



Legal Aid

10/23 form 46
Tax Invoice
Civil Legal Aid
Fixed Fees
Public Protection Orders

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: Description, Number of fixed fees, Fixed fee (excl. GST), Total fixed fees (excl. GST). Rows include Termination of Instructions, Application(s)/Order(s), Specialist Reports, Pre-Hearing Matters, Defended Hearing(s), Interlocutory, and Reviews and Subsequent Activity.

Summary table with 2 columns: Description, Amount. Rows include Total fixed fees (excl. GST)*, Total fixed fee plus activities (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.

Please record the number of fixed fees for repeatable fee activities, activities based on anticipated hearing time, and hearing time activities.	PPOs (excl. GST)	PDOs (excl. GST)	PSOs (excl. GST)	Total fixed fees (excl. GST)
Time attending hearings or reviews				
Reviews and Subsequent Activity – Single Fees				
Review Panel review – Preparation				
Court-initiated review – Preparation				
Application to Court for Cancellation – Preparation				
Application to Court to vary or discharge a condition – Preparation				
Application to Court for a Review – Preparation				
Reviews and Subsequent Activity – Combined Fees (if two orders are considered at the same hearing or meeting)				
Review Panel review – Preparation PPO AND PDO				
Review Panel review – Preparation PPO AND PSO				
Review Panel review – Preparation – PPO & Court-initiated review – Preparation PDO				
Review Panel review – Preparation – PPO & Application to Court for cancellation – Preparation PDO				
Review Panel review – Preparation – PPO & Application to Court to vary/discharge condition – Preparation PSO				
Court-initiated review – Preparation – PPO AND PDO				
Court-initiated review – Preparation – PPO & Application to Court for cancellation – Preparation PDO				
Court-initiated review – Preparation – PPO & Application to Court to vary/discharge condition – Preparation PSO				
Application to Court for a review – Preparation – PPO & Review Panel review – Preparation PDO				
Application to Court for a review – Preparation – PPO & Review Panel review – Preparation PSO				
Application to Court for a review – Preparation – PPO & Court-initiated review – Preparation PDO				
Application to Court for a review – Preparation – PPO & Application to Court for cancellation – Preparation PDO				
Application to Court for a review – Preparation – PPO & Application to Court to vary/discharge condition – Preparation PSO				

	Lead Provider			Listed Provider B			
	1	2	3	1	2	3	SUP
Provider name or number	_____			_____			
Level of experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider rate (excl. GST)	\$ <input type="text"/>			\$ <input type="text"/>			
Fixed Fee Plus Activities¹	Hours		Total fees	Hours		Total fees	

¹ 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 and process server		
Drug testing		
Expert consultancy service		
Interpreter		
Library		
Non-lawyer – Law clerk, non-qualified paralegal/legal exec.		
Non-lawyer – Qualified legal exec.		
Office disbursements		
Psychiatric/Psychologist reports		
Restorative Justice report		
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		

Prior-approval disbursements (attach receipts/invoices, where applicable)	Units	Total (excl. GST)

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