



Legal Aid

10/23 form 24b

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,** _____

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

	Schedule D (excl. GST)	Schedule E (excl. GST)	Schedule F (excl. GST)
Administration/Case review			
Preliminary work – new legal aid grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case review – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Management Memorandum			
Case Management Memorandum (CMM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Matters			
Sentencing indications – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitness to plead/stand trial – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trial and Sentencing			
Preparation Trial Callover Memorandum (TCM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation (memorandum – all subsequent callovers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-trial applications including responding to Crown Application – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disputed facts – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trial			
Preparation (part) when election for trial by jury is reversed OR client pleads guilty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (Fixed Fee Plus Activity)
Preparation (full) if case goes to a full hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> (Fixed Fee Plus Activity)
Sentencing – preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Re-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.

Applications for bail, name suppression, media coverage, electronic bail monitoring

	Schedule D (excl. GST)		Schedule E (excl. GST)		Schedule F (excl. GST)	
Opposed application(s) for bail, name suppression	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Second opposed bail, whether application or variation	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Electronic bail monitoring	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Opposed application(s) for media coverage	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Unopposed application(s) for bail, name suppression	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Opposed variation(s)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Unopposed variation(s)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Disclosure – Criminal Disclosure Act 2008

Disclosure by defendant	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Application for disclosure of information (s30)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Other applications for disclosure	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Non-party disclosure	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Expert/Sentencing reports

Expert witness/reports	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Section 38 – forensic report	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Restorative justice report	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

(Interlocutory) Appeals to the High Court

	Interim Fee (excl. GST)		Completion Fee (excl. GST)		Full Fee (excl. GST)	
Appeal against disclosure decision (s33(3)(b) Criminal Disclosure Act 2008)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Bail or media coverage	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Name suppression	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

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				
Preliminary work						
Case review						
Sentencing indications						
Fitness to Plead/Stand Trial						
Pre-trial conferences and callovers						
Pre-trial applications						
Disputed facts						
Trial						
Sentencing						
Bail, name suppression, media coverage, electronic monitoring						
Disclosure						
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		
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	<p>Please tick as appropriate:</p> <p><input type="checkbox"/> I am making a claim on a grant that has been reassigned to me.</p> <p><input type="checkbox"/> I am making a claim on a grant that has been reassigned to another provider.</p> <p><input type="checkbox"/> I have filed the Case Management Memorandum within the time frames as set out in 4.6 of the Criminal Procedure Rules 2012.</p> <p>I confirm that:</p> <ul style="list-style-type: none"> • 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. <p>Signature of lead provider</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p>Date</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div> <p style="text-align: right; font-size: small;">day month year</p>
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