



Legal Aid

10/23 form 33

# Tax Invoice

## Family Legal Aid Fixed Fees

### Family Violence (Applicant & Respondent)

Legal aid file no.	
Invoice date	
Invoice number	
GST number	
Lead provider's ref.	

To: **Legal Aid,** \_\_\_\_\_  
 \_\_\_\_\_ DX Box Number \_\_\_\_\_ City \_\_\_\_\_

Customer \_\_\_\_\_

Lead provider \_\_\_\_\_ Provider number \_\_\_\_\_

Law firm \_\_\_\_\_ Firm number \_\_\_\_\_

#### Details of claim

**Fixed Fee:** Date fixed fee(s) completed \_\_\_\_\_ **Fixed Fee Plus:** Covers period from \_\_\_\_\_ to \_\_\_\_\_

Interim invoice  Final invoice

Please record the number of fixed fees for repeatable fee activities, activities based on anticipated hearing time, and hearing time activities.		Number of fixed fees	Fixed fee (excl. GST)	Total fixed fees (excl. GST)
<b>Termination of Instructions</b>				
	Initial instructions not carried through			
<b>Application(s)/Order(s)</b>				
	Application(s)/ Order(s)			
	Undefended second and third Family Violence applications			
	Undefended fourth and subsequent Family Violence applications			
	Defended Protection Order			
	Defended second and third Family Violence applications			
	Formal proof hearing – Preparation			
	Formal proof hearing – Hearing time			
	Instructing agent – Formal proof hearing			
<b>A</b>	Additional factors			
<b>P</b>	If two or more additional factors			
<b>P</b>	<b>Interlocutories</b>			
<b>L</b>	Document preparation where there is no hearing			
<b>I</b>	<b>Pre-Hearing Matters</b>			
<b>C</b>	Pre-hearing matters			
<b>A</b>	Judicial Conference(s) – Preparation			
<b>N</b>	Judicial Conference(s) – Hearing time			
<b>T</b>	Instructing agent – Judicial Conference			
	Additional factors			
<b>Defended Hearing(s)</b>				
	Complying with Judge's directions			
	Defended hearing(s) – Preparation			
	Defended hearing(s) – Hearing time			
	Defended hearing(s) – Instructing agent			
	Additional factors			
<b>Subsequent Direction(s)</b>				
	Application to discharge any existing Protection Order(s) when required to do so in order to progress another proceeding			

<b>Total fixed fees (excl. GST)*</b>	\$
<b>Total fixed fee plus activities (excl. GST)*</b>	\$
<b>Total disbursements (excl. GST)*</b>	\$
<b>User charge deduction (excl. GST)*</b>	\$
<b>Total GST*</b>	\$
<b>Total mileage (no GST)</b>	\$
<b>Total amount (incl. GST)*</b>	\$

\*If you are not registered for GST, you will be paid the GST excl. amount. There is no GST on mileage.

<b>R E S P O N D E N T</b>	<b>Termination of Instructions</b>			
	Initial instructions not carried through			
	<b>Application(s)/Order(s)</b>			
	Application(s)/Order(s)			
	Objection to programme			
	Defended second and third Family Violence applications			
	Additional factors			
	If two or more additional factors			
	<b>Pre-Hearing Matters</b>			
	Pre-hearing matters			
	Judicial Conference(s) – Preparation			
	Judicial Conference(s) – Hearing time			
	Instructing agent – Judicial Conference			
	Additional factors			
	<b>Defended Hearing(s)</b>			
	Complying with Judge’s direction			
	Defended hearing(s) – Preparation			
	Defended hearing(s) – Hearing time			
	Costs application when respondent applying for costs or defending an application for costs			
	Defended hearing(s) – Instructing agent			
Additional factors				

<b>Interim Grant</b>			
Determine merits/prospects of success			
<b>Pre-Proceedings Settlements</b>			
Negotiation of Settlement <sup>1</sup>			

<sup>1</sup> This fee can only be claimed where the matter is resolved at this stage and cannot be claimed in conjunction with any other activity.

	Provider name or number	Lead Provider		Listed Provider B								
		Level of experience		Level of experience								
		Provider rate (excl. GST) \$		Provider rate (excl. GST) \$								
<b>Fixed Fee Plus Activities<sup>2</sup></b>		1	2	3	1	2	3	SUP	Hours	Total fees	Hours	Total fees

<sup>2</sup>Activities where prior approval has been sought and granted.

<b>Disbursements</b> (attach receipts/invoices, where applicable)	<b>Units</b>	<b>Total (excl. GST)</b>
Court-directed bundles – in-house		
Court-directed bundles – third party		
DNA testing aided person		
Document and process server		
Drug testing – Judge directed		
Interpreters		
Office disbursement		
Report – Medical		
Title search		
Translators		
Travel – Personal car – necessary – @ \$ per km (as per policy). There is no GST on mileage.		
Travel – Plane, train, bus, taxi and parking – necessary		
Travel – Rental car – necessary		
Travel – Time – necessary		

Prior-approval disbursements (attach receipts/invoices, where applicable)

Total (excl. GST)


**User charge**

Please complete if this case is subject to a user charge and the user charge amount has not been deducted on this file.

The total approved payment may be reduced by the user charge amount where the total approved is more than the user charge.

Total amount less the user charge deduction (incl. GST)\* \$

**Progress/Result**

Please provide an update on the current status of the proceedings.

*continue on a separate sheet if necessary ...*

**Proceeds of Proceedings**

Please provide details of any proceeds of proceedings, including costs.

Costs	Cash	Assets	Other	Amount/Values	Details/Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ <input type="text"/>	<input type="text"/>

**Lead provider**

**I confirm that:**

- If claiming hearing time, I have records of all hearing time covered by this claim.
- This claim is based on the tasks undertaken for the relevant activity/activities and disbursements actually and reasonably incurred
- 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 acknowledge that:**

- If this case is subject to a user charge, the total approved payment may be reduced by the amount of the user charge where the total approved is more than the user charge.

Signature of lead provider

Date

day month year