



**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 \_\_\_\_\_

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

Name of lead provider \_\_\_\_\_ Name of law firm \_\_\_\_\_

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

Court type  District Court  High Court Court location \_\_\_\_\_

**Details of claim**

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

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

	Schedule D (excl. GST)	Schedule E (excl. GST)	Schedule F (excl. GST)
<b>Administration/Case review</b>			
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/Case review hearing – preparation	<input type="checkbox"/> 720.00	<input type="checkbox"/> 1,235.00	<input type="checkbox"/> 2,155.00
<b>Other Matters</b>			
Sentencing indications – preparation	<input type="checkbox"/> 300.00	<input type="checkbox"/> 500.00	<input type="checkbox"/> 700.00
Applications and variations (opposed) – preparation of submissions	<input type="checkbox"/> 300.00	<input type="checkbox"/> 350.00	<input type="checkbox"/> 400.00
Applications and variations (unopposed) – preparation of submissions	<input type="checkbox"/> 200.00	<input type="checkbox"/> 250.00	<input type="checkbox"/> 300.00
Sentencing reports – Written expert witness/report	<input type="checkbox"/> 250.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 570.00
Sentencing reports – Section 38 forensic report	<input type="checkbox"/> 250.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 570.00
Sentencing reports – Restorative justice report	<input type="checkbox"/> 250.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 570.00
Sentencing reports – Alcohol and drug report	<input type="checkbox"/> 250.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 570.00
Sentencing reports – Other court ordered report	<input type="checkbox"/> 250.00	<input type="checkbox"/> 380.00	<input type="checkbox"/> 570.00
Fitness to plead/stand trial – preparation	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00
Referral to Alcohol and Other Drug Treatment Court (AODTC) – preparation	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00	<input type="checkbox"/> 250.00
<b>Pre-trial activities</b>			
Trial callover memorandum – preparation	<input type="checkbox"/> 250.00	<input type="checkbox"/> 300.00	<input type="checkbox"/> 350.00
Subsequent callover memoranda – preparation	<input type="checkbox"/> 140.00	<input type="checkbox"/> 150.00	<input type="checkbox"/> 200.00
Disclosure – by defendant – preparation	<input type="checkbox"/> 220.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 290.00
Disclosure – application for disclosure of information (s30) – preparation	<input type="checkbox"/> 220.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 290.00
Disclosure – other applications for disclosure – preparation	<input type="checkbox"/> 220.00	<input type="checkbox"/> 240.00	<input type="checkbox"/> 290.00
Disclosure – non-party disclosure – preparation	<input type="checkbox"/> 600.00	<input type="checkbox"/> 600.00	<input type="checkbox"/> 600.00
Pre-trial applications – preparation	<input type="checkbox"/> 700.00	<input type="checkbox"/> 1,100.00	<input type="checkbox"/> 1,940.00

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

	Schedule D (excl. GST)	Schedule E (excl. GST)	Schedule F (excl. GST)
<b>Trial and Sentencing</b>			
Disputed facts – preparation	250.00	250.00	250.00
Trial – preparation (part) when election for trial by jury is reversed OR client pleads guilty	500.00	800.00	<b>(Use Invoice Form 4)</b>
Trial – preparation (full) if case goes to a full hearing	1,400.00	2,650.00	<b>(Use Invoice Form 4)</b>
Sentencing – preparation	600.00	1,000.00	1,400.00
Re-preparation	400.00	400.00	400.00
	Interim Fee (excl. GST)	Completion Fee (excl. GST)	Full Fee (excl. GST)
<b>Interlocutory Appeals to the High Court</b>			
Interlocutory appeal hearings – preparation	330.00	220.00	550.00

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				
Appearances						
Sentencing indications						
Applications and variations						
Fitness to plead/stand trial						
Referral to AODTC						
Pre-trial conferences and callovers						
Disclosure						
Pre-trial applications						
Disputed facts						
Trial						
Sentencing						
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		
Printing of disclosure		
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