CIVIL ACCOUNT SYNOPSIS/CONCLUSION FORM

TO BE COMPLETED WHEN CASE CONCLUDED OR WHEN SOLICITOR CEASES TO ACT. THIS FORM MUST ACCOMPANY THE SOLICITOR'S ACCOUNT

Space for Date Stamp

CIV/ACC/CONC

All questions must be completed for your form to be processed. As we scan information into our computers, it is important that you complete the form clearly in black ink, using capital letters, and enter crosses clearly in the relevant boxes. You do not need to send us a covering letter. Use our guidance to help complete this form – available on www.slab.org.uk

Solicitor's name		Name and address of organisation submitting account, if different from firm shown:
Firm's name		
Firm's address		

SECTION A APPLICANT AND CASE DETAILS

Legal aid reference number: C I ☐☐☐☐☐☐☐☐☐☐

Applicant's name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Primary category: ☐☐☐☐☐

Date case concluded: ☐☐ ☐☐ ☐☐☐☐

Solicitor's code number		Firm's code number		Branch code	
Your Reference Number					

SECTION B TYPE OF ACCOUNT BEING SUBMITTED

Final account (case concluded) ☐ (MPS) | Certificate transferred to other solicitors ☐ (TRS) | Supplementary account ☐ (SPS)

Judicial expenses account ☐ (MJS) **If claiming judicial expenses please complete section C.**

Were expenses awarded or agreed in favour of assisted person?	No ☐	Yes ☐
Did the assisted person recover or preserve any property in these proceedings?	No ☐	Yes ☐

SECTION C – JUDICIAL EXPENSES BREAKDOWN

To be completed for judicial expenses claims only

Fees £☐☐☐☐☐☐☐.☐☐

VAT £☐☐☐☐☐☐☐.☐☐

Outlays £☐☐☐☐☐☐☐.☐☐

Counsel £☐☐☐☐☐☐☐.☐☐

Total £☐☐☐☐☐☐☐.☐☐

For fast payment please ensure that the total matches the sum of any cheque enclosed.

Tick if cheque attached.

☐ Cheque for judicial expenses.

SECTION D – ACCOUNT BREAKDOWN

For all accounts other than claims for judicial expenses

Amounts claimed

Fees (excl. VAT) £☐☐☐☐☐☐☐.☐☐

Travel (excl. VAT) £☐☐☐☐☐☐☐.☐☐

Expert outlays (incl. VAT) £☐☐☐☐☐☐☐.☐☐

Other outlays (incl. VAT) £☐☐☐☐☐☐☐.☐☐

Counsel (incl. VAT) £☐☐☐☐☐☐☐.☐☐

TOTAL £☐☐☐☐☐☐☐.☐☐

SECTION E	RELATED/LINKED REFEFRENCES INCLUDING APPEALS

List any related or linked cases where the applicant has joint interest with the others or any appeal references.

Legal aid reference number	Applicant's name

Give any related advice and assistance reference number for this case and the value of this account.

☐☐☐☐☐☐☐☐☐☐☐☐ £☐☐☐☐☐☐.☐☐

Are you submitting the advice and assistance account in tandem with the civil account? Yes ☐ No ☐

SECTION F	EXPENSES

(1) If no expenses were awarded or agreed between the parties, please briefly explain why not.

(2) Were the expenses:	Fixed by the court	☐	Awarded by the court 'as taxed'	☐	
	Agreed between the parties	☐	Assessed by the auditor	☐	
(3)(a) Have the expenses been recovered?	No	☐	Yes	☐	
(b) If No, what are the prospects for recovery?	Very good	☐	Good ☐	Poor	☐

(c) Please explain why – provide brief details explaining your assessment of the prospects for recovery.

4(a) Will you be attempting recovery of expenses?	No ☐	Yes ☐

If you do not recover the expenses, we may have to keep your client's contribution or property recovered or preserved. You should seek prior sanction for any steps in diligence. Any steps we take will primarily be aimed at collecting sums owed to the Legal Aid Fund only.

(b) Give up to date details for each opponent with information that may assist if enforcement steps have to be taken:

(c) First opponent's name:			
(d) Address:			
(e) Was the opponent an assisted person?	No ☐	Yes ☐	
(f) If yes, please give any known legal aid reference number for this opponent.			**CI** ☐☐☐☐☐☐☐☐☐☐
(g) If the opponent's liability has been modified, please state the amount:			£☐☐☐☐☐☐.☐☐

(h) Give details of the opponent's employment, banking arrangements or known assets.

For any additional opponents, give details as above on a separate sheet.

Section G	PROPERTY RECOVERED OR PRESERVED					
(1)(a) Did the case involve any claim or counterclaim relating to money or other property?				No ☐	Yes ☐	
(b) Did the assisted person get or keep any property?				No ☐	Yes ☐	
(c) If Yes, what was the value? **The valuation is at the date of decree or transfer, whichever is the earlier.**				£ ☐☐☐☐☐☐.☐☐		
(2)(a) What is the nature of the property? (tick all boxes that apply)	Money ☐	Pension ☐	House ☐	Policies ☐	Cars ☐	Other ☐
If Other, please specify:						

(b) Have you paid any money over to your client? **(If property has been recovered or preserved, you should refer to Regulation 40(3)(a) of the Civil Legal Aid (Scotland) Regulations 2002)**	No ☐	Yes ☐
(c) If Yes, how much have you paid?	£ ☐☐☐☐☐☐.☐☐	
(d) When was this paid?	☐☐ ☐☐ ☐☐☐☐	
(3)(a) Are you attempting recovery of the principal or capital sum?	No ☐	Yes ☐
(You must ensure you have our sanction in terms of Regulation 22 before carrying out any diligence work.)		
(b) If Yes, please provide details.		

SECTION H	REPORT ON PROCEEDINGS	
Cases concluded by judicial settlement		
(1)(a) Did the assisted person obtain all the orders for which Legal Aid was granted?	No ☐	Yes ☐
Please list which orders, if any, were obtained and explain why all or any of the orders sought were not obtained.		

(b) Were there, during the case, any changes in circumstances or other material changes to the information you gave us at the outset?	No ☐ - Please go to section I.	Yes ☐
(c) Did you tell us about these changes by stage reporting or other communication?	No ☐ - Please complete section (d) below.	Yes ☐
(d) If No, explain why you did not let the Board know about the changes.		

Cases concluded by extra–judicial settlement		
(2)(a) Did the assisted person obtain all of the orders for which legal aid was granted?	No ☐	Yes ☐
Please explain why you felt it appropriate to settle the action extra-judicially and include details of the extent to which any orders originally sought were covered by the terms of the settlement.		
(b) Were there, during the case, any changes in circumstances or other material changes to the information you gave us at the outset ?	No ☐ - Go to section I.	Yes ☐
(c) Did you tell us about these changes by stage reporting or other communication?	No ☐ - Please complete section (d) below.	Yes ☐
(d) If No, explain why you did not let the Board know about the changes.		

SECTION I	**ATTACHMENTS**
To help us assess your account and whether and to what extent property has been recovered or preserved, please send us, where appropriate, the following with your report:	
Written pleadings – preferably the closed record.	☐
The decree.	☐
The joint minute or minute of agreement.	☐
Any supporting correspondence regarding the settlement.	☐
All reports and information valuing the property recovered or preserved at the date of transfer or at decree.	☐
Information as to what was actually obtained or kept by the assisted person.	☐
Information as to the date or expected date of transfer of the property.	☐
Vouchers for all outlays, including witness schedule of expenses.	☐
All advocates' fee notes.	☐
Copy interlocutor sheets or copies of each interlocutor.	☐
Copy of interlocutor, which shows modification of expenses.	☐

SECTION J	**DECLARATION**

I certify that to the best of my knowledge and belief, the information given is correct and the items charged in the account are accurate and represent a true and complete record of all the work done; that all the work was carried out 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 in the account.

I confirm that any opinion expressed represents my professional opinion as of this date. I have retained a copy of this report on my file. I consent to the disclosure of this report, associated documentation and client case file for quality assurance purposes, including peer review, at any stage during or after the proceedings.

Signature of the solicitor

Date signed

☐☐ ☐☐ ☐☐☐☐