

Criminal duty and duty follow up accounts synopsis guidance and forms

This document contains the new criminal duty and duty follow-up accounts synopsis forms and guidance on how to complete the new forms.

New accounts forms in use from 30 June 2008

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Introduction

With the wide ranging changes to the criminal reforms effective from the 30 June 2008, we have introduced a number of changes to the account synopsis forms including those for duty solicitors, which incorporate the new fees.

Key points

- for duty and duty follow-up you must send us the account within 4 months of completing the work
- the duty scheme form must be used for identification/viper parades, judicial examinations or anyone taken into custody on a charge of murder, attempted murder or culpable homicide who needs the services of a duty solicitor.

General notes

Please ensure that you:

- complete all sections of this form unless they do not apply. Nothing will be completed automatically on this form
- attach all necessary documentation such as vouchers and the account (the form includes a claim sheet. If you do not correctly complete the form and attach necessary documents, we cannot assess and pay your account as quickly.

Who to contact if you have any questions

If you have any questions or queries about completing the Account Synopsis forms or about the reforms in general, please contact:

- Steven Carrie 0131 240 2054 or
- Iain Shaw on 0131 240 2087.

Duty scheme synopsis form guidance

Guidance for using form CRIM/ACCTS/DS, which is included from page 8.

Name and address of organisation submitting account

Please complete this as nothing is completed automatically. We need this information if we have to correspond with you.

Section A - Solicitor, firm details and type of claim

Please ensure you provide us with your practitioner code, firm code and which branch code you want payment made to. Complete the rest of Section A as to number of accused, sessions, period of duty, alternative duty, if used, and court type and location. If you do not complete this we will have to return your claim to you. If you have an internal reference please ensure this box is also completed.

Identification/viper parade and judicial examinations

If this is a claim for an identification parade or viper claim please follow instruction for solicitor's details, tick yes on the front of the form and complete Section B and then D, E and F. You can also use this form to claim for attending on anyone taken in to custody on a charge of murder, attempted murder or culpable homicide who needs the services of a duty solicitor; and advising and acting for them until they are admitted to bail or committed until liberated in due course of the law.

Section B - Solicitors account breakdown

Please give us a breakdown of your claim. We will not pay any expenses incurred in travelling to and from court. However, travel to police stations is payable for ID/Viper parades. Please ensure that travelling time and mileage is detailed.

Section C - Claim

Please use this part to provide details of your claim for fees and outlays. Give the PF reference number and client's date of birth to enable us to tie these up with any duty follow-up claims. This information should be readily available from the court clerk. For each accused, complete either

the column for a guilty plea or a not guilty plea or continuation without plea stating which is applicable i.e. "NG" or "CWP".

Section D - Claims for ID/Viper parades or judicial examinations or for a client in custody for murder, attempted murder

Please provide an itemised breakdown of all work being claimed for. Travelling time to a police station should be shown separately from the meeting and the mileage incurred should be stated.

Section E - Solicitor's declaration

Please ensure this is signed and dated. If it is not, we will have to return the form to you which may delay payment.

Section F - Documentation to help assessment

Please ensure all vouchers are attached for any outlays being claimed.

Duty follow-up synopsis form guidance

Guidance for using form CRIM/ACCTS/DSF, which is included at the end of the document.

Name and address of organisation submitting account

Please complete this as this form is not pre populated from our applications system and we will require this information if we need to correspond with you.

Section A - Solicitor and firm details

Please complete practitioner code, firm code and branch code to ensure payment is made correctly. If you do not, we will have to return the claim to you for completion. If you have an internal reference please complete this on the form. Please advise us the dates you provided duty or if an alternative duty solicitor was used for any reason. Tell us the court type and location you appeared from.

Section B1 - Applicant's details

Please give us the date the plea of guilty was tendered, the client's name, PF reference and applicant's date of birth. Complete the balance of claim up to a maximum of £150 (this includes the £70 already paid under the duty scheme).

Section B2 - Applicant's details-case continued without plea

Where a case is continued without plea and the client subsequently tenders a plea of guilty the duty solicitor can make use of the follow-up arrangements.

Section C - Details of account

If you are claiming for counsel's fees, tell us how many fee notes have been attached. We pay Faculty direct.

Section D - Solicitor's account breakdown

Please provide us with a breakdown of your claim. We will not pay any expenses incurred in travelling to and from court.

Section E - Claim

Please provide an itemised breakdown of all work being claimed for.

Section F - Report on Proceedings

Please provide details of the charge, your client's plea and the final result of the case.

Section G - Solicitor's declaration

Please ensure this is signed and dated. If you do not, we will have to return the form to you and delay payment.

Section H - Documentation to help assessment

Please ensure all vouchers are attached for any outlays being claimed.



Criminal legal assistance account synopsis: Duty scheme

Use this form for claims for initial duty scheme matters, ID/Viper parades or judicial examinations.

CRIM/ACCTS/DS

i All questions must be completed for your form to be processed. Use our guidance to help complete this form – available on www.slab.org.uk

Name and address of organisation submitting account

Section A – Solicitor and firm details

Solicitor's code number		Firm's code number		Branch code	
Your internal reference					
Value of claim solicitor's fees (excl vat) and outlays only					
ID/Viper parade	Yes <input type="checkbox"/>	i If Yes, complete section D	Client's name		
Judicial Examination	Yes <input type="checkbox"/>	i If Yes, complete section D	Client's name		
Claim for client in custody on a charge of murder, attempted murder or culpable homicide	Yes <input type="checkbox"/>	i If Yes, complete section D	Client's name		
Number of accused					
Number of sessions					
Period of duty	From		To		Alternative duty used Yes <input type="checkbox"/> No <input type="checkbox"/>
Court type	Sheriff/ JP		Court location		

Section B – Solicitor's account – Breakdown (PLEASE COMPLETE DETAILS ON ATTACHED SHEET)

TO BE COMPLETED BY SOLICITOR		FOR BOARD USE ONLY		
Amounts claimed		Amounts paid	With VAT	No VAT
Fees (excl. VAT)		Fees		
Travel (excl. VAT)		Travel		
TOTAL		TOTAL		
		Authorised		
		Date		



**Criminal legal assistance
account synopsis:
Duty follow-up proceedings**
Use this form for accounts in duty follow-up
proceedings

CRIM/ACCTS/DSF

All questions must be completed for your form to be processed. Use our guidance to help complete this form – available on www.slabb.org.uk

Name and address of organisation submitting account

Section A – Solicitor and firm details

Solicitor's code number		Firm's code number		Branch code	
Your internal reference					
Period of duty	From		To		Alternative duty used Yes <input type="checkbox"/> No <input type="checkbox"/>
Court type	Sheriff/ JP	Court location			

Section B 1 – Applicant's details

Date guilty plea tendered	Fee claimed	Client's name	PF Reference	Date of Birth	Balance of fee to be claimed up to max £150
	£70				

Section B 2 – Applicant's details

Date case continued without plea	Client's name	PF Reference	Date of Birth	Total claim (max £150)

Section C – Details of account

Advocates' and solicitor advocates' fees

Counsel's fee notes must be attached to enable payment to be considered.

Total number of fee notes attached	Advocate		Solicitor advocate	
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Section D - 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		
Travel (excl. VAT)		Travel		
Expert outlays (incl. VAT)		Expert outlays		
Other outlays (incl. VAT)		Other outlays		
Counsel (incl. VAT)		Counsel		
TOTAL		TOTAL		
		Authorised		
		Date		

