

Waitangi Tribunal Proceedings

Legal Aid File No. _____
 Invoice Reference No. _____
 GST Number _____
 Invoice Date _____

To: **Legal Aid**, _____
 DX Box Number _____ City _____
 Customer _____
 WAI Number _____ Inquiry _____
 Lead provider _____ Law firm _____

Details of Claim

Covers period from _____ to _____ Interim invoice Final invoice
 Stage of Inquiry for this claim Stage 1 – Case Book Stage 2 – Interlocutory Stage 3 – Hearing

	Lead Provider	Provider 2	Other		Total Costs
	1 2 3	1 2 3 SUP	1 2 3 SUP		
Provider Number	_____	_____	_____	_____	
Level of experience	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
Provider rate (excl. GST)	\$ _____	\$ _____	\$ _____		
Summary¹					
Activities	Hours	Hours	Hours		
Preparation	_____	_____	_____		_____
Attendances	_____	_____	_____		_____
Reading Research and Reports	_____	_____	_____		_____
Document Drafting	_____	_____	_____		_____
Other Activities	_____	_____	_____		_____

¹Provide an itemised account on the next page

Total fee for this period (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 exclusive amount. There is no GST on mileage.

Lead Provider's Signature _____ Date _____

Legal Aid Services use only

Approve Further information Refuse

Itemised Account of Activities completed and disbursements for which remuneration is being claimed (excl. GST)

- List work completed and the date under each activity hearing.
- Provide appropriate evidence (e.g. copies of tax invoices (for disbursements), meeting agenda or notes, research reports read).

Activities	Lead Provider Hours	Provider 2 Hours	Other Hours	Total Costs
Preparation (e.g. work immediately prior to attending meetings or conferences)				
Total cost for Preparation				\$ _____
Attendances (e.g. judicial conferences, hui, meeting with individuals, hearings)				
Total cost for Attendances				\$ _____
Reading Research and Reports				
Total cost for Reading Research and Reports				\$ _____
Document Drafting (e.g. Statement of Claim, Memorandum of Counsel, Submissions)				
Total cost for Document Drafting				\$ _____
Other Activities (give full details)				
Total cost for Other Activities				\$ _____

Disbursements (attach receipts/invoices, where applicable)	Units	Total (excl. GST)
Court-directed bundles – third party		
Library search		
Non-lawyer – Law clerk, non-qualified paralegal/legal exec. (@ \$72 per hour)		
Non-lawyer – Qualified legal exec. (@ \$82 per hour)		
Office disbursements		
Other LINZ fees		
Title search		
Travel – Personal car – @ \$ per km (as per policy). There is no GST on mileage.		
Travel – Plane, train, bus, taxi and parking		
Travel – Rental car		
Travel – Time – Lead Provider		