

Fee Schedules:

Schedules A, B & C: Fees schedule for PC1A, B & C cases

Base Fixed Fees				
Disposed prior to Defended Hearing				
Activity	A	B	C	Tasks covered by Fixed Fee
Guilty Plea/Sentencing or Charges Withdrawn	\$300	\$350	\$390	<p>For:</p> <ul style="list-style-type: none"> • Taking instructions, attending client • Receiving and reviewing disclosure (may include preparation of disclosure package — ie, disclosure by defendant) • Identifying legal and factual issues • Undertaking research • Engaging in charge resolution/negotiation • Attending to unopposed bail, name suppression, variation, interlocutories etc. • Attending Registrar's/Judge's List Court/Status Hearing • Entering plea • Sentencing submissions including obtaining pre-sentencing reports • Any agent fees • Reporting to client <p>Note, fee covers all hearing time and includes disposal at a defended hearing if disposal occurs prior to the presentation of evidence.</p>
Disposed at Defended Hearing				
Activity	A	B	C	Tasks covered by Fixed Fee
All activities up to completion of Defended Hearing (including sentencing)	\$480	\$550	\$580	<p>For:</p> <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure (may include preparation of disclosure package — ie, disclosure by defendant) • Identifying legal and factual issues • Undertaking research • Engaging in charge resolution/negotiation • Attending to unopposed bail, name suppression, variation, interlocutories etc. • Attending Registrar's/Judge's

				<p>List Court/Status Hearing</p> <ul style="list-style-type: none"> • Entering plea • Preparing for hearing – cross examination, briefing witnesses, submissions • Preparing for sentencing hearing (when matter adjourned to another day for sentence) • Obtaining pre-sentencing reports • Preparing and delivering sentencing submissions • Receiving verdict/sentence • Attending defended hearing and sentencing (up to and including 1.5 hours) • Any agent fees • Reporting to client.
Defended Hearing / Sentencing Hearing – Additional Hearing Time	\$48 per half hour			<p>For:</p> <ul style="list-style-type: none"> • Where hearing time for all defended/sentencing hearing attendances exceeds 1.5 hours • Any agent fees.
Interim & Completion Fees				
Activity	A	B	C	Tasks covered by Fixed Fee
Interim Fee	\$180	\$210	\$230	<p>To cover all activities undertaken prior to disposal where interim invoice is submitted.</p> <p>Note, the interim fee can only be claimed when the case has been substantially progressed.</p>
Completion Fee – Disposed prior to Defended Hearing	\$120	\$140	\$160	<p>To cover all activities undertaken prior to disposal where an interim fee has been previously claimed.</p> <p>Note, the completion fee can only be claimed via a final invoice after disposal and where an interim fee has previously been claimed.</p>
Completion Fee – Disposed at Defended Hearing	\$300	\$340	\$350	
Additional Fixed Fees				
Applications for Bail, Name Suppression, Media Coverage, Electronic Bail Monitoring				
Activity	A	B	C	Tasks covered by Fixed Fee
Opposed application(s) for Bail, Name Suppression	\$225			<p>For:</p> <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing

Electronic bail Monitoring	\$225			disclosure <ul style="list-style-type: none"> • Identifying legal and factual issues • Preparing application • Liaising with other agencies and family, whanau – for bail applications • Attending hearing/s • Receiving decision • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Opposed application(s) for Media Coverage	\$225			
Sentencing Reports/Submissions				
Activity	A	B	C	Tasks covered by Fixed Fee
Expert witness/reports	\$150			For: <ul style="list-style-type: none"> • Locating expert witness • Liaising with expert witness • Obtaining psychiatric reports • Reviewing reports • Any agent fees • Reporting to client.
Section 38 – Forensic Report	\$150			For: <ul style="list-style-type: none"> • Liaising, obtaining and reviewing section 38 Forensic Report • Any agent fees • Reporting to client.
Restorative Justice Report	\$150			For: <ul style="list-style-type: none"> • Obtaining Restorative Justice Report in preparation for sentencing • Any agent fees • Reporting to client.
Written sentencing submissions	\$250			For: <ul style="list-style-type: none"> • Limited to preparing sentencing submissions under Sentencing Practice Note 2003 or, providing written submissions in support of an application made, for example section 106, special reasons or substitution of community based sentences under the Land Transport Act • Any agent fees • Reporting to client.

(Interlocutory) Appeals to the High Court				
Activity	A	B	C	Tasks covered by Fixed Fee
Appeal against disclosure decision (s33(3)(b) Criminal Disclosure Act 2008)	\$350			For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Preparing and filing notice of appeal • Preparing affidavits • Undertaking research • Liaising with Crown, prosecution • Considering Crown, prosecution submissions • Preparing submissions for hearing • Interviewing/cross examining witnesses • Liaising with the High Court • Receiving decision • Any agent fees • Reporting to client • Liaising with prison.
Bail or Media Coverage	\$350			
Name Suppression	\$450			
Interlocutory Appeal – Hearing Time	\$48 per half hour			For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Reassignment				
Activity	A	B	C	Tasks covered by Fixed Fee
Termination of Assignment fee	\$180	\$210	\$230	For: <ul style="list-style-type: none"> • Work undertaken prior to termination of assignment that has substantially progressed case. <p>Note, the Termination of Assignment fee cannot be paid if an interim fee or base fee has previously been paid to that provider.</p> <p>See reassignment policy for details.</p>

Granting notes

See [page 18](#) for further information regarding **invoicing**, **waiting time** and **disclosure by prosecutor**.

Documentation requirements

Application for Summary Criminal Legal Aid (*LA form 1a*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedules A–C (*LA form 23*) [[s97 Legal Services Act 2011](#)]

Schedule D, E & F: Fees schedule for PC2, 3 & 4 cases

Base Fixed Fees				
Guilty Plea and Sentencing – s160 Summary Proceedings Act 1957				
Activity	D	E	F	Tasks covered by Fixed Fee
All preparation (includes annexure(s) for Home Detention, Community Detention, and Sentencing Indication)	\$1000	\$1600	\$2200	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Undertaking research • Liaising with Crown/Court/Police • Discussing charges/case/plea with Crown • Obtaining pre-sentencing reports & affidavits • Preparing sentencing submissions • Attending Registrar's/Judge's List Court • Entering plea • Receiving sentence • Any agent fees • Reporting to client
Guilty Plea and Sentencing – hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Committal – Summary Proceedings Act 1957				
Activity	D	E	F	Tasks covered by Fixed Fee
Committal (all committal activities)	\$1000	\$1700	\$2800	For: <ul style="list-style-type: none"> • Preparing hand up witnesses • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Undertaking research • Liaising with experts • Corresponding with Police/Crown • Liaising with Crown/Court/Police • Discussing charges/case/with Crown/Police • Reviewing evidence (including videos/DVDs) • Preparing application for Oral Evidence Order • Preparing oral or written submissions for Judge List event (Oral Evidence Order)

				<ul style="list-style-type: none"> with oral submissions) • Attending Judge List event (Oral Evidence Order <i>with</i> oral submissions only) • Briefing witnesses • Preparing cross examination • Preparing submissions • Attending Committal Hearing (Oral Evidence Order only) • Attending hearing/s • Any agent fees • Reporting to client. <p>Note, fee covers all hearing time.</p>
Pre-Trial Conferences/Callovers				
Activity	D	E	F	Tasks covered by Fixed Fee
Preparation (memorandum – initial callover)	\$200	\$220	\$240	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Undertaking research • Reviewing evidence (including videos/DVDs) • Corresponding with Police/Crown • Liaising with experts • Receiving Crown memorandum • Preparing Defence memorandum • Identifying pre-trial issues • Liaising with Crown/Court • Liaising with witnesses • Any agent fees • Reporting to client.
Preparation (memorandum – all subsequent callovers)	\$140 (one fee to be claimed for all subsequent callovers)	\$150 (one fee to be claimed for all subsequent callovers)	\$200 (one fee to be claimed for all subsequent callovers)	
Pre-trial conferences/callovers – hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Pre-Trial Applications including Responding to Crown Applications				
Activity	D	E	F	Tasks covered by Fixed Fee
Preparation	\$700 (one fee to be claimed for all applications)	\$1100 (one fee to be claimed for all applications)	\$1700 (one fee to be claimed for all applications)	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Perusing file • Undertaking research • Corresponding with Police/Crown • Liaising with Crown/Court • Discussing charges/case/with Crown

				<ul style="list-style-type: none"> • Reviewing Crown submissions • Briefing witnesses • Preparing cross examination • Preparing submissions • Any agent fees • Reporting to client.
Pre-trial applications – hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Trial				
Activity	D	E	F	Tasks covered by Fixed Fee
Preparation	\$1400	\$2650	Estimate required by Amendment	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Perusing evidence • Scene visits • Undertaking research • Corresponding with Police/Crown • Liaising with Crown/Court • Discussing charges/case/with Crown • Reviewing videos/DVDs (for edits) • Serving summons to appear • Briefing witnesses • Preparing cross examination • Preparing submissions • Preparing opening/closing addresses • Any agent fees • Reporting to client.
Trial – hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Sentencing				
Activity	D	E	F	Tasks covered by Fixed Fee
Preparation for Sentencing (Charges on Arraignment, Post-Trial) – (includes judicial monitoring)	\$600	\$1000	\$1400	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Undertaking research • Obtaining testimonials/references • Corresponding with Police/Crown • Liaising with Crown/Court • Reviewing Crown submissions • Reviewing probation or other reports and annexures • Preparing submissions • Any agent fees • Reporting to client.
Sentencing – hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Additional Fixed Fees				
Applications for Bail, Name Suppression, Media Coverage, Electronic Bail Monitoring				
Activity	D	E	F	Tasks covered by Fixed Fee
Opposed application(s) for Bail, Name Suppression	\$300	\$350	\$400	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Receiving and reviewing disclosure • Identifying legal and factual issues • Preparing application for, or opposition to, order(s) • Liaising with other agencies and family, whanau • Receiving decision • Any agent fees • Reporting to client.
Electronic bail Monitoring	\$250	\$300	\$350	
Opposed application(s) for Media Coverage	\$150	\$160	\$260	
Unopposed application(s) for Bail, Name Suppression	\$130	\$170	\$220	
Opposed variation(s)	\$170	\$210	\$250	
Unopposed variation(s)	\$100	\$120	\$170	
Bail, Name Suppression, Media Coverage, Electronic Monitoring - hearing time	\$59 per half hour	\$67 per half hour	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Disclosure – Criminal Disclosure Act 2008				
Activity	D	E	F	Tasks covered by Fixed Fee
Disclosure by defendant	\$200	\$220	\$290	For: <ul style="list-style-type: none"> • For preparation of disclosure package, including: Notice of alibi (s22); Evidence of expert witness (s23); Service on prosecutor; and Associated correspondence • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Application for disclosure of information (s30)	\$200	\$230	\$280	For: <ul style="list-style-type: none"> • Preparation of an application for disclosure of information under s30 • Preparation for hearing (including written submissions) • Attending hearing • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Other applications for disclosure	\$220	\$240	\$290	For: <ul style="list-style-type: none"> • For preparation for any or all of: Application for address of witness or informant (s17); Application for order setting conditions for viewing exhibit (s31); Application for timetabling order (s32); Preparation for hearings • Attending interlocutory hearing/s • Any agent fees • Reporting to client. Note, fee covers all hearing time.
Non-party disclosure	\$270	\$380	\$570	For: <ul style="list-style-type: none"> • Preparation of an application for non-party disclosure hearing (s24) • Preparation for hearing (including written submissions) • Attending non-party disclosure hearing/s • Any agent fees • Reporting to client. Note, fee covers all hearing time.

Expert/Sentencing Reports				
Activity	D	E	F	Tasks covered by Fixed Fee
Expert witness/reports	\$220	\$380	\$570	For: <ul style="list-style-type: none"> • Locating expert witness • Liaising with expert witness • Obtaining psychiatric reports • Reviewing reports • Any agent fees • Reporting to client.
Section 38 – Forensic Report	\$250	\$270	\$320	For: <ul style="list-style-type: none"> • Liaising, obtaining and reviewing section 38 Forensic Report • Any agent fees • Reporting to client.
Restorative Justice Report	\$150	\$170	\$200	For: <ul style="list-style-type: none"> • Obtaining Restorative Justice Report in preparation for sentencing • Any agent fees • Reporting to client.

Granting notes

See [page 18](#) for further information regarding **waiting time** and **disclosure by prosecutor**.

Documentation requirements

Application for Criminal Legal Aid (*LA form 1*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedules D–F (*LA form 24*) [[s97 Legal Services Act 2011](#)]

Schedule G: Fees schedule for Appeals to the High Court

Base Fixed Fees			
Grounds of Appeal			
Activity	Fixed Fee		Tasks covered by Fixed Fee
Grounds of Appeal (Interim Grants only)	\$200		For: <ul style="list-style-type: none"> All preparation related to determining the grounds of appeal
Preparation of Appeals			
Activity	Interim/ Completion	Full	Tasks covered by Fixed Fee
Appeal against disclosure decision (s33(3)(b) Criminal Disclosure Act 2008)	\$300 Interim = To be claimed pre-disposal	\$500 To be claimed at disposal	For: <ul style="list-style-type: none"> Taking instructions, attending the client Receiving and reviewing disclosure Identifying legal and factual issues Preparing and filing notice of appeal Preparing affidavits Undertaking research Liaising with Crown, prosecution Considering Crown, prosecution submissions Preparing submissions for hearing Interviewing/cross examining witnesses Liaising with the High Court Receiving decision Reporting to client Liaising with prison Any agent fees <p>Note: Interim Fee can only be claimed via an interim invoice when the case has been substantially progressed.</p> <p>Completion Fee can only be claimed via a final invoice after disposal and where an interim fee has previously been claimed.</p> <p>Full fee can only be claimed after disposal via a final invoice and cannot be paid if an interim fee has previously been claimed and approved.</p>
	\$200 Completion = To be claimed at disposal		
Bail or Media Coverage	\$300 Interim = To be claimed pre-disposal	\$500 To be claimed at disposal	
	\$200 Completion = To be claimed at disposal		
Name Suppression	\$330 Interim = To be claimed pre-disposal	\$550 To be claimed at disposal	
	\$220 Completion = To be claimed at disposal		
Appeal against Sentence	\$330 Interim = To be claimed pre-disposal	\$550 To be claimed at disposal	
	\$220 Completion = To be claimed at disposal		

Appeal against Conviction	\$440 A = To be claimed pre-disposal	\$730 To be claimed at disposal
	\$290 B = To be claimed at disposal	
Appeal against Conviction and Sentence	\$440 A = To be claimed pre-disposal	\$730 To be claimed at disposal
	\$290 B = To be claimed at disposal	
Appeal Hearing – Hearing Time	\$48 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Additional Fixed Fees		
Reassignment		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Termination of Assignment fee	\$300 For Appeal against disclosure decision; Bail or Media Coverage	For: <ul style="list-style-type: none"> • Work undertaken prior to termination of assignment that has substantially progressed case. Note, the Termination of Assignment fee cannot be paid if an interim fee or base fee for that activity has previously been paid to that provider. See reassignment policy for details.
	\$330 For Name Suppression; Appeal against Sentence	
	\$440 For Appeal against Conviction; Appeal against Conviction and Sentence	

Granting notes

See [page 18](#) for further information regarding **invoicing**, **waiting time** and **disclosure by prosecutor**.

Documentation requirements

Application for Criminal Legal Aid (LA form 1) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedule G (LA form 25) [[s97 Legal Services Act 2011](#)]

Schedule H: Fees schedule for Appeals to the Court of Appeal

Base Fixed Fees		
Preparation of summary of issues to be raised on appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation of issues (by trial counsel)	\$270	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing application for legal aid • Reporting to client • Any agent fees •
Preparation of issues (by new counsel)	\$660	
Preparation of appeals		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Appeal against interlocutory decision (e.g. disclosure, pre-trial rulings, admissibility of evidence, name suppression, media coverage, etc.)	\$1400	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing and filing notice of appeal • Preparing affidavits • Undertaking research • Liaising with Crown, prosecution • Considering Crown, prosecution submissions • Preparing submissions for hearing • Interviewing/cross examining witnesses • Liaising with the Court of Appeal • Receiving decision • Reporting to client • Liaising with prison • Any agent fees.
Appeal against Sentence	\$1000	
Appeal against Conviction	\$1700	
Appeal against Conviction and Sentence	\$2400	
Appeal – Hearing Time	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Granting notes

See [page 18](#) for further information regarding **invoicing, waiting time and disclosure by prosecutor.**

Documentation requirements

Application for Criminal Legal Aid (*LA form 12*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedules H–I (*LA form 26*) [[s97 Legal Services Act 2011](#)]

Schedule I: Fees schedule for Appeals to the Supreme Court

Base Fixed Fees		
Preparation of application for Leave to Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation of application (by trial or prior appeal counsel)	\$860	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing application for legal aid • Reporting to client • Any agent fees •
Preparation of application (by new counsel)	\$1400	
Leave to Appeal – Hearing Time	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Preparation of response to application for Leave to Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation of response (by trial or prior appeal counsel)	\$860	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing and filing notice of appeal • Preparing affidavits • Undertaking research • Liaising with Crown, prosecution • Considering Crown, prosecution submissions • Preparing submissions for hearing • Interviewing/cross examining witnesses • Liaising with the Court of Appeal • Receiving decision • Reporting to client • Liaising with prison • Any agent fees.
Preparation of response (by new counsel)	\$1400	
Response to Leave to Appeal – Hearing Time	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.
Substantive Appeal (following the granting of leave)		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Preparation for appeal hearing	Estimate required by Amendment	For: <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues

		<ul style="list-style-type: none"> • Receiving and reviewing disclosure • Engaging in charge discussions/resolution/negotiation with the Officer in Charge, Prosecution • Entering plea • Reporting to client • Any agent fees.
Appeal – Hearing Time	\$76 per half hour	For: <ul style="list-style-type: none"> • Actual hearing time • Any agent fees.

Granting notes

See [page 18](#) for further information regarding **invoicing, waiting time** and **disclosure by prosecutor**.

Documentation requirements

Application for Criminal Legal Aid (*LA form 12*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedules H–I (*LA form 26*) [[s97 Legal Services Act 2011](#)]

Schedule J: Fees schedule for Parole (Criminal Matters)

Base Fixed Fees				
Proceedings before NZ Parole Board				
Activity	Interim/ Completion	Full	Tasks covered by Fixed Fee	
Preparation for hearing – Postponement order (s27)	\$270 Interim = To be claimed pre- disposal	\$450 To be claimed at disposal	<p>For:</p> <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Reviewing file • Perusing Parole Board material • Undertaking research • Instructing experts • Receiving specialist reports • Preparing application for order(s) • Preparing submissions for hearing(s) • Liaising with the Parole Board, High Court • Receiving decision • Reporting to client • Any agent fees 	
	\$180 Completion = To be claimed at disposal			
Preparation for hearing – Recall (ss59-66A – breach of parole)	\$270 Interim = To be claimed pre- disposal	\$450 To be claimed at disposal		
	\$180 Completion = To be claimed at disposal			
Preparation for hearing – Non-release orders (s107)	\$360 Interim = To be claimed pre- disposal	\$600 To be claimed at disposal		<p>Note: Interim Fee can only be claimed via an interim invoice when the case has been substantially progressed.</p>
	\$240 Completion = To be claimed at disposal			
Preparation for hearing – Extended supervision orders (107F-107I, 107M, 107N)	\$520 Interim = To be claimed pre- disposal	\$860 To be claimed at disposal	<p>Completion Fee can only be claimed via a final invoice after disposal and where an interim fee has previously been claimed.</p> <p>Full fee can only be claimed after disposal via a final invoice and cannot be paid if an interim fee has previously been claimed and approved.</p>	
	\$340 Completion = To be claimed at disposal			
Parole – Hearing Time	\$59 per half hour		<p>For:</p> <ul style="list-style-type: none"> • Actual hearing time • Any agent fees. 	

Parole Appeals – Grounds for Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Grounds of Appeal (Interim Grants only)	\$220	For: <ul style="list-style-type: none"> All preparation related to determining the grounds of appeal.
Parole Appeals – Substantive Appeal		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Appeals to High Court from certain decisions of the Parole Board (s68-70) – postponements, extended supervision orders, recalls	Estimate required by Amendment	For: <ul style="list-style-type: none"> Taking instructions, attending the client Identifying legal and factual issues Reviewing file Perusing Parole Board material Undertaking research Instructing experts Receiving specialist reports
Appeals to Court of Appeal from sentencing Court (s107R extended supervision)	Estimate required by Amendment	<ul style="list-style-type: none"> Preparing application for order(s) Preparing submissions for hearing(s) Liaising with the Parole Board, High Court Receiving decision Reporting to client Any agent fees.
Parole Appeal – Hearing Time	\$59 per half hour	For: <ul style="list-style-type: none"> Actual hearing time Any agent fees.
Additional Fixed Fees		
Reassignment		
Activity	Fixed Fee	Tasks covered by Fixed Fee
Termination of Assignment fee	\$270 For Postponement Order; Recall	For: <ul style="list-style-type: none"> Work undertaken prior to termination of assignment that has substantially progressed case. <p>Note, the Termination of Assignment fee cannot be paid if an interim fee has previously been paid to that provider. See reassignment policy for details.</p>
	\$360 For Non-release Orders	
	\$520 For Extended Supervision Orders	

Granting notes

Invoicing

Reporting to Legal Aid and invoicing in line with fees under the applicable schedule are tasks deemed to be included in every fixed fee. Additional payment cannot be claimed for these tasks.

Waiting time

Claims for waiting time are accepted as part of claims for actual appearances in hearings before a judge. Waiting time begins when the provider is required to be in the courtroom. This includes waiting time for the jury to deliver a verdict but excludes waiting time where the judge has excused counsel. Waiting time is payable in half hour blocks, rounded up to the nearest half hour.

If more one hour's waiting time is claimed per activity (eg, waiting time for trial or waiting time for sentencing), the following information is required:

- A summary of both the waiting time and hearing time on the day of appearance – date and times.
- If waiting time exceeds one hour for an appearance or appearances on a particular day, an explanation of the circumstances is also required. This must include:
 - confirmation that the provider was unable to undertake any other work while waiting
 - confirmation that the provider made enquiries to the court about the delay
 - reasons for the delay.

Disclosure by prosecutor

Disclosure by the prosecutor can occur at many points in proceedings. Where the schedules refer to 'Receiving and reviewing disclosure', this includes any or all of the following tasks, unless a separate fixed fee is otherwise specified:

- request further initial disclosure from prosecution (after commencement of proceedings)
- receiving and reviewing further initial disclosure
- receiving and reviewing full disclosure (after not guilty plea, election, or first appearance)
- requesting additional disclosure
- interlocutory applications:
 - Application for address of witness or informant
 - Application for disclosure of information – s30
 - Application for order setting conditions for viewing exhibit – s31
 - Application for timetabling order – s32.

Documentation requirements

Application for Criminal Legal Aid (*LA form 1*) [[s14 Legal Services Act 2011](#)]

Criminal Legal Aid Fixed Fees Tax Invoice — Schedule J (*LA form 27*) [[s97 Legal Services Act 2011](#)]