

For all Grants of Legal Aid: Work Items and Fee Scale Guide

1 June 2025

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
- Federal Circuit and Family Court of Australia
- 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
Initial/General Work Items				
	(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
Alternative Dispute Resolution Phase				
1	FDR early intervention			
	(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	FDR at other stage including second conference			
	(b) Representing client at FDR process	2		
	(c) Preparing consent orders, if appropriate inc draw Form 11; exchange; negotiate; confirm instructions; engross; execute and file; obtain birth certificates	2	4	Sol
5	Preparation of Consent Orders			
	Includes draw; engross; negotiate; confirm instructions; execute and file	3	3	Sol
	Other/Extension of Aid	Variable	Variable	Sol

Court Proceedings Phase

Family Court

6	Form 1 & 1A - Application Initial Grant			
	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	Form 1 & 1A - Case Asst Conf/First Return Date to Joint Case Conference			
	(a) File management; take instructions	1		
	(b) Court attendance (x2 usual)	1	4	Sol
	(c) JCC attendance	2		
8	Form 1 & 2 OR 1A & 2A - With Interim Application			
	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	FORM 1 - LAT stream - first return date/Child Assessment Conference (CAC) to first Less Adversarial Trial (LAT) hearing date			
	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	FORM 1 - LAT stream - first hearing date			
	Preparation and conference with client	1	3	Counsel
	Appear in court first LAT hearing event inc. debriefing client	2		
11	FORM 1 - first return date/first LAT hearing to prehearing conference/Div 12A directions hearing			
	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	Attend ICL Conference	3	3	Sol
12	FORM 1 - from prehearing conference/1st Div 12A hearing to release of family report			
	Preparing client for family report process; reading family report; advising client; obtaining consent orders, if appropriate	3	3	Sol
13	FORM 1 - Documents for Trial - after Family Report before first day contested trial (for trial estimated 1-2 days)			
	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	FORM 1 - Documents for Trial - after Family Report before first day contested trial (for trial estimated 3 days plus)			
	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	Trial Preparation			
	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	Trial Costs - as Solicitor Advocate			
	Attendance first day of hearing including 2 hours pre-trial prep conferences before and after court	6	6	Counsel
17	Trial Costs - Instructing Solicitor - Complex Where Approved			
	Attendance each day to instruct	6	6	Sol
18	Take Judgment			
	Attend Court; take judgment; argue costs where necessary; settle incidental issues requested by Court; conference with client to explain	1	1	Counsel
19	Costs Application - Contested - Discrete Item			
	Obtain instructions on financial circumstances; attend court; argue and debrief client	2	2	Counsel
	Other/Extension of Aid	Variable	Variable	Sol

Federal Magistrates Court

20	FMC - Without Interim Application			
	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	FMC - With Interim Application			
	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	FMC - Mention/Directions Hearing as Discrete Event			
	File Management; obtain instructions; negotiate; communication	1	2	Sol
	Court appearance	1		

FAMILY LAW

E-lodge Item No.	Description	Hours	Total	Rate
23	FORM 1 - Documents for Trial - After Family Report Before First Day Contested Trial (for Trial Estimated 1-2 Days)			
	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	Trial Preparation			
	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	FMC - Trial Costs as Solicitor Advocate or Counsel			
	Attendance first day of hearing including 2 hours pre-trial prep; conferences before and after court	6	6	Counsel
26	FMC - Trial Costs as Solicitor Advocate or Counsel			
	Subsequent day	6	6	Counsel
27	Contravention Proceedings - Applicant			
	Peruse order; obtain instructions on contravention	1		Sol
	Draw Form 12; draw affidavit; settle and swear affidavit; file and serve; obtain evidence in support including subpoena	3	8	Sol
	Court appearance	4		Counsel
28	Contravention Proceedings - Respondent			
	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
	Other/Extension of Aid	Variable	Variable	Sol
Miscellaneous Short Items				
29	FORM 1 Pre-2006 Matter Into Div 12A			
	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	Child Responsive Program - Additional Item Following First Court Date			
	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	Interim Hearing on Adjourned Date			
	File management; refresh; negotiate resolution; obtain instructions	1	3	Sol
	Attend court on contest or consent orders	2		Counsel
32	Judicial Interim or Summary Hearing - Discrete Event			
	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	Subpoena List - Discrete Event			
	(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	Single Expert Appointment discrete item			
	(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	Other Contested Short List			
	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	Briefing Counsel Where Approved			
	Prepare and deliver brief to counsel	1	2	Sol
	Conference with client; counsel	1		
37	Reading Time Discrete Item			
	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	Case Review - Complex Where Approved			
	Review file; preparing court documents (if any); taking instructions; court attendance; obtaining consent orders, if appropriate	3	3	Sol
	Other/Extension of Aid	Variable	Variable	Sol
Independent Children's Lawyer (ICL)				
39	ICL Initial Grant			
	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	ICL - Read Subpoena Material	2	2	Sol
41	Chair ICL Conference			
	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	ICL – First Court Event			
	First appearance at CAC, JCC or in Div 12A first day hearing including prepare list of issues	3	3	Counsel
43	ICL - Interview Children Subsequent - Discrete Item			
	Organise interview venue	0.5		
	Conduct interview with children; report as appropriate to parties, experts	1.5	2	Sol
44	ICL - Interim or Summary Hearing as Discrete Event (incl Waiting Time)			
	Reading and prep; negotiation	1		
	Court Appearance	3	4	Counsel
45	ICL - Preparation for Trial			
	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	ICL - Contested Hearing as Solicitor Advocate/Counsel			
	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	ICL - Contested Hearing as Solicitor Advocate			
	Subsequent day incl. take judgment; arrange and attend debrief interview with children	6	6	Counsel
	Other/Extension of Aid	Variable	Variable	Sol
Appeals				
48	Appeal to Full Court Family Court			
	Obtain and read transcript; advise client; draw Notice of Appeal; draft summary or argument; settle Appeal Book	10	10	Sol
49	Appeal to a Single Judge of Family Court			
	Obtain and read transcript; advise client; draw Notice of Appeal; draft summary or argument; settle Appeal Book	8	8	Counsel
50	Appeal to Full Court or Single Judge			
	Draw and settle amended Notice of Appeal	2	6	Counsel
	Draw and settle final summary of argument	4		
51	Appeal to Full Court or Single Judge			
	Appear on hearing first day as solicitor advocate/counsel	6	6	Counsel
52	Appeal to Full Court or Single Judge			
	Appear on hearing subsequent days	6	6	Counsel
	Other/Extension of Aid	Variable	Variable	Sol

Federal Circuit and Family Court of Australia

General Work Items

53	Pre-action Procedures			
	Additional processes including further instructions; draft questionnaire form, case outline and exchange of costs and other documents	1	1	Sol
54	Additional court appearances			
	Additional processes including further instructions; draft questionnaire form, case outline and exchange of costs and other documents	1	1	Sol
55	Court-based Dispute Resolution			
	Representing client at DR process	6	9	Sol
	Preparation of consent orders; draw; engross; negotiate; confirm instructions; execute and file	3		

CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
General Work Items				
	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
AAT/SSAT				
	Appeal to AAT	1	1	Sol
	Investigate and Report on Appeal to AAT	3	3	Sol
	Other/Extension of Aid	1	1	Sol
TASCAT				
Separate Representative – Mental Health				
	Initial Preparation		6	6
	Interview other parties (if required)		2	2
	Interim hearing		1	1
	Preparation for hearing		3	3
	Hearing		3	3
Separate Representative – Guardianship				
	Initial Preparation		6	6
	Interview other parties (if required)		2	2
	Interim hearing		1	1
	Preparation for hearing		3	3
	Hearing		3	3
Child Safety				
56	Acting for Participating Party - Initial Grant			
	Take instructions; communication and negotiation	2		
	Read initial CSS trial material; appear 1 court mention date	2		
	Conference with client before s.52 conference; read further affidavits and expert reports	2	9	Sol
	Attend s.52 conference and same day mention	3		
57	Acting for Party - Subsequent File Management Item (*High Maintenance Clients)			
	Attend to urgent client concerns; additional conference; communication and negotiation	2	2	Sol
58	Acting for Party - From s.52 Conference			
	Read CSS trial material up to 500 pages	2	6	Sol

CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
	Take instructions on affidavit; draw; attend on settling affidavit; swear; engross; copy; file and serve	2		
	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	Second or subsequent s.52 Conference	3	3	Sol
59	Acting for Interested Party - Appear Trial as Solicitor Advocate/Counsel			
	Prep; reading; first day hearing fee; incl conferences before and after court	6	6	Sol
60	Acting for Interested Party - Appear Trial as Solicitor Advocate/Counsel			
	Subsequent day	6	6	Sol
60a	Child's Sep Rep Initial Grant			
	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		
60b	Child's Sep Rep - Read CSS material	2	2	Sol
60c	Child's Sep Rep - Conference Chair			
	Read outlines; organise conference and venue; communicate to set agenda	0.5		
	Conduct conference	3	4	Sol
	Draw orders	0.5		
60d	Child's Sep Rep First Court Event			
	First appearance in first day hearing including prepare list of issues	3	3	Sol
60e	Child's Sep Rep - Interview Children Subsequent - Discrete Item			
	Organise interview venue	0.5	2	Sol
	Conduct interview with children; report as appropriate to parties, experts	1.5		
60f	Child's Sep Rep - s.52 Conference			
	Reading and prep; negotiation	1	4	Sol
	Conference	3		
60g	Child's Sep Rep - Preparation for Trial			
	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	Child's Sep Rep - Contested Hearing			
	First day fee including re-reading material; prepare cross-examination and submission; settlement negotiations and conferences before and after court	6	6	Sol

CIVIL LAW

E-lodge Item No.	Description	Hours	Total	Rate
60i	Child's Sep Rep - Contested Hearing			
	Subsequent day incl take judgment; arrange and attend debrief interview	6	6	Sol
	Aid for Negotiations Only	1	1	Sol
	Aid to Investigate and Negotiate	1	1	Sol
	Aid to Investigate and Report	1	1	Sol
	Attend Child Sep Rep Conference	3	3	Sol
	Mention	0.5	.05	Sol
	Other/Extension of Aid	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
Magistrates Court				
	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
Migration				
	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
Supreme Court				
	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	Initial Grant			
	Take initial instructions	2	4	Sol
	Collect and read financial documents; negotiate before filing	2		
62	Initiating Proceedings			
	Draw Writ or Originating Application	0.5	4.5	Sol
	Draw; settle in conference with client; administer affidavit; file and serve	4		
63	Enter a Defence			
	Conference obtaining initial instructions	2	2.5	Sol
	Notice of Appearance; draw file and serve	0.5		
64	Draw File and Serve a Counter Claim			
	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	Directions Hearing Before Master			
	Review file; negotiate directions and appear	1	1	Sol
66	Discovery			
	Incl draw and serve list of documents; peruse other party list of docs	2	5	Sol
	Peruse documents discovered	3		
67	Interrogatories			
	Draw Interrogatories	3	5	Sol
	Peruse other party interrogatories; arrange appointment; obtain instructions; draw answers; settle; attend on swearing and serve	2		
68	Mediation			
	Conference with client to prepare client and discuss settlement	1	4	Sol
	Attend mediation conference including pre-mediation phone conference	3		
69	Draw Separation Agreement / Consent Orders			
	Draw; negotiate; settle agreement or orders and agreed statement of facts; engross; attend to execution and filing or exchange	4	4	Sol
70	Trial Prep - Documents for Trial			
	Including subpoenas; interview witnesses; witness affidavits (x2 usual); file and serve	8	10	Sol
	Outline of argument; chronology	2		Counsel
71	Trial Preparation			
	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	Briefing Counsel Where Approved			
	Prepare and deliver brief to counsel	1	2	Sol
	Conference with client; counsel	1		
73	Contested Trial As Solicitor Advocate/Counsel			
	First day hearing fee incl conferences before and after court	6	6	Counsel
48	Appeal to Full Court of the Supreme Court			
	Obtain and read transcript; advise client; draw notice of appeal; draft summary or argument; settle Appeal Book	10	10	Sol
49	Appeal to a Single Judge of the Supreme Court			
	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	Appeal to Full Court or Single Judge of the Supreme Court			
	Draw and settle amended Notice of Appeal	2	6	Counsel
	Draw and settle final summary of argument	4		
51	Appeal to Full Court or Single Judge of the Supreme Court			
	Appear on hearing first day as solicitor advocate/counsel	6	6	Counsel
52	Appeal to Full Court or Single Judge of the Supreme Court			
	Appear on hearing subsequent days	6	6	Counsel

CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	Rate
General Work Items				
	Aid for initial client attendance, instructions, and appearance	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 for initial client attendance, instructions, and appearance	1	1	Sol
To take initial instructions, open file, apply for and review initial disclosure, and attend client up to and including a first appearance (only one application per file will be approved)			
Aid to Investigate and Negotiate	3	3	Sol
To continue review of disclosure, take instructions on proposal, proposal to prosecution, negotiations, convey outcomes and advice to client and all associated appearance (only one application per file will be approved)			
Aid for Negotiations Only	1	1	Sol
To enter into negotiations only			
Other/Extension of Aid	1	1	Sol
To be used where no other fee item is available			
Bail Application	1	1	Sol
For a bail application in the Magistrates Court – see Guidelines for full description			
Plea in Mitigation or Investigate	3	3	Sol
For a plea in mitigation or to investigate and report if it appears that a defence is available or for a Contest Mention hearing. If at the Contest Mention hearing the Magistrate says that a gaol sentence is not likely, the grant of aid will not be further extended			
Plea in Mitigation - Recent Familiarity with Client	2	2	Sol
For a further plea in mitigation			
Plea in Mitigation - Many Recent Charges	1	1	Sol
For a plea in mitigation on the latest charges			
Plea in Mitigation - Restricted License	4	4	Sol
For a plea in mitigation in the Magistrates Court together with an application for a Restricted License			
Plea in Mitigation or Investigate - Youth Justice Court	3	3	Sol
For a plea in mitigation in the Youth Justice Court or to investigate and report if it appears that a defence is available			
Contest Mention	1	1	Sol
To take this matter to the Contest Mention hearing. If at the Contest Mention hearing the Magistrate says that a gaol sentence is not likely, the grant of aid will not be extended beyond the Contest Mention hearing			
Adjournment/mention/video link	0.5	0.5	Sol
For preparation, adjournment applications, video link appearances and mentions, including advice to client			

CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	Rate
	Review Further Disclosure	3	3	Sol
	To receive and review further disclosure provided by Police, after a plea of not guilty is entered (only one application per file will be approved)			
	Disputed Facts Hearing	1	1	Sol
	For a disputed facts hearing in the Youth Justice Court			
	Disputed Facts Hearing - Preparation	1	1	Sol
	To prepare for a disputed facts hearing			
	Disputed Facts Hearing - Youth Justice Court	1	1	Sol
	For a disputed facts hearing in the Youth Justice Court			
	Drug Diversion Program	3	3	Sol
	To cover all appearances in the Court Mandated Drug Diversion Program			
	Uncontested Committal	4	4	Sol
	Preparation for Hearing	2.75	2.75	Sol
	To prepare for a hearing in the Magistrates Court (only one application per file will be approved)			
	Youth Justice Review – Youth Justice Court	3	3	Sol
	To cover monthly appearances in the Youth Justice Court			
	Mental Health Diversion List	3	3	Sol
	To cover all appearances in the Mental Health Diversion List for one matter			
	Hearing (days or part thereof)	6	6	Sol
	To conduct a hearing in the Magistrates Court			
	Draft written submissions	2	2	Sol
	To prepare written submissions requested by the Magistrate. This item is not available for any work that ordinarily includes written submission. Aid is not paid for oral submissions. Evidence of a request for written submission is to be provided on application (Only one application per file will be approved)			
	Subsequent client meeting/instructions	1	1	Sol
	For separate client meetings to take instructions, provide advice and convey outcomes. This item is not available for any work that ordinarily includes client instructions and meetings (Only one application per file will be approved)			
	Section 8A - Preparation for Hearing	2	2	Sol
	To prepare for a S8A cross examination in the Magistrates Court			
	Section 8A - Hearing (days or part thereof)	6	6	Sol
	For a S8A cross examination in the Magistrates Court			
	Intermediaries Scheme	4	4	Sol
	Preparation for grounds rules hearing, appearance at ground rules hearing, attendance upon intermediary and preparation for cross examination			
	Intermediaries Scheme	2	2	Sol
	Each additional witness requiring an intermediary			

CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	Rate
	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
	Preliminary Proceeding (PP) List			
	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		

Supreme Court

Aid for initial client attendance, instructions, and appearance	1	1	Sol
To take initial instructions, open file, apply for and review initial disclosure, and attend client up to and including a first appearance			
Aid to Investigate and Negotiate	3	3	Sol
To continue review of disclosure, take instructions on proposal, proposal to prosecution, negotiations, convey outcomes and advice to client and all associated appearance			
Aid for Negotiations Only	1	1	Sol
To enter into negotiations only			
Bail Application	1.25	2.75	Sol
For a bail application in the Supreme Court – see Guidelines for full description	1.5		Counsel
Plea in Mitigation	2	4.5	Sol
For all work associated with a plea of guilty and a plea in mitigation in the Criminal Court	2.5		Counsel
Plea in Mitigation - Recent Familiarity	1	3	Sol
For all work associated with a plea in mitigation in the Criminal Court on the latest charges	2		Counsel
Preliminary Proceedings	3.5	3.5	Counsel
For all work associated with a preliminary proceedings application			
Attendance at DPP/Police to view child exploitation material	2	2	Sol
To attend DPP/Police premises to view child exploitation material (CEM). A copy of the police facts or similar information may be requested to support application and must be provided upon request.			
Review further disclosure	3	3	Sol
To receive and review further disclosure provided by Police, after a plea of not guilty is entered. Either this work item or 'Reviewing further disclosure - complex and/or voluminous matter' should be applied for and only one application will be approved.			
Review further disclosure – complex and/or voluminous matter	6	6	Counsel
To receive and review further disclosure provided by Police, after a plea of not guilty is entered and may involve reviewing significant text message history, CCTV footage, body worn camera footage, telephone intercepts in complex matters. Either this work item or 'Reviewing further disclosure' should be applied for and only one application will be approved.			

CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	Rate
	Supreme Court - First Directions Hearing	0.5	0.5	Sol
	To prepare, attend at First Directions hearing, provide advice to client (Only one application per file will be approved)			
	Supreme Court - Subsequent Directions Hearing/Remand	0.5	0.5	Sol
	To prepare, attend subsequent Directions hearing/Remand, provide advice to client			
	Preparation for Disputed Facts Hearing (not complex)	3	3	Sol
	To undertake all necessary activities to prepare for Disputed Facts hearing up to and including one day of hearing			
	Preparation for complex matter Disputed Facts Hearing	5	5	Sol
	To undertake all necessary activities to prepare for Disputed Facts hearing over two days			
	Disputed Facts Hearing	3	3	Counsel
	For a disputed facts hearing in the Criminal Court			
	Trial preparation - for 1 to 2 days of trial	4	4	Sol
	To undertake all necessary activities to prepare for trial (Only one application per file will be approved)			
	Trial preparation - for 3 to 5 days of trial	6	6	Sol
	To undertake all necessary activities to prepare for trial (Only one application per file will be approved)			
	Trial preparation – for over 5 days of trial	8	8	Sol
	To undertake all necessary activities to prepare for trial (Only one application per file will be approved)			
	Trial First Day + Fee on Brief	3		Sol
	To undertake all necessary activities to conduct a trial in the Criminal Court up to and including the first day appearance	7	10	Counsel
	Trial Each Subsequent Day	6	6	Counsel
	To undertake all necessary activities to conduct a trial in the Criminal Court each subsequent day of trial			
	Trial first day and four further days + Fee on Brief	3		Sol
	To attend trial up to 5 (five) days of hearing and the fee on brief. Important Information	30	33	Counsel
	Trial further five days	30	30	Counsel
	To attend trial up to further five days. Important Information			
	Draft written submissions	4	4	Sol
	To prepare written submissions at the request of the Judge. This item is not available for any work that ordinarily includes written submission. Aid is not paid for oral submissions. Evidence of a request for written submission is to be provided on application (Only one application per file will be approved)			
	Subsequent client meeting/instructions	1	1	Sol

CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	Rate
	For separate client meeting to take instructions, provide advice and convey outcomes. This item is not available for any work that ordinarily includes client instructions and meetings (Only one application per file will be approved)			
	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
		4		Counsel
	Apply to Supreme Court to Fix Sentence	4	9	Sol
		5		Counsel
	Other/Extension of Aid	Variable	Variable	Sol
	To be used where no other fee item is available			
	Section 8A - Preparation for Hearing	2	2	Sol
	Section 8A - Hearing (days or part thereof)	6	6	Sol
	Intermediaries Scheme	4	4	Counsel
	Preparation for grounds rules hearing, appearance at ground rules hearing, attendance upon intermediary and preparation for cross examination			
	Intermediaries Scheme	2	2	Counsel
	Each additional witness requiring an intermediary			
	Investigate and report - DC Declaration Review	4	4	Sol
	DC Declaration Review Application	10	15	Sol

CRIMINAL LAW

E-lodge Item No.	Description	Hours	Total	Rate
		5		Counsel
	DC Declaration Application	1	3	Sol
		2		Counsel
	Investigate and Report - HRO Application	4	4	Sol
	HRO Application	10	15	Sol
		5		Counsel
	CCA Investigate and Report – DCHRO	4	4	Sol
	CCA – DCHRO	10	15	Sol
		5		Counsel

High Court

	Application for Special Leave to High Court	10		Sol
	To conduct all activities and work associated with making an application for Special Leave to the High Court.	15	25	Counsel
	High Court Appeal	13	35	Sol
	To conduct all activities and work associated with conducting a High Court.	22		Counsel
	Other/Extension of Aid	Variable	Variable	Sol

DISBURSEMENTS

Description	Rate
All Courts	
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	\$166.46
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)	\$0.42
Valuer	\$300.00
Witness	\$50.00
DNA - Testing	\$800.00
Counsel in Magistrates Court	\$145.66
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	\$582.64
04 Subsequent Conference as Chair	\$436.98

Family – Property Mediation Trial

Stage 5.01 Chairperson Fee - Conference One	\$1,019.62
Stage 5.02 Chairperson fee - Conference Two	\$665.47

NDIS Disbursements

Medical Reports	\$100.00
Other	\$100.00

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)	\$0.42
Regional travel if approved (solicitor's time in hours)	\$145.66
Photocopying of filed documents/reports and subpoenaed documents	\$50.00

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)	\$145.66
Travel Distance (kilometres)	\$0.42
XE Other disbursement - Exceptional circumstances	\$100.00
Mediation Chairperson Fee	\$145.66
Barrister Trial Costs (per day)	\$166.46
Barrister Trial Prep: Children OR Property Matters	\$166.46
Barrister Trial Prep: Children AND Property Matters	\$166.46