



ACCOUNT SYNOPSIS
SUMMARY CRIMINAL PROCEEDINGS



DETAILED FEES
SUPPLEMENTARY ACCOUNT

Only use this form to claim payment in summary cases which are chargeable on a detailed basis, (either **excluded proceedings** in terms of regulation 2. or were granted **exceptional case status** in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999). Complete the form, including the certificate at section I, and send it with a detailed account and 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

Supplementary account

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, please give details below. Send us a separate account synopsis for each accused and send all claims together.

Legal aid reference	Applicant's name

Subject matter	
Effective Date of Legal Aid	
Court Type	Court Location
PF Number	Client's date of birth

Section D - Details of account

Advocate and solicitor advocate's 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 - Exceptional cases and excluded proceedings

Send us a detailed account including all work undertaken on behalf of the client. If you have already received any fixed payment for the case, we will deduct this from any sums due. If we overpay you, you will be liable to refund the overpayment.

Exceptional Cases

The case has been granted exceptional case status in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999.	<input type="checkbox"/>
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Excluded Proceedings

Solemn reduced to summary.	<input type="checkbox"/>
Solemn legal aid reference	
Proceedings under section 22 (1) (a) of the Act (identification parades held by or on behalf of the prosecutor in contemplation of criminal proceedings)	<input type="checkbox"/>
Proceedings under section 22 (1) (c) of the Act (assisted person in custody or liberated by police on undertaking to appear)	<input type="checkbox"/>
Proceedings under section 22 (1) (da) of the Act (plea of insanity in bar of trial)	<input type="checkbox"/>
Proceedings under section 22 (1) (db) of the Act (examination of facts)	<input type="checkbox"/>
Proceedings in relation to legal aid made available in terms of regulation 15 of the Criminal Legal Aid (Scotland) Regulations 1996 (matters of special urgency).	<input type="checkbox"/>
Any reference in connection with proceedings under article 234 of the EEC Treaty	<input type="checkbox"/>
Any reference on a devolution issue under paragraph 9 of Schedule 6 to the Scotland Act 1998.	<input type="checkbox"/>
Proceedings under section 9 of the Extradition Act 1989	<input type="checkbox"/>
Proceedings under section 5 of the International Criminal Court Act 2001	<input type="checkbox"/>
Proceedings in relation to which legal aid is only available by virtue of section 22(1)(dd) of the Act (solicitor appointed by court for person accused of sexual offence)	<input type="checkbox"/>

Section F - Questions regarding the complaint in this case

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 the 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 G -Charges, plea, case result and stage concluded

Charges	
Plea(s)	
Case Result	Stage Concluded
Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> Not Proven <input type="checkbox"/>	Pleading diet <input type="checkbox"/> Intermediate diet <input type="checkbox"/>
Case deserted <input type="checkbox"/> Plead guilty to a lesser charge <input type="checkbox"/>	First diet/Preliminary hearing <input type="checkbox"/>
Warrant issued Yes <input type="checkbox"/> No <input type="checkbox"/> Petition warrant issued Yes <input type="checkbox"/> No <input type="checkbox"/>	Before start of trial <input type="checkbox"/> After start of trial <input type="checkbox"/>
Sentence e.g. fine, community service or prison sentence:	

Section H - Documentation to help assessment

Please tick below the items that have been enclosed and 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 form:	<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

Section I - 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