



Legal Aid

10/23 form 4

Tax Invoice

Criminal Legal Aid

Non-Fixed Fee

Legal aid file no.

Invoice date

Invoice number

GST number

Lead provider's ref.

CRNs

To: **Legal Aid**, _____

DX Box Number

City

Customer _____

Lead Provider _____ Law firm _____

Court type District Court High Court Court of Appeal Supreme Court Court location _____

Description of proceedings

- Administration
- Pre-trial applications
- Guilty Plea
- Appeal – sentence/conviction
- Other (specify) _____
- Case Review
- Judge Alone/Defended Hearing
- Bail (unopposed)
- Case management memorandum
- Jury trial
- Bail (opposed)
- Committal
- Sentencing
- Bail (electronic)

Details of claim

Provider approval level 1 2 3 4

Covers period from: _____ to _____ Interim invoice Final invoice

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

Total fees (excl. GST)*	\$ _____
Total disbursements (excl. GST)*	\$ _____
Total GST*	\$ _____
Total mileage (no GST)	\$ _____
Total Amount (incl. GST)*	\$ _____

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

Waiting time for an activity exceeded one hour?

 No

 Yes →

Reasons:

Disbursements (attach receipts/invoices, where applicable)

	Units	Total (GST excl.)
Interpreters preparation		
Interpreters in court not Judge directed		
Non-lawyer – Law clerk, non-qualified paralegal/legal exec.		
Non-lawyer – Qualified legal exec.		
Office disbursement		
Other LINZ fees		
Printing of Court of Appeal casebooks		
Printing of disclosure		
Report – Medical		
Report – Restorative justice		
Translators		
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 – Lead Provider		
Travel – Time – necessary – Listed Provider B		

Prior-approval disbursements (attach receipts/invoices, where applicable)

Work completed

If this is a final invoice, please state work completed and the results of the proceedings. If this is an interim invoice, please state work completed for the part of the proceedings being claimed.

Lead provider

I confirm that:

- This claim is based on the hours 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 for whom a claim is made, performed his or her work under my supervision and I am responsible for it.

Signature of lead provider

Date

day month year

Is an 'Amendment to Grant' submitted with this invoice?

 No

 Yes