



ACCOUNT SYNOPSIS
SUMMARY CRIMINAL PROCEEDINGS: FIXED PAYMENTS
DISTRICT AND STIPENDIARY COURT
SUPPLEMENTARY ACCOUNT



This form must only be used to claim payment in summary cases chargeable by way of **Fixed Payments**. Complete the form, including the certificate at section K, and submit 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 - Account Type

<input type="checkbox"/> Supplementary account	Board Use - Aid Type

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, including the percentage of the appropriate fixed payment being claimed in relation to each. Send us a separate account synopsis for each accused and send all claims together

Legal aid reference	Applicant's name	% of payment

Subject matter			
Effective Date of Legal Aid			
Court Type		Court Location	
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 for related proceedings in the High Court eg bail appeal and devolution minutes.

	Total No of Fee Notes attached
Advocate	
Solicitor Advocate	

Solicitor's account - Summary

		FOR BOARD USE ONLY		
Amounts claimed		Amounts paid	With VAT	No VAT
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 - Questions regarding the complaint in this case

Please tick to indicate in which court the proceedings were set down * to proceed (Glasgow only)		Stipendiary <input type="checkbox"/>	District <input type="checkbox"/>
* The fee appropriate depends on the court in which the case was set down to proceed. The fees appropriate to that court type should be claimed regardless of the court in which the case is initially called or in which final disposal took place.			
Has the applicant at any time been served with any another complaint arising from the same incident , or have any of the charges in the complaint in this case ever formed part of any other complaint(s), whether deserted and re-raised or subsequently raised?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, and legal aid has been granted or an application is pending, please provide details including PF and legal aid reference number(s).			
Have you lodged or do you intend to lodge an account in connection with the other complaint(s)		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section F - Core payment (Claim under one sub-section only)

		Claim if certificate not transferred. Fee will be adjusted if a transfer has been authorised.	
Section F (i)		District	Stipendiary
1	Core fixed payment	£ 300 <input type="checkbox"/>	£ 500 <input type="checkbox"/>
2	Core fixed payment where work done under section 22(1)(d) or section 24(7)	£ 275 <input type="checkbox"/>	£ 475 <input type="checkbox"/>
3	All work done under section 22(1)(d) or section 24(7)	£ 25 <input type="checkbox"/>	£ 25 <input type="checkbox"/>
4	Proceedings in Schedule 2 (rural court.)	n/a	n/a
5	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 <input type="checkbox"/>	£ 100 <input type="checkbox"/>

Section F (ii)

1	Core fixed payment where complaint under section 27 (1) (b) of the Criminal Procedure (Scotland) Act 1995	£ 150 <input type="checkbox"/>	£ 250 <input type="checkbox"/>
2	Client under 21 and remanded in custody at or subsequent to the first calling of the case	£ 100 <input type="checkbox"/>	£ 100 <input type="checkbox"/>

Section F (iii)

1	All work done under section 22 (1)(c) of the Act up to and including the first appearance of the assisted person before a court designated as a drug court	n/a	£ 100 <input type="checkbox"/>
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Section F (iv)

1	All Work done in connection with a complaint under section 23(1)(b) of the Act including the first 30 minutes of conducting a proof in mitigation, or a proof of a victim statement.	£ 25 <input type="checkbox"/>	£ 50 <input type="checkbox"/>
	Please advise date of appearance at first diet		

Section G - Bail appeal under section 32, appeal under section 201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995. Please tick which section applies and continue on separate sheet if required.

Date	Bail appeal under section 32 and appeal under section 201(4) - £50 each	Application for bail subject to a movement restriction condition under section 24A - £50 each	If more than one bail appeal on the same day, narrative required and attach copy of complaint.
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Total			

Section H - Conduct of Proof/Proof in mitigation and Notional diets.

	Date(s)	Solicitor Attending	Solicitor's Code	Start/Finish	Time Engaged	Number of days	Claim £ District	Claim(£) Stipendiary
Conducting a trial or proof in mitigation for the first day (after the first 30 minutes)				to			50 <input type="checkbox"/>	100 <input type="checkbox"/>
Second day				to			50 <input type="checkbox"/>	200 <input type="checkbox"/>
Third and subsequent days (DI- £100 per day, STIP £400 per day)				to				
Adjourned trial diet where evidence expected to be led (notional diet) (DI- £50 per day, STIP £100 per day)				to				
Adjourned trial diet where no evidence expected to be led (nominal diet)(DI- £25 per day, STIP £50 per day)				to				
Representation in court at a continued diet following a victim statement having been laid				to			n/a	50 <input type="checkbox"/>
Conducting a proof of a victim statement where there has been no trial or proof in mitigation for the first day (after the first 30 minutes), and thereafter per day STIP (£200 per day)				to			n/a	
Conducting a proof of a victim statement at a continued diet following a concluded trial or proof in mitigation STIP (£200 per day)				to			n/a	
TOTAL								

Part I- Deferred sentence (excluding warrant hearings which are included within the core payment)- please continue on a separate sheet if required.

Date	Deferred sentence (£50 each)	If more than one deferred sentence on the same day, narrative required and attach copy of complaint
TOTAL		
Date of next deferred sentence if case not concluded (sentence must be deferred for more than 3 months before we can consider payment of your claim).		
If a warrant was issued then please advise on what date		

Section J - OUTLAYS - all outlays must be accompanied by vouchers and/or sanction authorisation where appropriate. Please continue on separate sheet if required.

Travel inc. solicitor's hotel bills etc	Date incurred	Mileage	Destination	Value (excl. VAT)
Total travel expenses				

Expert (Name of expert)	Date incurred	Type of expert	Value (incl. VAT)
Total expert's fees			

Other outlays - name of person or firm	Date incurred	Description eg type of report, witness expenses etc	Value (incl. VAT)
Total other outlays			

Section K - 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