



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

A&A/RES

All vouchers for outlays should be submitted with this claim. No covering letter is necessary.

Account Type	RES
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Solicitor's Name			
Firm's Name			
Advice & Assistance Reference			
Assisted Person's Name			
Practitioner Code	Nominated Solicitor	Firm Code	Account Point
Practitioner's Internal Reference			

Date	Details of Disbursements	Total
	Grand Total	

FOR OFFICIAL USE ONLY
 Payment authorised.....Date.....

Notes for Guidance

Eligibility for interim reimbursement

1. A claim for reimbursement under civil may be made only if the total of the disbursements is at least £100.
2. There must be an appropriate increase in expenditure to cover the outlays.
3. The case must not be concluded.
4. 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.

Procedure for obtaining reimbursement

5. The claim must be made on form A&A/RES or online.
6. Please sign the completed form and send it to the Central Registration Unit, Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE or Edinburgh DX 250.
7. All invoices should be securely attached and duly endorsed as paid or accompanied by evidence of payment, for example, copy of a cheque or a receipt. Where an outlay has been incurred but not yet paid the receipted invoice should be submitted with the final account.
8. Claims for multiple invoices should be submitted on one single form. If there is insufficient space, please use a separate sheet and securely attach it.

General

9. Reimbursements are appropriately paid only when an outlay has been incurred and it is relevant to the grant of advice and assistance. However, as our intention is to make the payment as quickly as possible, it will not be possible, or appropriate for us to undertake the same sort of detailed scrutiny that we apply to apply to a final account. If interim reimbursement is made in whole or in part, this does not imply that the disbursement is accepted as a valid charge under the grant of advice and assistance. If it is subsequently determined that any interim payment 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.
10. In some cases it may be necessary to seek further information before payment can be made. Please ensure that the expert/professional provides a full detailed breakdown of the work undertaken.
11. All outlays claimed on this form must be included in the solicitor's final account of expenses (except accounts on the new workbench which will automatically show all interim claims).

Certificate

I certify that:

- (a) the matter is ongoing
- (b) the information given on this form is correct
- (c) that no sums have been recovered or that there is no prospect of a recovery being made

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