



**Victoria  
Legal Aid**  
Lawyers And  
Legal Services

Simplified Grants Process  
March 2008

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### Goals of SGP

To simplify the *administration* required in seeking aid

Work in *partnership* with practitioners

Achieve *simpler* and *cheaper* process

*Identify* problems with process and *resolve* them as they are identified



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### SGP Requirements & Legal Assistance

VLA expect practitioners to be familiar with:

- VLA Guidelines in the Handbook
- Notes on VLA Guidelines
- Manual for Practitioners
- Any directions given by VLA

**THERE IS NO LEGAL ASSISTANCE UNLESS  
CONFIRMED BY VLA**



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### Applying for Assistance by Checklist

Practitioners are required to:

- complete checklists
- make recommendations (approval or refusal)
- detail assistance required

Can be found at:  
[Home](#) > [For lawyers](#) > [Forms](#) > [Simplified grants process](#) > [Indictable crime](#)

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### Special Circumstances 2.3.1


Cannot be the subject of a recommendation

Forward checklist, legal aid application and sufficient documentation to enable VLA to determine whether special circumstances apply

- the applicant is under the age of 18 years;
- the applicant has a language or literacy problem;
- the applicant has an intellectual or psychiatric disability

(the latter guideline would require evidence of a formal diagnosis, current treatment or report / letter from a treating specialist)

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### Correspondence & Accounts

Applications/Checklists/Correspondence/Accounts

- Fax or post (not both)
- Avoid sending in other correspondence – unless required.
- Accounts submitted at end of matter/stage
- Final report within 30 days of the end of matter
- Notification of ACF days to be made in claims
- Complete all relevant sections of the claim (e.g. dates)

(Refer Appendix 1.- Tax Invoices, Checklists, Final Report)

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### Transfer Requests for Grants of Aid

Where practitioners are approached for a transfer of assistance to their office, VLA expects the following steps to be undertaken:

1. Determine if issues can be resolved between the client and the previous practitioner (discuss with both)
2. If still not resolved, consideration of whether the transfer is appropriate
3. If appropriate, forward signed transfer authority, compelling reasons submission, and completed checklist to VLA
4. Practitioners must ensure that all required VLA documentation is held on their files
5. Ensure Proof of Means is Current

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### Documentation & Information on Practitioner File

The practitioner file must contain


- Proof of means
- Signed VLA application form & Checklists
- Proof of matter (eg. Charge sheets/ court docs)
- Relevant documents (medical/psych reports)

The file must reveal

- Client's instructions
- Reference to merit & guideline
- Record of events
- Stage of matter
- Work undertaken

Relevant information must be readily discernible on file

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### Multiple matters

Where legal assistance granted for more than one matter maintain separate spikes or files.

Generic material can be copied to both files, or cross referenced.

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**Victoria Legal Aid**  
Lawyers And Legal Services

Compliance Requirements

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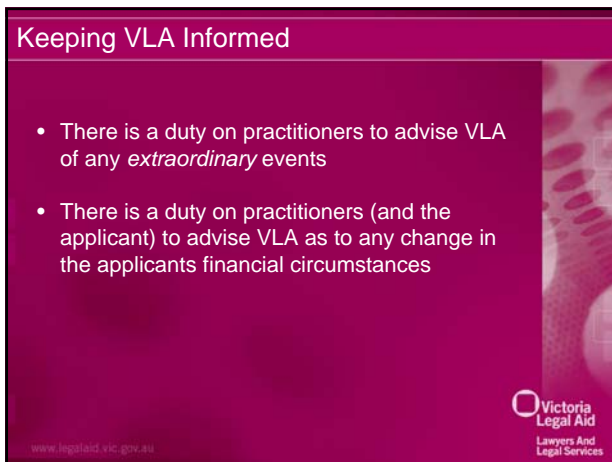
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**Keeping VLA Informed**

- There is a duty on practitioners to advise VLA of any *extraordinary* events
- There is a duty on practitioners (and the applicant) to advise VLA as to any change in the applicants financial circumstances

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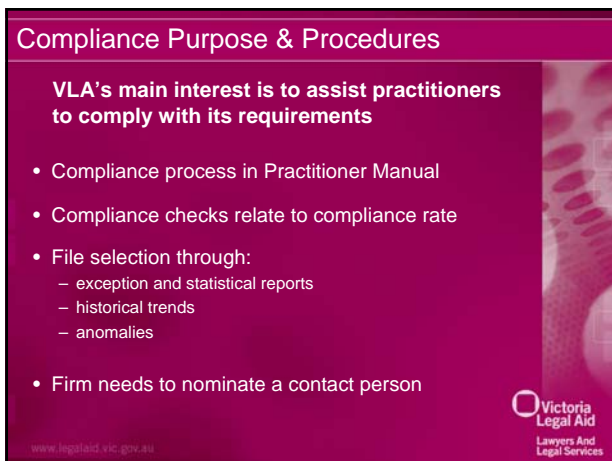
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**Compliance Purpose & Procedures**

**VLA's main interest is to assist practitioners to comply with its requirements**

- Compliance process in Practitioner Manual
- Compliance checks relate to compliance rate
- File selection through:
  - exception and statistical reports
  - historical trends
  - anomalies
- Firm needs to nominate a contact person

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### Compliance Requirements

- Compliance requirements deal with:
  - Performance Standards
  - Reporting & Record keeping
  - Merit & document certification
- Non-compliance may lead to compliance notices

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### Compliance Notices

- File Review Notice (FRN)
- Compliance Warning (CW)
- Restitution Notice (RN)
- Compliance Failure Notice 1 (CFN-1)
- Compliance Failure Notice 2 (CFN-2)

#### Serious Breaches

A serious breach or repeated breaches will result in removal of the practitioner from the process (and possibly s.30 panel)

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### Key Issues for Compliance

1. Keeping VLA informed
2. A copy of the **VLA Application Form** and **all checklists** MUST be retained on file
3. Practitioners are required to keep files and file notes in such a way that Compliance Officers can plainly see the application of the relevant guideline
4. Documentary proofs (of means and matter) must be retained on file
5. Provision of File for Compliance Checks
6. Addressing remedial action

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**If in Doubt: Ring 9606 5355**

Should there be doubts about the following:

- Guidelines / Merits
- Proof of Means
  - Self-employment
- Special Circumstances
- Billing
- Change in Circumstances
- Preparation Fees

Ring Compliance for a Ruling on 9606 5355  
Or  
Email: [Compliance@vla.vic.gov.au](mailto:Compliance@vla.vic.gov.au)

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**Victoria  
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Lawyers And  
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Proof of Means

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**Financially Associated Person (FAP)**

- Persons who you are responsible for; and/or
- Persons who you are dependent upon
- Such persons can include:
  - Spouse
  - Partner
  - Children
  - Other relatives
  - Trust / Corporation
- Practitioners are expected to ask the applicant if they have a FAP
- If a FAP exists – Financial details are required

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### Proof of Income

There are Several income types (Applicant/FAP):

1. Unemployed
  - Current benefit card (on file)
2. Employed
  - Payslips & 3 months Bank Statements (on file)
3. Self-Employed (Send to VLA)
  - Latest Tax Return
  - Balance sheet / profit & loss statements
    - Invoice book if none of the above
  - 3 mths business & personal bank statements
  - Overdrafts, redraw facilities and/or other relevant info
4. Other income (child support, rental, investments)
  - 3 months Bank Statements (on file)

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### Proof of Assets

3\* months Bank Statements are required where:

- Any income other than Centrelink is received
- Savings / investments exceed \$860

\*Please ensure bank statements actually span 3 months or more.

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### Changes in Home Equity Threshold

Note that the threshold for equity in an applicant's primary residence has been reduced.

New applications with home equity exceeding \$100,000 will now be refused.

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### Waiver of Documentary Proof

The following waivers apply where there is **NO FAP**

- Applicant in custody and relates to a bail application\*
- Applicant in custody and
  - was in receipt of a Centrelink payment
  - has savings and investments of less than \$860

Where the applicant was employed before being taken into custody, bank statements and separation certificate or evidence of cessation of employment may be required

\*Note: If the assisted person is released on bail, documentary proof of income and assets must be obtained.

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### If in Doubt: Ring 9606 5355

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- Guidelines / Merits
- Proof of Means
  - Self-employment
- Special Circumstances
- Billing
- Change in Circumstances

Ring Compliance for a Ruling  
Or  
Email: [Compliance@vla.vic.gov.au](mailto:Compliance@vla.vic.gov.au)

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**Victoria Legal Aid**  
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Indictable Crime

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### Allocation of Work Guideline

- The allocation of indictable criminal matters will be made having regard to the guidelines made under Section 8 and in accordance with s.30(1) of the Act
- Pursuant to S29A, VLA has established an exclusive panel in the area of indictable crime
- Membership of the panel is by firm

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### Allocation Decision

In making an allocation decision, VLA must have regard to whether an application is lodged by:

1. VLA's in-house practice
2. A firm which is a member of VLA's specialised practitioner panel under s.29A of the Act (panel firm)
3. A firm which is not a member of VLA's specialised practitioner panel (non panel firm) but is a member of the general s.30 Panel

Where VLA is required to re-allocate a matter, preference will be as above.

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### VLA Practice or S29A Panel Firms

Applications lodged first in time by either VLA's in-house practice or a panel firm will automatically be allocated to that in-house practice or firm, subject to:

- There being no conflict of interest
- Consideration of the extent of funds paid by the assisted person on a private basis
- Any other reason preventing practitioner acting

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### Mix of Commonwealth and State Charge

COMMONWEALTH CHARGES TAKE PRIORITY OVER STATE OFFENCES

- If a matter satisfies the Commonwealth guidelines, the whole matter will be funded as a Commonwealth matter
- If a matter does not satisfy the Commonwealth guidelines, matter to be assessed under State guidelines

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### Restrained Assets

- Where assets are restrained, an application for a variation of the restraining orders should be made under s143 of the Confiscation Act
- Practitioners may recommend aid for a variation application
- The application must be made in the same court that imposed the order
- VLA requires an authenticated copy of the orders

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### State & Commonwealth Bail

- State Bail
  - Realistic prospect of bail being granted AND
  - Bail is opposed; or
  - Accused is in *Show Cause* situation
- Commonwealth Bail
  - Likelihood of bail being granted
  - Bail is opposed by the prosecution; or
  - The applicant seeks to respond to an application for revocation of bail

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### State & Commonwealth Criminal Matters

- In the absence of compelling reasons assistance will not be provided to hear a matter in the County / Supreme Court where the matter is normally heard in the Magistrates Court.
- Where matters are reliant upon compelling reasons, submissions must be made to VLA for assessment

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### Committal Guidelines

The State Committal Guidelines deal with the following categories of offences

- 3.1 - cases involving homicide, and where consent or identification is a real issue
- 3.2 - cases where there is a strong likelihood that a benefit will result from representation

Both guidelines are subject to the limitation imposed in Guideline 3.3 which limits aid to a maximum of 2 days without prior approval

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### Application of Committal Guidelines 3.1 & 3.2

#### Guideline 3.1


- Homicide – including culpable driving & attempted murder
- Issue of Consent – usually sexual assault matters & whether a victim consented
- Issue of Identification – challenging the issue of identification has significant bearing on the guilt or innocence of the accused

#### Guideline 3.2

Where there is a strong likelihood that a benefit will result from representation in relation to one or more of the following categories:

1. The charges will be dealt with summarily
2. Likely to identify an early plea
3. Significantly reduce the length of the trial
4. The defendant will be discharged at committal

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**Guideline 3.2**

1. Charges will be dealt with summarily

Practitioner must have regard to:

- The strength of the prosecution case
- Whether the principal charge(s) is/are capable of being heard and determined at a summary level
- Whether a lesser charge is likely to be offered by the prosecution

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**Guideline 3.2**

2. Likely to identify an early plea

- Practitioner must form the view there is a strong likelihood that an early plea (either Mag. Court or Superior Court) will be identified.

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**Guideline 3.2**

3. Significantly reduce length of trial

Where cross examination may:

- lead to an agreed amended summary of facts
- clarify issues to be faced at trial
- result in evidence being excluded from a subsequent trial
- result in discrediting a witness which results in the strong possibility that their evidence will be excluded from a subsequent trial

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**Guideline 3.2**

4. Defendant will be discharged at Committal

- The evidence (or lack thereof) must point strongly to the conclusion there is insufficient weight to support a conviction

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**Committal proceedings**

- Practitioner's recommendation limited to a contested committal of a maximum of two days
- Where evident from the outset, that the committal will exceed two days, practitioners are required to:
  - Complete Committals Worksheet\*
  - Refer the matter to VLA for Assessment

\*(Refer to Appendix 2. – Committal Worksheet)

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**Types of Committal Grants**

A grant of assistance for a committal takes the form of either:

- Committal mention and negotiations, and/or
- Contested Committal

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### What to recommend in Indictable Matters

1. Where an Indictable matter is identified, recommendation for Supreme/County Court proceedings (Table D2 or H) should be sought at first instance
2. Where a plea is identified and will be declared at the first opportunity, Supreme/County Court (Table D2 & D3 or H & J) fees can apply.
3. Where there is issue in the case, a Committal Mention and Negotiations grant should be sought (Table B)

(Refer to Appendix 3 – Indictable Crime Flowchart)

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### Contested Committals

Before recommending assistance for a Contested Committal, Practitioners will be expected to re-assess a matter for Contested Committal because:


- issues will have been negotiated / clarified at the committal mention(s)
- more complete instructions, and proofs of evidence, will have been obtained

Practitioner's file must include

- Basis upon which the matter would benefit from a contested committal
- Details of the evidence to be relied upon in support of the defence(s)
- Practitioner's assessment of the strengths and weaknesses of the defence(s)

Cannot be recommended to test evidence

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### Limited Committal Contest for Sexual Offences

- If a matter does not satisfy the guidelines, practitioners may recommend limited assistance for the sole purpose of cross-examination of the victim
- Assistance is limited to 1 day, except if victim's testimony extends beyond the first day

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### State Criminal Pleas

Subject to Guideline 4.1 assistance is usually provided for pleas

The practitioner's file must contain:

- copy of prosecution brief
- clear notes as to dates and nature of court appearances

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### Commonwealth Committals

- Legal assistance may be granted for committal proceedings which are likely to contribute to reducing the duration and cost of any subsequent trial
- Can take form of Contested committal or pre-hearing negotiations
- Commentary provided on State guidelines applies in principle
- Committal hearings in excess of two days require assessment by VLA

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### State Criminal Trials

Subject to Guideline 4.1 & 4.2 assistance may be granted for trials in the interests of justice, having regard to the merits of the application.

File must contain:

- The client's instructions
- Proposed plea or reasons why plea of guilty not appropriate
- A brief statement as to the evidence to be relied upon
- Such evidence should be easily identified on file
- Copy of the prosecution Brief
- Copy of proof of evidence of client
- Clear notes as to dates & nature of court appearances

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### Limitation of Assistance

- The VLA Board has resolved to remove the fee ceilings in State criminal trials.
- Recommendations for trials up to a maximum of 60 days can be made.
- Trials in excess of 60 days must be submitted to VLA for assessment.
- **Fee Ceiling of \$40,000 still exists for Commonwealth matters.**

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### Commonwealth Criminal Matters

- Matters under Commonwealth Law are subject to assessment pursuant to the Commonwealth Priorities & Guidelines
- All principles which apply to State matters relating to extensions of assistance, two counsel and additional preparation also pertain to Commonwealth matters

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### Extent of Assistance (Commonwealth)

- Matter within fee ceiling subject to recommendation of up to 30 day trial
- This does not allow for disbursements such as expert reports
- If trial runs longer, extension of aid within fee ceiling by way of further checklist

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### Extensive indictable matters

If the costs of an allocated matter are projected to exceed VLA's case limits:

- FAB (DM) will determine the amount that VLA will pay in excess of the case limits, pursuant to section 32(2) of the Act
- If the matter *significantly* exceeds VLA's case limits, VLA (MD) may re-allocate matter in-house
- The panel firm may be required to brief VLA's selected counsel, including being required to brief VLA's in-house counsel

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### Commonwealth Cases over Fee Ceiling

- Initial assistance or extension of assistance is not subject to recommendation
- Must submit application to VLA with advice of
  - prosecution witness list
  - no. of co-accused
  - anticipated length of trial
  - material to be perused
  - details of anticipated disbursements
  - If full instructing requested, the reasons why it is necessary
  - any other factors that will affect trial duration

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### Two Counsel Policy

- Assistance not subject to recommendation
- Requests must be in writing
- Requests must address VLA criteria outlined in Fee Schedule 4 Part C

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### Additional Preparation Fees for Counsel

Practitioners seeking additional preparation fees for Counsel must complete a preparation fees worksheet.


- Preparation fees up to \$3,000 can be recommended
- VLA Determines preparation fees in excess of \$3,000

Uplift of Preparation fees is available

- Where additional preparation fees for counsel were allocated in the Magistrate's Court,
- Difference between County / Supreme Court can apply

(Refer to appendix 4 – Preparation Fees Worksheet)

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### If in Doubt: Ring 9606 5355

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### Further Information

**VLA website: [www.legalaid.vic.gov.au](http://www.legalaid.vic.gov.au)**

- VLA Guidelines/Handbook
- Notes on VLA Guidelines
- Manual for Practitioners
- Guideline Worksheets

**Contact Compliance:**  
Phone: (03) 9606 5355  
Email: [Compliance@vla.vic.gov.au](mailto:Compliance@vla.vic.gov.au)

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### TAX INVOICE

Victoria Legal Aid (reoplent)  
County Court Fees (Table D2 & D3)  
Effective: 1 July 2007  
CLAIM FOR LUMP SUM FEE

Lawyers And  
Legal Services

1 Solicitor (supplier) Business Name and Address: \_\_\_\_\_ Assisted person's family name: \_\_\_\_\_  
 ABN: \_\_\_\_\_ VLA file number: \_\_\_\_\_  
 Solicitor's ref: \_\_\_\_\_  Interim account  Final account

2 DETAILS OF THE CHARGES CLAIMED

	GST Inclusive	FEE CLAIMED	
<input type="checkbox"/> Preparation (Committal aided)	\$579	\$	A
<input type="checkbox"/> Preparation (Committal <u>not</u> aided)	\$1058	\$	B
<input type="checkbox"/> Preparation - Plea	\$296	\$	C
<input type="checkbox"/> Committal Mention	\$116	\$	
<input type="checkbox"/> Case Conference	\$354	\$	
<input type="checkbox"/> Mention / Directions / Call-over	\$203	\$	
<input type="checkbox"/> Preparation of necessary responses (payable once only)	\$354	\$	
<input type="checkbox"/> Nolle prosequi	\$431	\$	
<input type="checkbox"/> Conferences (up to 3 hours)	\$432	\$	
<input type="checkbox"/> Brief Fee	\$576	\$	
<input type="checkbox"/> 2 <sup>nd</sup> & Subsequent days	\$396	\$	
<input type="checkbox"/> Hear Sentence	\$248	\$	
<input type="checkbox"/> Other (eg. preparation fees as approved) Please attach proof of claim.	\$	\$	
<input type="checkbox"/> Circuit Fee first day	\$	\$	
<input type="checkbox"/> 2nd & Subsequent day	\$	\$	
<input type="checkbox"/> Accommodation	No. of Nights _____ @ \$121/night	\$	
Start Date ____/____/____ End Date ____/____/____ No. of Hearing Days _____			
ADDITIONAL FEES CLAIMED		\$	D
TOTAL PROFESSIONAL FEES CLAIMED INCLUDING GST ((A or B) + C + D)		\$	E
DISBURSEMENTS			
Date of Service	Details	Amount	
		\$	
		\$	
		\$	
		\$	
		\$	
DISBURSEMENTS CLAIMED		\$	
TOTAL CLAIMED INCLUDING GST (E + F)		\$	

### TAX INVOICE

Victoria Legal Aid (reoplent)  
ABN: 42335622125  
County Court Criminal Trial (Tables D2 & D3)  
Effective: 1 July 2007  
CLAIM FOR LUMP SUM FEE

Lawyers And  
Legal Services

1 Solicitor (supplier) Business Name and Address: \_\_\_\_\_ Assisted person's family name: \_\_\_\_\_  
 ABN: \_\_\_\_\_ VLA file number: \_\_\_\_\_  
 Solicitor's ref: \_\_\_\_\_  Interim account  Final account

2 DETAILS OF THE CHARGES CLAIMED

	GST Inclusive	FEE CLAIMED	
<input type="checkbox"/> Preparation (Committal aided)	\$579	\$	A
<input type="checkbox"/> Preparation (Committal <u>not</u> aided)	\$1058	\$	B
<input type="checkbox"/> Preparation - Trial	\$1311	\$	C
<input type="checkbox"/> Conferences (up to 5 hours)	\$720 (max)	\$	
<input type="checkbox"/> Brief Fee (Day 1)	\$1240	\$	
<input type="checkbox"/> Subsequent days	From ____/____/____ To ____/____/____ \$645/day	\$	
<input type="checkbox"/> Mention / Directions / Call-over	Date(s) ____/____/____	\$203	\$
<input type="checkbox"/> Case Conference	Date(s) ____/____/____	\$354	\$
<input type="checkbox"/> Plea	Date ____/____/____	\$676	\$
<input type="checkbox"/> Hear Sentence	Date ____/____/____	\$248	\$
<input type="checkbox"/> Committal Mention	Date(s) ____/____/____	\$116	\$
<input type="checkbox"/> Preparation of necessary responses (payable once only)		\$354	\$
<input type="checkbox"/> Nolle prosequi		\$431	\$
<input type="checkbox"/> Other (eg. preparation fees as approved) Please attach proof of claim.		\$	\$
<input type="checkbox"/> Instructing Fee	- Solicitor fee per 1/2 day (*Where the assigned solicitor appears, only a clerk may instruct.) - Clerk fee per 1/2 day	\$283 \$197	\$
<input type="checkbox"/> Daily Circuit (instructing solicitor)	No. of Units _____	\$	\$
<input type="checkbox"/> Accommodation (instructing solicitor)	No. of Nights _____ @ \$121/night	\$	\$
<input type="checkbox"/> Circuit Fee per 5-day unit (counsel)	No. of Units _____	\$	\$
<input type="checkbox"/> Accommodation (counsel)	No. of Nights _____ @ \$121/night	\$	\$
Start Date ____/____/____ End Date ____/____/____ No. of Hearing Days _____			
ADDITIONAL FEES CLAIMED		\$	D
TOTAL PROFESSIONAL FEES CLAIMED INCLUDING GST ((A or B) + C + D)		\$	E
Date of Service	Details	Amount	
		\$	
		\$	
		\$	
		\$	
		\$	
DISBURSEMENTS CLAIMED		\$	
TOTAL CLAIMED INCLUDING GST (E + F)		\$	





### APPLICATION/EXTENSION FOR LEGAL ASSISTANCE CONTESTED COMMITTAL FUNDING - EXCEEDING 2 DAYS

For use by VLA Panel Practitioners

CLIENT NAME: [REDACTED]

VLA REF NO: [REDACTED]

#### Part A: Background

Charges: -- SELECT -- [v] | (Provide further details re:charges if required) [REDACTED]

Type of case: -- SELECT -- [v] | [REDACTED]

Stage of matter: -- SELECT -- [v] | [REDACTED]

#### Part B: Information

Number of days set down by the Court: [REDACTED]

Number of witnesses to be called by defence: [REDACTED]

Number of key\* witnesses: [REDACTED]  
\* Include only the number of witnesses giving direct evidence about the applicant

Is an interpreter required for any witnesses: -- SELECT -- [v]

Number of corroborating witnesses: [REDACTED]

Is an interpreter required for the defendant: -- SELECT -- [v]

Number of witnesses requiring interpreters: [REDACTED]

Are there any co-accused in these proceedings: -- SELECT -- [v]

Name: [REDACTED] DOB: [REDACTED]

Name: [REDACTED] DOB: [REDACTED]

Name: [REDACTED] DOB: [REDACTED]

Name: [REDACTED] DOB: [REDACTED]

(attach additional papers if required)

Statement of practitioner re: witnesses allowed: [REDACTED]

#### Part C: Materials

Form 8A attached: -- SELECT -- [v]

Police summary of charges: -- SELECT -- [v]

#### Part D: Relevant guideline

The relevant guideline is contained in Appendix 2C and fee schedule 1 (Table B) of the Legal Aid Handbook.

In my opinion the application meets the requirements of the relevant guideline and I recommend that assistance be granted.

All required substantiating documentation is on file. I have informed my client of this recommendation.

#### Part E: Means (SGP)

The client's financial details -- SELECT -- [v] since originally applying for aid, and all documentary proof of means are retained on file.

proof required

#### Part F: Means (GAU)

The client's financial details -- SELECT -- [v] since originally applying for aid:

The client's financial details have changed and a copy of the relevant documentation is attached: -- SELECT -- [v]

#### Part G: Practitioner authority

[REDACTED] [REDACTED]

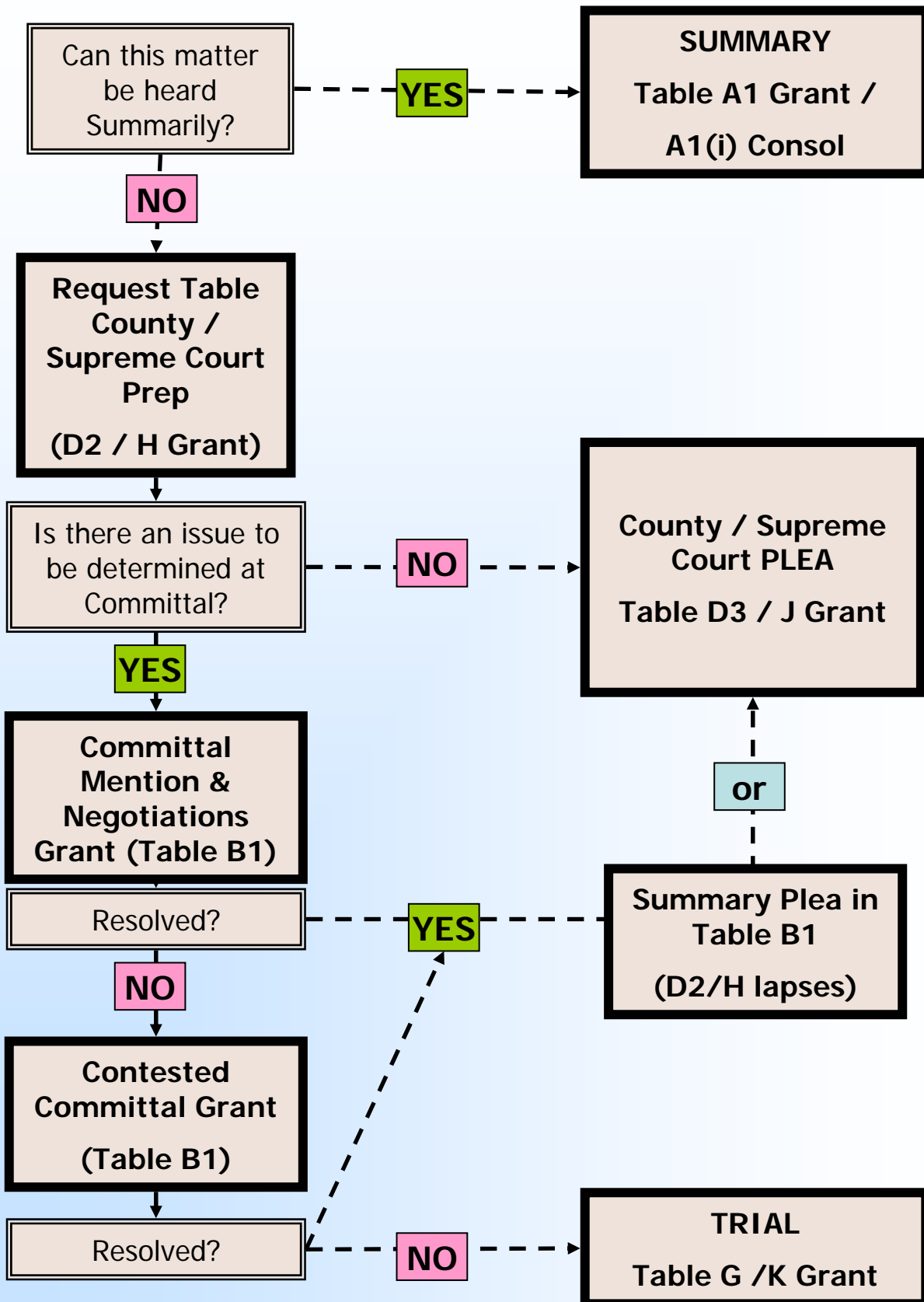
SIGNATURE DATE

[REDACTED] Name & address of firm: [REDACTED]

PRINT PRACTITIONER'S NAME [REDACTED]

Reference: [REDACTED]

# Indictable Grants Process



Appendix 3 – Indictable Crime Flowchart

**APPLICATION FOR EXTENSION OF LEGAL ASSISTANCE**  
**PREPARATION FEES WORKSHEET/CHECKLIST**  
 For use by Section 29A Panel Practitioners (Simplified Grants Process)

**CLIENT NAME:** \_\_\_\_\_ **VLA REF NO:** \_\_\_\_\_

**Part A: Background**

Charges: -- SELECT -- Details: (Provide further details re: charges if required)  
 Type of case: -- SELECT --  
 Stage of matter: -- SELECT --

**Part B: Information**

Material to peruse  
 Statements: 0 pages  
 Committal transcript 0 pages  
 Previous trial transcript 0 pages  
 Record of interview 0 pages  
 TOTAL perusals 0 pages, which equates to 0.0 hours at 90 pages/hr ("perusals")

Material to scan  
 Photographs 0 pages  
 Financial documents 0 pages  
 Transcripts of LD/TI 0 pages  
 Surveillance logs 0 pages  
 Other exhibits 0 pages  
 Other documents 0 pages  
 TOTAL scanning 0 pages, which equates to 0.0 hours at 180 pages/hr ("scanning")

Video/Audio Tapes  
 Video/Audio tapes 0 hours  
 (Set out the disputed or material issues, the location and duration of the tapes that will need to be viewed or listened to. eg. Identification of accused in affray outside venue estimated 15 minutes, tape 4)

**Part C: Relevant guideline**

The relevant guideline is contained in section 1 of fee schedule 4 of the Legal Aid Handbook.

I am -- SELECT -- that the preparation sought is necessary and that I have all information necessary to make this decision.

**Part D: Decision**

I am -- SELECT -- that a grant of assistance for additional preparation is warranted. (if aid refused strike out rest of Part D)

Perusals	0.0	hours	
Scanning	0.0	hours	
Video/Audio Tape	0.0	hours	
Total =	0		
Less 8 hours =	-8	hours at the relevant hourly rate of	-- SELECT -- being \$0 per hour
<b>Preparation amount</b>	<b>\$ 0</b>		

Has a previous grant of aid been made for preparation in this matter? -- SELECT --

Revised amount (if applic.) **\$0**

**Details of previous grants for preparation:** (Specify amount/details of any previous grants of aid for preparation)

The amount required for additional preparation is -- SELECT -- a grant of additional preparation as detailed above.

**Part E: Means**

The client's financial details have not changed since originally applying for aid, and all documentary proof of means are retained on file.

**Part F: Practitioner recommendation**

In my opinion the application meets the requirements of the relevant guideline and I recommend that assistance be granted. All required substantiating documentation and information is on file. I have informed my client of this recommendation.

I acknowledge that under section 44(1) of the Legal Aid Act the provision of a false statement or a failure to disclose relevant information renders me liable to the penalties therein contained, and to action by VLA to remove me and my firm from the Simplified Grants Process and/or the referral panel maintained under section 30 of the Legal Aid Act.

\_\_\_\_\_  
 SIGNATURE  
 \_\_\_\_\_  
 PRINT PRACTITIONER'S NAME  
 \_\_\_\_\_  
 Name & address of firm:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reference:  
 \_\_\_\_\_

**Video/Audio tapes:** VLA will only allow the viewing or listening of the pertinent hours of tapes and not the whole of the recorded material. Please allow only a proportion of the relevant time dealing with the disputed or material issues and not the viewing of the tapes in their entirety. Do not include material that is duplicated in transcripts.