Application for Payment on Account of Fees

SLA/POA/3

REVISED 11/05

IN ACCORDANCE WITH REGULATION 11(1) OF THE CIVIL LEGAL AID (SCOTLAND)(FEES) REGULATIONS 2003 AID TYPE: 30 ACCOUNT TYPE: PAS

REMEMBER

All questions must be completed for your form to be processed.

If there are any questions in this form that are not applicable, please write **'N/A'** in the box provided or **'NOT KNOWN'** if you do not have the answer.

KEY TO SYMBOLS

further information or examples on a specific question are provided

you should sign the form here

SECTION A — LEGAL AID DETAILS

Please complete this form in CAPITAL LETTERS and in BLACK INK. You should put a cross in the relevant box or write within the white boxed areas as the information you provide will be electronically scanned.

1 Legal aid reference number

C I

2 Applicant's forename

3 Applicant's surname

4 Practitioner's code number

5 Firm's code number

6 Branch code

7 Your internal reference number

8 Nominated solicitor's name

9 Firm's name

ADDRESS

POSTCODE

DX/LP NO/EXCHANGE

TELEPHONE NUMBER

FAX NUMBER

10 Date of grant of legal aid

DAY MONTH YEAR

11 What is the total value of your claim (fees only)?

£ See Section C or D.

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SECTION B — REPORTING STAGE

1 Which reporting stage has been reached

Please put a cross in the appropriate box. The initial claim should be submitted at the point where stage 1, 2 or 3 has been reached, whichever is the earlier.

☒ (1) A proof or debate has been allowed.

☒ (2) In family cases involving a Child Welfare Hearing, six months after the date of grant of civil legal aid.

☒ (3) 12 months after the date of grant of civil legal aid where neither (1) nor (2) applies.

☒ (4) Each subsequent 12 months after the initial claim.

SECTION C — INITIAL CLAIM (FEES ONLY)

1 State your initial claim (fees only)

For schedule 5 cases please provide a note of the total fees incurred at the reporting stage reached. These will be paid at the rate of 75% of the fees claimed. For schedule 6 cases a note of the date and completed block fee is all that is required. (For example, 1/11/03 – Fee 1(B) 20 units – £380.00). If necessary, use Section E – More Information, providing all details as requested here.

DATE AND FEE DESCRIPTION	UNITS	CLAIM (EXC. VAT)
		£
		£
		£
		£
		£
		TOTAL £

☒ Answer continued at Section E, More Information.

SECTION D — SUBSEQUENT CLAIM (FEES ONLY)

For guidance, refer to the information provided at section C question 1.

1 Please provide details of the stage the proceedings have reached.

For example closed record, proof diet etc.

2 State your subsequent claim (fees only)

If necessary, use Section E – More Information, providing all details as requested here.

DATE AND FEE DESCRIPTION	UNITS	CLAIM (EXC. VAT)
		£
		£
		£
		£
		£
		TOTAL £

☒ Answer continued at Section E, More Information.

SECTION E — MORE INFORMATION

If you are continuing an answer, please state the question number and provide any additional information here. Do not use a separate sheet.

SECTION	QUESTION	INFORMATION

SECTION F — DECLARATION OF CLAIM AND CERTIFICATE

The solicitor making the claim should complete this section.

I claim a payment to account of fees in the amount entered at section C question 1 or section D question 2 above. I certify that to the best of my knowledge and belief the information given in this claim is correct and I confirm that this claim is in accordance with regulation 11(1) of the Civil Legal Aid (Scotland)(Fees) Regulations 2003. I understand that the payment claimed and made does not constitute a final payment. All fees incurred in this case will be considered by the Scottish Legal Aid Board when a full assessment is undertaken at the conclusion of proceedings.

Signature of nominated solicitor

Date

DAY MONTH YEAR

FOR OFFICIAL USE ONLY

FEES CLAIMED

FEES PAYABLE

Payment Authorised

Date

DAY MONTH YEAR

REMEMBER

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KEY TO SYMBOLS

further information or examples on a specific question are provided

you should sign the form here

You should now:

Send the completed form to the address below. No covering letter is required.

Accounts Registration Section
Accounts Assessment Department
Scottish Legal Aid Board
- Thistle House
  91 Haymarket Terrace
  Edinburgh EH12 5HE
- DX ED555250 EDINBURGH30
- LP2 EDINBURGH7