

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

CRIM/ACCTS/DS

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

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All questions must – available on www.				for y	our !	form	n to be proce	ssed.	Use	e our (guidance	e to hel	p complet	e th	is forn
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						L									
Section A - Solicitor ar	nd firn	n de	tails												
Solicitor's code			-			Firn	n's code					Branch	h code		
number						nun	nber								
Your internal reference															
Value of claim solicitor's fees (excl vat) and outlays only															
ID/Viper parade	Yes		ரி If	f Yes.	con	nple'	te section D	Clien	t's r	name					
Judicial Examination	Yes	ᆔ	9				te section D			name					
Claim for client in	Yes	긤	<u> </u>				te section D	Clien							
custody on a charge	res	└ │	U ''	res,	COH	ibiei	te section D	Chen	lSi	name					
of murder, attempted			l												
murder or culpable			l												
homicide .			<u> </u>												
Number of accused															
Number of sessions															
Period of duty	From					То				Altern	ative du	ity used	Yes 🗌	No) [
Court type	Sher	iff/ .	JP			Cou	ırt location								
Section B - Solicitor's	accon.	nt –	Rrea	kdov	un (P	NFΔ	SE COMPLET	F DFT/	ΔTI 9	S ON A	ATTACHE	ED SHEI	FT)		
TO BE COMPLETED BY				Nuo			DARD USE ON			5 0	11 17.G		-1,		
Amounts claimed					Am	noun	its paid			Wit	h VAT		No VAT		
Fees (excl. VAT)					Fee	es									
Travel (excl. VAT)					Tra	avel									
TOTAL					ТО	TAL									
					Aut	thori	ised								
					Dat	te									

Section C - CLAIM

Date Names of accused person(s) reference number Procurator P		C - CLAIM						
Please tick person for each additional case (Max £140 first session, max £93 subsequent) Specify which applies "NG" or "CWP"	Date	person(s)	reference	date of	Plea of guilty (£70)	£63 for the	OUTLAYS £	FEES £
applies "NG" or "CWP"					tick	£9.00 per person for each additional case (Max £140 first session, max £93 subsequent)		
TOTAL CLAIM						applies "NG" or		
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						TOTAL CLAIM		

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

murder, attempted murder or culpable homicide.

Work item (meetings, waiting, court attendances, travel to police station).	Date work undertaken	Time engaged	Total time engaged	OUTLAYS £	FEES £
		From to			
Section E - SOLICITOR'S DECLARATION	ON (MUST BE	COMPLETED	BY THE S	OLICITOR I	BEFORE A
CLAIM CAN BE CONSIDERED) I certify that:					
to the best of my knowledge and b true and complete record of all wor		charged in this	claim are ac	curate and re	epresent a
all work was carried out in accordal assistance		de of Practice i	n relation to	criminal lega	al

- assistance
- all work carried out was by the duty solicitor unless otherwise stated and that the person carrying out the work was not engaged in any other business at the time and place except as apportioned
- no work was carried out for or on behalf of an appointed solicitor
- I have retained a copy of this claim
- I have not lodged any other claim in connection with this/these matter(s).

DATE	Solicitor:
Section F - Documentation All outlays must be accompan claim.	to help assessment nied by vouchers. Please tick below and attach the appropriate voucher to this
Voucher in support of any out	:lays



Criminal legal assistance account synopsis: Duty follow-up proceedings

Duty follow-up proceedings
Use this form for accounts in duty follow-up proceedings

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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

Section A - Sol Solicitor's code		and	firm (details	[Figure 2]		me and addi		rganisation su					
number					FIRM	S CC	ae numb	er		Branc	h code			
Your internal reference														
Period of duty	F	From			То			Altern	ative duty	used	Yes [No	
Court type		Sheri	ff/ JP		Court	t loc	ation							
Section B 1 - A	Applica	ant's	detai	Is										
Date guilty plea tendered	Fee claim			t's nam	ie		PF Refe	rence	Date of Birth		Bala fee t clair to m	o b	e l up	
	£70													
Section B 2 - A	Applica	ant's	detai	Is										
Date case continued without plea	Clier	nt's n	ame				PF Refer	ence	Date of	Birth	Tota (ma			
Section C - Des Advocates' and Counsel's fee no	solic	itor a	advoc			e pa	ayment to	be con	sidered.					
Total number of attached				Advoc					Solicitor advocate					
Section D - Sol							ADD LICE	ONLY	,		·			

TO BE COMPLETED BY SOLICITO	OR FOR BOARD USE ONLY	7	
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		

Section E - Claim Work item

Work item (meetings, waiting and court	Type of diet Please specify	Date work undertaken	Time engaged From	Total time engaged	OUTLAYS £	FEES £
attendances).			to			
	1	1	I	TOTALS		
Section F - Report of	on Proceedings					

				TOTALS			
Section F - Report on Proceedings							
CHARGE							
PLEA							
RESULT							
Section G - S BEFORE A CLA I certify that:		_	MUST BE CO	OMPLETED BY T	HE SOLICI	<u>TOR</u>	
 to the be represent 	a true and com	plete record of a	II work done	ed in this claim are		nd	
 all work was carried out in accordance with the Code of Practice in relation to criminal legal assistance 							
 all work carried out was by the duty solicitor unless otherwise stated and that the person carrying out the work was not engaged in any other business at the time and place except 							

- as apportioned therein
- No work was carried out for or on behalf of an appointed solicitor
- I have retained a copy of this claim
- I have not lodged any other claim in connection with this/these matter(s).

DATE	Solicitor:
Section H - Documenta	ation to help assessment
All outlays must be accor	mpanied by vouchers. Please tick below and attach the appropriate
voucher to this claim.	
Voucher in support of our	tlays 🗌