

Amendment to Grant Family Legal Aid Civil Legal Aid

Legal aid file no.

Lead provider's ref.

Customer _____ Provider _____

Type of proceeding _____ Court/Tribunal _____

Amendment sought

Replace fixed fee Estimate Additional work when fixed fee has been claimed

Disbursements Non-Fixed fee (*go to funding sought*)

Forum category 1 2 3 4

Please tick the following criteria that is specific to your case.

Family criteria

- Alienation/deprivation factors Allegations/instances of sexual/substance/physical abuse Multiple parties (3 or more)
- Multiple children in different circumstances Multiple witnesses (excluding Applicant and Respondent) Other special circumstances (*provide more detail in explanation section*)

Civil criteria

- Complex or unusual factual/legal issues Work relating to a specialist report Allegations/instances of sexual abuse
- Severity of injury/injuries Difficult diagnosis requiring multiple specialists Complex technical, medical or medico-legal issues

Customer specific

- Customer has mental illness/intellectual disability Communication barriers The severity of injury/injuries has resulted in permanent impairment (ACC)

Other

- Other special circumstances (*provide more detail in explanation section*)

Funding sought

	Lead Provider			Listed Provider B				
	Provider name or number							
	Level of experience	1	2	3	1	2	3	SUP
Provider rate (excl. GST)	\$ <input style="width: 100px;" type="text"/>			\$ <input style="width: 100px;" type="text"/>				
Activities	Hours	Total fees		Hours	Total fees			

Disbursements requiring prior-approval (attach receipts/invoices, where applicable)	Units	Total (excl. GST)
Photocopying (specify number of pages)		
Report – Forensic		
Report – Psychiatric/Psychologist		
Travel – Accommodation and meals		
Travel – Personal car – @ \$ per km (as per policy)		
Travel – Plane, bus, train, taxi, parking		
Travel Time – Lead Provider		
Travel Time – Listed Provider B		
Witness – Expert		
	Total fees (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 exclusive amount.

Explanation	
<p>Please include if applicable:</p> <ul style="list-style-type: none"> • The key aspects of the case. • Why the requested hours are necessary. • A description of how the hours will be used. • If in replacement of a fixed fee, why the fixed fee is inadequate. • An update on the status of proceedings. • Why the disbursements are necessary. 	

Status of case

Has the matter 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. Please note that requests received more than 15 working days following disposal of the case cannot be considered (refer to section 28 of the Legal Services Act 2011)

Lead provider

I confirm that:

- I have informed the customer of this amendment to the grant and explained why it is necessary.
- I have explained to the customer 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 customer.
- I have informed Legal Aid of any settlement offers in this matter.
- I will not claim a fixed fee for any activities that are approved in this amendment.

Signature

Date