



**Criminal legal assistance  
account synopsis:  
Duty follow-up proceedings**  
Use this form for accounts in duty follow-up  
proceedings

**CRIM/ACCTS/DSF**

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](http://www.slab.org.uk)

Name and address of organisation submitting account

**Section A – Solicitor and firm details**

Solicitor's code number		Firm's code number		Branch code	
Your internal reference					
Period of duty	From		To		Alternative duty used Yes <input type="checkbox"/> No <input type="checkbox"/>
Court type	Sheriff/ JP	Court location			

**Section B 1 – Applicant's details**

Date guilty plea tendered	Fee claimed	Client's name	PF Reference	Date of Birth	Balance of fee to be claimed up to max £150
	£70				

**Section B 2 – Applicant's details**

Date case continued without plea	Client's name	PF Reference	Date of Birth	Total claim (max £150)

**Section C – Details of account**

**Advocates' and solicitor advocates' fees**

*Counsel's fee notes must be attached to enable payment to be considered.*

<b>Total number of fee notes attached</b>	<b>Advocate</b>		<b>Solicitor advocate</b>	
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**Section D - Solicitor's account - Breakdown**

TO BE COMPLETED BY SOLICITOR		FOR BOARD USE ONLY	
		Amounts paid	With VAT / No VAT
Amounts claimed			
Fees (excl. VAT)		Fees	
Travel (excl. VAT)		Travel	
Expert outlays (incl. VAT)		Expert outlays	
Other outlays (incl. VAT)		Other outlays	
Counsel (incl. VAT)		Counsel	
<b>TOTAL</b>		<b>TOTAL</b>	
		Authorised	
		Date	

**Section E - Claim**

Work item (meetings, waiting and court attendances).	Type of diet Please specify	Date work undertaken	Time engaged From to	Total time engaged	OUTLAYS £	FEES £
				<b>TOTALS</b>		

**Section F - Report on Proceedings**

<b>CHARGE</b>	
<b>PLEA</b>	
<b>RESULT</b>	

**Section G – 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 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 - Documentation to help assessment**

All outlays must be accompanied by vouchers. Please tick below and attach the appropriate voucher to this claim.

Voucher in support of outlays