



DUPLICATE ACCOUNT SYNOPSIS CHILDREN'S PROCEEDINGS

Only to be used where the original synopsis is missing.
Please complete Sections A to E

CH/DUP/SYN
Oct 2012

Section A – Solicitor and firm details

Legal aid reference number		Account type (Internal Use)	MPS
Practitioner code		Practitioner name	
Firm code		Firm name & address	
Account point		Internal reference	
Client's name		Date of birth	
Client's address		Related cases-if more than one legal aid certificate covers the work claimed enter the references opposite	
Subject Matter		Value of Claim	£

Section B-Case details

Nature of proceedings	
Result	
Court type	
Court location	

Section C-Documentation to be submitted with the account (where applicable):

- | | | |
|--|--|---|
| ☐ All legal aid certificates & transfer forms | ☐ List of reporter's witnesses | ☐ Grounds of referral |
| ☐ Court interlocutors/intimations | ☐ List of applicant's witnesses | ☐ Grounds of appeal |
| ☐ Court judgement | ☐ Precognitions | ☐ Vouchers for outlays |

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 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	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		

Payment authorised Date (Board use only)

Next.....sign the solicitor's declaration on page 2.

Section E – 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 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 at any stage during or after the proceedings
- I hereby irrevocably authorise and instruct the Scottish Legal Aid Board to deduct from any future sums due to me any sums overpaid

DATE Solicitor:

DUPLICATE