

Amendment to Grant Family Legal Aid Civil Legal Aid

Legal aid file no.

Lead provider's ref.

Customer _____ Provider _____

Type of proceeding _____ Court/Tribunal _____

Amendment Sought:

- Replace fixed fee
 Estimate
 Additional work when fixed fee has been claimed
 Disbursements
 Non-Fixed Fee (*go to funding sought*)

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

Family criteria

- Alienation/deprivation factors
 Allegations/instances of sexual/substance/physical abuse
 Multiple parties (3 or more)
 Multiple children in different circumstances
 Multiple witnesses (excluding Applicant and Respondent)
 Other special circumstances (*provide more detail in explanation section*)

Civil criteria

Case specific (tick all that apply):

- Complex or unusual factual/legal issues
 Work relating to a specialist report
 Allegations/instances of sexual abuse
 Severity of injury/injuries
 Difficult diagnosis requiring multiple specialists
 Complex technical, medical or medico-legal issues

Customer specific:

- Customer has mental illness/intellectual disability
 Communication barriers
 The severity of injury/injuries has resulted in permanent impairment (ACC)

Other:

- Other special circumstances (*provide more detail in explanation section*)

Funding sought

Activities	Lead Provider		Listed Provider B	
	Hours	Total fees	Hours	Total fees
Provider name or number	_____		_____	
Level of experience	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 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 excl. 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. Please provide an update on the status of proceedings.

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 have informed Legal Aid of any settlement offers in this matter.
- I will not claim a fixed fee for any activities that are approved in this amendment.

Signature:

Date: