



CRIMINAL ABWOR ACCOUNT SYNOPSIS

Use this form for ABWOR chargeable on a detailed basis (except excluded proceedings)

SUPPLEMENTARY FORM

CRIM/ACCTS/AB



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, if different from firm shown:

Section A – Registration details

In all cases complete Sections A to C

Type of assistance			
Initial limit of authorised expenditure	£35 <input type="checkbox"/>	£90 <input type="checkbox"/>	£165 <input type="checkbox"/>
Client's contribution	£		Final authorised expenditure
Assistance by way of representation (ABWOR)		<input type="checkbox"/>	
Type of claim (mark one box only)			
Final account (case concluded) (MPS)	<input type="checkbox"/>		No claim (NIL) (narrative required)
Application under regulation 16(3) of the A&A(Scotland) regulations 1996(MPS)		<input type="checkbox"/>	

Section B – Solicitor and firm details

Solicitor's code number	Firm's code number	Branch code
Your internal reference		

Client's reference number	Client's name

Subject matter	Court type	Court location
Effective date of legal aid	Client's date of birth	
Client's personal identifier	Client's address	

PF reference number	Police reference number
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The Procurator Fiscal's reference number or police reference number **must** be completed where complaint has been served or direct measure issued, where not completed by the Board.

Section C – Details of account

Advocate's and solicitor Advocate's fees

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 eg DTTO.

Total number of fee notes attached	Advocate	Solicitor advocate


Solicitor's account - Breakdown

TO BE COMPLETED BY SOLICITOR		FOR BOARD USE ONLY	
Amounts claimed		Amounts paid	
Fees (excl. VAT)		Fees (excl. VAT)	With VAT / No VAT
Court dues (if applicable)		Court dues (if applicable)	
Travel (excl. VAT)		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	

Payment authorised Date (Board use only)

Section D – Vouching of financial circumstances


Did you see documentary evidence of income and capital at the time of the application or at the time of any increase request, and confirm this on the application\increase form?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If no, have you now seen documentary evidence of the applicant's:		
	income No <input type="checkbox"/>	Yes <input type="checkbox"/>
	capital No <input type="checkbox"/>	Yes <input type="checkbox"/>
If Yes, please provide details of the evidence you have seen, which satisfied you that the applicant was financially eligible during the 7 day period up to and including the date of application. If No, explain what reasonable steps you have taken to confirm that the client was eligible to receive advice and assistance/ABWOR if no evidence of income or capital has been seen. If the Board is not satisfied on this aspect, we may not pay your account		

 Refer to our guidance for financial eligibility evidence and on the application of the ABWOR test.

Section E – Assistance by way of representation – please tick as appropriate

Please attach a detailed account for all work, including outlays, undertaken or incurred on behalf of the client. All travel should be apportioned in accordance with Board guidance. Please detail all clients seen (including private clients), dates and locations in the account.

1	Proceedings in a Parole Board Case	Yes <input type="checkbox"/>
2	Removal of Disqualification *	Yes <input type="checkbox"/>
3	Return of sound equipment	Yes <input type="checkbox"/>
4	Warrant for further detention (or extension) under the Terrorism Act 2000	Yes <input type="checkbox"/>
5	Variation/termination of a football banning order	Yes <input type="checkbox"/>
6	Progress review of a probation order	Yes <input type="checkbox"/>
7	Breach of a probation order	Yes <input type="checkbox"/>
8	Conviction of probationer following offence during probation period	Yes <input type="checkbox"/>
9	Breach of a community service order	Yes <input type="checkbox"/>
10	Amendment/revocation of a community service order	Yes <input type="checkbox"/>
11	Breach of a supervised attendance order	Yes <input type="checkbox"/>
12	Amendment/revocation of a supervised attendance order	Yes <input type="checkbox"/>
13	Revocation/variation of a non-harassment order	Yes <input type="checkbox"/>
14	Variation/revocation/breach of restriction of liberty order	Yes <input type="checkbox"/>
15	Variation/revocation/review/breach of requirement of a DTTO	Yes <input type="checkbox"/>
16	Obstructive witness order under sections 90B-90E	Yes <input type="checkbox"/>
17	Proceeds of Crime (Scotland) Act 1995 and Proceeds of Crime Act 2002 *	Yes <input type="checkbox"/>
18	Other category (please provide details below)	Yes <input type="checkbox"/>

 * You must have obtained our approval before giving ABWOR for proceedings marked with an asterisk.

Section F – Proceeds of crime

1	What was the outcome of the confiscation order or similar procedures under the 1995 and 2002 Acts?		
21	Did the applicant keep any property claimed by the Crown, or was the applicant successful in obtaining the return of any property, including any rights under a settlement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If no → Go to Section G If Yes, what was the basis of the claim, and what is the nature and value of the property (including money)?		
		Total £	
2	What was the outcome of the confiscation order or similar procedures under the 1995 and 2002 Acts?		
3	Is there still the possibility of either expenses being recovered or further recovery or preservation of property? If Yes, please provide details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Is the property, or any part of it, subject to an exemption by virtue of regulation 16(2)? If Yes, which exemption applies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section G –Report on Proceedings

This information is required by the Board for use in monitoring compliance by firms and solicitors with the Code of Practice in relation to criminal legal assistance (Legal Aid (Scotland) Act 1986, sections 25C and 35A). It will also be of use in monitoring the effect of the summary justice and legal aid reforms and help inform reviews.

Please state total number of hearings	
Did case proceed to a proof?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sentence/disposal e.g. fine, community service or prison sentence	

Section H – SOLICITOR’S DECLARATION (MUST BE COMPLETED BY THE SOLICITOR BEFORE A CLAIM CAN BE CONSIDERED)


I certify that:

- to the best of my knowledge and belief the items charged in this claim are accurate and represent a true and complete record of all work done
- 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 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 have retained a copy of this claim
- I consent to the disclosure of this claim, associated documentation and client case file for quality assurance purposes including peer review, at any stage during or after the proceedings
- I am satisfied that the applicant was eligible to receive ABWOR
- apart from the circumstances where the cost of an exceptional police station visit is chargeable, I have not lodged any other claim in connection with this matter
- 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 the grant of ABWOR and, in particular, as a result of the Board approving any change of solicitor

DATE Solicitor:

Section I - Documentation to help 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.

Precognitions <input type="checkbox"/>	Vouchers for all outlays <input type="checkbox"/>	Applications under regulation 16(3) <input type="checkbox"/>
Increase in expenditure requests, even if refused <input type="checkbox"/>	All counsel’s fee notes (where appropriate) <input type="checkbox"/>	
 Refer to our guidance on what should accompany this claim.		