

Amendment to Grant Criminal Legal Aid

Legal aid file no.

Lead provider's matter ref.

Customer _____ Provider _____

Court _____

Amendment Sought:

- Replace fixed fee
 High Cost Case
 Additional work when fixed fee has been claimed
 Disbursements
 Estimate

Applicable fee schedule:
 A-C
 D
 E
 F
 G
 H-I
 J

Please tick the following criteria that is applicable to your case.

Fixed fee criteria

Case specific (tick all that apply)

- Volume/nature of disclosure
 More than five charges being defended/Judge alone trial
 Five or more witnesses
 Co-defendants/accused
 Significant new points of law to be researched
 Three or more prosecution interviews with defendant/witness
 Defended hearing set down for more than one day
 Trial/Jury Trial set down for more than three days

Customer specific

- Vulnerable defendant/complainant
 Defendant subject to treatment order(s).
 Communication barriers

Schedules G-J only

- Cost of completing activities exceeds relevant fixed fee by more than 25%

Other:

- Any other special circumstances

Funding sought

Activities	Provider name or number	Lead Provider		Listed Provider B	
		Hours	Total fees	Hours	Total fees
	Level of experience	1 2 3		1 2 3 SUP	
	Provider rate (excl. GST)	\$		\$	

Disbursements requiring prior-approval (specify using GST excl. amount)

Total fees (excl. GST)*	\$
Total disbursements (excl. GST)*	\$
Total GST*	\$
Total amount (incl. GST)*	\$

*If you are not registered for GST, you will be paid the GST exclusive amount.

Explanation

Please explain why the requested hours and/or disbursements are necessary and the work to be done. If hours are sought to replace a fixed fee, please explain why the fixed fee is not sufficient.

1. Initial grant

High Cost Case Management only

Please explain how the 40 hours initial grant has been used.

Date	Description of Activity (all activities completed within the 40 hours initial grant)	Format of disclosure (transcript/DVD)	Volume (pages / length of audio / video)	Hours

2. Case planning

(After the initial grant has been exhausted)

Key Aspects of case: Briefly comment on the key aspects of the Crown and defence case. Provide details of any research required.

Second counsel request: Please provide justification for any junior or co-counsel sought, specifying their identity, proposed role and level of involvement.

What is the next scheduled court event and when will it occur?

What is your estimate of trial/appeal length in hearing days?

What date has the matter been set down for trial/appeal?

Status of case

Has the matter been disposed of by a court, tribunal or any other means?

No

Yes Date of final disposition

Please outline reasons for delay in submitting this amendment. Please note that requests received **more than 15 working days** following disposal of the case cannot be considered (refer to section 28 of the Legal Services Act 2011).

Lead provider

I confirm that:

- I have informed the customer of this amendment to the grant and explained why it is necessary.
- I have explained to the customer that this amendment may increase their repayments (if any).
- I have informed Legal Aid of any changes to the address, or any increase in the income or disposable capital of the aided person.
- I will not claim a fixed fee for any activities that are approved in this amendment.

Signature:	Date:
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