



Criminal legal assistance accounts synopsis guidance

This document contains examples of the new criminal legal assistance account synopsis forms and guidance on how to complete the new forms.

New accounts forms in use from 30 June 2008

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Introduction

With the wide ranging changes to the criminal reforms effective from 30 June 2008, the Board has introduced a number of changes to the account synopsis forms. These have been driven by the new rules for subsuming advice and assistance into any subsequent grant of ABWOR or summary criminal legal aid, and in most cases, the making of a single payment in a summary case. Only one legal assistance reference number will be issued for the lifetime of a case.

The forms have been combined to reflect that a case can start off as advice and assistance then become ABWOR or criminal legal aid. The status of the application will be updated to reflect the status of the case. One form will cover all these stages and you will have to update the form to reflect the current status of the claim being submitted. A separate form for ABWOR chargeable on a time and line basis will be issued on the grant being registered.

We will issue you the form that applies to the relevant type of case - that is, either the Criminal Legal Assistance Account Synopsis or the Criminal ABWOR Account Synopsis. The relevant synopsis form will be issued at the first stage that you are granted any form of criminal legal assistance.

In the case of advice and assistance or ABWOR this will be on the grant being registered with the Board. We can accept only one account for all the work done. For example, the case may start as advice and assistance and go on to full criminal legal aid. The advice and assistance will be subsumed in to the criminal claim.

Key points

Criminal legal assistance

- If you are sending us an advice and assistance account there are two levels of initial authorised expenditure: one for general advice, pre-complaint, at £35; the other for standard advice in connection with the complaint, or where a direct measure is to be challenged at £95. The full criminal legal assistance synopsis will be issued to you automatically. As the case is still ongoing when we issue the synopsis, you will have to update the initial limit of authorised expenditure and contribution (if applicable) and fill in the type of claim you are making (Section A) - that is, advice and assistance only, ABWOR or criminal legal aid - and complete all relevant sections.
- With effect from the 30 June, advice and assistance fees have been increased by 10%.
- If you are sending an ABWOR fixed payment account and have provided advice and assistance, you should tick the ABWOR box in section A of the Criminal Legal Assistance Account Synopsis and complete the relevant sections of the form. The work under advice and assistance is subsumed within the fixed payment for ABWOR.
- If you are sending us a criminal account and have provided advice and assistance you should tick all relevant boxes under criminal legal aid (section A) of the Criminal Legal Assistance Account Synopsis. Again the advice and assistance work will be subsumed within the claim.
- For ABWOR (miscellaneous and post-conviction work) the separate ABWOR synopsis form will be automatically issued. This is a shortened version of the criminal legal assistance synopsis form. You should send us a detailed account with the old (pre-reform) rates applying.
- For criminal legal assistance you must send the account within 4 months of completing the work. (This includes stand-alone advice and assistance and ABWOR).

General notes

Please ensure that you:

- Complete all sections of this form that we have not already completed for you, unless they do not apply.
- Attach all necessary documentation such as vouchers and the account, if appropriate. If you do not correctly complete the form and attach necessary documents, we cannot assess and pay your account as quickly.

If you have any questions or queries about completing the account synopsis forms or about the reforms in general, please contact Steven Carrie, 0131 240 2054 or Iain Shaw 0131 240 2087.

Criminal legal assistance account synopsis

As advice and assistance, and ABWOR (where provided), is now subsumed within the summary criminal legal aid fixed payments, we will issue only one criminal legal assistance reference number for the case which means that only one synopsis form will be issued. Subject to two exceptions, you can only submit one account at the conclusion of a case, either by completing the relevant part of the form or, where appropriate, by completing the relevant part of the form and attaching an account. The exceptions are: an exceptional police station visit (complete Section E); or a Section 174(1) claim (attach a detailed account).

Separate sections of the guidance cover each type of claim.

If you are submitting an account for advice and assistance only

You should not lodge a claim for advice and assistance until you believe that ABWOR or criminal legal aid will not be (or is unlikely to be) required in respect of the matter. We will reject premature claims where, for example, there are subsequent proceedings in respect of which ABWOR or Legal Aid is available. There are practical issues for you: firstly, the single account synopsis form will no longer be available for you to lodge a subsequent ABWOR or legal aid account; secondly, it may be necessary to ask you for a refund of an advice and assistance claim where the case goes on to legal aid.

Please complete only the following parts of the form:

Section A - Registration details

1. Type of assistance

Mark the box for advice and assistance. All work reasonably and necessarily carried out within the limits of the authorised expenditure is chargeable in exactly the same way as before. If you are claiming for a police station visit (exceptional or not), include this in the detailed time-and-line account attached to the form. Please do not complete part E.

2. Initial and final limit of authorised expenditure

Enter the appropriate initial and final authorised expenditure limits. The initial limit will be £35 pre-complaint or £90 for standard advice relating to a complaint or if a direct measure is to be challenged. An initial limit of £35 may have changed since intimation with the service of a complaint or subsequent instructions to challenge a direct measure - if so, enter the higher limit. The final authorised expenditure should reflect the last increase granted.

3. Client's contribution

Again the client's contribution may have changed if the initial contribution was calculated on the general scale relating to the £35 limit, and it has been re-calculated with the substitution of standard advice and assistance. Enter the client's final contribution in Section A.

4. Type of claim

Please tick the relevant box to show if you are:

- making a nil claim - please tell us why you are making no claim
- sending us your final account
- sending a hardship application.

Please note that advice and assistance is not transferable between solicitors.

Section A – Registration details

In all cases complete Sections A to D

Type of assistance (Claim under one type of assistance only, except where an exceptional police station visit or an excluded proceeding, chargeable in addition to a fixed payment, is claimed)				
Advice and assistance (Please attach a detailed account to this form)				
Advice and assistance	<input type="checkbox"/>	Exceptional police station visit	<input type="checkbox"/>	(Claim under Section E)
Initial limit of authorised expenditure	£35 <input type="checkbox"/>	£90 <input type="checkbox"/>	Final authorised expenditure	£
Client's contribution	£	Commencement date	pre populated	
Assistance by way of representation (ABWOR) <input type="checkbox"/>				
Criminal legal aid				
Criminal summary proceedings	<input type="checkbox"/>	Solemn reduced to summary	<input type="checkbox"/>	Exceptional case <input type="checkbox"/>
Type of claim (mark one box only)				
Certificate transferred to another solicitor (TRS)	<input type="checkbox"/>	Final account (case concluded) (MPS)	<input type="checkbox"/>	
No claim (NIL) (narrative required)	<input type="checkbox"/>	Application under regulation 16(3) of the A&A(Scotland) regulations 1996(MPS)	<input type="checkbox"/>	

Section B - Solicitor and firm details

1. Firm code

Check the firm code is correct. If it is incorrect, please amend it so that we pay the correct firm.

2. Branch code

Check the branch code is correct. The branch code relates to the branch to which PAYMENT is to be made. Our Receipts and Payments Department sent you a mandate to sign, allowing you to name branches to which you wished to be linked, and issued you with a branch code or codes. If you are only linked to one branch code, we will automatically pay the account to that code. If you are linked to more than one branch code, mark clearly to which branch code you want us to make the payment. (Branch codes were previously known as "account points".)

3. Internal reference

If you wish to amend or insert your own internal reference, do so here.

Section D - Details of account

1. Advocate's fee notes

- Do not enter any amount under this heading. If claiming for advocates' fees, include these as an outlay in the solicitor's account breakdown below as there is no separate provision for advocates' fees under advice and assistance.

2. Solicitor's account - Breakdown

Please enter the totals you are claiming as follows:

- Fees (excluding VAT)
- Outlays should be broken down into court dues (where appropriate), travel, expert outlays, other outlays and counsel. Except court dues and travel, all should include VAT.
- Do not deduct the client's contribution from your total. We will do this automatically when processing your payment.

Section F - Vouching Of Financial Circumstances

Please complete this to show whether you have seen documentary evidence of your client's income and capital. If you do not, this may delay the payment of your account. If we are not satisfied that you have taken reasonable steps to see financial vouching of your client's circumstances in order to properly satisfy yourself as to your client's financial eligibility, we may not pay your account.

Section S - Solicitor's Declaration

Please ensure you have read and understood the terms of the Declaration. Tell us about any other criminal legal assistance granted by you or another solicitor in connection with this matter, pre- or post-complaint, and sign and date the Declaration.

Section T - Documentation to help assessment

Please forward any vouchers for outlays, copy precognitions, increase in expenditure requests (even if refused) and your detailed account. If your increase has been granted online please tell us this on the account and we will obtain the appropriate details from our system. Please tick the boxes to show which supporting documentation is enclosed.

If you are submitting an account for ABWOR fixed payment

Section A - Registration details

1. Type of assistance

Mark the ABWOR box. If there has been an exceptional police visit also tick this and complete the claim under section E (in addition to the ABWOR fixed payment).

2. Initial and final limit of authorised expenditure

Enter the initial and final authorised expenditure for the case under advice and assistance.

3. Client's contribution

Again the client's contribution may have changed if the initial contribution was calculated on the general scale relating to the £35 limit, and it has been re-calculated with the substitution of standard advice and assistance. Enter the client's contribution in Section A.

4. Type of claim

Please tick the relevant box to show if you are:

- making a nil claim - please tell us why you are making no claim; or
- submitting a final claim (the case itself must be concluded); or
- lodging a claim on a certificate having been transferred to another solicitor (TRS);
- sending a hardship claim.

Section B - Solicitor and firm details

1. Firm code

Check the firm code is correct. If it is incorrect, please amend it so that we pay the correct firm.

2. Branch code

Check the branch code is correct. The branch code relates to the branch to which PAYMENT is to be made. Our Receipts and Payments Department will have sent you a mandate to sign, allowing you to name branches to which you wished to be linked, and issued you with a branch code or codes. If you are only linked to one branch code, we will automatically pay the account to that code. If you are linked to more than one branch code, mark clearly to which branch code you want us to make the payment. (Branch codes were previously known as "account points").

3. Internal reference

If you wish to amend or insert your own internal reference, do so here.

Section C - Client and co-accused details

Please complete this if you acted for more than one legally aided accused in this case. Please provide names and reference numbers.

If the PF reference or police reference number is blank you **must** complete these where a complaint has been served or a direct measure issued.

Section D - Details of account

1. Advocate's fee notes

Do not enter any amount under this heading. If claiming for advocates' fees, include these as an outlay in the solicitor's account breakdown below as there is no separate provision for advocates' fees under advice and assistance.

2. Solicitor's account - Breakdown

Please enter the totals you are claiming as follows:

- Fees (excluding VAT)
- Outlays should be broken down into court dues (where appropriate), travel, expert outlays, other outlays and counsel. Except court dues and travel, all should include VAT.
- Do not deduct the client's contribution from your total. We will do this automatically when processing your payment.

Section E - Exceptional police station visit

Please complete this, all other advice and assistance having been subsumed within the ABWOR fees, where

- the travel to, and time spent including waiting and attendance at, the police station exceeds 2 hours and
- it can be shown that there is a need for the work to be done by the nominated solicitor as opposed to an agent local to the police station.

The regulations provide for exceptional police station visits which exceeds 2 hours providing that it is reasonable and proportionate. In other words if the travelling took one hour and forty five minutes and the meeting took 20 minutes, the charge may not be allowed. Generally, we would

consider the police station visit to be exceptional if the time spent with the client was greater than one hour (including waiting) and the total time was in excess of 2 hours.

Section F - Vouching of financial circumstances

Please complete this to show whether you have seen documentary evidence of your client's income and capital. If you do not, we may delay the payment of your account. If we are not satisfied that you have taken reasonable steps to see financial vouching of your client's circumstances in order to properly satisfy yourself as to your client's financial eligibility, we may not pay your account.

Section G - Interests of justice test-endorsement of decision

If you tick 'No' to this question, go straight to section H. If you tick 'Yes', please tell us why you felt it was in the interests of justice to grant ABWOR in this case. If our Applications Department does not agree that the appropriate criteria have been met, we may not pay your account.

Section H - Questions regarding the complaint

You must complete this section to provide all relevant information in connection with the complaint and with any related complaints to ensure that appropriate claims are made and that there is no duplication of charging.

Section H – Questions regarding the complaint in this case

Has the applicant at any time been served with any other 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, or ABWOR has been provided, please provide details including the Procurator Fiscal's reference number and criminal legal assistance reference number(s).	PF Number							
	Criminal legal assistance 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"/>
Have you given advice or provided representation in connection with proceedings under Section 27(1)(a) or 28 of the 1995 Act arising from a failure to appear or breach in relation to this case?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide details of the criminal legal assistance reference number(s) of the advice and assistance, ABWOR and/or criminal case(s).								
Please tick to indicate in which court the proceedings were set down* to proceed (Glasgow only).					Stipendiary <input type="checkbox"/>	JP Court <input type="checkbox"/>		
*The fee 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.								

Section J - Fixed payments

If you are claiming a case disposal fee, complete sub-section A for sheriff and stipendiary magistrate's courts - a half fee is available where a complaint is served under Section 27(1)(b)

If claiming the ABWOR fixed payment for JP court, complete sub-section B.

Section K - Further fixed payments

For ABWOR in the JP court, this section allows you to charge for conducting a proof in mitigation for the first day after 30 minutes.. You must clearly complete the date and start and finish times and who attended, or payment may be delayed. You must also complete this information for all appropriate courts for special reasons proof or hearing on exceptional hardship (where both are involved, these form one payment only even if conducted separately). A separate claim for back-duty proof can only be made if no fee is payable for the special reasons proof or hearing.

Section L - Bail appeal

A bail appeal under section 32/201(4) is only separately chargeable for proceedings which take place in a JP court. In the sheriff or stipendiary magistrate's court, the fee (including any outlay from an Edinburgh agent) is subsumed within the case disposal fee. Counsel's fees are separately chargeable. Where applicable, the dates of each hearing should be completed. If more than one bail appeal in connection with this case is heard on the same day, please give the reasons why two are being claimed. Continuations are not separately chargeable.

Section M - Deferred sentence (excluding warrant hearings which are included within the core payment)

A diet of deferred sentence is defined as an adjournment in terms of Sections 201,202 and 203 of the Criminal Procedure (Scotland) Act 1995. (Warrant hearings are included in the core fixed payment and are not separately chargeable.)

A first or second deferred sentence is included within both the case disposal fee and the ABWOR fixed payment. In a case where at a first or second diet of deferred sentence (one only) the court considers a report required under section 203 of the 1995 Act and where the case is disposed of, an additional payment of £25.00 will be made. It follows that where the £25.00 additional payment is claimed, no further deferred sentence payments are chargeable. You must include the dates of **all** deferred sentences including the non-chargeable ones (see example below). **If a case is continued until later in the day then this is not separately chargeable, unless it can be established that it was further deferred in terms of the 1999 Act.**

Section M – Deferred sentence (excluding warrant hearings which are included within the core payments)

Date	Deferred sentence - £50 (STIP/SH) each, £25 (JP) each for third and subsequent hearing	If more than one deferred sentence in connection with this case on the same day, please explain why.	Supplementary fee (£25 chargeable only once where social enquiry report dealt with)
01/07/08	No fee		
15/08/08	No fee		£25
30/09/08			
20/10/08			
Total	£25		
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).			

Section P - Outlays (to be completed in block fee cases only)

Please give an appropriate breakdown of all outlays claimed: these will fall under travel, experts and other. You must send us the appropriate vouchers to substantiate these. All travel, mileage and expenses should be apportioned in accordance with Board guidance.

Section Q - Proceeds of crime

This section must be completed for all cases involving proceedings for proceeds of crime. Consider whether any exemptions apply and, if so, note them at question 4.

Section R - Report on proceedings

We need this information for monitoring compliance by firms and solicitors with the Code of Practice in relation to criminal legal assistance (Legal Aid (Scotland) Act 1986, sections 25C and 35A). It will also be used to monitor the effect of the summary justice and legal aid reforms and help inform reviews. Non-completion may delay settlement of the account.

Section S - Solicitor's declaration

Please ensure you have read and understood the terms of the Declaration. Please tell us about any other criminal legal assistance you or another solicitor have granted in connection with this matter, pre- or post-complaint and sign and date this.

Section T - Documentation to help assessment

Please use this checklist to ensure you enclose any relevant documentation to enable us to assess your account. If your increases were granted online please tell us and we will check the appropriate records. Please tick the boxes to show which supporting documentation is enclosed.

Submission of a legal aid account

Section A - Registration details

1. Type of assistance

Please tick one of the boxes under the heading criminal legal aid. You must attach a detailed account for a solemn case reduced to summary, an exceptional case and excluded proceedings.

2. Type of claim

Please tick the relevant box to show us if you are:

- making a nil claim - please tell us why you are making no claim
- submitting a final claim (the case itself must be concluded)
- lodging a claim on a certificate having been transferred to another solicitor (TRS).

Section B - Solicitor and firm details

1. Firm code

Check the firm code is correct. If it is incorrect, please amend it so that we pay the correct firm.

2. Branch code

Check the branch code is correct. The branch code relates to the branch to which PAYMENT is to be made. Our Receipts and Payments Department sent you a mandate to sign, allowing you to name branches to which you wished to be linked, and issued you with a branch code or codes. If you are only linked to one branch code, we will automatically pay the account to that code. If you are linked to more than one branch code, mark clearly to which branch code you want us to make the payment. (Branch codes were previously known as "account points").

3. Solicitor's internal reference

Please complete the reference if not already done at the applications stage.

Section C - Client and co-accused details

Complete this if you acted for more than one legally aided accused in this case. Please provide names and reference numbers. Include the percentage of the appropriate fixed payment being claimed in relation to each. Send a separate synopsis for each accused and send all claims together. Use a separate sheet if necessary.

If the PF reference or police reference number is blank you must complete these where a complaint has been served or a direct measure issued.

Section D - Details of account

1. Advocate's fee notes

Please advise how many fee notes are attached to your account for an advocate or solicitor advocate. We pay Faculty direct and the nominated solicitor should not pay this.

2. Amounts claimed

Enter the totals you are claiming as follows:

- Fees (excluding VAT)
- Outlays should be broken down into court dues (where appropriate), travel, expert outlays, other outlays and counsel. Except court dues and travel, all should include VAT.
- You should not deduct the client's contribution from your total. We will do this automatically when processing your payment.

Section H - Questions regarding the complaint

You must complete this section to provide all relevant information in connection with the complaint and any related complaints to ensure that appropriate claims are made and that there is no duplication of charging.

Section H – Questions regarding the complaint in this case

Has the applicant at any time been served with any other 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, or ABWOR has been provided, please provide details including the Procurator Fiscal's reference number and criminal legal assistance reference number(s).				PF Number							
				Criminal legal assistance 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"/>
Have you given advice or provided representation in connection with proceedings under Section 27(1)(a) or 28 of the 1995 Act arising from a failure to appear or breach in relation to this case?								Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, provide details of the criminal legal assistance reference number(s) of the advice and assistance, ABWOR and/or criminal case(s).											
Please tick to indicate in which court the proceedings were set down* to proceed (Glasgow only).								Stipendiary	<input type="checkbox"/>	JP Court	<input type="checkbox"/>
*The fee 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.											

Section I - Exceptional case and excluded proceedings

Please attach a detailed account for all work, including outlays, undertaken or incurred on behalf of the client. All travel should be apportioned in accordance with the Board guidance.

Section J - Fixed payments

Complete part A for a case disposed of which does not proceed beyond the first 30 minutes of trial.

Complete part C if a case proceeds beyond 30 minutes of trial, evidence is led and witnesses sworn. You may also claim here for rural courts and clients under 21 (and remanded in custody). This does not apply where the case disposal fee is being claimed as this is subsumed within the case disposal fee.

Section K - Further fixed payments

Only complete (where applicable) if the case continues beyond 30 minutes of trial.

Section L - Bail appeal

A bail appeal under section 32/201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995 is separately chargeable for proceedings which take place in a JP court, but in the sheriff, or stipendiary magistrate's court only where the case proceeds to trial beyond 30 minutes. In any other case in the sheriff or stipendiary magistrate's court where the case does not proceed to trial or the trial does not exceed 30 minutes, the fees (including any outlay from an Edinburgh agent) are subsumed within the case disposal fee. Counsel's fees are separately chargeable. Where applicable, the dates of each hearing should be completed. If more than one bail appeal in connection with this case is heard on the same day, please give the reasons why two are being claimed. **Continuations are not separately chargeable.**

Section M - Deferred sentence (excluding warrant hearings which are included within the core payment)

A diet of deferred sentence is defined as an adjournment in terms of Sections 201,202 and 203 of the Criminal Procedure (Scotland) Act 1995. (Warrant hearings are included in the core fixed payment and are not separately chargeable.)

A first or second deferred sentence is included within both the case disposal fee and the ABWOR fixed payment. In a case where at a first or second diet of deferred sentence (one only) the court considers a report required under section 203 of the 1995 Act and where the case is disposed of, an additional payment of £25.00 will be made. It follows that where the £25.00 additional payment is claimed, no further deferred sentence payments are chargeable. You must include the dates of **all** deferred sentences including the non-chargeable ones (see example below). **If a case is continued until later in the day then this is not separately chargeable, unless it can be established that it was a further deferral in terms of the 1995 Act.**

Section M – Deferred sentence (excluding warrant hearings which are included within the core payments)

Date	Deferred sentence - £50 (STIP/SH) each, £25 (JP) each for third and subsequent hearing	If more than one deferred sentence in connection with this case on the same day, please explain why.	Supplementary fee (£25 chargeable only once where social enquiry report dealt with)
01/07/08	No fee		
15/08/08	No fee		£25
30/09/08			
20/10/08			
Total	£25		
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).			

Section N - Community Supervision Order Hearing or appearance before Youth Court/ Domestic Abuse Court

Complete this on an appearance basis regardless of how many legal aid certificates you have received for that assisted person.

Section O - Drug Court (Glasgow, Kirkcaldy and Dunfermline) further appearances

This is for designated drug courts only and will be paid on an appearance basis regardless of how many cases you are dealing with for that assisted person.

Section P - Outlays (to be completed in block fee cases only)

Give an appropriate breakdown of all outlays claimed: these will fall under travel, experts and other. Please also ensure you send us the appropriate vouchers to substantiate these.

Section Q - Proceeds of crime

This section must be completed for all cases involving proceedings for proceeds of crime. Consider whether any exemptions apply and, if so, enter them at question 4.

Section R - Report on proceedings

We need this information for monitoring compliance by firms and solicitors with the Code of Practice in relation to criminal legal assistance (Legal Aid (Scotland) Act 1986, sections 25C and

35A). It will also be used to monitor the effect of the summary justice and legal aid reforms and help inform reviews. Non-completion may delay settlement of the account.

Section S - Solicitor's declaration

Please ensure you have read and understood the terms of the declaration. Please tell us about any other criminal legal assistance you or another solicitor have granted in connection with this matter, pre- or post-complaint and sign and date this.

Section T - Documentation to help assessment

All questions must be completed for your form to be processed. Use our guidance to help complete this form-available on www.slabb.org.uk



CRIMINAL LEGAL ASSISTANCE ACCOUNT SYNOPSIS

Use this form for accounts in criminal matters only

BAR CODE

CRIM/ACCTS



All questions must be completed for your form to be processed. Use our guidance to help complete this form – available on www.slab.org.uk

pre populated solicitor name
pre populated firm name
pre populated firm address

Name and address of organisation submitting account, if different from firm shown:

Section A – Registration details

In all cases complete Sections A to D

Type of assistance (Claim under one type of assistance only, except where an exceptional police station visit or an excluded proceeding, chargeable in addition to a fixed payment, is claimed)

Advice and assistance (Please attach a detailed account to this form)

Advice and assistance Exceptional police station visit (Claim under Section E)

Initial limit of authorised expenditure £35 £90 Final authorised expenditure £

Client's contribution £ Commencement date pre populated

Assistance by way of representation (ABWOR)

Criminal legal aid

Criminal summary proceedings Solemn reduced to summary Exceptional case Excluded proceedings

Type of claim (mark one box only)

Certificate transferred to another solicitor (TRS) Final account (case concluded) (MPS)

No claim (NIL) (narrative required) Application under regulation 16(3) of the A&A(Scotland) regulations 1996(MPS)

Section B – Solicitor and firm details

Solicitor's code number pre populated Firm's code number pre populated Branch code

Your internal reference pre populated

Section C – Client and co-accused details

If you acted for more than one legally-aided accused in this case, give details below. If fixed payment, include 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 (continue on a separate sheet if necessary).

Client's criminal legal assistance reference number	Client's name	% of payment
Applicant's legal aid reference pre-populated	Client's name pre-populated	
Co-accused(s) criminal legal assistance reference number(s)	Co-accused name(s)	

Subject matter pre populated from system – subject matter for A&A (if case categories display all instead) or all charges for ABWOR/summary must be displayed

Effective date of legal aid pre populated Court type pre populated Court location pre populated

Client's personal identifier pre populated Client's date of birth pre populated

Client's address pre populated

PF reference number pre populated Police reference number pre populated

The Procurator Fiscal's reference number or police reference number **must** be completed where complaint has been served or direct measure issued, where not completed by the Board.

Section D – Details of account

Advocate's 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 number of fee notes attached	Advocate	Solicitor advocate
------------------------------------	----------	--------------------

Solicitor's account - Breakdown

TO BE COMPLETED BY SOLICITOR	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 (excl. VAT)	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		

If lodging an advice and assistance account → **Go to Section F**

Payment authorised Date (Board use only)

Section E – Exceptional police station visit (only claim if visit lasts more than two hours)

Location of starting point		Police station name	
Time of departure		Return time	
Total time engaged		Date of visit	
Please explain the circumstances behind why the visit took longer than two hours			
			Total Claim £

Section F – Vouching of financial circumstances (A&A and ABWOR)

Did you see documentary evidence of income and capital at the time of the application, or at the time of any increase request, and confirm this on the application\increase form?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If no, have you now seen documentary evidence of the applicant's:		
	income No <input type="checkbox"/>	Yes <input type="checkbox"/>
	capital No <input type="checkbox"/>	Yes <input type="checkbox"/>
If Yes, please provide details of the evidence you have seen, which satisfied you that the applicant was financially eligible during the 7 day period up to and including the date of application. If No, explain what reasonable steps you have taken to confirm that the client was eligible to receive advice and assistance/ABWOR if no evidence of income or capital has been seen. If the Board is not satisfied on this aspect, we may not pay your account		

Refer to our guidance for financial eligibility evidence. If lodging an advice and assistance account → **Go to Section S**

Section G – Interests of Justice test – endorsement of decision (ABWOR only)

Have you received intimation that the Board does not consider this to be an appropriate grant of ABWOR?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please explain why you consider it was in the interests of justice to provide ABWOR in this case.		

Refer to our guidance on application of the ABWOR test.

Section H – Questions regarding the complaint in this case

Has the applicant at any time been served with any other 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, or ABWOR has been provided, please provide details including the Procurator Fiscal's reference number and criminal legal assistance reference number(s).	PF Number	
	Criminal legal assistance 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"/>
Have you given advice or provided representation in connection with proceedings under Section 27(1)(a) or 28 of the 1995 Act arising from a failure to appear or breach in relation to this case?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide details of the criminal legal assistance reference number(s) of the advice and assistance, ABWOR and/or criminal case(s).		

Please tick to indicate in which court the proceedings were set down* to proceed (Glasgow only).	Stipendiary <input type="checkbox"/>	JP Court <input type="checkbox"/>
*The fee 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.		

If this claim is for


- exceptional case and excluded proceedings → **Go to Section I**
- a fixed payment (Criminal legal aid or ABWOR) → **Go to Section J**

Section I – Exceptional case and excluded proceedings – chargeable on a detailed basis


Please attach a detailed account for all work, including outlays, undertaken or incurred on behalf of the client. All travel should be apportioned in accordance with Board guidance. Please detail all clients seen (including private clients), dates and locations in the account. Do not complete Section P (Outlays).

Exceptional case	
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"/>
Excluded proceedings	
Solemn reduced to summary	<input type="checkbox"/>
Proceedings under section 22(1)(a) (identification parade)	<input type="checkbox"/>
Proceedings under section 22(1)(c) (assisted person in custody or liberated by police on undertaking to appear)	<input type="checkbox"/>
Proceedings under section 22(1)(da) (plea of insanity in bar of trial)	<input type="checkbox"/>
Proceedings under section 22(1)(db) (examination of facts)	<input type="checkbox"/>
Regulation 15 (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	<input type="checkbox"/>
Extradition proceedings	<input type="checkbox"/>
Proceedings under section 5 of the International Criminal Court Act 2001	<input type="checkbox"/>
Proceedings by virtue of section 22(1)(dd) (solicitor appointed by court for person accused of sexual offence)	<input type="checkbox"/>
Other (please provide details below)	<input type="checkbox"/>

 No other payment can be made out of the Fund where a fixed payment has been prescribed. If you receive any fixed payment for this case, we will reassess the total sum due. If we overpay you, you will be liable to refund the overpayment. → **Go to Section O**

Proceedings in an appeal to the High Court under section 174 of the 1995 Act

 Please attach a detailed account (*only for work in the High Court*) → **Go to Section J**


Section J – Fixed Payment (claim under one of the 6 sub-sections only)

Case disposal fee	<input type="checkbox"/>	Go to part A	ABWOR fixed payment	<input type="checkbox"/>	Go to part B
Core fixed payment	<input type="checkbox"/>	Go to part C	27(1)(b) fixed payment	<input type="checkbox"/>	Go to part D
23(1)(b) fixed payment	<input type="checkbox"/>	Go to part E	Drug court initial payment	<input type="checkbox"/>	Go to part F

Claim if certificate not transferred. Fee will be adjusted if a transfer has been authorised.

JP Court	Stipendiary/Sheriff
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A - CASE DISPOSAL FEE (includes 2 deferred sentences)					
1	Case disposal fee for case not proceeding beyond first 30 minutes of trial.	N/A	£515	<input type="checkbox"/>	
2	Case disposal fee where complaint under section 27(1)(b)	N/A	£257.50	<input type="checkbox"/>	
B - ABWOR FIXED PAYMENT (includes 2 deferred sentences)					
1	ABWOR fixed payment (JP Court)	£150		<input type="checkbox"/>	N/A
C - CORE FIXED PAYMENT (includes 2 deferred sentences)					
1	Core fixed payment	£315		<input type="checkbox"/>	£515 <input type="checkbox"/>
2	Core fixed payment where work done under sections 22(1)(d) or 24(7)	£290		<input type="checkbox"/>	£490 <input type="checkbox"/>
3	All work done under sections 22(1)(d) or 24(7)	£25		<input type="checkbox"/>	£25 <input type="checkbox"/>
4	Proceedings in rural court (Schedule 2)	N/A			£50 <input type="checkbox"/>
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"/>
D - 27(1)(B) FIXED PAYMENT (includes 2 deferred sentences)					
1	Core fixed payment where complaint under section 27(1)(b)	£157.50		<input type="checkbox"/>	£257.50 <input type="checkbox"/>
2	Proceedings in rural court (Schedule 2)	N/A			£50 <input type="checkbox"/>
3	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"/>
E - 23(1)(B) FIXED PAYMENT					
1	All work done in connection with a complaint under section 23(1)(b) of the Act	£25		<input type="checkbox"/>	£50 <input type="checkbox"/>
	Please advise date of appearance at first diet				
F - DRUG COURT INITIAL PAYMENT*					
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"/>
2	Client under 21 and remanded in custody at or subsequent to the first calling of the case	N/A			£100 <input type="checkbox"/>

 * In a drug court case → **Go to Section O**

Section K – Further fixed payments


Was this case conjoined with another case(s) in proceeding to trial?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide details of the criminal legal assistance reference number(s) of the other case(s).								
* Chargeable under Criminal legal aid and ABWOR	Date(s)	Solicitor Attending	Solicitor's Code	Start/ Finish	Time Engaged	No of days	Claim (£) JP Court	Claim (£) Stip/ Sheriff
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 (JP- £100 per day, STIP/SH £400 per day)				to				
Adjourned trial diet where evidence expected to be led (JP - £50 per day, STIP/SH £100 per day)				to				
Adjourned trial diet where no evidence expected to be led (notional diet)(JP - £25 per day, STIP/SH £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/SH £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/SH £200 per day)*				to			N/A			
Fees for work chargeable only under ABWOR										
Special reasons proof/hearing on exceptional hardship				to			150	<input type="checkbox"/>	150	<input type="checkbox"/>
Back duty proof +				to			50	<input type="checkbox"/>	50	<input type="checkbox"/>
TOTAL										

 + This fee is not chargeable in addition to the fee for a special reasons proof/hearing on exceptional hardship.

Section L - Bail appeal under sections 32/201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995.

Date	Bail appeal under section 32 / 201(4)	Application for bail under section 24A	If more than one bail appeal in connection with this case on the same day, please explain why.
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
Subtotal			
Total			


 All work in connection with a bail appeal is included within the case disposal fee.

Section M – Deferred sentence (excluding warrant hearings which are included within the core payments)

Date	Deferred sentence - £50 (STIP/SH) each, £25 (JP) each for third and subsequent hearing	If more than one deferred sentence in connection with this case on the same day, please explain why.	Supplementary fee (£25 chargeable only once where social enquiry report dealt with which results in disposal)
	No fee		
	No fee		
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).			

Section N – Community supervision order hearing or, otherwise, appearance before youth court/domestic abuse court.

Date	Hearing £50 (STIP/SH) each, £25 (JP) each for third and subsequent hearing	If more than one hearing in connection with this case on the same day, please explain why.
Total		

 The fee covers all work in connection with *an appearance* on behalf of the assisted person.

Section O – Drug court (Glasgow, Kirkcaldy and Dunfermline) - further appearances

Date of appearance	Claim rate - £50 each	If more than one complaint is being dealt with, then please provide details of all legal assistance reference numbers.
Total		



The fee covers all work in connection with *an appearance* on behalf of the assisted person.

Section P - OUTLAYS (all outlays must be accompanied by vouchers and/or sanction authorisation where appropriate)

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



All travel should be apportioned in accordance with Board guidance. Please detail all clients seen (including private clients), dates and locations. Use a separate sheet if necessary.

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 Q – Proceeds of crime

1	Did the applicant keep any property claimed by the Crown, or was the applicant successful in obtaining the return of any property, including any rights under a settlement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no → Go to Section R If Yes, what was the basis of the claim, and what is the nature and value of the property (including money)?		Total £	
2	What was the outcome of the confiscation order or similar procedures under the 1995 and 2002 Acts?		
3	Is there still the possibility of either expenses being recovered or further recovery or preservation of property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide details.			
4	Is the property, or any part of it, subject to an exemption by virtue of regulation 16(2)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, which exemption applies?			

Section R –Report on Proceedings

This information is required by the Board for use in monitoring compliance by firms and solicitors with the Code of Practice in relation to criminal legal assistance (Legal Aid (Scotland) Act 1986, sections 25C and 35A). It will also be of use in monitoring the effect of the summary justice and legal aid reforms and help inform reviews.

Were any diets adjourned due to incomplete, or lack of disclosure of Crown evidence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the applicant appear from custody?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were any witnesses sworn?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was any evidence led at trial?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was a warrant issued? (Complete only if submitting account before case concluded)	Yes <input type="checkbox"/>	Date
Sentence/disposal e.g. fine, community service or prison sentence		
Date of conclusion of proceedings	Date	

Please indicate, by a tick in the appropriate box (or boxes), one tick for each charge, the way in which each charge concluded, with the result indicated (by the row) and at the stage shown (by the column). To assist, multiple counts of the same charge, each of which concluded *at the same stage with the same result* can be indicated with a single tick in the appropriate box. We do not need to know the number or nature of the charges. This information will allow us to identify not only the date and nature of the disposal, but also circumstances where there are different stages of disposal within the case.

Charge Outcome Summary		Stage charge concluded at:				
		Pleading Diet	Appearance after Warrant	Intermediate Diet	Before start of trial	After start of trial
Final charge result:	Not Guilty Plea Accepted					
	Plead Guilty					
	Plead Guilty Under Deletion					
	Plead Guilty Lesser Charge					
	Found Guilty					
	Found Guilty Under Deletion					
	Found Guilty Lesser Charge					
	Found Not Proven					
	Found Not Guilty					
	Charge Deserted					
Non Appearance						

Section S – SOLICITOR'S DECLARATION (MUST BE COMPLETED BY THE SOLICITOR BEFORE A CLAIM CAN BE CONSIDERED)

I certify that:

- to the best of my knowledge and belief the items charged in this claim are accurate and represent a true and complete record of all work done
- all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance
- 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 have retained a copy of this claim
- I consent to the disclosure of this claim, associated documentation and client case file for quality assurance purposes, including peer review, at any stage during or after the proceedings
- I am satisfied that the applicant was eligible to receive advice and assistance and/or ABWOR
- apart from the circumstances where the cost of an exceptional police station visit is chargeable, I have not lodged any other claim in connection with this matter
- the extent of advice or representation provided to the client by me or, to the best of my knowledge, by another solicitor in connection with this matter is as follows (please provide the reference number(s) where appropriate)

Type of assistance	Yes	No	Criminal legal assistance reference number(s)
Advice and assistance	<input type="checkbox"/>	<input type="checkbox"/>	
ABWOR	<input type="checkbox"/>	<input type="checkbox"/>	
Summary criminal legal aid	<input type="checkbox"/>	<input type="checkbox"/>	
Solemn criminal legal aid	<input type="checkbox"/>	<input type="checkbox"/>	
Regulation 15 (special urgency)	<input type="checkbox"/>	<input type="checkbox"/>	
Section 23(1)(b)	<input type="checkbox"/>	<input type="checkbox"/>	

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 a grant of advice and assistance/ABWOR/legal aid and, in particular, as a result of the Board approving any change of solicitor

DATE Solicitor:

Section T - 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.

Summary of evidence	<input type="checkbox"/>	All legal aid certificates and transfer forms	<input type="checkbox"/>	Complaint	<input type="checkbox"/>
Witnesses' schedule of expenses	<input type="checkbox"/>	Vouchers for all outlays	<input type="checkbox"/>	Precognitions	<input type="checkbox"/>
Increase in expenditure requests, even if refused	<input type="checkbox"/>	All counsel/solicitor-advocate fees	<input type="checkbox"/>	Detailed account	<input type="checkbox"/>



Refer to our guidance on what should accompany this claim.

Criminal ABWOR account synopsis

Only use this form for ABWOR claims that have to be charged on a detailed basis.

Section A - Registration details

1. Initial and final limit of authorised expenditure

Enter the initial and final authorised expenditure for the case in advice and assistance.

2. Client's contribution

The client's contribution may have changed if the initial contribution was calculated on the general scale relating to the £35 limit, and it has been re-calculated with the substitution of standard advice and assistance. Enter the client's final contribution in Section A.

3. Type of claim

Please tick the relevant box to show what you are claiming:

- making a nil claim - please tell us why you are making no claim;
- submitting a final claim (the case itself must be concluded);
- lodging a claim on a certificate having been transferred to another solicitor (TRS); or
- sending a hardship claim.

Section B - Solicitor and firm details

1. Firm code

Check the firm code is correct. If it is incorrect, please amend it so that we pay the correct firm.

2. Branch code

Check the branch code is correct. The branch code relates to the branch to which PAYMENT is to be made. Our Receipts and Payments Department sent you a mandate to sign, allowing you to name branches to which you wished to be linked, and issued you with a branch code or codes. If you are only linked to one branch code, we will automatically pay the account to that code. If you are linked to more than one branch code, mark clearly to which branch code you want us to make the payment. (Branch codes were previously known as "account points".)

3. Your internal reference

Please extend this if the appropriate reference has not been put on at applications stage.

Section C - Details of account

1. Advocate's fee notes

- Tell us if you used an advocate or solicitor advocate and how many fee notes are attached to the account.

2. Amounts claimed

Please enter the totals you are claiming as follows:

- Fees (excluding VAT)
- Outlays should be broken down into court dues (where appropriate), travel, expert outlays, other outlays and counsel. Except court dues and travel, all should include VAT.
- Do not deduct the client's contribution from your total. We will do this automatically when processing your payment.

Section E - Assistance by way of representation

Choose from boxes 1-18 showing which type of representation you provided for your client. If you choose box 18, give details in the space provided of the type of representation you gave that requires a detailed account.

Section F - Proceeds of crime

If any money or property has been recovered, confiscated or preserved under the Proceeds of Crime Act please answer the appropriate questions. We will refer your account to our Principal Sums Department for a decision as to whether this can be dealt with in the normal assessment procedure.

Section G - Report on proceedings

Tell us how many hearings took place in this case, if the case proceeded to a proof and what the final outcome was.

Section H - Solicitor's declaration

Please ensure you have read and understood the terms of the declaration. Tell us about any other criminal legal assistance granted by you or another solicitor in connection with this matter, pre- or post-complaint, and sign and date the Declaration.

Section I - Documentation to help assessment

Use this checklist to ensure you enclose any relevant documentation to enable us to assess your account. Please tick the boxes to show which supporting documentation is enclosed



CRIMINAL ABWOR ACCOUNT SYNOPSIS

Use this form for ABWOR chargeable on a detailed basis (except excluded proceedings)

BAR CODE

CRIM/ACCTS/AB



All questions must be completed for your form to be processed. Use our guidance to help complete this form – available on www.slabb.org.uk

Name and address of organisation submitting account, if different from firm shown:

pre populated solicitor name
pre populated firm name
pre populated firm address

Section A – Registration details

In all cases complete Sections A to C

Type of assistance			
Initial limit of authorised expenditure	£35 <input type="checkbox"/>	£90 <input type="checkbox"/>	£165 <input type="checkbox"/>
Client's contribution	£	Commencement date	pre populated
Assistance by way of representation (ABWOR) <input type="checkbox"/>			
Type of claim (mark one box only)			
Final account (case concluded) (MPS)	<input type="checkbox"/>	No claim (NIL) (narrative required)	<input type="checkbox"/>
Application under regulation 16(3) of the A&A(Scotland) regulations 1996(MPS) <input type="checkbox"/>			

Section B – Solicitor and firm details

Solicitor's code number	pre populated	Firm's code number	pre populated	Branch code	
Your internal reference	pre populated				

Client's reference number	Client's name
Applicant's legal aid reference pre-populated	Client's name pre-populated

Subject matter	pre populated from system – ABWOR charges must be displayed				
Effective date of legal aid	pre populated	Court type	pre populated	Court location	pre populated
Client's personal identifier	pre populated	Client's date of birth	pre populated		
Client's address	pre populated				

PF reference number	pre populated	Police reference number	pre populated
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The Procurator Fiscal's reference number or police reference number **must** be completed where complaint has been served or direct measure issued, where not completed by the Board.

Section C – Details of account

Advocate's 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 DTTO.

Total number of fee notes attached	Advocate	Solicitor advocate
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Solicitor's account - Breakdown

TO BE COMPLETED BY SOLICITOR		FOR BOARD USE ONLY	
Amounts claimed		Amounts paid	
Fees (excl. VAT)		Fees (excl. VAT)	With VAT / No VAT
Court dues (if applicable)		Court dues (if applicable)	
Travel (excl. VAT)		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 D – Vouching of financial circumstances


Did you see documentary evidence of income and capital at the time of the application or at the time of any increase request, and confirm this on the application\increase form?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If no, have you now seen documentary evidence of the applicant's:		
income	No <input type="checkbox"/>	Yes <input type="checkbox"/>
capital	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If Yes, please provide details of the evidence you have seen, which satisfied you that the applicant was financially eligible during the 7 day period up to and including the date of application. If No, explain what reasonable steps you have taken to confirm that the client was eligible to receive advice and assistance/ABWOR if no evidence of income or capital has been seen. If the Board is not satisfied on this aspect, we may not pay your account		

 Refer to our guidance for financial eligibility evidence and on the application of the ABWOR test.

Section E – Assistance by way of representation – please tick as appropriate

Please attach a detailed account for all work, including outlays, undertaken or incurred on behalf of the client. All travel should be apportioned in accordance with Board guidance. Please detail all clients seen (including private clients), dates and locations in the account.

1	Proceedings in a Parole Board Case	Yes <input type="checkbox"/>
2	Removal of Disqualification *	Yes <input type="checkbox"/>
3	Return of sound equipment	Yes <input type="checkbox"/>
4	Warrant for further detention (or extension) under the Terrorism Act 2000	Yes <input type="checkbox"/>
5	Variation/termination of a football banning order	Yes <input type="checkbox"/>
6	Progress review of a probation order	Yes <input type="checkbox"/>
7	Breach of a probation order	Yes <input type="checkbox"/>
8	Conviction of probationer following offence during probation period	Yes <input type="checkbox"/>
9	Breach of a community service order	Yes <input type="checkbox"/>
10	Amendment/revocation of a community service order	Yes <input type="checkbox"/>
11	Breach of a supervised attendance order	Yes <input type="checkbox"/>
12	Amendment/revocation of a supervised attendance order	Yes <input type="checkbox"/>
13	Revocation/variation of a non-harassment order	Yes <input type="checkbox"/>
14	Variation/revocation/breach of restriction of liberty order	Yes <input type="checkbox"/>
15	Variation/revocation/review/breach of requirement of a DTTO	Yes <input type="checkbox"/>
16	Obstructive witness order under sections 90B-90E	Yes <input type="checkbox"/>
17	Proceeds of Crime (Scotland) Act 1995 and Proceeds of Crime Act 2002 *	Yes <input type="checkbox"/>
18	Other category (please provide details below)	Yes <input type="checkbox"/>

 * You must have obtained our approval before giving ABWOR for proceedings marked with an asterisk.

Section F – Proceeds of crime

1	What was the outcome of the confiscation order or similar procedures under the 1995 and 2002 Acts?		
21	Did the applicant keep any property claimed by the Crown, or was the applicant successful in obtaining the return of any property, including any rights under a settlement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If no → Go to Section G If Yes, what was the basis of the claim, and what is the nature and value of the property (including money)?		
		Total £	
2	What was the outcome of the confiscation order or similar procedures under the 1995 and 2002 Acts?		
3	Is there still the possibility of either expenses being recovered or further recovery or preservation of property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, please provide details.		
4	Is the property, or any part of it, subject to an exemption by virtue of regulation 16(2)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, which exemption applies?		

Section G –Report on Proceedings

This information is required by the Board for use in monitoring compliance by firms and solicitors with the Code of Practice in relation to criminal legal assistance (Legal Aid (Scotland) Act 1986, sections 25C and 35A). It will also be of use in monitoring the effect of the summary justice and legal aid reforms and help inform reviews.

Please state total number of hearings	
Did case proceed to a proof?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sentence/disposal e.g. fine, community service or prison sentence	

Section H – SOLICITOR’S DECLARATION (MUST BE COMPLETED BY THE SOLICITOR BEFORE A CLAIM CAN BE CONSIDERED)


I certify that:

- to the best of my knowledge and belief the items charged in this claim are accurate and represent a true and complete record of all work done
- all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance
- 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 have retained a copy of this claim
- I consent to the disclosure of this claim, associated documentation and client case file for quality assurance purposes including peer review, at any stage during or after the proceedings
- I am satisfied that the applicant was eligible to receive ABWOR
- apart from the circumstances where the cost of an exceptional police station visit is chargeable, I have not lodged any other claim in connection with this matter
- 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 the grant of ABWOR and, in particular, as a result of the Board approving any change of solicitor

DATE Solicitor:

Section I - 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.

Precognitions <input type="checkbox"/>	Vouchers for all outlays <input type="checkbox"/>	Applications under regulation 16(3) <input type="checkbox"/>
Increase in expenditure requests, even if refused <input type="checkbox"/>	All counsel’s fee notes (where appropriate) <input type="checkbox"/>	
 Refer to our guidance on what should accompany this claim.		

