

Step 1: Proceedings before NZ Parole Board, High Court

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
Preparation for hearing – s6(c) Eligible proceedings are those specified under s6(c) Legal Services Act 2000:		For <ul style="list-style-type: none"> • Taking instructions, attending the client • Identifying legal and factual issues • Reviewing file • Perusing Parole Board material • Undertaking research • Instructing experts • Receiving specialist reports • Preparing application for order(s) • Preparing submissions for hearing(s) • Liaising with the Parole Board, High Court • Receiving decision • Reporting to client • Reporting to and invoicing LSA
Postponement order (s27)	up to 4 hours	
Recall (ss59-66A -breach of parole)	up to 4 hours	
Non-release orders (s107)	up to 12 hours	
Extended supervision orders (107F-107I, 107M, 107N)	up to 12 hours	
Appeals to High Court from certain decisions of the Parole Board (s 68-70) - postponements, extended supervision orders, recalls	up to 12 hours	
Appeals to Court of Appeal from sentencing Court (s107R extended supervision)	up to 12 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 (*LSA Form 1*) [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 fee/guidelines hours stated
- Criminal Legal Aid Tax Invoice (*LSA Form 4*) – including report on proceedings, outcome

Granting Notes

- Waiting time – see page 38 for Granting Notes covering the Agency's policy on waiting time.
- Guideline hours include preparing application for legal aid (and amendment to grant if expecting to exceed fee/guideline hours), correspondence and invoicing.

Other Parole Proceedings

- The Agency will grant legal aid under *civil* proceedings for all other Parole matters excluded through s6(c) of the Legal Services Act 2000.

Parole (Criminal Matters)

Steps for proceedings under the Parole Act 2002

Granting Notes

Waiting Time - Proceedings Step 1

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
- If waiting time exceeds 1 hour, an explanation of the circumstances.