



Legal Aid

10/23 form 34

Tax Invoice

Family Legal Aid Fixed Fees Maintenance

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)
Termination of Instructions			
Initial instructions not carried through			
Application(s)/Order(s)			
First/Only proceeding			
Second proceeding			
Third and subsequent proceedings			
Formal proof hearing – Preparation			
Formal proof hearing – Hearing time			
Memorandum of Consent			
Instructing agent – Formal proof hearing			
Additional factors			
If two or more additional factors			
Interlocutorys			
Document preparation where there is no hearing			
Interlocutory hearing(s) – Preparation			
Interlocutory hearing(s) – Hearing time			
Pre-Hearing Matters			
Pre-hearing matters			
Round-table meeting(s) – Preparation			
Round-table meeting(s) – Hearing time			
Judicial Conference(s) – Preparation			
Judicial Conference(s) – Hearing time			
Memorandum of Consent			
Instructing agent – Round-table/mediation/judicial/interlocutorys			
Additional factors			

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

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

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)
Defended Hearing(s)			
Complying with Judge's directions			
Defended hearing(s) – Preparation			
Defended hearing(s) – Hearing time			
Review of judgment			
Costs application			
Instructing agent			
Additional factors			

Interim Grant		
Determine merits/prospects of success		
Pre-Proceedings Settlements		
Negotiation of Settlement ¹		

¹ 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			
	1	2	3	1	2	3	SUP
Level of experience							
Provider rate (excl. GST)	\$ _____			\$ _____			
Fixed Fee Plus Activities²	Hours		Total fees	Hours		Total fees	

²Activities where prior approval has been sought and granted.

Disbursements (attach receipts/invoices where applicable)	Units	Total (excl. GST)
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)		

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

Please tick as appropriate:

- 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