



**Criminal Legal Aid Fixed Fees**  
**Schedules A, B & C: Police Prosecutions**

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

To: **Legal Aid**, \_\_\_\_\_

Name of aided person \_\_\_\_\_

Name of lead provider \_\_\_\_\_

Provider number \_\_\_\_\_

Court type  District Court  High Court

DX Box Number \_\_\_\_\_ City \_\_\_\_\_

Name of law firm \_\_\_\_\_

Firm number \_\_\_\_\_

Court location \_\_\_\_\_

**Details of claim**

Date activity/fixed fee completed \_\_\_\_\_  Final invoice  Interim invoice

Date of final disposition (if final invoice) \_\_\_\_\_

**Administration/Case review**

Preliminary work – new legal aid grant \_\_\_\_\_

Additional charges added to grant \_\_\_\_\_

Charge discussions \_\_\_\_\_

Case Management Memorandum (CMM)/Case review hearing \_\_\_\_\_

	Schedule A (excl. GST)	Schedule B (excl. GST)	Schedule C (excl. GST)
<input type="checkbox"/>	155.00	<input type="checkbox"/>	155.00
<input type="checkbox"/>	90.00	<input type="checkbox"/>	90.00
<input type="checkbox"/>	120.00	<input type="checkbox"/>	120.00
<input type="checkbox"/>	200.00	<input type="checkbox"/>	720.00

**Other Matters**

Sentencing indications – preparation \_\_\_\_\_

Fitness to plead/stand trial – preparation \_\_\_\_\_

<input type="checkbox"/>	250.00	<input type="checkbox"/>	250.00
<input type="checkbox"/>	225.00	<input type="checkbox"/>	225.00

**Trial and Sentencing**

Disputed facts – preparation \_\_\_\_\_

Trial – preparation (part) if case resolves prior to trial but a significant amount of work has been carried out \_\_\_\_\_

Trial – preparation (full) – if case goes to a hearing \_\_\_\_\_

Sentencing (when remanded off for sentencing) – preparation \_\_\_\_\_

Re-preparation \_\_\_\_\_

<input type="checkbox"/>	225.00	<input type="checkbox"/>	225.00
<input type="checkbox"/>	250.00	<input type="checkbox"/>	250.00
<input type="checkbox"/>	500.00	<input type="checkbox"/>	500.00
<input type="checkbox"/>	200.00	<input type="checkbox"/>	200.00
<input type="checkbox"/>	120.00	<input type="checkbox"/>	120.00

**Pre-trial admissibility hearing**

Pre-trial admissibility – preparation \_\_\_\_\_

<input type="checkbox"/>	225.00	<input type="checkbox"/>	225.00
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**Applications and variations**

Opposed applications and variations – prepare submission(s) \_\_\_\_\_

Unopposed applications and variations – prepare submission(s) \_\_\_\_\_

<input type="checkbox"/>	225.00	<input type="checkbox"/>	225.00
<input type="checkbox"/>	60.00	<input type="checkbox"/>	60.00

<b>Total fixed fees (excl. GST)*</b>	\$
<b>Total hearing time (excl. GST)*</b>	\$
<b>Total disbursements (excl. GST)*</b>	\$
<b>Total GST*</b>	\$
<b>Total amount (incl. GST)*</b>	\$

\*If you are not registered for GST, you will be paid the GST excl. amount

Schedule A (excl. GST)	Schedule B (excl. GST)	Schedule C (excl. GST)
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**Sentencing reports/submissions**

Expert witness/reports	<input type="checkbox"/>	150.00	<input type="checkbox"/>	150.00	<input type="checkbox"/>	150.00
Section 38 – forensic report	<input type="checkbox"/>	150.00	<input type="checkbox"/>	150.00	<input type="checkbox"/>	150.00
Restorative justice report	<input type="checkbox"/>	150.00	<input type="checkbox"/>	150.00	<input type="checkbox"/>	150.00
Written sentencing submissions	<input type="checkbox"/>	250.00	<input type="checkbox"/>	250.00	<input type="checkbox"/>	250.00

**(Interlocutory) Appeals to the High Court**

Preparation	<input type="checkbox"/>	450.00	<input type="checkbox"/>	450.00	<input type="checkbox"/>	450.00
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Hearing Time	No. half hours*		Rate (excl. GST) \$48 per half hour	Total fee
	HT	WT		
Appearances				
Sentencing indications				
Fitness to plead/stand trial				
Disputed Facts				
Trial				
Sentencing (when remanded off for sentencing)				
Pre-trial admissibility				
Applications and variations				
Interlocutory appeal				

\*Hearing time (HT) and waiting time (WT) to be recorded separately in half hour blocks.

**Disbursements** (specify using GST excl. amount and attach invoice/receipt)

Interpreters preparation		
Interpreters in court not judge directed		
Library		
Other LINZ fees		
Report – Medical		
Report – Restorative justice		
Translators		
Travel – Personal car – necessary – @ \$ per km (as per policy)		
Travel – Plane, train, bus, taxi and parking – necessary		
Travel – Rental car – necessary		
Travel – Time – necessary		
Witness		
Witnesses and expert witnesses – allowances		

**Prior-approval disbursements** (specify using GST excl. amount and attach invoice/receipts, where applicable)

Witnesses and expert witnesses – travel		

**Please tick as appropriate:**

- I am making a claim on a grant that has been reassigned to me.
- I am making a claim on a grant that has been reassigned to another provider.
- I have filed the Case Management Memorandum within the time frames as set out in 4.6 of the Criminal Procedure Rules 2012.

**I confirm that:**

- 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.
- I have advised Legal Aid of all charges I am aware of against the aided person named above.
- If claiming hearing time I have records of all hearing time covered by this claim.

**Signature of lead provider**

**Date**

day      month      year