



**FOR OFFICIAL USE ONLY**

Payment authorised.....Date.....

**Notes for Guidance**

**Eligibility for interim reimbursement**

1. A claim for reimbursement under civil legal aid may be made only if the total of the disbursements is at least £150. (a combined claim can also be made for cases which commenced under advice and assistance and proceed to full civil legal aid).
2. There must be a valid civil legal aid certificate in existence at the date of this claim.
3. The civil proceedings must not be concluded, although a claim may be made for witness expenses within one month following the date of the proof providing a final account has not been submitted.
4. Where the charges of an expert witness are claimed all necessary sanction must be granted and a full break down of the expert's charges provided.
5. The claim must be submitted in the nominated solicitor's name.

**Procedure for obtaining reimbursement**

6. The claim must be made on form CIV/RES.
7. Please send the completed form including the signed certificate below to the Central Registration Unit, Thistle House, 91 Haymarket Terrace, Edinburgh EH12 5HE or Edinburgh DX 250.
8. All invoices should be securely attached. Where these have been paid the invoice should be accompanied by evidence of payment, for example, copy of a cheque or a receipt. Where an outlay has been incurred but not yet paid, confirmation of payment should be provided at the final account stage.
9. The nominated solicitor should submit the claim and where an invoice has been incurred by the local or Edinburgh agent, payment will be made to the nominated solicitor only.
10. 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**

12. Reimbursements are appropriately paid only when a disbursement has been made/incurred and it is relevant to the grant of civil legal aid and where applicable; sanction granted. It is our intention to make the payment as quickly as possible but it may be necessary to seek further information. 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 civil legal aid. If it is subsequently determined at the final accounting stage 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.
13. 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 which will help to prevent delays.
14. All claims for Reporter's fees should be accompanied by the Sheriff's Interlocutor and Form 44.
15. All outlays claimed on this form must be included in the solicitor's final account of expenses.

**Note: Claims for reimbursements can be made online**

**Certificate**

I certify that:

- (a) the civil proceedings are ongoing
- (b) the information given on this form is correct

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