



Legal Aid

10/23 form 42a
Tax Invoice
Civil Legal Aid
Fixed Fees
Victims' Orders against Violent Offenders
(Applicant & Respondent)

Legal aid file no.
Invoice date
Invoice number
GST number
Lead provider's ref.

To: Legal Aid,
Customer
Lead provider
Law firm
DX Box Number
City
Provider number
Firm number

Details of claim

Fixed Fee: Date fixed fee(s) completed
Fixed Fee Plus: Covers period from to

Interim invoice
Final invoice

Table with 4 columns: Activity description, Number of fixed fees, Fixed fee (excl. GST), Total fixed fees (excl. GST). Rows include Termination of Instructions, Application(s)/Order(s) - WITHOUT NOTICE, Application(s)/Order(s) - ON NOTICE, Application(s)/Order(s) - ALL, and Pre-Hearing Matters.

Summary table with 2 columns: Description, Amount. Rows include Total fixed fees, Total fixed fee plus activities, Total disbursements, Total GST, Total mileage, and Total amount.

*If you are not registered for GST, you will be paid the GST excl. amount. There is no GST on mileage.

Please record the number of fixed fees for repeatable fee activities, activities based on anticipated hearing time, and hearing time activities.		Number of fixed fees	Fixed fee (excl. GST)	Total fixed fees (excl. GST)
A P P L I C A T I O N	Defended Hearing(s)			
	Complying with Judge's directions			
	Preparation per anticipated hour of hearing time			
	Hearing time			
	Instructing agent			
	Additional factors			
	Subsequent Direction(s)			
	Subsequent Application(s) that Final Non-Contact Order(s) apply against other persons			
	Variation or extension of a Temporary or Final Non-Contact Order(s)			
	Discharge of Non-Contact Order(s) (on application or by operation of law)			
Additional factors				

R E S P O N D E N T	Termination of Instructions			
	Initial instructions not carried through			
	Application(s)/Order(s)			
	Application(s)/Order(s)			
	Additional factors			
	If two or more additional factors			
	Attending a respondent in custody			
	Pre-Hearing Matters			
	Callover(s) – Preparation			
	Callover(s) – Hearing Time			
Instructing agent				
Additional factors				
Defended Hearing(s)				
Complying with Judge's directions				
Preparation				
Hearing time				
Costs Application – when respondent applies for costs or defends an application for costs				
Instructing agent				
Additional factors				
Subsequent Direction(s)				
Variation of a Temporary or Final Non-Contact Order(s)				
Notification of discharge of Non-Contact Order(s)				
Additional factors				

ALL Pre-Proceedings Settlements			
Negotiation of Settlement ¹			

¹ This fee can only be claimed where the matter is resolved at this stage and cannot be claimed in conjunction with any other activity.

Fixed Fee Plus Activities ²	Provider name or number	Lead Provider		Listed Provider B	
		Hours	Total fees	Hours	Total fees
	Level of experience	1 2 3		1 2 3 SUP	
	Provider rate (excl. GST)	\$		\$	

² Activities where prior approval has been sought and granted.

Disbursements (attach receipts/invoices, where applicable)	Units	Total (excl. GST)
Birth certificate		
Court-directed bundles – in-house		
Court-directed bundles – third party		
Court filing fee		
Deed of Assignment		
Document process server		
Expert consultancy service		
Interpreter		
Library		
Non-lawyer (Applicants and fixed fee plus require prior approval)		
Office disbursement		
Psychiatric/psychologist reports (pre-approved for Applicant if judge requested)		
Report – Medical (pre-approved if judge requested)		
Restorative justice report (pre-approved for Applicant if judge requested)		
Translator		
Travel – Personal car – necessary – @ \$ per km (as per policy). There is no GST on mileage.		
Travel – Plane, train, bus, taxi and parking – necessary		
Travel – Rental car – necessary		
Travel – Time – necessary		
Travel Time – Listed Provider B		
Prior-approval disbursements (attach receipts/invoices, where applicable)		

Progress/Result

Please provide an update on the current status of the proceedings.

continue on a separate sheet if necessary ...

Proceeds of Proceedings

Please provide details of any proceeds of proceedings, including costs.

Costs	Cash	Assets	Other	Amount/Values	Details/Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="text"/>

Lead provider

I confirm that:

- If claiming hearing time, I have records of all hearing time covered by this claim.
- This claim is based on the tasks undertaken for the relevant activity/activities and disbursements actually and reasonably incurred.
- No other payment, remuneration or benefit has been or will be received in respect of this work (unless authorised by Legal Aid).
- Any non-lawyer or supervised provider performed his or her work under my supervision and I am responsible for it.

Signature of lead provider

Date

day month year