

LEGAL AID NEWS

December 2016

Legal Aid News is your official regular communication from Legal Aid Services on all matters related to legal aid. *Legal Aid News* is generally published in the last week of every month.

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Legal Aid Services processing over the holiday period

Criminal legal aid applications will continue to be processed between Christmas and the New Year. While some offices will be closed on 28, 29 and 30 December others will be covering for them as outlined in the table below.

During this period please make sure you send criminal legal aid applications that would normally be processed by the closed office to the corresponding covering office.

Closed office	Covering office	Contact details
Waitakere	Manukau	Email: manukau.legalaid@justice.govt.nz Phone: 09 262 7750 Fax: 09 262 7759
Rotorua	Napier	Email: napier.legalaid@justice.govt.nz Phone: 06 833 7750 Fax: 06 833 7759
New Plymouth	Napier	Email: napier.legalaid@justice.govt.nz Phone: 06 833 7750 Fax: 06 833 7759
Wellington	Christchurch	Email: christchurch.legalaid@justice.govt.nz Phone: 03 339 4730 Fax: 03 339 4791

The Takapuna legal aid office will be open throughout the holiday period and will process applications from the Auckland central, North Shore and Northland courts that they currently manage. From 4 January 2017 all legal aid offices will manage their own applications.

Duty lawyer invoicing

This is a reminder for duty lawyers; when you are completing your Duty Lawyer Attendance and Invoice form to ensure that:

- your writing on the invoice form is legible
- the time format is used consistently – either using minutes or hours
- your invoice is signed
- your GST number is included, if applicable
- the name of the court is included on the invoice, if it is not already included on the form
- only one copy of the invoice is sent – we do not require a physical copy of an invoice if it has previously been emailed or faxed to us.

Correctly completed invoices will assist with the timely processing of your invoice. For more information see the Duty lawyer service – Operational policy.

Queries?

If you have any queries about any article in this newsletter, please contact legalaidsnews@justice.govt.nz.