



Legal Aid

10/23 form 32

# Tax Invoice

## Family Legal Aid

### Fixed Fees

### Care of Children/Guardianship

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>Application(s)/Order(s)</b>			
Application(s)/Order(s) – First/Only Proceeding			
Application(s)/Order(s) – Second Proceeding			
Application(s)/Order(s) – Third and Subsequent Proceedings			
Formal Proof Hearing(s) – Preparation			
Formal Proof Hearing(s) – Hearing Time			
Memorandum of Consent			
Instructing Agent – Formal Proof Hearing(s)			
Additional Factors – Application(s)/Order(s)			
<b>Pre-Hearing Matters</b>			
Pre-Hearing Matters			
Round-Table Meeting(s) – Preparation			
Round-Table Meeting(s) – Hearing Time			
Mediation Conference(s) – Preparation			
Mediation Conference(s) – Hearing Time			
Judicial Conference(s) – Preparation			
Judicial Conference(s) – Hearing Time			
Instructing Agent – Round-table/Mediation/Judicial/Interlocutory			
Additional Factors – Pre-Hearing Matters			
<b>Defended Hearing(s)</b>			
Defended Hearing(s) – Preparation (\$160 per hour of anticipated hearing time)			
Defended Hearing(s) – Hearing Time			
Review of Judgment			
Instructing Agent – Defended Hearing(s)			
Additional Factors – Defended Hearing(s)			

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

\*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)
<b>Post-Defended Hearing</b>			
Costs Application			
Review Hearing – Preparation			
Review Hearing – Hearing Time			
Instructing Agent – Review Hearing			
<b>Interim Grant</b>			
Interim Grant – 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.

Fixed Fee Plus Activities <sup>2</sup>	Lead Provider		Listed Provider B															
	Hours	Total fees	Hours	Total fees														
Provider name or number	_____		_____															
Level of experience	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		1	2	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>SUP</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		1	2	3	SUP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1	2	3	SUP															
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>															
Provider rate (excl. GST)	\$ _____		\$ _____															

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

Disbursements (attach receipts/invoices, where applicable)	Units	Total (excl. GST)
DNA testing aided person		
Document and process server		
Drug testing – Judge directed		
Office disbursement		
Report – Medical		
Title search		
Travel – Personal car – Required – @ \$ per km (as per policy). There is no GST on mileage.		
Travel – Time – Required		

<b>User charge</b>	<p>Please complete if this case is subject to a user charge and the user charge amount has not been deducted on this file.</p> <p>The total approved payment may be reduced by the user charge amount where the total approved is more than the user charge.</p> <p><b>Total amount less the user charge deduction (incl. GST)*</b>    \$ <input type="text"/></p>
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<b>Progress/Result</b>	<p>Please provide an update on the current status of the proceedings.</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
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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