



Legal Aid

07/19 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**, _____
 _____ DX Box Number _____ City _____
 Customer _____
 Lead provider _____ Law firm _____
 Provider number _____ Firm number _____
 Court type District Court High Court Court location _____

Details of claim

Fixed Fee: Date fixed fee(s) completed _____ **Fixed Fee Plus:** Covers period from _____ to _____
 Interim invoice Final invoice

Administration/Case review

| | Schedule D (excl. GST) | Schedule E (excl. GST) | Schedule F (excl. GST) |
|--|---------------------------|---------------------------|---------------------------|
| Preliminary work – new legal aid grant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional charges added to grant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Case Management Memorandum (CMM)/Case review hearing – preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Matters

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Sentencing indications – preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fitness to plead/stand trial – preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Trial and Sentencing

| | | | |
|--|--------------------------|--------------------------|--|
| Preparation Trial Callover Memorandum (TCM) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Preparation (memorandum – all subsequent callovers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pre-trial applications including responding to Crown Application – preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Disputed facts – preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Trial – preparation (part) when election for trial by jury is reversed OR client pleads guilty | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> (Fixed Fee Plus Activity) |
| Trial – preparation (full) if case goes to a full hearing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> (Fixed Fee Plus Activity) |
| Sentencing – preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Re-preparation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | |
|---|----|
| Total fixed fees (excl. GST)* | \$ |
| Total hearing time (excl. GST)* | \$ |
| Total fixed fee plus activities (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) | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Unopposed applications and variations – prepare submission(s) | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Disclosure – Criminal Disclosure Act 2008 | | | | | | |
| Disclosure by defendant | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Application for disclosure of information (s30) | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Other applications for disclosure | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Non-party disclosure | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Expert/Sentencing reports | | | | | | |
| Expert witness/reports | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Section 38 – forensic report | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Restorative justice report | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| | Interim Fee (excl. GST) | | Completion Fee (excl. GST) | | Full Fee (excl. GST) | |
| (Interlocutory) Appeals to the High Court | | | | | | |
| Preparation | <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |

| Hearing Time | 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 | | | | |
| 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.

Waiting time for an activity exceeded one hour? No

Yes → Reasons:

Fixed Fee Plus Activities¹

PAL for the case 2 3 4

| Provider name or number | Lead Provider | | Listed Provider B | |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | 1 | 2 | 3 | SUP |
| Level of experience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provider rate (excl. GST) | \$ <input type="text"/> | | \$ <input type="text"/> | |
| | Hours | Total fees | Hours | Total fees |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

¹Activities where prior approval has been sought and granted.

| Disbursements (attach receipts/invoices, where applicable) | Units | Total (excl. GST) |
|--|-------|-------------------|
| Interpreters preparation | | |
| Interpreters in court not judge directed | | |
| Library | | |
| Other LINZ fees | | |
| Report – Medical | | |
| Report – Restorative justice | | |
| Translators | | |
| Travel – Personal car – necessary – @ \$ <input type="text"/> per km (as per policy) | | |
| Travel – Plane, train, bus, taxi and parking – necessary | | |
| Travel – Rental car – necessary | | |
| Travel – Time – necessary | | |

| Prior-approval disbursements (attach receipts/invoices, where applicable) | Units | Total (excl. GST) |
|---|-------|-------------------|
| | | |
| | | |
| | | |

Lead provider

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 customer 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