



11/17 form **24c**
Tax Invoice

Criminal Legal Aid Fixed Fees
Schedules D, E & F: Crown 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

Date of final disposition (if final invoice) _____

	Schedule D (excl. GST)	Schedule E (excl. GST)	Schedule F (excl. GST)
Administration/Case review			
Preliminary work – new legal aid grant	<input type="checkbox"/> 430.00	<input type="checkbox"/> 645.00	<input type="checkbox"/> 875.00
Additional charges added to grant	<input type="checkbox"/> 215.00	<input type="checkbox"/> 320.00	<input type="checkbox"/> 435.00
Case Management Memorandum (CMM)/Case review hearing – preparation	<input type="checkbox"/> 720.00	<input type="checkbox"/> 1,235.00	<input type="checkbox"/> 2,155.00
Other Matters			
Sentencing indications – preparation	<input type="checkbox"/> 300.00	<input type="checkbox"/> 500.00	<input type="checkbox"/> 700.00
Fitness to plead/stand trial – preparation	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00
Trial and Sentencing			
Preparation Trial Callover Memorandum (TCM)	<input type="checkbox"/> 200.00	<input type="checkbox"/> 220.00	<input type="checkbox"/> 240.00
Preparation (memorandum – all subsequent callovers)	<input type="checkbox"/> 140.00	<input type="checkbox"/> 150.00	<input type="checkbox"/> 200.00
Pre-trial applications including responding to Crown Application – preparation	<input type="checkbox"/> 700.00	<input type="checkbox"/> 1,100.00	<input type="checkbox"/> 1,940.00
Disputed facts – preparation	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00
Trial – preparation (part) when election for trial by jury is reserved OR client pleads guilty	<input type="checkbox"/> 500.00	<input type="checkbox"/> 800.00	<input type="checkbox"/> Estimate by amendment
Trial – preparation (full) if case goes to a full hearing	<input type="checkbox"/> 1,400.00	<input type="checkbox"/> 2,650.00	<input type="checkbox"/> Estimate by amendment
Sentencing – preparation	<input type="checkbox"/> 600.00	<input type="checkbox"/> 1,000.00	<input type="checkbox"/> 1,400.00
Re-preparation	<input type="checkbox"/> 400.00	<input type="checkbox"/> 400.00	<input type="checkbox"/> 400.00

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

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

	Schedule D (excl. GST)	Schedule E (excl. GST)	Schedule F (excl. GST)
Applications and variations			
Opposed applications and variations – prepare submission(s)	300.00	350.00	400.00
Unopposed applications and variations – prepare submission(s)	200.00	250.00	300.00
Disclosure – Criminal Disclosure Act 2008			
Disclosure by defendant	200.00	220.00	290.00
Application for disclosure of information (s30)	200.00	230.00	280.00
Other applications for disclosure	220.00	240.00	290.00
Non-party disclosure	270.00	380.00	570.00
Expert/Sentencing reports			
Expert witness/reports	220.00	380.00	570.00
Section 38 – forensic report	250.00	270.00	320.00
Restorative justice report	150.00	170.00	200.00
(Interlocutory) Appeals to the High Court	Interim Fee (excl. GST)	Completion Fee (excl. GST)	Full Fee (excl. GST)
Preparation	330.00	220.00	550.00

	No. of half hours*		Schedule D \$59 per half hour	Schedule E \$67 per half hour	Schedule F \$76 per half hour	Total fee
	HT	WT				
Hearing Time						
Preliminary work						
Case review						
Sentencing indications						
Fitness to Plead/Stand Trial						
Pre-trial conferences and callovers						
Pre-trial applications						
Disputed facts						
Trial						
Sentencing						
Applications and variations						
Disclosure						
Interlocutory appeals to the High Court						

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

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

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