

Civil Legal Assistance Simplification

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CIVIL SIMPLIFICATION – NEW COMBINED CIVIL ACCOUNT SYNOPSIS AND CONCLUSION OF PROCEEDINGS FORM

This mailing contains information about the changes to the civil account synopsis form. You should ensure that staff and colleagues or external law accountants who prepare your civil accounts are made aware of this guidance.

The new synopsis form CIV/ACC/CONC combines the previous report form (CIV/CONC) and conclusion of proceedings form (ACC/CIV/1) in one document, to simplify the forms and avoid duplication of effort by solicitors.

From the beginning of March, we will automatically send you a computer-generated civil account synopsis form for each new application granted. You will not need to order these forms separately from our printers.

The guidance is attached together with an example of how the form will look. The computer-generated version of the form will look slightly different from this but the content will be identical. The guidance will help you complete the new form correctly. We will return any forms not properly completed with the account.

You can also read this guidance by going to the legal profession section of our website www.slab.org.uk.

For any queries about this guidance or the new synopsis form, please contact Sharon Ryder on 0131 240 2199 or e-mail rydersh@slab.org.uk