



Summary criminal legal assistance reform: accounts forms and guidance

To: All criminal legal assistance practitioners

Mailing 7: 10 July 2008

REFORM OF SUMMARY CRIMINAL LEGAL ASSISTANCE: NEW ACCOUNTS SYNOPSIS FORMS AND GUIDANCE

This mailing contains information about changes to criminal legal aid accounts. You should ensure that all staff colleagues or external law accountants who prepare your criminal accounts are made aware of this guidance.

As a result of the reforms to summary criminal legal assistance, which were implemented on Monday 30 June 2008, we have introduced new criminal legal assistance accounts synopsis forms:

- one accounts synopsis form for criminal legal assistance will be issued, covering criminal advice and assistance, criminal ABWOR and summary criminal legal aid
- a new accounts synopsis form for criminal ABWOR post conviction work chargeable on a detailed time and line basis (except excluded proceedings)
- new forms for duty and duty follow-up - please refer to the other guidance included in this mailing for details of these forms.

The key change is that only one legal aid reference number will be issued. For example, if you grant advice and assistance, and then are granted summary criminal legal aid, the same legal aid reference number applies.

Both of the new accounts synopsis forms will be computer generated. The legal

aid reference number, client's name and details of the solicitor and firm will be automatically entered on the form before we send it to you.

As the status of the application may have changed from the time the synopsis was originally issued, there are additional boxes to complete to reflect the position at the conclusion of the case.

The attached guidance, which contains examples of the new forms, will assist you to correctly complete the two new accounts synopsis forms.

Who to contact if you have any questions

If you have any questions or queries about completing the accounts synopsis forms, please contact either: Steven Carrie 0131 240 2054 or Iain Shaw 0131 240 2087.

Further copies of this guidance are available in the legal profession section of our website www.slab.org.uk, or by calling our Communications Department on 0131 240 1985.