



Legal Aid

07/19 form 24b

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**, _____

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

	Schedule D (excl. GST)	Schedule E (excl. GST)	Schedule F (excl. GST)
Administration/Case review			
Preliminary work – new legal aid grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case review – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Management Memorandum			
Case Management Memorandum (CMM)	<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)
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

Applications for bail, name suppression, media coverage, electronic bail monitoring

	Schedule D (excl. GST)		Schedule E (excl. GST)		Schedule F (excl. GST)	
Opposed application(s) for bail, name suppression	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Second opposed bail, whether application or variation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Electronic bail monitoring	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Opposed application(s) for media coverage	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Unopposed application(s) for bail, name suppression	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Opposed variation(s)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Unopposed variation(s)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Disclosure – Criminal Disclosure Act 2008

Disclosure by defendant	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Application for disclosure of information (s30)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Other applications for disclosure	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Non-party disclosure	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Expert/Sentencing reports

Expert witness/reports	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Section 38 – forensic report	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Restorative justice report	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

(Interlocutory) Appeals to the High Court

	Interim Fee (excl. GST)		Completion Fee (excl. GST)		Full Fee (excl. GST)	
Appeal against disclosure decision (s33(3)(b) Criminal Disclosure Act 2008)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Bail or media coverage	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Name suppression	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

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						
Bail, name suppression, media coverage, electronic monitoring						
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

	Lead Provider		Listed Provider B	
Provider name or number	_____		_____	
Level of experience	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> SUP <input type="checkbox"/>	
Provider rate (excl. GST)	\$ _____		\$ _____	
	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 – @ \$ _____ 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)

Lead provider	<p>Please tick as appropriate:</p> <p><input type="checkbox"/> I am making a claim on a grant that has been reassigned to me.</p> <p><input type="checkbox"/> I am making a claim on a grant that has been reassigned to another provider.</p> <p><input type="checkbox"/> I have filed the Case Management Memorandum within the time frames as set out in 4.6 of the Criminal Procedure Rules 2012.</p> <p>I confirm that:</p> <ul style="list-style-type: none"> • 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. <p>Signature of lead provider</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Date</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p style="text-align: right; font-size: small;">day month year</p>
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