



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:

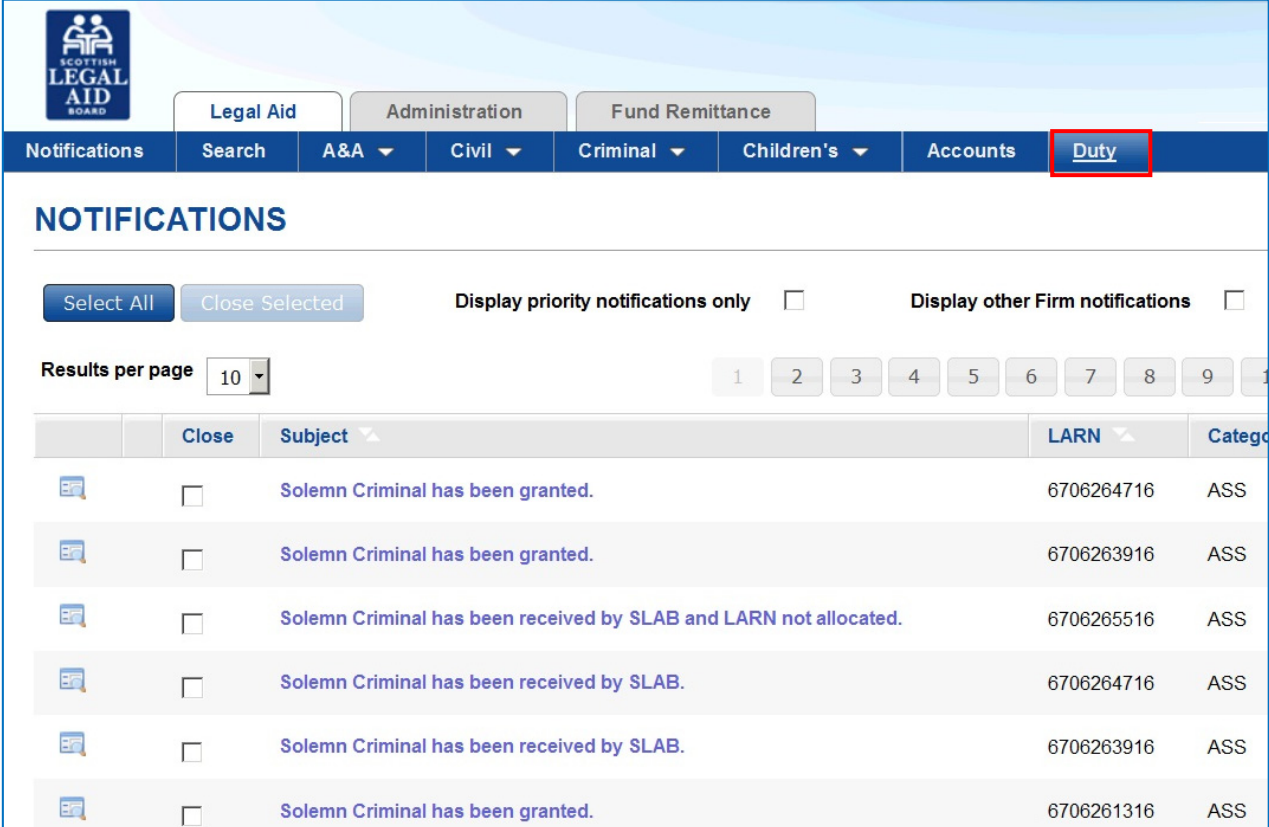
- Duty scheme
- Duty Follow up
- Duty ID parade

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

- Describe how to submit duty accounts

Accessing duty accounts

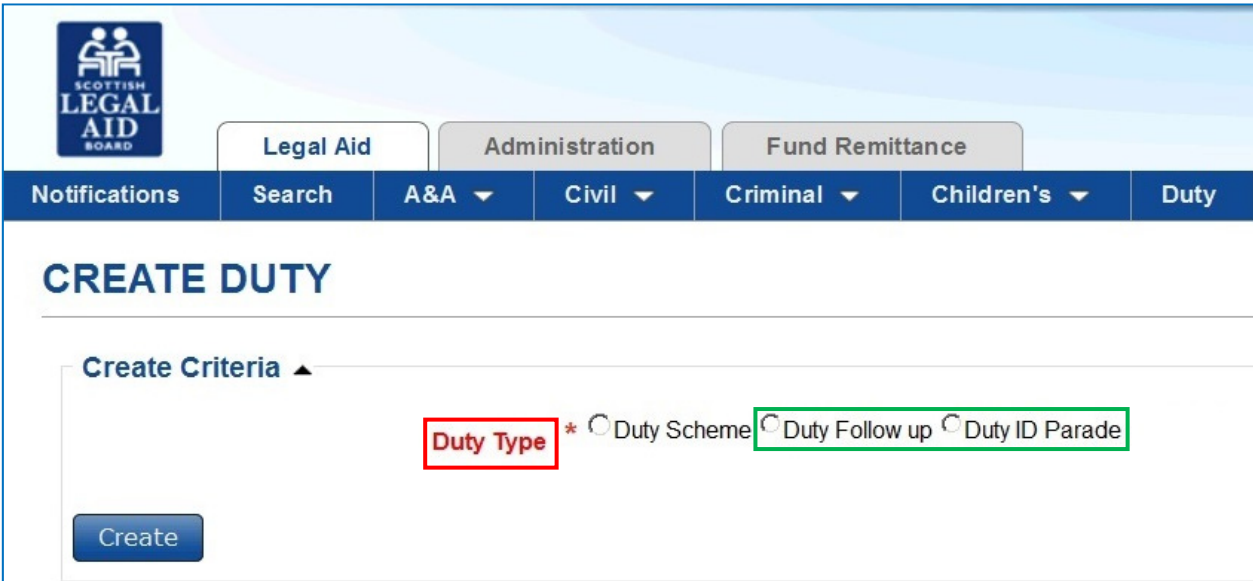
To access the duty accounts you need to select the 'duty' tab.



The screenshot shows the Scottish Legal Aid Board website interface. The top navigation bar includes tabs for 'Legal Aid', 'Administration', and 'Fund Remittance'. Below this, a secondary navigation bar 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 features a table of notifications. The table has columns for 'Close', 'Subject', 'LARN', and 'Catego'. The notifications listed are related to 'Solemn Criminal' cases, with subjects like 'has been granted', 'has been received by SLAB and LARN not allocated', and 'has been received by SLAB'. Each notification has a corresponding LARN number and a category of 'ASS'.

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 top navigation bar is the same as in the previous screenshot, but the 'Duty' tab is now selected. The main content area is titled 'CREATE DUTY' and features a 'Create Criteria' section. In this section, there is a 'Duty Type' dropdown menu, which is highlighted with a red box. The dropdown menu is open, showing three options: 'Duty Scheme', 'Duty Follow up', and 'Duty ID Parade'. The 'Duty Follow up' option is highlighted with a green box. Below the dropdown menu 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' is set to 'Duty Scheme' (highlighted with a red box). The 'Date of Duty' field is empty. The 'Create' button is highlighted with a red box.

CREATE DUTY

Create Criteria ▲

Duty Type * ☒ Duty Scheme ☐ Duty Follow up ☐ Duty ID Parade

Date of Duty * (DD/MM/YYYY)

Create

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.

The screenshot shows the 'CREATE DUTY' form with the 'Duty Type' set to 'Duty Scheme'. Below the form, a table displays the results of a search for 'Duty Court Work'. The 'LARN' number '6700730416' is highlighted with a red box.

CREATE DUTY

Create Criteria ▲

Duty Type * ☐ Duty Scheme ☐ Duty Follow up ☐ Duty ID Parade

Date of Duty * (DD/MM/YYYY)

Create

Results: 1

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.

CREATE DUTY


Create Criteria ▲

Duty Type * ☐ Duty Scheme ☐ Duty Follow up ☐ Duty ID Parade

Date of Duty * (DD/MM/YYYY)

Create

Results: 1

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		
Period of Duty LARN	6700730416		
Court Name		Postcode	
Court Location		LP	LP123
		Your Reference	REF

Account Details

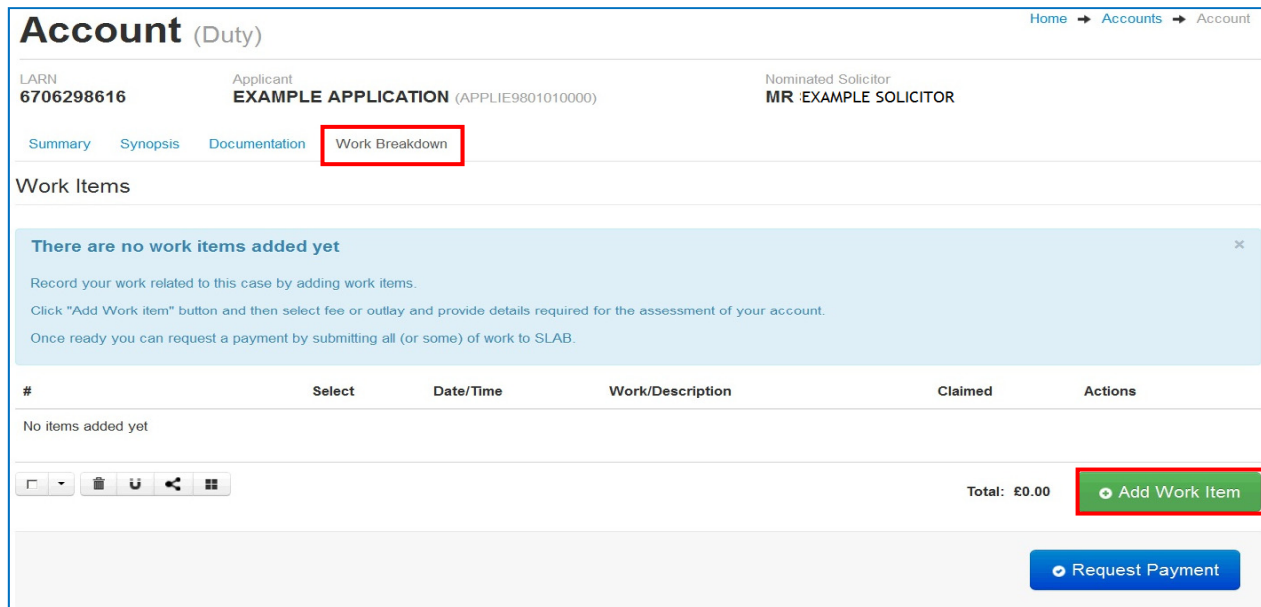
There is no account associated with this case yet.

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

☐ Submit Nil Claim or ☒ Save & Continue

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.



Account (Duty) Home → Accounts → Account

LARN: **6706298616** Applicant: **EXAMPLE APPLICATION (APPLIE9801010000)** Nominated Solicitor: **MR EXAMPLE SOLICITOR**

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

Work Items

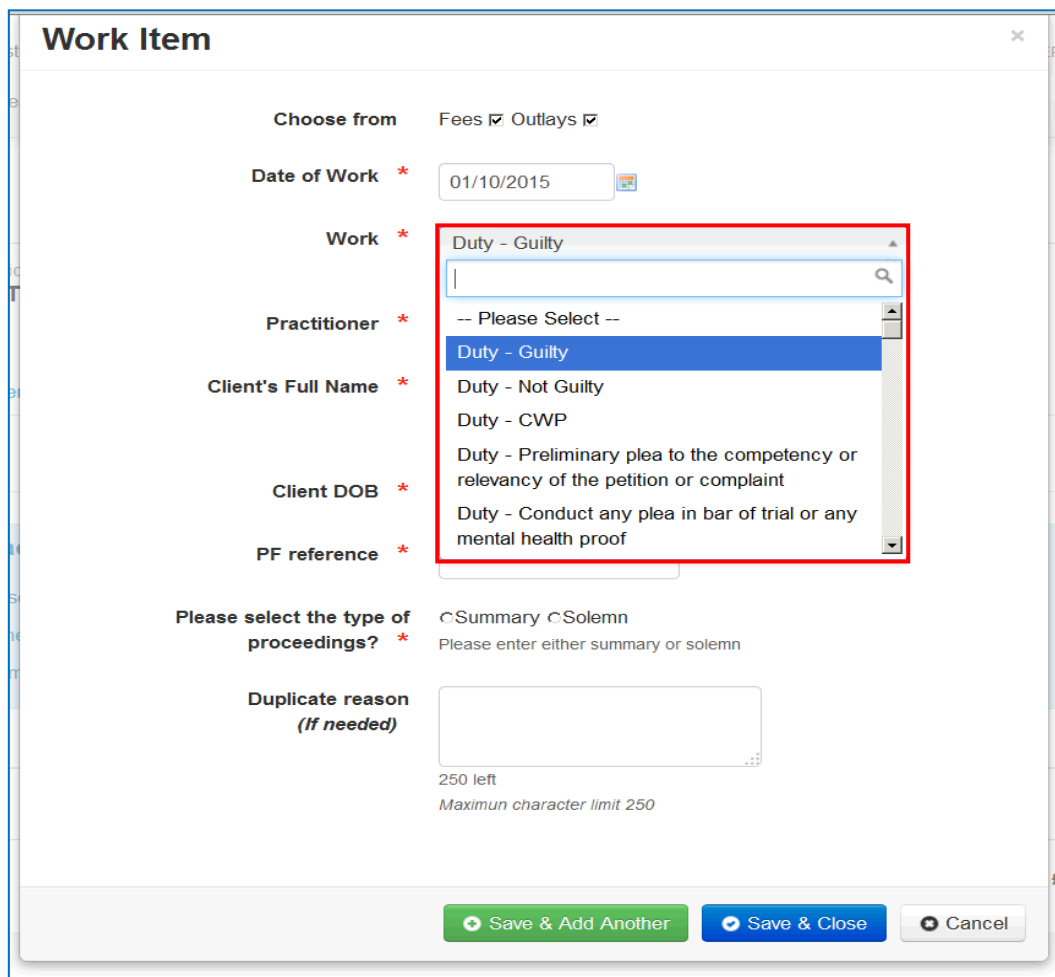
There are no work items added yet

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** **Request Payment**

You now have the option to select multiple work items.



Work Item

Choose from: Fees ☒ Outlays ☒

Date of Work *

Work * **Duty - Guilty**

Practitioner * -- Please Select --

Client's Full Name * Duty - Not Guilty

Client DOB * Duty - CWP

PF reference * Duty - Preliminary plea to the competency or relevancy of the petition or complaint

Please select the type of proceedings? * ☐ Summary ☐ Solemn

Duplicate reason (if needed)

250 left
Maximum character limit 250

Add Work Item **Save & Close** **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), 'Save & Close' (blue), and 'Cancel' (grey).

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

Work Item

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 *

Session number *

1

Client Type *

First Client

PF reference *

Duplicate reason
(if needed)

250 left
Maximum character limit 250

Save & Add Another

Save & Close

Cancel

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.

Notifications	Search	A&A ▼	Civil ▼	Criminal ▼	Children's ▼	Accounts	Duty
<h3>CREATE DUTY</h3> <div>Create Criteria ▲</div> <div><div>Duty Type *</div><div><input type="radio"/> Duty Scheme <input checked="" type="radio"/> Duty Follow up <input type="radio"/> Duty ID Parade</div></div> <div><div>PF reference *</div><div><input type="text"/> (EX: AB12345678)</div></div> <div><div>Client DOB *</div><div><input type="text"/> (DD/MM/YYYY)</div></div> <div><div>Were you the practitioner for original duty work? *</div><div><input type="radio"/> Yes <input type="radio"/> No</div></div> <div><div>Commencement date of duty follow up *</div><div><input type="text"/> (DD/MM/YYYY)</div></div> <div>Create</div>							

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.

Notifications	Search	A&A ▼	Civil ▼	Criminal ▼	Children's ▼	Accounts	Duty
<h3>CREATE DUTY</h3> <div>Create Criteria ▲</div> <div><div>Duty Type *</div><div><input type="radio"/> Duty Scheme <input checked="" type="radio"/> Duty Follow up <input type="radio"/> Duty ID Parade</div></div> <div><div>PF reference *</div><div><input type="text" value="AB16123456"/> (EX: AB12345678)</div></div> <div><div>Client DOB *</div><div><input type="text" value="01/01/1996"/> (DD/MM/YYYY)</div></div> <div><div>Were you the practitioner for original duty work? *</div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div></div> <div><div>Commencement date of duty follow up *</div><div><input type="text" value="01/08/2016"/> (DD/MM/YYYY)</div></div> <div>Create</div>							

⚠ 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.

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

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

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

Commencement date of duty follow up *

(DD/MM/YYYY)

Create

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			

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.

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		
Duty Court Work	6705158316	01/04/2016	30/06/2016	

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					

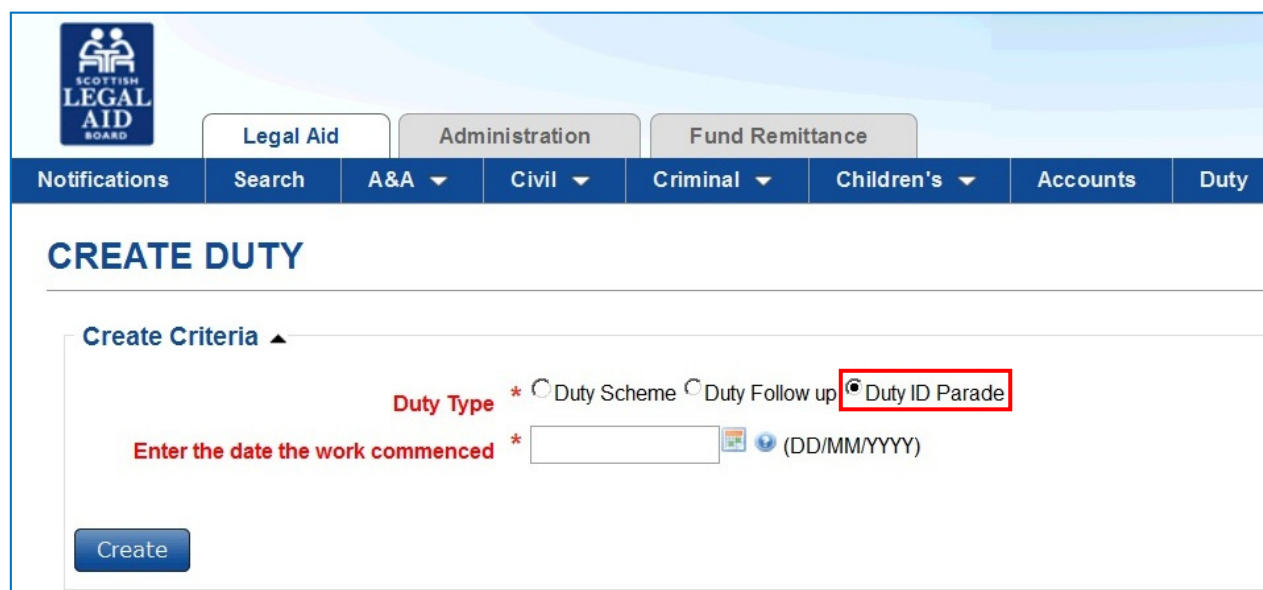
Total: £0.00
Add Work Item

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.



SCOTTISH LEGAL AID BOARD

Legal Aid Administration Fund Remittance

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

CREATE DUTY

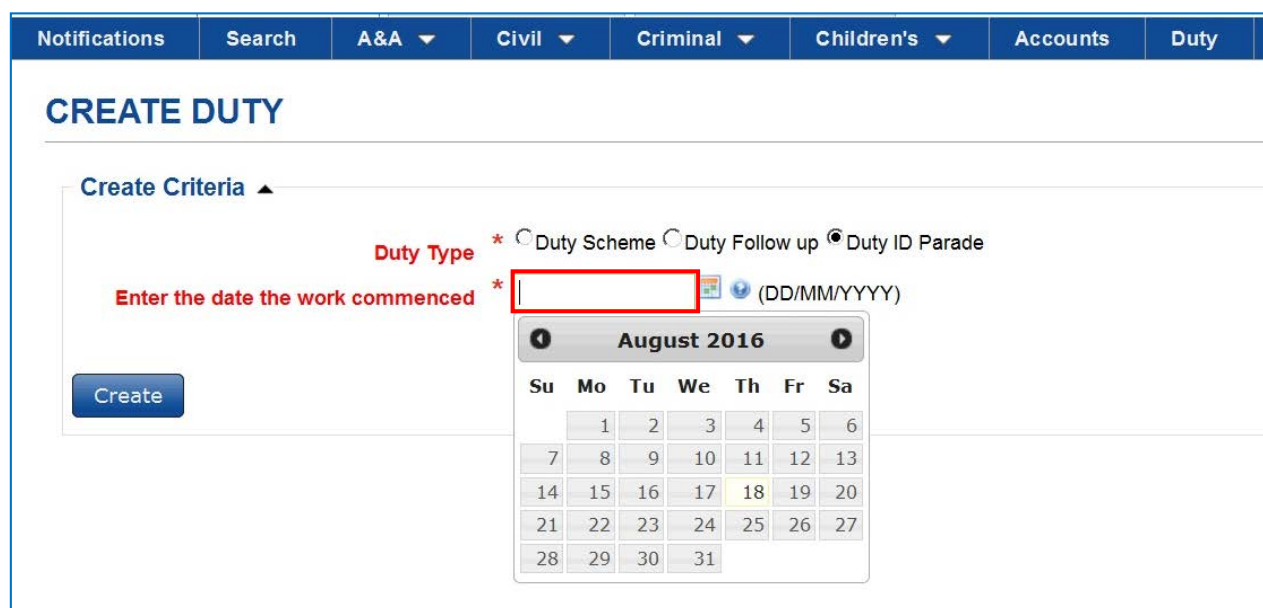
Create Criteria ▲

Duty Type * ☐ Duty Scheme ☐ Duty Follow up ☒ **Duty ID Parade**

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

Create

Then enter the date the work commenced.



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

CREATE DUTY

Create Criteria ▲

Duty Type * ☐ Duty Scheme ☐ Duty Follow up ☒ Duty ID Parade

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

Create

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
<h2>CREATE DUTY</h2>							
Create Criteria ▲							
<p>Duty Type * <input type="radio"/> Duty Scheme <input type="radio"/> Duty Follow up <input checked="" type="radio"/> Duty ID Parade</p> <p>Enter the date the work commenced * <input type="text" value="01/08/2016"/> (DD/MM/YYYY)</p> <p>Was ID/Viper parade in connection with or in contemplation of * <input checked="" type="radio"/> Solemn <input type="radio"/> Summary</p> <p>Client Forename * <input type="text" value="Example"/></p> <p>Client Surname * <input type="text" value="Application"/></p> <p>PF reference * <input type="text" value="AB16123456"/> (EX: AB12345678)</p> <p>Client DOB * <input type="text" value="01/01/1980"/> (DD/MM/YYYY)</p> <p>Create</p>							

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

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

Summary

Duty Summary

Firm

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?]

or

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

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		

Change

Account Summary

Do you have a Solemn legal aid reference number? *

Yes No

Save

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

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

Payment B

Account Summary

Account Balance

Do you have a Solemn legal aid reference number? *

☒ Yes ☐ No

LARN *

Save

Claimed Net

£0.00

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

Poste

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? *

LARN *

6123456789

Account Balance (67063

Claimed Net
£0.00

Paid Net

Save

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	Claimed
		£0.00	£0.00
LARN *	<input type="text" value="6706315816"/>	Paid Net	Paid
		£0.00	£0.00
<div>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</div>		Paid (Net)	Abx
		£0.00	£0.00
Do you wish to proceed? * <input checked="" type="radio"/> OK <input type="radio"/> Cancel			
<div>Save</div>			

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

The screenshot shows the 'Account (Duty)' form with a 'Work Item' modal open. The modal contains the following fields:

- Choose from:** Fees ☒ Outlays ☒
- Date of Work ***: 01/08/2016
- Work ***: ID Parade Part 1

The 'Add Work Item' button is highlighted with a red box. The background form shows a 'Summary' tab and a 'Work Items' section with a table that is currently empty.

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.

The screenshot shows the 'Work Item' modal form with the following fields filled:

- Choose from:** Fees ☒ Outlays ☒
- Date of Work ***: 15/08/2016
- Work ***: ID Parade Part 1
- Practitioner ***: STUART K MUNRO
- Did the ID / Viper Parade proceed? ***: Yes
- Were there any gaps in the time engaged (Note: This would be a gap between travel or where the parade was continued) ***: No
- Start time ***: 10:00
- Stop time ***: 10:35
- Details ***: Enter name and location of police station you attended.

The 'Details' field is highlighted with a red box. The form also includes a 'Cancel' button and a 'Total: £0.00' label.

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)'.

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		

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