



Legal Aid

08/17 form 25a
Tax Invoice
Criminal Legal Aid
Fixed Fees
Schedule G

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
Provider number
Court type
High Court
Court location

Details of claim

Date activity/fixed fee completed
Date of final disposition (if final invoice)
Final invoice
Interim invoice

Table with 3 columns: Base Fees, Interim fee (excl. GST), Completion fee (excl. GST), Full fee (excl. GST). Rows include Grounds of appeal (Interim Grants only), Appeal against sentence, Appeal against conviction, Appeal against conviction and sentence.

Additional Fees

Table with 2 columns: Description, Full fee (excl. GST). Rows include Termination of assignment fee (Appeal against sentence), Termination of assignment fee (Appeal against conviction), Termination of assignment fee (Appeal against conviction and sentence).

Table with 7 columns: Hearing Time, No. of half hours\*, Schedule A-C, Schedule D, Schedule E, Schedule F, Total fee. Row includes Appeal against sentence/appeal against conviction/appeal against conviction and sentence.

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

Summary table with 2 columns: Description, Amount. Rows include 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

**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		

**Interim fee**

If you are claiming an interim fee, please explain the work undertaken to substantially progress the case.

**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.
- AND  I have prior approval to claim a termination of assignment fee.
- OR  I am seeking approval to claim a termination of assignment fee in conjunction with this invoice.

**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