



Legal Aid

10/23 form 24d

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,** _____
 _____ DX Box Number _____ City _____
 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

Administration/Case review

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

Other Matters

Sentencing indications – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applications and variations (opposed) – preparation of submissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applications and variations (unopposed) – preparation of submissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentencing reports – Written expert witness/report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentencing reports – Section 38 forensic report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentencing reports – Restorative justice report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentencing reports – Alcohol and drug report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentencing reports – Other court ordered report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitness to plead/stand trial – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral to Alcohol and Other Drug Treatment Court (AODTC) – 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 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.

Pre-trial Activities	Schedule D (excl. GST)		Schedule E (excl. GST)		Schedule F (excl. GST)	
Trial callover memorandum – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Subsequent callover memoranda – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Disclosure – by defendant – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Disclosure – application for disclosure of information (s30) – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Disclosure – other applications for disclosure – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Disclosure – non-party disclosure – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Pre-trial applications – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Trial and Sentencing	Schedule D (excl. GST)		Schedule E (excl. GST)		Schedule F (excl. GST)	
Disputed facts – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Trial – preparation (part) when election for trial by jury is reversed OR client pleads guilty	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	(Fixed Fee Plus Activity)	
Trial – preparation (full) if case goes to a full hearing	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	(Fixed Fee Plus Activity)	
Sentencing – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Re-preparation	<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)	
Interlocutory appeal hearings – preparation	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Hearing Time	No. of half hours*		Schedule D \$67 per half hour	Schedule E \$75 per half hour	Schedule F \$85 per half hour	Total fee
	HT	WT				
Appearances						
Sentencing indications						
Applications and variations						
Fitness to plead/stand trial						
Referral to AODTC						
Pre-trial conferences and callovers						
Disclosure						
Pre-trial applications						
Disputed facts						
Trial						
Sentencing						
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

Provider name or number	Lead Provider		Listed Provider B	
	1	2	3	SUP
Level of experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider rate (excl. GST)	\$ <input type="text"/>		\$ <input type="text"/>	
	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		
Printing of disclosure		
Report – Medical		
Report – Restorative justice		
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)

Lead provider

Please tick as appropriate:

- I am making a claim on a grant that has been reassigned to me.
- I am making a claim on a grant that has been reassigned to another provider.
- I have filed the Case Management Memorandum within the time frames as set out in 4.6 of the Criminal Procedure Rules 2012.

I confirm that:

- 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.

Signature of lead provider

Date

day month year