

Step 1: Preparation of summary of issues to be raised on appeal

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
Preparation of issues (by trial counsel)	up to 2 hours	For <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing application for legal aid • Preparing amendment to legal aid grant (if expecting to exceed guideline hours at this step) • Reporting to client • Reporting to and invoicing LSA
Preparation of issues (by new counsel)	up to 4 hours	

Step 2: Preparation of appeals

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
Appeal against interlocutory decision (eg, disclosure, pre-trial rulings, admissibility of evidence, name suppression, media coverage, etc)	up to 10 hours	For <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Preparing amendment to legal aid grant (if expecting to exceed guideline hours at this step) • Preparing and filing notice of appeal • Preparing affidavits • Undertaking research • Liaising with Crown, prosecution • Considering Crown, prosecution submissions • Preparing submissions for hearing • Interviewing/cross examining witnesses • Liaising with the Court of Appeal • Receiving decision • Reporting to client • Liaising with prison • Reporting to and invoicing LSA
Appeal against Sentence	up to 5 hours	
Appeal against Conviction	up to 15 hours	
Appeal against Conviction and Sentence	up to 19 hours	
Hearing	Actual hours	For <ul style="list-style-type: none"> • attending hearing – including waiting time (see Granting Notes)

Documentation Requirements

- Application for Criminal Legal Aid Court of Appeal or Supreme Court (*LSA Form 12*) [s12 Legal Services Act 2000]
- Criminal Legal Aid Amendment to Grant (*LSA Form 2*) [s24 Legal Services Act 2000] – if the time required for the step is expected to exceed the guideline hours stated
- Criminal Legal Aid Tax Invoice (*LSA Form 4*) – including a report on proceedings, sentencing outcome

Granting Notes

- The Agency accepts claims for waiting time, as part of claims for actual appearances in hearings – before a judge. To support claims for approval and payment of waiting time, the following information is required:
 - A summary of both the waiting time and hearing time on the day of appearance – date and times. Exclude waiting time where judge has excused Counsel.
 - If waiting time exceeds 1 hour, an explanation of the circumstances.
- Guideline hours include preparing application for an amendment to grant (if expecting to exceed fee/guideline hours), correspondence and invoicing.