



Account synopsis – Summary Criminal Proceedings
Detailed fees – Supplementary Account

ACC/CRIM/DET/
SHER/SUP

Only use this form to claim payment in summary cases which are chargeable on a detailed basis (either excluded proceedings in terms of regulation 2 or were granted exceptional case status in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999)). Complete the form, including the certificate at Section H, and send it with a detailed account and the required documents to the Accounts Registration Section, Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE; EDINBURGH DX555250 or LP2 EDINBURGH 7. No covering letter is necessary.

Name and address of organisation sending account if different from firm shown:

A. Solicitor and firm details

Practitioner number: Firm code: Branch code: Your internal reference:

B. Client and co-accused details

If you acted for more than one legally aided accused in this case, please give details below. Send us a separate account synopsis for each accused and send all claims together.

Legal aid reference	Name of applicant(s)

Subject matter: Effective date of legal aid:
 Court type: Court location:
 PF number: Client's date of birth:

C. Details of account

Advocates and solicitor advocates—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 e.g bail appeal and devolution minutes.

Total number of fee notes attached for advocates: <input type="text"/>	Total number of fee notes attached for solicitor advocates: <input type="text"/>
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Solicitor's account summary

FOR SLAB USE ONLY

	Amount claimed	Amount paid	With VAT	No VAT
Fees (excl. VAT)		Fees (excl. VAT)		
Court dues (if applicable)		Court dues (if applicable)		
Travel		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		

For SLAB use only Payment authorised..... Date.....

D. Exceptional cases and excluded proceedings

Send us a detailed account including all work undertaken on behalf of the client. If you have already received any fixed payment for the case, we will deduct this from any sums due. If we overpay you, you will be liable to refund the overpayment.

Exceptional Cases

The case has been granted exceptional case status in terms of regulation 4A of the Criminal Legal Aid (Fixed Payments) (Scotland) Regulations 1999

Excluded Proceedings

Solemn reduced to summary	<input type="checkbox"/>	Solemn legal aid reference	<input type="checkbox"/>
Proceedings under section 22 (l) (a) of the Act (identification parades held by or on behalf of the prosecutor in contemplation of criminal proceedings)	<input type="checkbox"/>	Proceedings in relation to legal aid made available in terms of regulation 15 of the Criminal Legal Aid (Scotland) Regulations 1996 (matters of special urgency)	<input type="checkbox"/>
Proceedings under section 22 (l) (da) of the Act (plea of insanity in bar of trial)	<input type="checkbox"/>	Proceedings under section 22 (l)(db) of the Act (examination of facts)	<input type="checkbox"/>
Proceedings under section 22 (l) (c) of the Act (assisted person in custody or liberated by police on undertaking to appear)	<input type="checkbox"/>	Any reference in connection with proceedings under article 234 of the EEC Treaty	<input type="checkbox"/>
Any reference on a devolution issue under paragraph 9 of Schedule 6 to the Scotland Act 1998	<input type="checkbox"/>	Proceedings under section 9 of the Extradition Act 1989	<input type="checkbox"/>
Proceedings under section 5 of the International Criminal Court Act 2001	<input type="checkbox"/>	Proceedings in relation to which legal aid is only available by virtue of section 22(l)(dd) of the Act (solicitor appointed by court for person accused of sexual offence)	<input type="checkbox"/>

E. Questions regarding the complaint in this case

Has the applicant at any time been served with any another complaint arising from the same incident, or have any of the charges in the complaint in this case ever formed part of any other complaint(s), whether deserted and re-raised or subsequently raised? Yes No

If 'Yes', and legal aid has been granted or an application is pending, please provide details including the PF and legal aid reference number(s):

Have you lodged or do you intend to lodge an account in connection with the other complaint(s)? Yes No

F. Charges, pleas, case result and stage concluded

Charges:

Plea(s):

Case result: Guilty Not guilty Not proven Case deserted Plead guilty to a lesser charge

Stage concluded: Pleading diet Intermediate diet First diet/preliminary hearing
 Before start of trial After start of trial

Warrant issued: Yes No Petition warrant issued: Yes No

Sentence:

G. Documentation to help self assessment

Please tick below the items that have been enclosed and are relevant in support of this claim. It will help us deal with your account more quickly if all relevant documents are enclosed.

<input type="checkbox"/> All legal aid certificates & transfer forms	<input type="checkbox"/> Complaint/petition and indictment	<input type="checkbox"/> Registration 15 form
<input type="checkbox"/> Witnesses' schedule of expenses	<input type="checkbox"/> Vouchers for all outlays	<input type="checkbox"/> Precognitions

H. Certificate (*the solicitor must complete this before we can consider a claim*)

I certify that to the best of my knowledge and belief the items charged in the claim are accurate and represent a true and complete record of all work done; that all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance; that 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 hereby irrevocably authorise and instruct the Scottish Legal Aid Board to deduct from any future sums due to me any sums overpaid in connection with this grant of legal aid and, in particular, as a result of SLAB approving any change of solicitor.

Solicitor.....

Date.....