

Step 1: Refugee application – investigate and make application

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
<p>Investigate and make application</p>	<p>up to 8 hours</p>	<p>For</p> <ul style="list-style-type: none"> • Confirmation that the applicant is lawfully in New Zealand • With the assistance of an interpreter: <ul style="list-style-type: none"> – Take initial instructions – Identify whether personal account is prima facie with the Refugee Convention definition. • Prepare and engross formal application • Arrange for personal account and all documents to be lodged in support translated into English by a duly certified translator • Lodge documents with Refugee Status Branch with covering synopsis of claim • Reporting to client • Reporting to and invoicing LSA

Documentation Requirements

- Application for Civil Legal Aid (*LSA Form 5*) [s12 Legal Services Act 2000]
- Civil Legal Aid Amendment to Grant (*LSA Form 19*) [s24 Legal Services Act 2000]
- Civil Legal Aid Tax Invoice (*LSA Form 20*)

Granting Notes

- If more than 8 hours is requested for activities listed in Step 1, the file may be referred to a specialist adviser for recommendation.
- Actual interpreter/translator disbursements @ \$25 per hour, plus GST may be paid without advance approval to a maximum of \$750 plus GST for Steps 1 & 2 combined.
- Interpreter/translator disbursements in excess of \$750 plus GST must be approved in advance on amendment Form 19.

Step 2: Refugee application – interview

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
Interview	up to 8 hours	For <ul style="list-style-type: none"> • Attend on applicant with interpreter to brief applicant in readiness for interview • Attend with applicant for interview • Attend on applicant with interpreter to take instructions on interview report to answer additional information sought • Attend on applicant with interpreter to examine decision and advise • Reporting to client • Reporting to and invoicing LSA
Second interview (if required)	up to 8 hours	For <ul style="list-style-type: none"> • Attend on applicant with interpreter to brief applicant in readiness for interview • Attend with applicant for interview • Attend on applicant with interpreter to take instructions on interview report to answer additional information sought • Attend on applicant with interpreter to examine decision and advise • Reporting to client • Reporting to and invoicing LSA

Documentation Requirements

- Application for Civil Legal Aid (*LSA Form 5*) [s12 Legal Services Act 2000]
- Civil Legal Aid Amendment to Grant (*LSA Form 19*) [s24 Legal Services Act 2000]
- Civil Legal Aid Tax Invoice (*LSA Form 20*)

Granting Notes

- If more than the standard rate is requested for Steps 1 & 2 the file may be referred to a specialist adviser for recommendation.
- Actual interpreter/translator disbursements @ \$25 per hour, plus GST may be paid without advance approval to a maximum of \$750 plus GST for Steps 1 & 2 combined.
- Interpreter/translator disbursements in excess of \$750 plus GST must be approved in advance on amendment Form 19.

Step 3: Appeal when refugee application refused

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
<p>Provider appeared for applicant in steps 1&2</p>	<p>up to 8 hours</p>	<p>For</p> <ul style="list-style-type: none"> • Confirmation that the applicant is lawfully in New Zealand • Taking initial instructions and identifying points on appeal (with assistance of interpreter if required)
<p>Provider <i>did not</i> appear for applicant in Steps 1 & 2</p>	<p>up to 12 hours</p>	<ul style="list-style-type: none"> • Lodging notice of appeal with Refugee Status Appeals Authority • Examining a copy of the Immigration Service file • Taking full instructions to complete memorandum on behalf of appellant including any further additional documents and/or country information • Arranging a fixture and lodging the memorandum • Reporting to client • Reporting to and invoicing LSA

Documentation Requirements

- Application for Civil Legal Aid (*LSA Form 5*) [s12 Legal Services Act 2000]
- Civil Legal Aid Amendment to Grant (*LSA Form 19*) [s24 Legal Services Act 2000]
- Civil Legal Aid Tax Invoice (*LSA Form 20*)

Granting Notes

- If more than the standard rate is requested for Step 3 the file may be referred to a specialist adviser for recommendation.
- Actual interpreter/translator disbursements @ \$25 per hour, plus GST may be paid without advance approval to a maximum of \$750 plus GST for Steps 3 & 4 combined.
- Interpreter/translator disbursements in excess of \$750 plus GST must be approved in advance on amendment Form 19.

Step 4: Attend appeal

Activity	Guideline Hours	Tasks normally covered by Guideline Hours
Attend appeal hearing	up to 8 hours	For <ul style="list-style-type: none"> • Taking initial instructions and identifying points on appeal (with assistance of interpreter if required) • Attend on appellant with interpreter to brief appellant in readiness for appeal hearing • Attend appeal with appellant • Attend on appellant with interpreter post appeal should there be additional matters required by Authority • Attend on appellant with interpreter to examine decision and advise • Reporting to client • Reporting to and invoicing LSA (including a copy of the decision)
Hearing	Actual hours	For attending hearing.

Documentation Requirements

- Application for Civil Legal Aid (*LSA Form 5*) [s12 Legal Services Act 2000]
- Civil Legal Aid Amendment to Grant (*LSA Form 19*) [s24 Legal Services Act 2000]
- Civil Legal Aid Tax Invoice (*LSA Form 20*)

Granting Notes

- If more than the standard rate is requested for Step 4 the file may be referred to a specialist adviser for recommendation.
- Actual interpreter/translator disbursements @ \$25 per hour, plus GST may be paid without advance approval to a maximum of \$750 plus GST for Steps 3 & 4 combined.
- Interpreter/translator disbursements in excess of \$750 plus GST must be approved in advance on amendment Form 19.