



Legal Aid

10/23 form 35a

Tax Invoice

Family Legal Aid Fixed Fees Relationship Property

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			
Pre-Proceedings/Application(s)/Order(s)			
Pre-proceedings			
Application(s)/Order(s)			
s21 Agreement			
Additional factors			
If two or more additional factors			
Interlocutories			
Document preparation where there is no hearing			
Interlocutory hearing(s) – Preparation			(Fixed Fee Plus Activity)
Interlocutory hearing(s) – Hearing time			
Pre-Hearing Matters			
Complying with Judge's directions			
Settlement Conference(s) – Preparation			
Settlement Conference(s) – Hearing time			
Memorandum of Consent			
Discovery			
Interrogatories			
Document preparation			
Judicial Conference(s) – Preparation			
Judicial Conference(s) – Hearing time			
Instructing agent - Settlement conference/interlocutory			
Additional factors			

Total fixed fees (excl. GST)*	\$
Total fixed fee plus activities (excl. GST)*	\$
Total disbursements (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			
Instructing agent – Defended hearing(s)			
Additional factors			
Interim Grant			
Determine merits/prospects of success			

	Lead Provider		Listed Provider B			
	Provider name or number		1	2	3	SUP
Level of experience						
Provider rate (excl. GST)	\$		\$			
Fixed Fee Plus Activities¹		Hours	Hours	Total fees	Hours	Total fees

¹Activities where prior approval has been sought and granted.

Disbursements (specify using GST excl. amount and attach invoice/receipts, where applicable)	Units	Total (excl. GST)
Court-directed bundles – in-house		
Court-directed bundles – third party		
DNA testing customer		
Document and process server		
Drug testing – Judge directed		
Interpreters		
Office disbursement		
Other LINZ fees		
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		
Valuations		
Prior-approval disbursements (specify using GST excl. amount and attach invoice/receipts, where applicable)		

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.

Signature of lead provider

Date

day month year