

PRACTITIONER'S CHECKLIST WHEN SUBMITTING ACCOUNTS

A CLEARLY INDICATE

- Your firm's vendor code;
- The applicant's surname and full names as they are spelt on the Legal Aid instruction form.
- The X-reference number as quoted on the Legal Aid instruction form.
- Your practice's VAT registration number, if any or advise if your firm is not registered for VAT.

B CHECK

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| <ul style="list-style-type: none"> <input type="checkbox"/> That all details on the Legal Aid application form are correct (especially the date of instruction and your firm's name and address); <input type="checkbox"/> That the original signed Legal Aid instruction form is attached to your account, or a copy of the if the original was sent earlier; <input type="checkbox"/> That the Legal Aid instruction form is signed by the practitioner whose name appears on the form for criminal cases and who performed the instruction, or, for civil cases, a partner or director of the firm/company; <input type="checkbox"/> That the statement of account reflects all the activity dates, times, descriptions including pages perused/drafted and amounts claimed; <input type="checkbox"/> That all the work claimed falls after the issue date of the instruction; <input type="checkbox"/> That the original vouchers for disbursements, if applicable, are attached to your accounts; <input type="checkbox"/> That your correspondent's account and specialist witnesses' accounts, if applicable, are attached to your account; <input type="checkbox"/> With claims for motor vehicle travel, that you have specified the point from and the point to which you travelled and the distance in one direction, multiplied by two, eg. "X to Y and back: 50 kms x 2 – 100 kms"; | <ul style="list-style-type: none"> <input type="checkbox"/> That your report on the outcome of the case is included in the account or in a separate letter/report (Criminal: Guilty and sentence / Acquitted / Practitioner withdrew and reason / State withdrew / Postponed and date to which postponed / Application/Petition for leave to appeal granted or refused. Civil: Copy of Court Order and / or settlement agreement, as applicable, together with your report on the recoverability of capital and costs, if applicable); <input type="checkbox"/> For all criminal trials, that your account is submitted on the prescribed form; <input type="checkbox"/> For High Court criminal trials, that the Judge's Clerk certificate confirming the dates and times or appearances is properly completed and signed; <input type="checkbox"/> For interim accounts, that the account is numbered (Interim account # 1, etc); <input type="checkbox"/> That any relevant authorisation letters for increased fees, additional preparation time, travel is attached to the account.; <input type="checkbox"/> That Confirmation of client's election relating to leave to appeal is duly signed by the client and legal representative is submitted; and <input type="checkbox"/> For all criminal trials, that a copy of the charge sheet/indictment and relevant annexures are submitted with the account. |
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C GUIDELINES FOR THE COMPILATION OF CIVIL ACCOUNTS

Service Provided

- Taking of instructions** - steps necessary to gather necessary data to proceed with the matter. All inclusive fee only, depending on the level of the practitioner
- Merit report**
- Pre litis contestatio** - Drafting and perusal of all pleadings and notices. **Number of words and time spent must be specified**
- Pre trial preparation** - Consultation and preparation for trial.
- Postponements** - Matter postponed without any evidence led or arguments heard
- Trial** - Days on which evidence was heard or argument handed down
- Necessary correspondence.** All correspondence between Legal Aid SA and Practitioners to secure legal representation is expressly excluded.
- Approved disbursements;
written proof of consent must be attached