



## **Electronic Lodgment of Applications**

# **Work Items and Fee Scale Guide**

# OVERVIEW

When completing a Legal Aid Application (e-lodge) users must select a category (or phase) at question 21 from the following lists:

## Family

- Initial
- Alternative Dispute Resolution Phase
- Family Court
- Federal magistrates Court
- Miscellaneous Short Items
- ICL
- Appeals
- Child Support
- Relationships Act - Supreme Court

## Civil

- AAT/SSAT
- Child Safety (CYP&TFAAct)
- Federal Court
- Magistrates Court
- Mental Health
- Migration
- Supreme Court

## Criminal

- High Court
- Magistrates Court
- Supreme Court/Criminal

Whatever **choice** is made **above** will determine the work items available to you at:

- question 28 for Family Law;
- question 24 for Civil Law;
- question 26 for Criminal Law;

and are listed as follows under each law type.

A **table** setting out the allocated **hours** for each work item begins on page 4 of this document.

## FAMILY LAW

Child Support Payee Parent  
Child Support Payer Parent  
Childrens Matters  
Maintenance  
Other Family Matters  
Property Settlement  
Independent Children's Lawyer

## CIVIL LAW

Administrative Appeals Tribunal  
Children, Young Persons and Their Families Act  
Family Violence Orders  
Other Civil Matters (Commonwealth)  
Other Civil Matters (State)  
Restraint Orders  
Children's Separate Representative  
Veterans Affairs  
Workers Compensation

## CRIMINAL LAW

### Traffic Offences

Exceed .05%/Road Safety Act offences  
Drive Whilst Disqualified  
Motor Vehicle Stealing  
Drive under the Influence of - alcohol  
- drugs  
  
Dangerous Driving  
Driving causing Death  
Other traffic offences

### Drug Offences

Possession & Use  
Supply/Sell Drugs  
Growing/Manufacturing Drugs  
Traffic Drugs

### Offences Against The Person

Assault  
Aggravated Assault  
Wounding  
Grievous Bodily Harm  
Manslaughter  
Murder  
Miscellaneous Offences against the Person

#### Offences Against Good Order

Assault Police

Resist Arrest

Miscellaneous Offences against Good Order

Unlawful Possession of Weapons/Dangerous Article

#### Offences Against Justice Procedures

Bail Application

Fail to Appear

Breach of Bail

Breach of Suspended Sentence

Breach of Probation/Bond

Breach/Review of Community Service Orders

Breach of Restraint Order

Escape

Safe at Home Perpetrators

Offences against Justice Procedures

#### Sexual Assault & Related Offences

Rape

Aggravated Sexual Assault

Sexual Assault

Indecent Assault

Maintaining a Sexual Relationship with a Young Person

Child Abuse Product

#### Dishonesty Offences

Stealing

Burglary

Aggravated Burglary

Receiving & Possession of Stolen Property

Trespass

Fraud Misappropriation & Deception (including computer related fraud)

Forgery/Uttering

Dishonestly Acquiring a Financial Advantage

Armed Robbery/Robbery

Miscellaneous Dishonesty type matters

#### Property Related Crimes

Arson/Setting fire to Property

Damage to Property

Miscellaneous Offences against Property

#### Other Matters

Fisheries Offences

#### Commonwealth Matters

Centrelink Fraud

Offences against Government Security

Other Commonwealth Crimes

# FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
<b>Initial/General Work Items</b>				
	(a) Aid for Negotiations Only	1	1	Sol
	(b) Aid to Investigate and Negotiate	1	1	Sol
	(c) Aid to Investigate and Report	1	1	Sol
	(d) Other/Extension of Aid	Variable	Variable	Sol
<b>Alternative Dispute Resolution Phase</b>				
1	<b>FDR early intervention</b>			
	(a) Take instructions; arrange time and prepare for FDR process	2		
	(b) Represent client at FDR process	2	5	Sol
	(c) Prepare consent orders, if appropriate inc draw Form 11; exchange; negotiate; confirm instructions; engross; execute and file; obtain birth certificates	1		
2	<b>FDR at other stage including second conference</b>			
	(b) Representing client at FDR process	2	4	Sol
	(c) Preparing consent orders, if appropriate inc draw Form 11; exchange; negotiate; confirm instructions; engross; execute and file; obtain birth certificates	2		
5	<b>Preparation of Consent Orders</b>			
	Includes draw; engross; negotiate; confirm instructions; execute and file	3	3	Sol
	<b>Other/Extension of Aid</b>	Variable	Variable	Sol
<b>Court Proceedings Phase</b>				
<b>Family Court</b>				
6	<b>Form 1 &amp; 1A - Application Initial Grant</b>			
	Initiating proceedings up to end of Case Conference/Directions hearing			
	(a) Taking initial instructions; communications	2		
	(b) Preparing application/Response; attending to filing and service	2	7	Sol
	(c) Court attendance x 1; consent orders, if appropriate	3		
7	<b>Form 1 &amp; 1A - Case Asst Conf/First Return Date to Joint Case Conference</b>			
	(a) File management; take instructions	1		
	(b) Court attendance (x2 usual)	1	4	Sol
	(c) JCC attendance	2		
8	<b>Form 1 &amp; 2 OR 1A &amp; 2A - With Interim Application</b>			
	Initiating court proceedings - up to conclusion of directions hearing/s including application for interim relief filed at the same time			
	(a) Take instructions for initiating court proceedings and for affidavits	2	12	Sol

# FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
	(b) Preparing applications (x2) affidavits; obtaining short service; filing serving	5		
	(c) Draw; file; notify; serve subpoena (1-3 usual)	2		
	(d) Court attendance (first)	3		
9	<b>FORM 1 - LAT stream - first return date/Child Assessment Conference (CAC) to first Less Adversarial Trial (LAT) hearing date</b>			
	Attendance to explain and assist with Client Questionnaire; file and serve same; obtain instructions about list of witnesses and trial plan	2	2	Sol
10	<b>FORM 1 - LAT stream - first hearing date</b>			
	Preparation and conference with client	1		
	Appear in court first LAT hearing event inc. debriefing client	2	3	Counsel
11	<b>FORM 1 - first return date/first LAT hearing to prehearing conference/Div 12A directions hearing</b>			
	File management; taking instructions; settle Expert Report terms of reference; prepare client for family report process	2		
	Read family report, copy to client, appointment to obtain instructions re same	2	6	Sol
	PTC/Div 12A attendance incl obtaining consent orders, if appropriate	2		
11A	<b>Attend ICL Conference</b>	3	3	Sol
12	<b>FORM 1 - from prehearing conference/1st Div 12A hearing to release of family report</b>			
	Preparing client for family report process; reading family report; advising client; obtaining consent orders, if appropriate	3	3	Sol
13	<b>FORM 1 - Documents for Trial - after Family Report before first day contested trial (for trial estimated 1-2 days)</b>			
	Take instructions on client trial affidavit; draw; re-interview to settle; swear; engross incl. annexure and copies; file and serve	6		
	Interview witnesses (x3 standard) on affidavit; draw; re-interview to settle; swear; engross; file and serve	4	12	Sol
	Preparing outline of case; communicate to settle joint case summary	2		
14	<b>FORM 1 - Documents for Trial - after Family Report before first day contested trial (for trial estimated 3 days plus)</b>			
	Add extra witnesses interviews; settle and swear extra affidavits; draw trial plan; file and serve	4	4	Sol

## FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
15	<b>Trial Preparation</b>			
	Review all material including pleadings; affidavits and subpoenaed materials; draw list of objections; plan and prepare opening and submissions	5		
	Prepare examination in chief	1	10	Sol
	Prepare cross-examination	4		
16	<b>Trial Costs - as Solicitor Advocate</b>			
	Attendance first day of hearing including 2 hours pre-trial prep conferences before and after court	6	6	Counsel
17	<b>Trial Costs - Instructing Solicitor - Complex Where Approved</b>			
	Attendance each day to instruct	6	6	Sol
18	<b>Take Judgment</b>			
	Attend Court; take judgment; argue costs where necessary; settle incidental issues requested by Court; conference with client to explain	1	1	Counsel
19	<b>Costs Application - Contested - Discrete Item</b>			
	Obtain instructions on financial circumstances; attend court; argue and debrief client	2	2	Counsel
	<b>Other/Extension of Aid</b>	Variable	Variable	Sol

## Federal Magistrates Court

20	<b>FMC - Without Interim Application</b>			
	Initiating court proceedings - up to conclusion of directions hearing/s including application for interim relief filed at the same time			
	(a) Take instructions for initiating court proceedings and for affidavits	2		
	(b) Prepare applications (x2) affidavits; file; serve	5	9	Sol
	Court attendance (CAC / first return date)	2		
21	<b>FMC - With Interim Application</b>			
	Initiating court proceedings - up to conclusion of directions hearing/s including application for interim relief filed at the same time			
	(a) Take instructions for initiating court proceedings and for affidavits	2		
	(b) Preparing applications (x2) affidavits; obtaining short service; filing; serving	5	12	Sol
	(c) Draw; file; notify; serve subpoena (1-3 usual)	2		
	Court attendance (first)	3		
22	<b>FMC - Mention/Directions Hearing as Discrete Event</b>			
	File Management; obtain instructions; negotiate; communication	1	2	Sol
	Court appearance	1		

## FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
23	<b>FORM 1 - Documents for Trial - After Family Report Before First Day Contested Trial (for Trial Estimated 1-2 Days)</b>			
	Take instructions on client trial affidavit; draw; re-interview to settle; swear; engross incl. annexure and copies; file and serve	6		
	Interview witnesses (x3 standard) on affidavit; draw; re-interview to settle; swear; engross; file and serve	4	12	Sol
	Preparing outline of case; communicate to settle joint case summary	2		
24	<b>Trial Preparation</b>			
	Review all material including pleadings; affidavits and subpoenaed material; draw list of objections; plan and prepare opening and submissions	5		
	Prepare examination in chief	1	10	Sol
	Prepare cross-examination	4		
25	<b>FMC - Trial Costs as Solicitor Advocate or Counsel</b>			
	Attendance first day of hearing including 2 hours pre-trial prep; conferences before and after court	6	6	Counsel
26	<b>FMC - Trial Costs as Solicitor Advocate or Counsel</b>			
	Subsequent day	6	6	Counsel
27	<b>Contravention Proceedings - Applicant</b>			
	Peruse order; obtain instructions on contravention	1		
	Draw Form 12; draw affidavit; settle and swear affidavit; file and serve; obtain evidence in support including subpoena	3	8	Sol Sol Counsel
	Court appearance	4		
28	<b>Contravention Proceedings - Respondent</b>			
	Peruse order, application and affidavit; obtain instructions on contravention	1		Sol
	Draw affidavit; settle and swear affidavit; obtain evidence in support including subpoena; prepare cross-examination and submissions	3	8	Sol
	Court appearance	4		Counsel
	<b>Other/Extension of Aid</b>	Variable	Variable	Sol
<b>Miscellaneous Short Items</b>				
29	<b>FORM 1 Pre-2006 Matter Into Div 12A</b>			
	Attendance to explain process; obtain consent; complete; file and serve consent form	1	1	Sol

# FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
30	<b>Child Responsive Program - Additional Item Following First Court Date</b>			
	Read short family report; conference client debrief and obtain instructions	2		
	Feedback conference	2	5	Sol
	Attend Registrar's Procedural hearing; negotiate orders and directions; prepare and mention for consent orders or trial directions	1		
31	<b>Interim Hearing on Adjourned Date</b>			
	File management; refresh; negotiate resolution; obtain instructions	1	3	Sol
	Attend court on contest or consent orders	2		Counsel
32	<b>Judicial Interim or Summary Hearing - Discrete Event</b>			
	Take instructions for application; communicate and negotiate	2		Sol
	Draw application and affidavits (x2 usual); attend swearing affidavits; file and serve; obtain short service	3	8	Sol
	Court attendance (including consent orders)	3		Counsel
33	<b>Subpoena List - Discrete Event</b>			
	(a) Draw; file; notify; serve subpoena	0.5		
	(b) Appear on return	0.5	1.5	Sol
	(c) Read material; note up	0.5		
34	<b>Single Expert Appointment discrete item</b>			
	(a) Negotiate identity of SE and availability	1		
	(b) Review issues and draw; circulate; execute; file Terms of Reference	2	4	Sol
	(c) Registrar's list attendance (x2)	1		
35	<b>Other Contested Short List</b>			
	For example: Expert dispute; disputed directions; contested subpoena list; defaulters list; applications for leave to issue subpoena			
	Review file; prepare argument; negotiate; draw necessary submissions; documents	1	3	Counsel
	Appear in Court	2		
36	<b>Briefing Counsel Where Approved</b>			
	Prepare and deliver brief to counsel	1	2	Sol
	Conference with client; counsel	1		
37	<b>Reading Time Discrete Item</b>			
	For brief in excess of 500 pages or on resumption of part heard trial after significant lapse of time	2	2	Counsel



# FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
38	<b>Case Review - Complex Where Approved</b>			
	Review file; preparing court documents (if any); taking instructions; court attendance; obtaining consent orders, if appropriate	3	3	Sol
	<b>Other/Extension of Aid</b>	Variable	Variable	Sol
<b>Independent Children's Lawyer (ICL)</b>				
39	<b>ICL Initial Grant</b>			
	File Address for Service; obtain and read material; obtain authorities; procure and read medical reports, teach info	5		
	Organise appointment and venue; interview children	2	9	Sol
	Draw; file; serve and notify subpoena (x2 usual) and appear in subpoena list or Registrar's procedural list	2		
40	<b>ICL - Read Subpoena Material</b>	2	2	Sol
41	<b>Chair ICL Conference</b>			
	Read Outlines; organise conference and venue; communicate to set agenda	0.5		
	Conduct conference	3	4	Counsel
	Draw Parenting agreement/consent orders	0.5		
42	<b>ICL – First Court Event</b>			
	First appearance at CAC, JCC or in Div 12A first day hearing including prepare list of issues	3	3	Counsel
43	<b>ICL - Interview Children Subsequent - Discrete Item</b>			
	Organise interview venue	0.5		
	Conduct interview with children; report as appropriate to parties, experts	1.5	2	Sol
44	<b>ICL - Interim or Summary Hearing as Discrete Event (incl Waiting Time)</b>			
	Reading and prep; negotiation	1		
	Court Appearance	3	4	Counsel
45	<b>ICL - Preparation for Trial</b>			
	Check subpoenaed material; interview expert and lay witnesses; draw file and serve affidavits (x2 standard); prepare single expert; read parties' material served; prepare outline of case document	6	6	Counsel
46	<b>ICL - Contested Hearing as Solicitor Advocate/Counsel</b>			
	First day fee including re-reading material; prepare cross-examination and submissions; settlement negotiations and conferences before and after court	6	6	Counsel

## FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
47	<b>ICL - Contested Hearing as Solicitor Advocate</b>			
	Subsequent day incl. take judgment; arrange and attend debrief interview with children	6	6	Counsel
	<b>Other/Extension of Aid</b>	Variable	Variable	Sol
<b>Appeals</b>				
48	<b>Appeal to Full Court Family Court</b>			
	Obtain and read transcript; advise client; draw Notice of Appeal; draft summary or argument; settle Appeal Book	10	10	Sol
49	<b>Appeal to a Single Judge of Family Court</b>			
	Obtain and read transcript; advise client; draw Notice of Appeal; draft summary or argument; settle Appeal Book	8	8	Counsel
50	<b>Appeal to Full Court or Single Judge</b>			
	Draw and settle amended Notice of Appeal	2	6	Counsel
	Draw and settle final summary of argument	4		
51	<b>Appeal to Full Court or Single Judge</b>			
	Appear on hearing first day as solicitor advocate/counsel	6	6	Counsel
52	<b>Appeal to Full Court or Single Judge</b>			
	Appear on hearing subsequent days	6	6	Counsel
	<b>Other/Extension of Aid</b>	Variable	Variable	Sol

## CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
<b>General Work Items</b>				
	Aid to Investigate and Report	1	1	Sol
	Aid for Negotiations Only	1	1	Sol
	Aid to Investigate and Negotiate	1	1	Sol
	Other/Extension of Aid	Variable	Variable	Sol
<b>AAT/SSAT</b>				
	Appeal to AAT	1	1	Sol
	Investigate and Report on Appeal to AAT	3	3	Sol
	Other/Extension of Aid	1	1	Sol
<b>Child Safety</b>				
56	<b>Acting for Participating Party - Initial Grant</b>			
	Take instructions; communication and negotiation	2		
	Read initial CSS trial material; appear 1 court mention date	2	9	Sol
	Conference with client before s.52 conference; read further affidavits and expert reports	2		
	Attend s.52 conference and same day mention	3		
57	<b>Acting for Party - Subsequent File Management Item (*High Maintenance Clients)</b>			
	Attend to urgent client concerns; additional conference; communication and negotiation	2	2	Sol
58	<b>Acting for Party - From s.52 Conference</b>			
	Read CSS trial material up to 500 pages	2		
	Take instructions on affidavit; draw; attend on settling affidavit; swear; engross; copy; file and serve	2	6	Sol
	Take instructions on witness affidavit (1 standard); draw; attend on settling; swear; engross; copy; file and serve	1		
	Attend at least one further Court mention/directions date	1		
58a	<b>Second or subsequent s.52 Conference</b>	3	3	Sol
59	<b>Acting for Interested Party - Appear Trial as Solicitor Advocate/Counsel</b>			
	Prep; reading; first day hearing fee; incl conferences before and after court	6	6	Sol
60	<b>Acting for Interested Party - Appear Trial as Solicitor Advocate/Counsel</b>			
	Subsequent day	6	6	Sol
60a	<b>Child's Sep Rep Initial Grant</b>			
	File address for Service; obtain and read material; obtain authorities; procure and read medical reports; teacher info	5		
	Organise appointment and venue; interview children	2	9	Sol
	Draw; file; serve and notify subpoenas (x2 usual) and appear in subpoenas list or Registrar's procedural list	2		

## CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
60b	<b>Child's Sep Rep - Read CSS material</b>	2	2	Sol
60c	<b>Child's Sep Rep - Conference Chair</b>			
	Read outlines; organise conference and venue; communicate to set agenda	0.5		
	Conduct conference	3	4	Sol
	Draw orders	0.5		
60d	<b>Child's Sep Rep First Court Event</b>			
	First appearance in first day hearing including prepare list of issues	3	3	Sol
60e	<b>Child's Sep Rep - Interview Children Subsequent - Discrete Item</b>			
	Organise interview venue	0.5	2	Sol
	Conduct interview with children; report as appropriate to parties, experts	1.5		
60f	<b>Child's Sep Rep - s.52 Conference</b>			
	Reading and prep; negotiation	1	4	Sol
	Conference	3		
60g	<b>Child's Sep Rep - Preparation for Trial</b>			
	Check subpoenaed material; interview expert and lay witnesses; draw file and serve affidavits (x2 standard); prepare single expert; read parties' material served; prepare outline of case document	6	6	Sol
60h	<b>Child's Sep Rep - Contested Hearing</b>			
	First day fee including re-reading material; prepare cross-examination and submission; settlement negotiations and conferences before and after court	6	6	Sol
60i	<b>Child's Sep Rep - Contested Hearing</b>			
	Subsequent day incl take judgment; arrange and attend debrief interview	6	6	Sol
	<b>Aid for Negotiations Only</b>	1	1	Sol
	<b>Aid to Investigate and Negotiate</b>	1	1	Sol
	<b>Aid to Investigate and Report</b>	1	1	Sol
	<b>Attend Child Sep Rep Conference</b>	3	3	Sol
	<b>Mention</b>	0.5	.05	Sol
	<b>Other/Extension of Aid</b>	Variable	Variable	Sol

## Federal Court

	Appeal Veteran's Appeal to Federal Court	19	19	Sol
	Investigate Veteran's Appeal to Federal Court	4	4	Sol
	Other/Extension of Aid	Variable	Variable	Sol

## CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
<b>Magistrates Court</b>				
	Aid for Negotiations Only	1	1	Sol
	Aid to Defend Proceedings in Magistrates Court	3.5	3.5	Sol
	Aid to Institute Proceedings in Magistrates Court	3.5	3.5	Sol
	Aid to Investigate and Negotiate	3	3	Sol
	Aid to Investigate and Report	1	1	Sol
	Family Violence Order	3.5	3.5	Sol
	Other/Extension of Aid	1	1	Sol
	Restraint Order Application	3.5	3.5	Sol
	Revoke Restraint Order	2	2	Sol
	Vary Restraint Order	3	3	Sol
<b>Migration</b>				
	Aid for Negotiations Only	1	1	Sol
	Aid to Investigate and Negotiate	3	3	Sol
	Aid to Investigate and Report	1	1	Sol
	Other/Extension of Aid	1	1	Sol
<b>Supreme Court</b>				
	Aid for Negotiations Only	1	1	Sol
	Aid to Investigate and Negotiate	3	3	Sol
	Aid to Investigate and Report	1	1	Sol
	Other/Extension of Aid	1	1	Sol
61	<b>Initial Grant</b>			
	Take initial instructions	2	4	Sol
	Collect and read financial documents; negotiate before filing	2		
62	<b>Initiating Proceedings</b>			
	Draw Writ or Originating Application	0.5	4.5	Sol
	Draw; settle in conference with client; administer affidavit; file and serve	4		
63	<b>Enter a Defence</b>			
	Conference obtaining initial instructions	2	2.5	Sol
	Notice of Appearance; draw file and serve	0.5		
64	<b>Draw File and Serve a Counter Claim</b>			
	Draw file and serve pleading	0.5	4.5	Sol
	Draw; settle in conference with client; administer affidavit in response; file and serve	4		

## CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
65	<b>Directions Hearing Before Master</b>			
	Review file; negotiate directions and appear	1	1	Sol
66	<b>Discovery</b>			
	Incl draw and serve list of documents; peruse other party list of docs	2	5	Sol
	Peruse documents discovered	3		
67	<b>Interrogatories</b>			
	Draw Interrogatories	3	5	Sol
	Peruse other party interrogatories; arrange appointment; obtain instructions; draw answers; settle; attend on swearing and serve	2		
68	<b>Mediation</b>			
	Conference with client to prepare client and discuss settlement	1	4	Sol
	Attend mediation conference including pre-mediation phone conference	3		
69	<b>Draw Separation Agreement / Consent Orders</b>			
	Draw; negotiate; settle agreement or orders and agreed statement of facts; engross; attend to execution and filing or exchange	4	4	Sol
70	<b>Trial Prep - Documents for Trial</b>			
	Including subpoenas; interview witnesses; witness affidavits (x2 usual); file and serve	8	10	Sol
	Outline of argument; chronology	2		Counsel
71	<b>Trial Preparation</b>			
	Review all material including pleadings; affidavits and subpoenaed material; draw list of objections; plan and prepare opening and submissions	5	10	Counsel
	Prepare examination in chief/reply	1		
	Prepare cross-examination	4		
72	<b>Briefing Counsel Where Approved</b>			
	Prepare and deliver brief to counsel	1	2	Sol
	Conference with client; counsel	1		
73	<b>Contested Trial As Solicitor Advocate/Counsel</b>			
	First day hearing fee incl conferences before and after court	6	6	Counsel
48	<b>Appeal to Full Court of the Supreme Court</b>			
	Obtain and read transcript; advise client; draw notice of appeal; draft summary or argument; settle Appeal Book	10	10	Sol
49	<b>Appeal to a Single Judge of the Supreme Court</b>			
	Obtain and read transcript; advise client; draw Notice of Appeal; draft summary or argument; settle Appeal Book	8	8	Counsel

## CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
50	<b>Appeal to Full Court or Single Judge of the Supreme Court</b>			
	Draw and settle amended Notice of Appeal	2	6	Counsel
	Draw and settle final summary of argument	4		
51	<b>Appeal to Full Court or Single Judge of the Supreme Court</b>			
	Appear on hearing first day as solicitor advocate/counsel	6	6	Counsel
52	<b>Appeal to Full Court or Single Judge of the Supreme Court</b>			
	Appear on hearing subsequent days	6	6	Counsel

## CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	
<b>General Work Items</b>				
	Aid to Investigate and Report	1	1	Sol
	Aid for Negotiations Only	1	1	Sol
	Aid to Investigate and Negotiate	Variable	Variable	Sol
	Other/Extension of Aid	Variable	Variable	Sol

### Magistrates Court

	Aid to Investigate and Report	1	1	Sol
	Aid to Investigate and Negotiate	3	3	Sol
	Aid for Negotiations Only	1	1	Sol
	Other/Extension of Aid	1	1	Sol
	Bail Application	1	1	Sol
	Plea in Mitigation or Investigate	3	3	Sol
	Plea in Mitigation - Recent Familiarity with Client	2	2	Sol
	Plea in Mitigation - Many Recent Charges	1	1	Sol
	Plea in Mitigation - Restricted Licence	4	4	Sol
	Plea in Mitigation or Investigate - Youth Justice Court	3	3	Sol
	Contest Mention	1	1	Sol
	Remand/Mention	0.5	0.5	Sol
	Disputed Facts Hearing	1	1	Sol
	Disputed Facts Hearing - Youth Justice Court	1	1	Sol
	Drug Diversion Programme	3	3	Sol
	Uncontested Committal	4	4	Sol
	Preparation for Hearing	2.75	2.75	Sol
	Youth Justice Review – Youth Justice Court	3	3	Sol
	Mental Health Diversion List	3	3	Sol
	Hearing (days or part thereof)	6	6	Sol
	Section 8A - Preparation for Hearing	2	2	Sol
	Section 8A - Hearing (days or part thereof)	6	6	Sol
	Intermediaries Scheme - Preparation for grounds rules hearing, appearance at ground rules hearing, attendance upon intermediary and preparation for cross examination	4	4	Sol
	Intermediaries Scheme - Each additional witness requiring an intermediary	2	2	Sol

#### Magistrates Court Indictable Listings

	Brief analysis; attendances on the client; requests for disclosure; attendances on the prosecution; all court appearances and other work undertaken up until the accused is referred to the PPA List or committed to the Supreme Court	4	4	Sol
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# CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	
	<b>Preliminary Proceeding (PP) List</b>			
	Drafting and filing the PP application; negotiation with the DPP; all court attendances and conducting the PP	4	6	Sol
	Resolve matter summarily including negotiation, preparation and appearance on plea, application to relist summary matters, attendance for sentence and any other court attendances and all related charges dealt with	2		
<b>Supreme Court</b>				
	Aid to Investigate and Report	1	1	Sol
	Aid to Investigate and Negotiate	3	3	Sol
	Aid for Negotiations Only	1	1	Sol
	Bail Application	1.25	2.75	Sol
		1.5		Counsel
	Plea in Mitigation	2	4.5	Sol
		2.5		Counsel
	Plea in Mitigation - Recent Familiarity	1	3	Sol
		2		Counsel
	Preliminary Proceedings	3.5	3.5	Counsel
	Remand/Mention	1	1	Counsel
	Disputed Facts Hearing	3	3	Counsel
	Trial First Day + Fee on Brief	3	10	Sol
		7		Counsel
	Trial Each Subsequent Day	6	6	Counsel
	CCA Appeal Investigate & Report - Sentence	4	4	Sol
	CCA Appeal Investigate & Report - Conviction	4	4	Sol
	CCA Appeal - Sentence	10	15	Sol
		5		Counsel
	CCA Appeal - Conviction	10	15	Sol
		5		Counsel
	CCA Appeal - Respond Crown Filed	10	15	Sol
		5		Counsel
	LCA Investigate & Report - Sentence	3	3	Sol
	LCA Investigate & Report - Conviction	3	3	Sol
	LCA - File and Argue	4	9	Sol
		5		Counsel
	LCA - Respond Crown Filed	5	9	Sol

## CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	
		4		Counsel
	Apply to Supreme Court to Fix Sentence	4	9	Sol
		5		Counsel
	Other/Extension of Aid	Variable	Variable	Sol
	Section 8A - Preparation for Hearing	2	2	Sol
	Section 8A - Hearing (days or part thereof)	6	6	Sol
	Intermediaries Scheme - Preparation for grounds rules hearing, appearance at ground rules hearing, attendance upon intermediary and preparation for cross examination	4	4	Counsel
	Intermediaries Scheme - Each additional witness requiring an intermediary	2	2	Counsel

### High Court

	Application for Special Leave to High Court	10	25	Sol
		15		Counsel
	High Court Appeal	13	35	Sol
		22		Counsel
	Other/Extension of Aid	Variable	Variable	Sol

# DISBURSEMENTS

Description	Rate
<b>All Courts</b>	
Childrens Contact Centre Witness	\$300.00
Experts Report	\$200.00
Government Medical	\$100.00
Interpreter	\$100.00
Other	\$100.00
Photocopying	\$50.00
Photocopying Appeal Books	\$250.00
Process Servers' Fees	\$100.00
Psychiatrist Report	\$800.00
Psychiatrist Witness	\$1,000.00
Accommodation	\$150.00
Barrister	\$163.20
Childrens Contact Centre Report	\$300.00
Psychologist Report	\$1,000.00
Psychologist Witness	\$1,000.00
School Teacher Witness	\$300.00
Social Worker Report	\$100.00
Social Worker Witness	\$300.00
Subpoena Expenses	\$100.00
Superannuation Fund Fees	\$150.00
Transcripts	\$500.00
Travel Distance (kilometres)	\$0.40
Valuer	\$300.00
Witness	\$50.00
DNA - Testing	\$800.00
Counsel in Magistrates Court	\$142.80
Hair Follicle drug testing	\$500.00
Medical Report GP	\$100.00
Medical Witness GP	\$500.00
Non Medical Expert	\$100.00

## Family - Alternative Dispute Resolution Phase

03 FDR Conferences as Chair	\$571.20
04 Subsequent Conference as Chair	\$326.40

## Family – Property Mediation Trial

Stage 5.01 Chairperson Fee - Conference One	\$999.60
Stage 5.02 Chairperson fee - Conference Two	\$642.60

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## NDIS Disbursements

Medical Reports	\$100.00
Other	\$100.00

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## Property Mediation Disbursements

Caveat Lodgement Fee	\$171.72
Interpreter	\$300.00
Process Server Fee	\$100.00
Superannuation Information Form/Actuarial Fee	\$100.00
Subpoena Expenses	\$200.00
Valuation	\$1,300.00
Travel Distance (kilometres)	\$0.40
Regional travel if approved (solicitor's time in hours)	\$142.80
Photocopying of filed documents/reports and subpoenaed documents	\$50.00

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## Family Law Cross Examination Scheme Disbursements

Subpoena Expenses	\$100.00
Interpreter	\$300.00
Photocopying of filed documents/reports and subpoenaed documents	\$50.00
Regional accommodation if approved per night of trial	\$180.00
Regional travel if approved (solicitor's time in hours)	\$142.80
Travel Distance (kilometres)	\$0.40
XE Other disbursement - Exceptional circumstances	\$100.00
Mediation Chairperson Fee	\$142.80
Barrister Trial Costs (per day)	\$163.20
Barrister Trial Prep: Children OR Property Matters	\$163.20
Barrister Trial Prep: Children AND Property Matters	\$163.20