



Legal Aid

10/23 form 23a
Tax Invoice
Criminal Legal Aid
Fixed Fees
Schedules A-C

Legal aid file no.
Invoice date
Invoice number
GST number
Lead provider's ref.
Charges/CRNs

To: Legal Aid,
Customer
Lead provider
Provider number
Court type
DX Box Number
City
Law firm
Firm number
Court location

Details of claim

Fixed Fee: Date fixed fee(s) completed
Fixed Fee Plus: Covers period from to
Interim invoice
Final invoice

Table with columns: Base Fees, Additional Fees, Applications for bail, Sentencing reports/submissions, (Interlocutory) Appeals to the High Court. Columns include Schedule A, B, and C (excl. GST).

Summary table with rows: 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.

Hearing Time	No. half hours*		Rate (excl. GST) \$54 per half hour	Total fee
	HT	WT		
Additional hearing time (where Trial and Sentencing exceeds 1.5hrs)				
Pre-trial admissibility hearing time				
Interlocutory appeal hearing time				

\*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:

	Lead Provider		Listed Provider B			
	Hours	Total fees	Hours	Total fees		
Provider name or number						
Level of experience	<div style="display: flex; justify-content: space-around;"> <span>1</span><span>2</span><span>3</span> </div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<div style="display: flex; justify-content: space-around;"> <span>1</span><span>2</span><span>3</span><span>SUP</span> </div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Provider rate (excl. GST)	\$ <input type="text"/>		\$ <input type="text"/>			
<b>Fixed Fee Plus Activities<sup>1</sup></b>	<b>Hours</b>	<b>Total fees</b>	<b>Hours</b>	<b>Total fees</b>		

<sup>1</sup>Activities where prior approval has been sought and granted.

Disbursements (attach receipts/invoices, where necessary)	Units	Total (GST excl.)
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 necessary)	Units	Total (GST excl.)

**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