

Schedule A

Scale of Costs for legal work done and services performed

| Item | Matter for which charge may be made | Charge \$ (including GST) |
|---|---|---------------------------------|
| Costs on a six minute basis | | |
| 1 | If in an item of this schedule, costs in relation to a matter are charged on a 6 minute basis, the amount of the costs charged is: | |
| | (a) for less than 6 minutes spent on the matter – the cost of a 6 minute unit; or | |
| | (b) for part of 6 minutes after the first 6 minutes – the cost up to the next 6 minute unit. | |
| Drafting and preparing documents | | |
| 2 | Drafting, revising and editing the text of a document in electronic format | As per Item 11 |
| 3 | Drafting, revising and editing the text of a document in hard copy — for each 100 words | 40.00 |
| Preparing exhibit certificates | | |
| 4 | Preparing an exhibit certificate or the like attachment to an affidavit — for each exhibit, including a paginated book (note, the charges for copying are separately charged under the next item) | 25.00 |
| Copying and printing documents | | |
| 5 | Copying or printing a document – for each page | 0.90 |
| Perusing and reading documents | | |
| 6 | Perusal of documents – for each 100 words | 45.00 |
| 7 | Informal reading a document, not requiring any special examination or comparison – for each 100 words | 4.90 |
| Examining or comparing documents | | |
| 8 | Examining a document or comparing documents in depth or voluminous or where perusal not necessary | As per Item 11 |

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| 9 | Collation, pagination and indexing Collation (including collation for the purposes of copying), pagination and indexing of documents for the purposes of discovery, inspection, briefs to counsel, instruction to expert witnesses, court books, appeal books, exhibits or annexures to court documents or similar (but excluding maintaining files)..... | As Per Item 11 (e) |
| | Attendances | |
| 10 | Attendance for conferences, Court, mediations and tribunals and other hearings ('the hearing'), held at a place other than the town where the solicitor lives or carries on business: | |
| | (1) for the time spent in attendance at the hearing – for each 6 minutes | As per Item 11 |
| | (2) for the time the solicitor is absent from the solicitor's place of business, or out of office, including time used in travelling to or from the hearing, other than in attendance at the hearing or trial: | |
| | (a) for an absence of 4 hours or less..... | 683.60 |
| | (b) for an absence of more than 4 hours – for each quarter hour in excess of 4 hours to a maximum of 8 hours | As per item 11 reduced by 50% |
| | (3) the expenses the firm considers reasonable for each day of absence, including Saturdays and Sundays; and | |
| | (4) the actual expenses of transport to and from the hearing the firm considers reasonable. | |
| 11 | Other attendances, involving legal skill or knowledge – for each 6 minutes, by: | |
| | (a) Principal/Accredited Specialist | 47.50 |
| | (b) Associate or Senior Solicitor..... | 38.50 |
| | (c) Solicitor..... | 33.50 |
| | (d) Trainee Solicitor or Accountant..... | 26.00 |
| | (e) Law Clerk..... | 20.00 |
| 12 | Other attendances, not involving legal skill or knowledge – for each 6 minutes | As per item 11 reduced by 50% |

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| 13 | Delegation and supervision | |
| | Attendances to delegate or supervise, where it is appropriate for more than one solicitor, or a different solicitor, to be involved in the conduct of the matter (either where the complexity or importance of the matter warrants it or where a cost saving to the client would result from a different solicitor attending to different parts of a matter)..... | As per item 11 |
| 14 | Research | |
| | Attendances where it is appropriate to the matter to research a legal question of some complexity, novelty or importance that is not procedural in nature | As per item 11 |
| | Correspondence | |
| 15 | (1) A short letter or electronic communication of a formal nature (including an SMS message), written or received, or forwarding a document without comment or advice | 25.00 |
| | (2) An ordinary letter, written or received (including an e-mail)..... | 77.00 |
| | (3) A special letter, involving legal skill or knowledge: | |
| | (a) Pre-writing steps before drafting the text of a letter, including gathering relevant facts and information and outlining | As per Item 11 |
| | (b) Drafting, revising and proofreading the text of a letter | As per Item 11 |
| | (c) Drafting, revising and proofreading the text of a letter in hard copy - for each 100 words..... | 32.50 7.21 |
| | (d) Producing final copy of letter for distribution – for each 100 words..... | |
| | (e) Forwarding documents ‘with compliments’ | |
| | Transmitting documents | |
| 16 | Postage, carriage or transmission of documents, in addition to the other costs allowed under this schedule: | |
| | (1) Facsimiles (transmission of facsimiles, sent or received): | 6.50 |
| | (a) First page..... | 1.25 |
| | (b) Following pages – for each page | |

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|---------------------------------------|--|---------------------------------|
| | (2) For e-mail, SMS message or instant message (sent or received).... | 6.50 |
| | (3) Postage of a document..... | 1.95 |
| | (4) For the postage, carriage or transmission of any other document (including by a courier service) the amount the firm considers reasonable. | |
| Electronic conduct of matters | | |
| 20 | (1) Electronically scanning or imaging a document such as rendering to PDF format or write-to CD/CD ROM/USB or other media – for each page..... | 0.50 |
| | (2) Printing an e-mail or SMS message, sent or received, or other electronic form of message – for each page | 0.50 |
| | (3) Electronically capturing attached document from an e-mail, SMS message or instant message – per attachment..... | 1.75 |
| | (4) Electronically collating or attaching documents to an e-mail, SMS message or instant message – per attachment..... | 1.75 |
| Skill, care and responsibility | | |
| 21 | In addition to an amount that is to be charged under another item of this schedule, an amount will be charged for skill, care and responsibility. The amount charged will be a fair and reasonable amount calculated as a percentage the firm considers appropriate to the matter but may range between an additional up to 35% of the fees charged, having regard to: | |
| | (a) the complexity of the matter; | |
| | (b) the importance of the matter to the client, including the urgency of the instructions and time constraints involved in carrying out the work; | |
| | (c) the difficulty and novelty of questions involved; | |
| | (d) the skill, labour, specialised knowledge and responsibility involved in the matter on the part of the Solicitor in the conduct of the matter (including if the solicitor is an Accredited Specialist and the matter is within the specialty); | |
| | (e) the amount or value of money or property involved; | |
| | (f) the time spent by the solicitor giving general consideration to the matter including time spent in reviewing correspondence and | |

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| | documents; and, | |
| | (g) the time spent by the solicitor researching and giving consideration to questions of law and fact in the matter; | |
| | (h) the number and importance of the documents prepared or perused in the matter, without regard to the length of the documents | |
| | (i) the period during which the work was done; | |
| | (j) the time spent on performing the work; | |
| | (k) the quality of the work; | |
| | (l) the terms of the costs agreement between the firm and the client; and | |
| | any other relevant matter. | |
| | Fixed cost items | |
| 22 | Initial consultation with Solicitor | \$165.00 |
| 23 | Application for Probate | \$1,325.00 |
| 24 | Record of Death | \$400.00 |
| 25 | Transmission Application | \$650.00 |

Item **Matter for which charge may be made**

Charge
\$
(including GST)

Interpretation -

Dictionary

The dictionary in the schedule defines particular words used in this scale -

Attendance means and includes professional time spent (whether in person, by telephone or any other form of instantaneous audio and /or visual communication) in attending to: advising; assembling and/or considering evidence; conferring as necessary; prewriting, outlining, drafting, editing and revising or reviewing agreements, documents and correspondence; comparing versions of documents; negotiating; disclosure and inspecting documents; interviewing witnesses; preparing briefs to counsel, instructing and conferring with counsel; obtaining and receiving instructions in the matter; recording attendances in the matter; representation at conferences, court, mediations, tribunals and other hearings; and research and inquiry into facts.

Correspondence includes letters, e-mails, facsimile letters, SMS messages and instant messaging irrespective of the method of transmission.

Document applies to any written or printed paper or electronic document furnishing information or evidence. *Example – a letter as well as a spreadsheet on a computer is a document.*

E-mail means and includes any form of electronic message or instant message distributed by a computer system (other than an SMS message).

Ordinary letter means correspondence other than a short letter or a special letter irrespective of how it is transmitted.

SMS message means a text message sent using the mobile phone service known as the short messaging service.

Special letter includes e-mail correspondence personally completed by the solicitor.
