



Legal Aid

08/17 form 16

# Tax Invoice

## Waitangi Tribunal Proceedings

Legal Aid File No. \_\_\_\_\_

Invoice Reference No. \_\_\_\_\_

GST Number \_\_\_\_\_

Invoice Date \_\_\_\_\_

Covers the period from \_\_\_\_\_ to \_\_\_\_\_

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

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

Name of aided person \_\_\_\_\_ WAI Number \_\_\_\_\_

Lead Provider \_\_\_\_\_

Legal firm \_\_\_\_\_

Postal Address \_\_\_\_\_

Stage of Inquiry for this Claim  Stage 1 – Case Book  Stage 2 – Interlocutory  Stage 3 – Hearing

	Lead Provider	Provider 2	Other																						
Provider Number	_____	_____	_____																						
Level of experience	<table border="1"> <tr><td>1</td><td>2</td><td>3</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>SUP</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	1	2	3	SUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>SUP</td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	1	2	3	SUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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1	2	3	SUP																						
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Provider rate (excl. GST)	\$ _____	\$ _____	\$ _____																						

Summary (provide an itemised account on the next page)

	Lead Provider	Provider 2	Other	Total
Activities	Hours	Hours	Hours	Costs
Preparation	_____	_____	_____	_____
Attendances	_____	_____	_____	_____
Reading Research and Reports	_____	_____	_____	_____
Document Drafting	_____	_____	_____	_____
Other Activities	_____	_____	_____	_____

Total Fee for this period (excl. GST) \$ \_\_\_\_\_

Total Disbursements (excl. GST) \$ \_\_\_\_\_

\*GST (%) \$ \_\_\_\_\_

**Total amount (incl. GST) \$ \_\_\_\_\_**

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

Lead Provider's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Itemised Account of Activities completed and disbursements for which remuneration is being claimed (excl. GST)**

- List work completed and the date under each activity heading
- Provide appropriate evidence (e.g. copies of tax invoices (for disbursements), meeting agenda or notes, research reports read)

<b>Activities</b>	<b>Lead Provider Hours</b>	<b>Provider 2 Hours</b>	<b>Other Hours</b>	<b>Total Costs</b>
<b>Preparation</b> (e.g. work immediately prior to attending meetings or conferences)				
Total estimated cost for Preparation				\$
<b>Attendances</b> (e.g. judicial conferences, hui, meeting with individuals, hearings)				
Total estimated cost for Attendances				\$
<b>Reading Research and Reports</b>				
Total estimated cost for Reading Research and Reports				\$
<b>Document Drafting</b> (e.g. Statement of Claim, Memorandum of Counsel, Submissions)				
Total estimated cost for Document Drafting				\$
<b>Other Activities</b> (give full details)				
Total estimated cost for Other Activities				\$

**Disbursements** (specify using GST excl. amount and attach invoice/receipts, where applicable)

Court-directed bundles – third party		
Library search		
Non-lawyer – Law clerk, non-qualified paralegal/legal exec (@ \$72 per hour)		
Non-lawyer – Qualified legal exec (@ \$82 per hour)		
Office disbursements		
Other LINZ fees		
Title search		
Travel – Personal car – necessary – @ \$            per km (as per policy)		
Travel – Plane, train, bus, taxi and parking – necessary		
Travel – Rental car – necessary		
Travel – Time – necessary		
Witnesses and expert witnesses – allowances		
Witnesses and expert witnesses – travel		