SCOTTISH LEGAL AID BOARD

REQUEST FOR REIMBURSEMENT OF OUTLAYS UNDER
ADVICE AND ASSISTANCE
(WHERE THERE IS NO POTENTIAL FOR ANY FINANCIAL RECOVERY)

ACCOUNTS REGISTRATION SECTION
ACCOUNTS ASSESSMENT DEPARTMENT
SCOTTISH LEGAL AID BOARD
44 DRUMSHEUGH GARDENS
EDINBURGH EH3 7SW
DX555250 EDINBURGH30
LP2 EDINBURGH 7

Please complete this form, including the certificate overleaf, and send it with the necessary documents to the address opposite.
No covering letter is necessary.

RES	REIMBURSEMENT

SOLICITOR'S NAME	
FIRM'S NAME	

ADVICE AND ASSISTANCE REFERENCE NUMBER			
ASSISTED PERSON'S NAME			
PRACTITIONER'S CODE FOR SOLICITOR TO WHOM PAYMENT IS TO BE MADE	**NOMINATED SOLICITOR**	**FIRM'S CODE**	**ACCOUNT POINT ID**
PRACTITIONER'S OWN INTERNAL REFERENCE			

DATE OF INVOICE	**DETAILS OF DISBURSEMENTS**	**NET AMOUNT**	**VAT** (IF APPROPRIATE)	**TOTAL**
	PLEASE CONTINUE OVERLEAF IF NECESSARY			
	SUB TOTALS			

FOR OFFICIAL USE ONLY

Payment authorised ..... Input ..... Date .....

DATE OF INVOICE	DETAILS OF DISBURSEMENTS	NET AMOUNT	VAT (IF APPROPRIATE)	TOTAL
		BROUGHT FORWARD		
	SUB TOTALS			
			TOTAL VALUE OF CLAIM	

REIMBURSEMENT OF OUTLAYS

NOTES FOR GUIDANCE

ELIGIBILITY FOR INTERIM REIMBURSEMENT

1. Applications can only be made where there is no potential for recovery or preservation of property or recovery of expenses as a result of the advice and assistance provided.
2. The case must not be concluded.
3. A claim for reimbursement under advice and assistance may be made only if the total of the disbursements is at least £100.
4. Reimbursement can be obtained only when a disbursement has actually been made. No advance can be made in contemplation of some outlay to be incurred at a later date.
5. The outlays incurred under advice and assistance must be supported by sufficient authorised expenditure.
6. Claims can only be made for cases commencing on or after 8 July 2002. (Claims can be made in earlier cases, which have not concluded, where the total disbursements are at least £400).
7. A claim can only be made to the extent to which the total outlay(s) exceeds the level of the assessed contribution.

PROCEDURE FOR OBTAINING REIMBURSEMENT

8. The claim must be made on colour coded form SLA/ROL/5.
9. The form, including the certificate below, must be completed and sent to the address shown. All relative accounts or invoices, duly endorsed as paid or accompanied by evidence of payment, (but not a copy of the client's ledger card), must be securely attached, together with a copy of the AA/1A form(s) granting the increase(s) in authorised expenditure.

GENERAL

10. It will be necessary to establish not only that the solicitor has made a disbursement but also that it is covered by the advice and assistance granted. The intention is, however, to make payment to the solicitor as quickly as possible and, in the time available, it will not be possible, or appropriate, to undertake the same sort of detailed scrutiny that is made when the full account is rendered. If interim reimbursement is made, this is not to imply that the disbursement is accepted as a valid charge under the advice and assistance. If it is subsequently determined that any disbursement is not properly allowable, or is allowable in part only, the solicitor will be required to make any necessary repayment to the Legal Aid Fund.
11. All outlays claimed on this form must be included in the solicitor's final account of expenses.
12. No claim for reimbursement of Faculty Services fees can be made.
13. No claims for mileage can be made.

CERTIFICATE

I certify that to the best of my knowledge and belief

(a) the advice and assistance reference is correct
(b) the matter is ongoing
(c) the information given on this form is correct.

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

Signature of solicitor..... Date.....