



CRIMINAL LEGAL ASSISTANCE SUPPLEMENTARY ACCOUNT SYNOPSIS

**Use this form for supplementary accounts in criminal and
ABWOR fixed fee matters only.**

SUPPLEMENTARY ACCOUNT

CRIM/ACCTS/SUPP

All questions must be completed for your account to be processed.

Name and address of firm submitting account

Section A – Registration details

**In all cases complete Sections A to D
and other sections as required**

legal aid reference number	
Tick reason supplementary account submitted	Additional work <input type="checkbox"/> Items omitted from original account <input type="checkbox"/>

Section B – Solicitor and firm details

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

Client's name:	Client's address:
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Section C – Details of account

Advocates' and solicitor advocates' 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 bail appeal and devolution minutes.

Total number of fee notes attached	Advocate		Solicitor advocate	
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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		
Court dues (if applicable)	Court dues (if applicable)		
Travel (excl. VAT)	Travel		
Expert outlays (incl. VAT)	Expert outlays		
Other outlays (incl. VAT)	Other outlays		
Counsel (incl. VAT)	Counsel		
TOTAL	TOTAL		

Payment authorised Date (Board use only)

Section D – 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 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 a grant of advice and assistance/ABWOR/legal aid and, in particular, as a result of the Board approving any change of solicitor

DATE Solicitor:


Section E – Further fixed payments

Was this case conjoined with another case(s) in proceeding to trial?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide details of the criminal legal assistance reference number(s) of the other case(s).								
* Chargeable under Criminal legal aid and ABWOR	Date(s)	Solicitor Attending	Solicitor's Code	Start/ Finish	Time Engaged	No of days	Claim (£) JP Court	Claim (£) Stip/ Sheriff
Conducting a trial or proof in mitigation for the first day (after the first 30 minutes) *				to			50 <input type="checkbox"/>	100 <input type="checkbox"/>
Second day				to			50 <input type="checkbox"/>	200 <input type="checkbox"/>
Third and subsequent days (JP- £100 per day, STIP/SH £400 per day)				to				
Adjourned trial diet where evidence expected to be led (JP - £50 per day, STIP/SH £100 per day)				to				
Adjourned trial diet where no evidence expected to be led (notional diet)(JP - £25 per day, STIP/SH £50 per day)				to				
Representation in court at a continued diet following a victim statement having been laid *				to			N/A	50 <input type="checkbox"/>
Conducting a proof of a victim statement where there has been no trial or proof in mitigation for the first day (after the first 30 minutes), and thereafter per day (STIP/SH £200 per day)*				to			N/A	
Conducting a proof of a victim statement at a continued diet following a concluded trial or proof in mitigation (STIP/SH £200 per day)*				to			N/A	
Fees for work chargeable only under ABWOR								
Special reasons proof/hearing on exceptional hardship				to			150 <input type="checkbox"/>	150 <input type="checkbox"/>
Back duty proof +				to			50 <input type="checkbox"/>	50 <input type="checkbox"/>
TOTAL								

 + This fee is not chargeable in addition to the fee for a special reasons proof/hearing on exceptional hardship.

Section F- Bail appeal under sections 32/201(4) or application for bail subject to a movement restriction order under section 24A of the Criminal Procedure (Scotland) Act 1995.

Date	Bail appeal under section 32 / 201(4)	Application for bail under section 24A	If more than one bail appeal in connection with this case on the same day, please explain why.
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
	£50 <input type="checkbox"/>	£50 <input type="checkbox"/>	
Subtotal			
Total			


 All work in connection with a bail appeal is included within the case disposal fee.

Section G – Deferred sentence (excluding warrant hearings which are included within the core payments)

Date	Deferred sentence - £50/£75* (STIP/SH) each, £25/£37.50* (JP) each for third and subsequent hearing	If more than one deferred sentence in connection with this case on the same day, please explain why. *Higher fee applies where the hearing relates to more than one complaint. This applies to complaints issued on or after the	Supplementary fee (£25 chargeable only once where social enquiry report dealt with which results in disposal)
	No fee		
	No fee		
Total			
Date of next deferred sentence if case not concluded (sentence must be deferred for more than 3 months before we can consider payment of your claim).			


Section H – Drug court (Glasgow, Kirkcaldy and Dunfermline) - further appearances

Date of appearance	Claim rate - £50 each	If more than one complaint is being dealt with, then please provide details of all legal assistance reference numbers.
Total		

 The fee covers all work in connection with *an appearance* on behalf of the assisted person.

Section I - OUTLAYS (all outlays must be accompanied by vouchers and/or sanction authorisation where appropriate)

Travel incl. solicitor's hotel bills etc	Date incurred	Mileage	Destination	Value (excl. VAT)
			Total travel expenses	

 All travel should be apportioned in accordance with Board guidance. Please detail all clients seen (including private clients), dates and locations. Use a separate sheet if necessary.

Name of expert	Date incurred	Type of expert	Value (incl. VAT)
			Total expert's fees

Other outlays – name of person or firm	Date incurred	Description eg type of report, witness expenses etc	Value (incl. VAT)
			Total other outlays