

**ACCOUNT SYNOPSIS
SOLEMN, APPEALS, AUTOMATIC PROCEEDINGS UNDER
SECTION 22, YOUTH COURTS, DOMESTIC ABUSE COURTS
& CONTEMPT OF COURT
DETAILED FEES**

SUPPLEMENTARY

This form must only be used to claim payment in any of the above types of Legal Aid. Complete the form including section G, the certificate, and send it with the required documents to the Accounts Registration Section, Scottish Legal Aid Board, 44 Drumsheugh Gardens, Edinburgh, EH3 7SW; 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 - Aid type

<input type="checkbox"/>	Solemn	<input type="checkbox"/>	Appeals	<input type="checkbox"/>	Automatic (section 22)
<input type="checkbox"/>	Youth Court	<input type="checkbox"/>	Domestic Abuse	<input type="checkbox"/>	Contempt of Court

Account type

<input type="checkbox"/>	Final account	<input type="checkbox"/>	Supplementary account
<input type="checkbox"/>	Certificate transferred to another solicitor	<input type="checkbox"/>	Certificate transferred from another solicitor

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. Send us one detailed account to cover all the co-accused, with a separate account synopsis form for each co-accused, and send all claims 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

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 paid	With VAT	No VAT
Amounts claimed		Amounts paid		
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 – 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	

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"/>

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 forms	<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
<input type="checkbox"/>	Automatic letter confirming grant				

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: