VAT	Claimed Gross	
£0.00	£0.00	£0.00	

If you answer 'yes' to the question 'Do you have a Solemn legal aid reference number?' You will be prompted to enter the LARN

Summary Synopsis Documentation Work Breakdown

- Please choose an option

Duty Summary Firm

Practitioner Name	EXAMPLE SOLICITOR	
Practitioner Code	12345	Payment B
Effective Date	01/08/2016	
PF Reference	AB16123457	
Client Name	EXAMPLE APPLICATION	
Client Date of Birth	01/01/1980	
Proceeding Type	Solemn	
Fee Table	Solemn ID Parade	

Account Summary

Do you have a Solemn legal aid reference number? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Account Balance
LARN *	<input type="text"/>	Claimed Net £0.00

Save

If you enter an invalid LARN a warning message will appear advising that you need to enter a valid reference to proceed with the claim.

Summary Synopsis Documentation Work Breakdown

- Invalid Solemn LARN. Please enter a valid reference to proceed with the claim

Duty Summary	Firm
Practitioner Name MR :	Firm na
Practitioner Code 12345	Payment Branch Add
Effective Date 01/08/2016	
PF Reference AB16123457	
Client Name EXAMPLE APPLICATION	Post
Client Date of Birth 01/01/1980	
Proceeding Type Solemn	Your Refer
Fee Table Solemn ID Parade	

Account Summary

Do you have a Solemn legal aid reference number? * Yes No

LARN *

Save

Account Balance (67063

Claimed Net
£0.00

Paid Net

If the Solemn application is still under consideration or has been refused a message will be displayed advising that any fees entered will be at the summary rate.

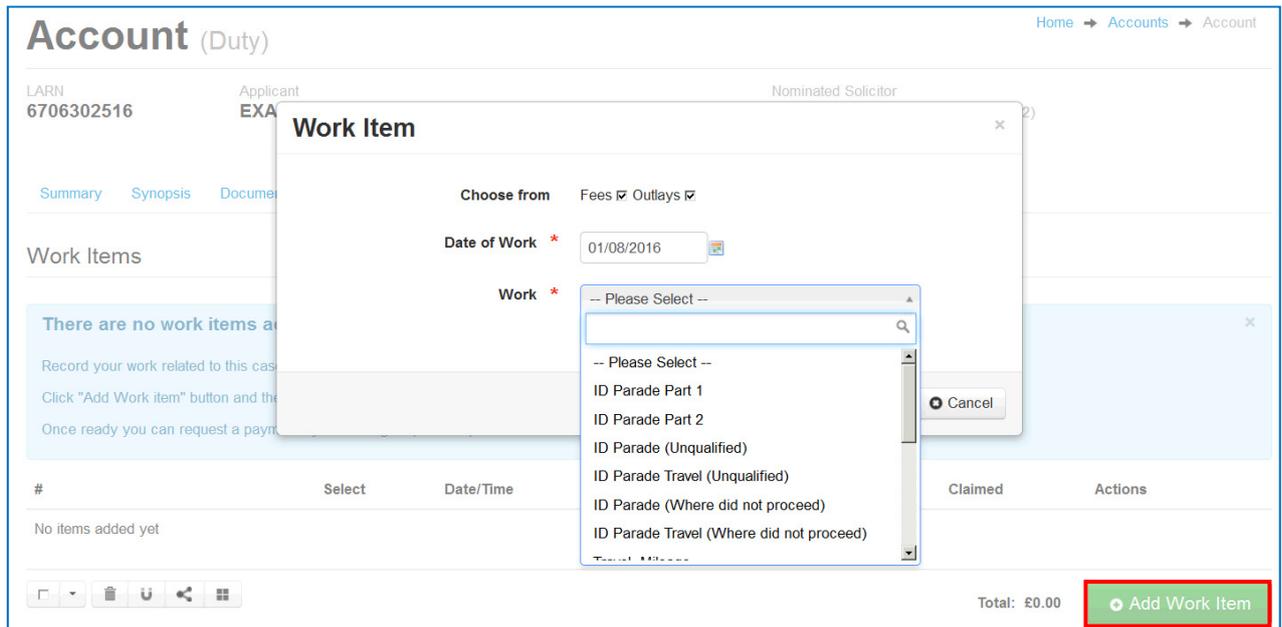
Click on the green highlighted area for more information.

Duty Summary	Firm
Practitioner Name MR	Firm name
Practitioner Code 123456	Payment Branch Address
Effective Date 01/08/2016	
PF Reference AB16123456	
Client Name EXAMPLE APPLICATION	Postcode
Client Date of Birth 01/01/1980	LP
Proceeding Type Solemn	Your Reference
Fee Table Summary ID Parade	

Account Summary	Account Balance (6706302516)
Do you have a Solemn legal aid reference number? * <input checked="" type="radio"/> Yes <input type="radio"/> No	Claimed Net £0.00
LARN * <input type="text" value="6706315816"/>	Paid Net £0.00
<div style="border: 2px solid red; padding: 5px;"><p>As there is no solemn grant at this time any fees entered will be at summary rates. Should solemn legal aid subsequently be granted you would require to remove any ID / viper parade work items created prior to this grant and re-enter</p><p>Do you wish to proceed? * <input checked="" type="radio"/> OK <input type="radio"/> Cancel</p></div>	Paid (Net) £0.00
<input type="button" value="Save"/>	



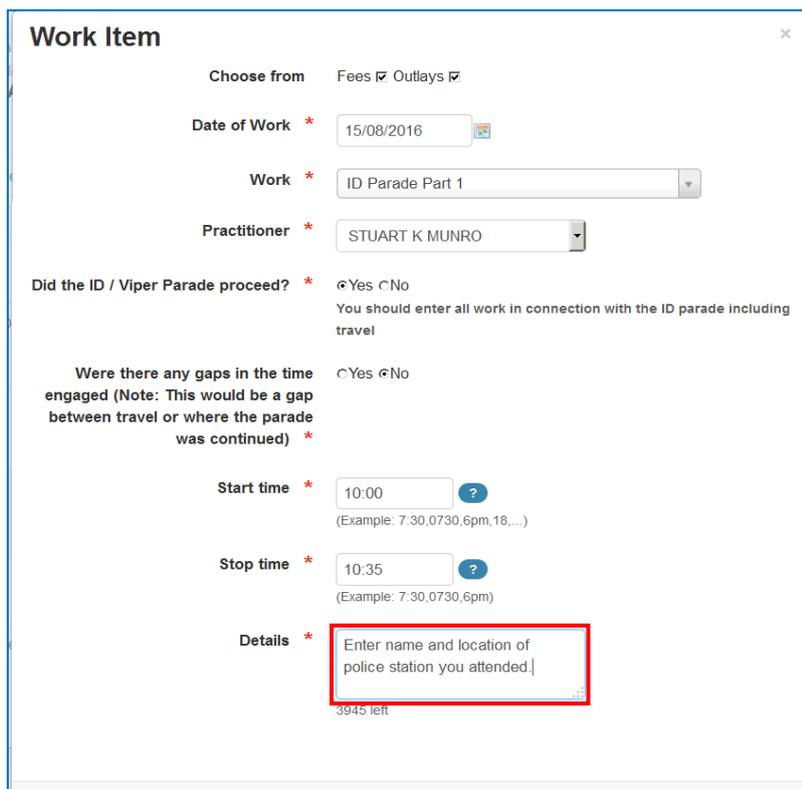
As with the other duty types work items are added by selecting the 'Work Breakdown' tab and then selecting 'Add Work Item'.



You should now complete all the mandatory fields marked '*'.

Note

In the 'Details' field enter the name and location of the police station you attended.



When making a claim for DUTY ID parade please ensure that you select the correct work item.

Note

If the ID parade did not take place you should select work item 'ID Parade (Where did not proceed)'.

#	Select	Date/Time	Work/Description	Claimed	Actions	
1.	<input type="checkbox"/>	23/08/2016 11:00:AM - 12:15:PM	ID Parade Part 1 Enter Information STUART K MUNRO	£105.62		
2.	<input type="checkbox"/>	23/08/2016 3:00:PM - 3:38:PM	ID Parade Part 2 Enter information STUART K MUNRO	£93.80		
3.	<input type="checkbox"/>	23/08/2016	Travel- Mileage STUART K MUNRO	£12.00		
4.	<input type="checkbox"/>	25/08/2016 12:20:PM - 12:50:PM	ID Parade (Where did not proceed) Enter Information STUART K MUNRO	£21.10		

Once you have added all the work items you can request payment. Before submitting a payment request you have to select at least one work item. Work items are selected by ticking the relevant boxes under the heading 'Select'.

Click on the green highlighted area for more information.

Summary Synopsis Documentation Work Breakdown

Work Items

#	Select	Date/Time	Work/Description	Claimed	Actions	
1.	<input type="checkbox"/>	23/08/2016 11:00:AM - 12:15:PM	ID Parade Part 1 Enter Information STUART K MUNRO	£105.62		
2.	<input type="checkbox"/>	23/08/2016 3:00:PM - 3:38:PM	ID Parade Part 2 Enter information STUART K MUNRO	£93.80		
3.	<input type="checkbox"/>	23/08/2016	Travel- Mileage STUART K MUNRO	£12.00		
4.	<input type="checkbox"/>	25/08/2016 12:20:PM - 12:50:PM	ID Parade (Where did not proceed) Enter Information STUART K MUNRO	£21.10		

Total: 232.52 Add Work Item

Request Payment

You can read more about how to submit an account in our pdf 'Completing the synopsis and submitting an account'.

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, if you are connected to a printer that you can use