



# Civil Legal Aid

## Amendment to Grant

Use this form to request an amendment to a grant for any civil matter other than Family, Waitangi and ACC fixed fee proceedings.

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

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

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

Forum category  1  2  3  4

### Funding sought

Type of proceedings this amendment covers: \_\_\_\_\_

**Please note:** you must fill in the 'Status of case' and 'Reasons' sections over the page if you require hours in addition to the steps or prior approval disbursements.

Step No.	Activities	Lead Provider				Listed Provider B			
		1	2	3	A B	1	2	3	SUP A B
		Level of experience				Level of experience			
		Provider rate (excl. GST)				Provider rate (excl. GST)			
		Hours	Total Fee			Hours	Total Fee		

**Other (specify)**


**Prior-approval Disbursements** (specify using GST excl. amount)  
*Note: If requesting approval for an expert or expert witness, ensure a completed Form 50 – Expert Request is attached to this amendment.*

Photocopying (specify number of pages)		
Report – Medical		
Report – Other specialist		
Report – Psychiatric/Psychologist		
Travel – Accommodation and meals		
Travel – Personal car – necessary @ \$      per km (as per policy)		
Travel – Plane, bus, train, taxi, parking		
Travel Time – Lead Provider		
Travel Time – Listed Provider B		

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

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

**Status of case**

This section only applies to grants approved on or after 1 March 2007

**Have any of the matters for which aid is sought been disposed of by a court, tribunal or any other means?**

No

Yes

Date of final disposition

Please outline reasons for delay in submitting this amendment (refer to section 28 of the Legal Services Act 2011)

*continue on a separate sheet if necessary*

**Reasons**

**Briefly describe what work is to be completed (refer to the proceedings steps and activities) or justify request for prior approval disbursements and provide a summary of the issues.**

*continue on a separate sheet if necessary*

**Grounds**

**Please comment and note reasons on the aided person's grounds for continuing these proceedings.**

*continue on a separate sheet if necessary*

**I confirm that:**

- I have informed the aided person of this amendment to the grant and explained why it is necessary.
- I have explained to the aided person that this amendment may increase their repayments (if any).
- I have informed Legal Aid of any changes to the address, or any increase in the income or disposable capital of the aided person.

Signature of lead provider

Date

day month year