



# How to complete the civil account synopsis

In this topic we are going to look at how to complete the civil synopsis.

By the end of this topic you will be able to:

describe how to

- Complete the synopsis

## ▪ Caution



The Legal Aid Online screens used in this topic are simply for explaining the system's functionality and therefore do not demonstrate any sequential process.

An online civil synopsis/case conclusion form has been introduced for use prior to the submission of an account. This form will require approval before the associated account can be submitted. In the majority of cases the approval will be instantaneous

## Synopsis

To complete the synopsis click on the synopsis tab.

The synopsis is divided into 5 sections which can be completed once your involvement in the case has concluded. These sections can be completed in any order. You should use the side tabs to navigate to the next section of the synopsis.

**Account** (Civil) Home > Accounts > Account

LARN: **C171880717**      Applicant: **EXAMPLE APPLICATION** APPLIE9811022003      Nominated Solicitor: **MR EXAMPLE SOLICITOR** (300000)

Summary | **Synopsis** | Documentation | Work Breakdown

Type of Account \*     Interim     Final

**Information** ×  
**Please complete the synopsis and submit to SLAB, when this has been authorised by SLAB you can submit a final account.**

**Case Conclusion** | Settlement

Opponents Details

Linked LARNS

Ancillary Craves Outcome

Attachments

Have settlement terms been agreed? \*     Yes     No

Summary | **Synopsis** | Documentation | Work Breakdown

## Case Conclusion

The case conclusion section contains questions about the settlement terms, expenses and a report on how the case concluded. The questions that appear are dependent on the options selected for the preceding questions. You should complete all the mandatory questions marked ‘\*’

**Information** ✕  
Please complete the synopsis and submit to SLAB, when this has been authorised by SLAB you can submit a final account.

- Case Conclusion
- Opponents Details
- Linked LARNS
- Ancillary Craves Outcome
- Attachments

### Settlement

Have settlement terms been agreed?  Yes  No \*

Please enter the estimated value of your account. Note, this should include all fees, outlays as well as any counsel fees \*

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### Expenses Part I

Were expenses awarded or agreed in favour of assisted person?  Yes  No

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### Counterclaim

Did the case involve any claim or counterclaim relating to money or other property? \*  Yes  No

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### A&A

Did you provide a grant of advice and assistance in these proceedings? \*  Yes  No

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### Report on Proceedings Part I

This case was concluded by \*

Case did not conclude, please provide a reason \*

## Opponent’s Details

The opponents name and address are pre-populated. If the details displayed are incorrect you should contact SLAB.

Summary
Synopsis
Documentation
Work Breakdown

Type of Account \*  Interim  Final

**Information** ✕  
Please complete the synopsis and submit to SLAB, when this has been authorised by SLAB you can submit a final account.

- Case Conclusion
- Opponents Details
- Linked LARNS
- Ancillary Craves Outcome
- Attachments

**Information** ✕  
 Please find the information about the Opponents in this Civil case held by our systems below. Please contact the Board if any details are missing or incorrect.

Opponents Name	Address	LA Reference	Status	Receipt of Legal Aid
EXAMPLE OPPONENT	THISTLE HOUSE , HAYMARKET TERRACE , EDINBURGH , EH12 5HD , UNITED KINGDOM		<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Known	<input type="radio"/> Not Applicable

Save
Submit Synopsis to Slab

Summary
Synopsis
Documentation
Work Breakdown

## Linked LARN's

Where there are linked references you should enter the LARN and select Add. Separate applications should be submitted where any of the linked references has a contribution or where an interim payment has been processed under two or more linked references.

The screenshot shows the 'Linked LARNs' section of a form. At the top, there are tabs for 'Summary', 'Synopsis', 'Documentation', and 'Work Breakdown'. Below the tabs, there is a 'Type of Account' field with radio buttons for 'Interim' and 'Final'. An information box states: 'Please complete the synopsis and submit to SLAB, when this has been authorised by SLAB you can submit a final account.' The 'Linked LARNs' tab is highlighted in red. Below it, there is a section for 'Are there linked references in these proceedings?' with radio buttons for 'Yes' and 'No'. An information box provides rules for submitting accounts with linked references. Below this, there is a section for 'LA Reference' with a text input field containing 'C180690218' and an 'Add' button. At the bottom right, there are 'Save' and 'Submit Synopsis to Slab' buttons.

## Ancillary Craves Outcome

A list of the categories legal aid was granted for will be displayed. To proceed you should select complete the mandatory outcome questions for each crave.

The screenshot shows the 'Ancillary Craves Outcome' section of a form. At the top, there are tabs for 'Summary', 'Synopsis', 'Documentation', and 'Work Breakdown'. Below the tabs, there is a 'Type of Account' field with radio buttons for 'Interim' and 'Final'. An information box states: 'Please complete the synopsis and submit to SLAB, when this has been authorised by SLAB you can submit a final account.' The 'Ancillary Craves Outcome' tab is highlighted in red. Below it, there is a table with columns for 'Category' and 'Was a final order obtained in respect of each crave (this includes details of any interim order)'. The table lists four categories: 'Divorce on the grounds of Unreasonable Behaviour', 'Delivery', 'Exclusion Order', and 'Residence'. Each category has radio buttons for 'completely successful', 'partially successful', and 'unsuccessful'. At the bottom right, there are 'Save' and 'Submit Synopsis to Slab' buttons.

## Attachments

To proceed you should select the document type you are attaching. A box will appear and you should select one of the displayed options.

**Information**  
Please complete the synopsis and submit to SLAB, when this has been authorised by SLAB you can submit a final account.

To help us assess your account and to what extent property has been recovered or preserved, please send us, where appropriate, the following attachments:

**PLEASE NOTE THAT IF YOU DO NOT ATTACH THE CORRECT DOCUMENTATION, YOUR ACCOUNT MAY BE REJECTED BY SLAB!**

- Written pleadings - preferably the closed record
- The decree
- The joint minute or minute of agreement
- Any supporting correspondence regarding the settlement
- All reports and information valuing the property recovered or preserved at the date of transfer or at decree
- Information as to what was actually obtained or kept by the assisted person
- Information as to the date or the expected date of transfer of the property
- Vouchers for all outlays, including witness schedule of expenses
  - Attachment Option \*
    - Please Select --
    - Please Select --
    - Attached Electronically
    - Attached Posted
    - Previously Submitted
- All advocates fee notes
- Copy interlocutor sheets or copies of
- Copy of interlocutor which shows modification of expenses

## Submitting synopsis

Once you have completed the application select 'submit'.

You will then receive a notification confirming the status of the application.

LARN  
**C180680218**

Applicant  
**EXAMPLE APPLICATION**

Summary Synopsis Documentation Work Breakdown

Final account authorisation requested

Change account to  Paper  Nil Claim

Case Summary Firm

Legal Aid Type CIVIL  
Primary Category Reparation - Personal Injury  
Fee Table Civil Defended Fees

Once the synopsis has been authorised you can submit your final account.

### Account (Civil)

LARN **C180680218**      Applicant **EXAMPLE APPLICATION**      Nominated Solicitor **MR STUART K MUNRO (375392)**

Summary    Synopsis    Documentation    Work Breakdown

Civil synopsis now authorised. You can now submit your final account.

Change account to    Paper    Nil Claim

Case Summary		Firm	
Legal Aid Type	CIVIL	Firm name	LIVINGSTONE BROWN SOLICITORS (12815)
Primary Category	Reparation - Personal Injury	Payment Branch Address	UNIT 15 SHANDWICK SQUARE
Fee Table	Civil Defended Fees		SHOPPING CENTRE
Ancillary Craves			EASTERHOUSE
Court Type	Sheriff Court (1st Instance)	Postcode	G34 9DT
Special Urgency Effective Date	08/02/2018	LP	LP 1 GLASGOW 2
Certificate date	28/02/2018	Your Reference	MR STUART K MUNRO (375392)

### Synopsis not authorised.

If the synopsis is not automatically authorised you will receive a notification. Click on the notification to view the reasons for rejection.

LEGAL AID BOARD    Notifications    Search    A&A    Civil    Criminal    Children's    Duty Scheme

## NOTIFICATIONS

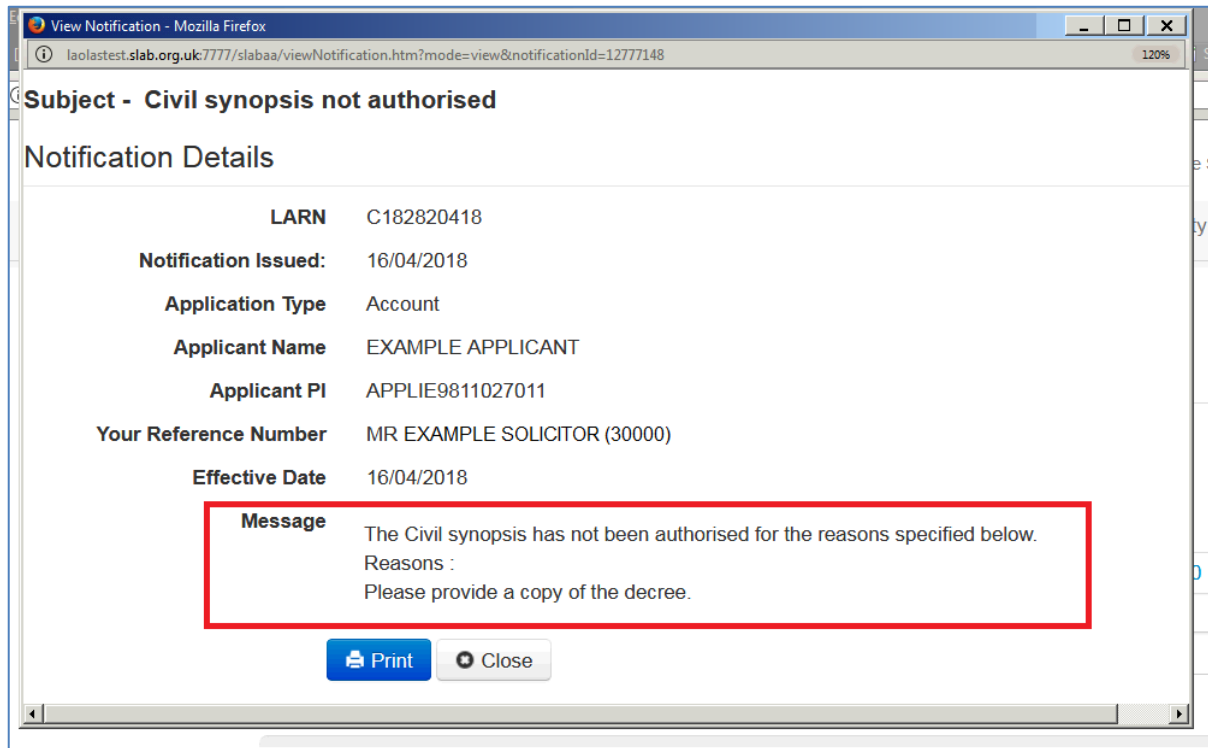
Select All     Close Selected Notifications    Display priority notifications only

Results per page    1 2 3 4 5 6 7 8 9 10 Next Last

Search    Type here...

Action	Close	Subject	LARN	Category	Applicant Name	R
<input type="checkbox"/>		Civil Solicitor Application Initial Acknowledgment.		DIVON	Jonathan Civil Blocks Three	M (3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Civil synopsis not authorised	C182820418	DIVUN	Example Applicant	M (3)

The notification contains the reason for rejection. To proceed you should update the synopsis and where requested attach the missing information. The synopsis can then be resubmitted.



## What's next?

Now that you have completed this topic, you can:

- save it to an appropriate hard drive, network location or memory stick.
- print it out.