

Fee Schedules:

Schedules A, B & C: Police Prosecutions

Base Fixed Fees – Police Prosecutions				
Stage				
	A	B	C	Tasks covered by Fixed Fee
Administration/Case Review	\$215	\$245	\$265	For: <ul style="list-style-type: none"> • Taking instructions, attending client • Receiving and reviewing disclosure (may include preparation of disclosure package — ie, disclosure by defendant) • Identifying legal and factual issues • Undertaking research • Engaging in charge resolution/negotiation • Reviewing evidence (including videos/DVD's) • Attending to unopposed bail, name suppression, variation, interlocutories etc. • Attending Registrar's/Judge's List Court • Initial CMM discussions with prosecution • Preparation for CMM list event • Preparation • Attending Case Review • Entering plea • Any agent fees • Reporting to client <p>Note, fee covers all hearing time</p>
Case Management Memorandum	\$75	\$75	\$75	<ul style="list-style-type: none"> • Completion and on-time filing of the CMM document

Stage				
	A	B	C	Tasks covered by Fixed Fee
Trial	\$180	\$200	\$210	<ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Reviewing evidence (including videos/DVDs) • Undertaking research • Any agent fees • Reporting to client • Obtaining pre-sentence reports • Preparing for trial– cross examination, briefing witnesses, submissions • Receiving verdict • Hearing time (up to and including 1.5 hours for trial and/or sentencing)
Sentencing	\$100	\$120	\$140	<ul style="list-style-type: none"> • Preparing and delivering sentencing submissions • Hearing time (up to and including 1.5 hours for trial and/or sentencing) • Any agent fees
Additional Hearing Time (where trial and/or sentencing hearing time exceeds 1.5 hours)	\$48 per half hour			<p>For:</p> <ul style="list-style-type: none"> • Where hearing time for all trial and/or sentencing hearing attendances exceeds 1.5 hours (except Family Violence Court– refer to granting notes) • Any agent fees
Additional Fixed Fees				
Pre trial admissibility hearing				
Activity	A	B	C	Tasks covered by Fixed Fee
Pre-trial admissibility hearing	\$225			<p>For:</p> <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Preparing application • Liaising with other agencies • Attending hearing/s • Receiving decision • Any agent fees • Reporting to client.

Activity	A	B	C	Tasks covered by Fixed Fee
Pre-trial admissibility hearing – Hearing Time		\$48 per half hour		For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Applications for Bail, Name Suppression, Media Coverage, Electronic Bail Monitoring				
Opposed application(s) for Bail, Name Suppression		\$225		For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Preparing application • Liaising with other agencies and family, whanau – for bail applications • Attending hearing/s • Receiving decision • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Second opposed bail, application or variation		\$225		
Electronic bail Monitoring		\$225		
Opposed application(s) for Media Coverage		\$225		
Sentencing Reports/Submissions				
Expert witness/reports		\$150		For: <ul style="list-style-type: none"> • Locating expert witness • Liaising with expert witness • Obtaining reports eg psychiatric reports • Reviewing reports • Any agent fees • Reporting to client.
Section 38 – Forensic Report		\$150		<ul style="list-style-type: none"> • Liaising, obtaining and reviewing section 38 Forensic Report • Any agent fees • Reporting to client.
Restorative Justice Report		\$150		<ul style="list-style-type: none"> • Obtaining Restorative Justice Report in preparation for sentencing • Any agent fees • Reporting to client.
Written sentencing submissions		\$250		<ul style="list-style-type: none"> • Limited to preparing sentencing submissions under Sentencing Practice Note 2003 or, providing written submissions in support of an application made • <u>Example</u>: special reasons, or substitution of community based sentences under s106 of the Land Transport Act • Any agent fees • Reporting to client.

Activity	A	B	C	Tasks covered by Fixed Fee
(Interlocutory) Appeals to the High Court				
Appeal against disclosure decision (s33(3)(b) Criminal Disclosure Act 2008)		\$350		For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Preparing and filing notice of appeal
Bail or Media Coverage		\$350		<ul style="list-style-type: none"> • Preparing affidavits • Undertaking research • Liaising with Crown, prosecution • Considering Crown, prosecution submissions • Preparing submissions for hearing
Name Suppression		\$450		<ul style="list-style-type: none"> • Interviewing/cross examining witnesses • Liaising with the High Court • Receiving decision • Any agent fees • Reporting to client • Liaising with prison.
Interlocutory Appeal – Hearing Time		\$48 per half hour		For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Granting notes

Note that many of the tasks listed in the fixed fee schedules are generic and relate to tasks that may need to be undertaken for progression of the case. Not all tasks will need to be repeated at each stage of the case.

See [page 18](#) for further information regarding **invoicing**, **waiting time** and **disclosure by prosecutor**.

Family Violence Court

For areas that have Family Violence Courts, we will pay actual hearing time per half hour when the provider is required to be in the courtroom after a guilty plea is entered and the provider is required to be in the courtroom.

Documentation requirements

Application for Criminal Legal Aid – Police prosecution (*LA form 1a*) [[s14 Legal Services Act 2011](#)]
Criminal Legal Aid Fixed Fees Tax Invoice — Schedules A–C (*LA form 23*) [[s97 Legal Services Act 2011](#)]

Schedule D, E & F: Crown Prosecutions

Base Fixed Fees				
Administration/Case Review				
	D	E	F	Tasks covered by Fixed Fee
Administration	\$430	\$645	\$875	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Initial CMM discussions with client and prosecutions • Preparation for CMM list event and/or judicial intervention hearing as applicable • Discussing charges/case/plea with Crown • Undertaking research • Reviewing/perusing evidence (including videos/DVDs) • Liaising with Crown/Court/Police • Attending Registrar's/Judge's List Court • Entering plea • Any agent fees • Reporting to client
Case Review	\$600	\$1100	\$2000	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Undertaking research • Reviewing/perusing evidence (including videos/DVD's) • Liaising with Crown/Court/Police • Entering pleas • Preparing submissions • Discussing charges/case/with Crown/Police • Reporting to client • Attending Hearings (including Case Review) • Any agent fees <p>Note, fee covers all hearing time</p>
Case Management Memorandum				
Case Management Memorandum (CMM)	\$120	\$135	\$155	For: <ul style="list-style-type: none"> • Completion and on-time filing of the CMM document

Trial				
	D	E	F	Tasks covered by Fixed Fee
Preparation Trial Callover Memorandum (TCM)	\$200	\$220	\$240	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Undertaking research • Reviewing evidence (including videos/DVDs)
Preparation (memorandum – all subsequent callovers)	\$140	\$150	\$200	<ul style="list-style-type: none"> • Corresponding with Crown • Liaising with experts • Receiving Crown memorandum • Preparing Defence memorandum • Identifying pre-trial issues • Liaising with Crown/Court • Liaising with witnesses • Any agent fees • Reporting to client. <p>Note, one fee to be claimed for all subsequent callovers</p>
Pre-Trial conferences and callovers – Hearing Time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Pre-Trial applications including responding to Crown Applications - Preparation	\$700	\$1100	\$1940	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Perusing file • Undertaking research • Corresponding with Crown • Liaising with Crown/Court • Discussing charges/case/with Crown • Reviewing Crown submissions • Briefing witnesses • Preparing cross examination • Preparing submissions • Any agent fees • Reporting to client. <p>Note, one fee to be claimed for all applications</p>

Activity	D	E	F	Tasks covered by Fixed Fee
Pre-Trial applications – Hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Trial - preparation	\$1400	\$2650	Estimate required by Amend- ment	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Perusing evidence • Scene visits • Undertaking research • Corresponding with Police/Crown • Liaising with Crown/Court • Discussing charges/case/with Crown • Reviewing videos/DVDs (for edits) • Serving summons to appear • Briefing witnesses • Preparing cross examination • Preparing submissions • Preparing opening/closing addresses • Any agent fees • Reporting to client.
Trial – Hearing Time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Sentencing	\$600	\$1000	\$1400	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Undertaking research • Obtaining testimonials/references • Corresponding with Police/Crown • Liaising with Crown/Court • Reviewing Crown submissions • Reviewing probation or other reports and annexures • Preparing submissions • Any agent fees • Reporting to client.
Sentencing – Hearing Time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Additional Fixed Fees				
Applications for Bail, Name Suppression, Media Coverage, Electronic Bail Monitoring				
Activity	D	E	F	Tasks covered by Fixed Fee
Opposed application(s) for Bail, Name Suppression	\$300	\$350	\$400	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Preparing application for, or opposition to, order(s) • Liaising with other agencies and family, whanau • Receiving decision • Any agent fees • Reporting to client.
Second opposed bail, whether application or variation	\$300	\$350	\$400	
Electronic bail Monitoring	\$250	\$300	\$350	
Opposed application(s) for Media Coverage	\$150	\$160	\$260	
Unopposed application(s) for Bail, Name Suppression	\$130	\$170	\$220	
Opposed variation(s)	\$170	\$210	\$250	
Unopposed variation(s)	\$100	\$120	\$170	
Bail, Name Suppression, Media Coverage, Electronic Monitoring - hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Disclosure – Criminal Disclosure Act 2008				
Disclosure by defendant	\$200	\$220	\$290	For: <ul style="list-style-type: none"> • For preparation of disclosure package, including: <ul style="list-style-type: none"> • Notice of alibi (s22); • Evidence of expert witness (s23); • Service on prosecutor; and • Associated correspondence • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Application for disclosure of information (s30)	\$200	\$230	\$280	For: <ul style="list-style-type: none"> • Preparation of an application for disclosure of information under s30 • Preparation for hearing (including written submissions) • Attending hearing • Any agent fees • Reporting to client. Note, fee covers all hearing time.

Activity	D	E	F	Tasks covered by Fixed Fee
Other applications for disclosure	\$220	\$240	\$290	For: <ul style="list-style-type: none"> • For preparation for any or all of: Application for address of witness or informant (s17); Application for order setting conditions for viewing exhibit (s31); Application for timetabling order (s32); Preparation for hearings • Attending interlocutory hearing/s • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Non-party disclosure	\$270	\$380	\$570	For: <ul style="list-style-type: none"> • Preparation of an application for non-party disclosure hearing (s24) • Preparation for hearing (including written submissions) • Attending non-party disclosure hearing/s • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Expert/Sentencing Reports				
Expert witness/reports	\$220	\$380	\$570	For: <ul style="list-style-type: none"> • Locating expert witness • Liaising with expert witness • Obtaining psychiatric reports • Reviewing reports • Any agent fees • Reporting to client.
Section 38 – Forensic Report	\$250	\$270	\$320	For: <ul style="list-style-type: none"> • Liaising, obtaining and reviewing section 38 Forensic Report • Any agent fees • Reporting to client.
Restorative Justice Report	\$150	\$170	\$200	For: <ul style="list-style-type: none"> • Obtaining Restorative Justice Report in preparation for sentencing • Any agent fees • Reporting to client.

(Interlocutory) Appeals to the High Court – Schedules D, E, F					
Activity	Interim/Completion		Full	Tasks covered by Fixed Fee	
Appeal against disclosure decision (s33(3)(b) Criminal Disclosure Act 2008)	\$300 Interim = To be claimed pre-disposal		\$500 To be claimed at disposal	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Preparing and filing notice of appeal • Preparing affidavits • Undertaking research • Liaising with Crown, prosecution • Considering Crown, prosecution submissions • Preparing submissions for hearing • Interviewing/cross examining witnesses • Liaising with the High Court • Receiving decision • Reporting to client • Liaising with prison • Any agent fees 	
	\$200 Completion = To be claimed at disposal				
Bail or Media Coverage	\$300 Interim = To be claimed pre-disposal		\$500 To be claimed at disposal		
	\$200 Completion = To be claimed at disposal				
Name Suppression	\$330 Interim = To be claimed pre-disposal		\$550 To be claimed at disposal		Note: Interim Fee can only be claimed via an interim invoice when the case has been substantially progressed. Completion Fee can only be claimed via a final invoice after disposal and where an interim fee has previously been claimed. Full fee can only be claimed after disposal via a final invoice and cannot be paid if an interim fee has previously been claimed and approved.
	\$220 Completion = To be claimed at disposal				
Activity	D	E	F	Tasks covered by Fixed Fee	
Interlocutory appeals to the High Court – Hearing Time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees. 	

Granting notes

See [page 18](#) for further information regarding **waiting time** and **disclosure by prosecutor**.

Documentation requirements

Application for Criminal Legal Aid (LA form 1) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedules D–F (LA form 24) [[s97 Legal Services Act 2011](#)]

Schedule G: Fees schedule for Appeals to the High Court

Base Fixed Fees – Crown prosecutions					
Grounds of Appeal					
Activity	Fixed Fee				Tasks covered by Fixed Fee
Grounds of Appeal (Interim Grants only)	\$200				For: <ul style="list-style-type: none"> All preparation related to determining the grounds of appeal
Preparation of Appeals					
Appeal against Sentence	\$330 Interim = To be claimed pre-disposal	\$550 To be claimed at disposal			For: <ul style="list-style-type: none"> Taking instructions, attending the client Receiving and reviewing disclosure Identifying legal and factual issues Preparing and filing notice of appeal Preparing affidavits Undertaking research Liaising with Crown Considering Crown submissions Preparing submissions for hearing Interviewing/cross examining witnesses Liaising with the High Court Receiving decision Reporting to client Liaising with prison Any agent fees
	\$220 Completion = To be claimed at disposal				
Appeal against Conviction	\$440 Interim = To be claimed pre-disposal	\$730 To be claimed at disposal			<p>Note: Interim Fee can only be claimed via an interim invoice when the case has been substantially progressed.</p> <p>Completion Fee can only be claimed via a final invoice after disposal and where an interim fee has previously been claimed.</p> <p>Full fee can only be claimed after disposal via a final invoice and cannot be paid if an interim fee has previously been claimed and approved.</p>
	\$290 Completion = To be claimed at disposal				
Appeal against Conviction and Sentence	\$440 Interim = To be claimed pre-disposal	\$730 To be claimed at disposal			<p>Note: Interim Fee can only be claimed via an interim invoice when the case has been substantially progressed.</p> <p>Completion Fee can only be claimed via a final invoice after disposal and where an interim fee has previously been claimed.</p> <p>Full fee can only be claimed after disposal via a final invoice and cannot be paid if an interim fee has previously been claimed and approved.</p>
	\$290 Completion = To be claimed at disposal				
Schedule (substantive matter)	A-C	D	E	F	Tasks covered by Fixed Fee
Appeal Hearing – Hearing Time	\$48 per half hour	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> Actual hearing time Any agent fees.

Additional Fixed Fees		
Reassignment		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Termination of Assignment fee	\$330 For Appeal against Sentence	For: <ul style="list-style-type: none"> • Work undertaken prior to termination of assignment that has substantially progressed case.
	\$440 For Appeal against Conviction; Appeal against Conviction and Sentence	Note, the Termination of Assignment fee cannot be paid if an interim fee or base fee for that activity has previously been paid to that provider.

Granting notes

See [page 18](#) for further information regarding **invoicing**, **waiting time** and **disclosure by prosecutor**.

Documentation requirements

Application for Criminal Legal Aid (*LA form 1*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedule G (*LA form 25*) [[s97 Legal Services Act 2011](#)]

Schedule H: Fees schedule for Appeals to the Court of Appeal

Base Fixed Fees		
Preparation of summary of issues to be raised on appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation of issues (by trial counsel)	\$270	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing application for legal aid • Reporting to client • Any agent fees
Preparation of issues (by new counsel)	\$660	
Preparation of appeals		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Appeal against interlocutory decision (e.g. disclosure, pre-trial rulings, admissibility of evidence, name suppression, media coverage, etc.)	\$1400	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing and filing notice of appeal • Preparing affidavits • Undertaking research • Liaising with Crown • Considering Crown submissions • Preparing submissions for hearing • Interviewing/cross examining witnesses • Liaising with the Court of Appeal • Receiving decision • Reporting to client • Liaising with prison • Any agent fees.
Appeal against Sentence	\$1000	
Appeal against Conviction	\$1700	
Appeal against Conviction and Sentence	\$2400	
Appeal – Hearing Time	\$76 per half hour	
		For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Granting notes

See [page 18](#) for further information regarding **invoicing**, **waiting time** and **disclosure by prosecutor**.

Documentation requirements

Application for Criminal Legal Aid (*LA form 1*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedules H–I (*LA form 26*) [[s97 Legal Services Act 2011](#)]

Schedule I: Fees schedule for Appeals to the Supreme Court

Base Fixed Fees		
Preparation of application for Leave to Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation of application (by trial or prior appeal counsel)	\$860	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing application for legal aid • Reporting to client • Any agent fees
Preparation of application (by new counsel)	\$1400	
Leave to Appeal – Hearing Time	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Preparation of response to application for Leave to Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation of response (by trial or prior appeal counsel)	\$860	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing and filing notice of appeal • Preparing affidavits • Undertaking research • Liaising with Crown • Considering Crown submissions • Preparing submissions for hearing • Interviewing/cross examining witnesses • Liaising with the Court of Appeal • Receiving decision • Reporting to client • Liaising with prison • Any agent fees.
Preparation of response (by new counsel)	\$1400	
Response to Leave to Appeal – Hearing Time	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Substantive Appeal (following the granting of leave)		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation for appeal hearing	Estimate required by Amendment	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Receiving and reviewing disclosure • Engaging in charge discussions/resolution/negotiation with the Officer in Charge Prosecution • Entering plea • Reporting to client • Any agent fees.
Appeal – Hearing Time	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Granting notes

See [page 18](#) for further information regarding **invoicing, waiting time and disclosure by prosecutor.**

Documentation requirements

Application for Criminal Legal Aid (*LA form 1*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedules H–I (*LA form 26*) [[s97 Legal Services Act 2011](#)]

Schedule J: Fees schedule for Parole (Criminal Matters)

Base Fixed Fees				
Proceedings before NZ Parole Board				
Activity	Interim/ Completion	Full	Tasks covered by Fixed Fee	
Preparation for hearing – Postponement order (s27)	\$270 Interim = To be claimed pre- disposal	\$450 To be claimed at disposal	<p>For:</p> <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Reviewing file • Perusing Parole Board material • Undertaking research • Instructing experts • Receiving specialist reports • Preparing application for order(s) • Preparing submissions for hearing(s) • Liaising with the Parole Board, High Court • Receiving decision • Reporting to client • Any agent fees 	
	\$180 Completion = To be claimed at disposal			
Preparation for hearing – Recall (ss59-66A – breach of parole)	\$270 Interim = To be claimed pre- disposal	\$450 To be claimed at disposal		
	\$180 Completion = To be claimed at disposal			
Preparation for hearing – Non-release orders (s107)	\$360 Interim = To be claimed pre- disposal	\$600 To be claimed at disposal		<p>Note: Interim Fee can only be claimed via an interim invoice when the case has been substantially progressed.</p> <p>Completion Fee can only be claimed via a final invoice after disposal and where an interim fee has previously been claimed.</p> <p>Full fee can only be claimed after disposal via a final invoice and cannot be paid if an interim fee has previously been claimed and approved.</p>
	\$240 Completion = To be claimed at disposal			
Preparation for hearing – Extended supervision orders (107F-107I, 107M, 107N)	\$520 Interim = To be claimed pre- disposal	\$860 To be claimed at disposal		
	\$340 Completion = To be claimed at disposal			
Other parole matters	n/a	\$372 To be claimed at disposal		
Parole – Hearing Time	\$59 per half hour		<p>For:</p> <ul style="list-style-type: none"> • Actual hearing time • Any agent fees. 	

Parole Appeals – Grounds for Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Grounds of Appeal (Interim Grants only)	\$220	For: <ul style="list-style-type: none"> All preparation related to determining the grounds of appeal.
Parole Appeals – Substantive Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Appeals to High Court from certain decisions of the Parole Board (s68-70) – postponements, extended supervision orders, recalls	Estimate required by Amendment	For: <ul style="list-style-type: none"> Taking instructions, attending the client Identifying legal and factual issues Reviewing file Perusing Parole Board material Undertaking research Instructing experts Receiving specialist reports
Appeals to Court of Appeal from sentencing Court (s107R extended supervision)	Estimate required by Amendment	<ul style="list-style-type: none"> Preparing application for order(s) Preparing submissions for hearing(s) Liaising with the Parole Board, High Court Receiving decision Reporting to client Any agent fees.
Parole Appeal – Hearing Time	\$59 per half hour	For: <ul style="list-style-type: none"> Actual hearing time Any agent fees.
Additional Fixed Fees		
Reassignment		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Termination of Assignment fee	\$270 For Postponement Order; Recall	For: <ul style="list-style-type: none"> Work undertaken prior to termination of assignment that has substantially progressed case. <p>Note, the Termination of Assignment fee cannot be paid if an interim fee has previously been paid to that provider.</p>
	\$360 For Non-release Orders	
	\$520 For Extended Supervision Orders	

Granting notes

Invoicing

Reporting to Legal Aid and invoicing in line with fees under the applicable schedule are tasks deemed to be included in every fixed fee. Additional payment cannot be claimed for these tasks.

Waiting time

Claims for waiting time are accepted as part of claims for actual appearances in hearings before a judge. Waiting time begins when the provider is required to be in the courtroom. This includes waiting time for the jury to deliver a verdict but excludes waiting time where the judge has excused counsel. Waiting time is payable in half hour blocks, rounded up to the nearest half hour.

If more than one hour's waiting time is claimed per activity (eg, waiting time for trial or waiting time for sentencing), the following information is required:

- A summary of both the waiting time and hearing time on the day of appearance – date and times.
- If waiting time exceeds one hour for an appearance or appearances on a particular day, an explanation of the circumstances is also required. This must include:
 - confirmation that the provider was unable to undertake any other work while waiting
 - confirmation that the provider made enquiries to the court about the delay
 - reasons for the delay.

Disclosure by prosecutor

Disclosure by the prosecutor can occur at many points in proceedings. Where the schedules refer to 'Receiving and reviewing disclosure', this includes any or all of the following tasks, unless a separate fixed fee is otherwise specified:

- request further initial disclosure from prosecution (after commencement of proceedings)
- receiving and reviewing further initial disclosure
- receiving and reviewing full disclosure (after not guilty plea, election, or first appearance)
- requesting additional disclosure
- interlocutory applications:
 - Application for address of witness or informant
 - Application for disclosure of information – s30
 - Application for order setting conditions for viewing exhibit – s31
 - Application for timetabling order – s32.

Documentation requirements

Application for Criminal Legal Aid (*LA form 1*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedule J (*LA form 27*) [[s97 Legal Services Act 2011](#)]