

# Automated Legal Aid Grants Processing System

Electronic Application Form (E-LODGE)

## USER MANUAL

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## OVERVIEW

The Tasmania Legal Aid (TLA) uses an electronic grants management system which:

- meets the requirements of the Federal Government and the Tasmanian State Government, as well as that of TLA for capturing and reporting data;
- enables a totally automated electronic solution for granting legal aid, monitoring and reporting details of the grants and paying service providers for actioning the grant;
- provides mechanisms to improve business processes with automation, workflow, e-business, etc;
- enables access for authorised users from locations other than TLA offices;
- facilitates integration and/or electronic interfacing with existing TLA systems;
- operates within the current TLA environments.
- 

With the implementation of this system, TLA has positioned itself to be able to take advantage of any future advances in technology and to enable further cross-agency co-operation in such areas as:

- sharing data between TLA and other organisations e.g. Centrelink or the Courts, to enable once only capturing of common data;
- using alternative means of uniquely identifying clients;
- using alternative delivery mechanisms;
- downloading data into a portable format e.g. to assist with conflict checks at court.

Tasmania Legal Aid Automated Grants Processing System enables users to apply for and be granted or refused aid for legal assistance.

The automated grants processing system enables solicitors in private practice as well as those employed by TLA to access an online legal aid application form which is submitted electronically and interfaces directly to TLA's software.

The application form is linked to a database, enabling data lookups to be accessed via the e-lodge application as required. This ensures that solicitors (and their clients) choose options that are system compliant, thus reducing the possibilities of keying errors as well as reducing the number of keystrokes necessary to complete the form.

For clients with a current active Centrelink number (CRN), asset and income details are accessed electronically and in real time from Centrelink. In such cases the client will not be required to physically obtain data from a financial institution and/or Centrelink, thus saving the client time and fees.

Any asset and income data electronically supplied by Centrelink is stored in tables within the software. This enables means and assets levels to be assessed by the system and the contribution amount calculated automatically. The means and assets data stored within the system is NOT accessible to system users.

A tax invoice for the solicitor to whom the aid is granted is produced electronically on completion of the work. The solicitor opens, completes and submits the invoice

electronically to TLA. The invoice is automatically processed overnight enabling payment to be processed the following day. Provided the invoice meets specified system criteria and passes automated audit checks, there may be no need for human intervention from the time the invoice is completed by the solicitor until such time as the payment is deposited into the solicitor's/service provider's bank account.

Any correspondence relating to a client file may be submitted via e-mail to the Commission and linked directly to that file. This correspondence can then be accessed via the client file, within the software.

## HINTS FOR COMPLETING APPLICATIONS

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### 1. CENTRELINK NUMBER:

- The applicant's Centrelink number must be recorded to enable the Assignments' Officers to access the Centrelink database and confirm the applicant's means and assets data as completed in their application.

However, the applicant's asset and income details (downloaded from Centrelink) are NOT displayed on the application form. That data is stored within TLA's database and is only accessible by authorised TLA officers.

The provision of the data from Centrelink assists with the determination of the application for aid.

- A copy of the applicant's Centrelink card must be photocopied and the copy attached to the file in order to meet Legal Aid audit requirements.
- Solicitors must print each application and have the client read and sign the "Client Declaration" which also includes their authorisation for TLA to access their Centrelink details. The solicitor must sign the "Solicitor's Certificate". This is also attached to the file in order to meet Legal Aid audit requirements.

- 
2. DO NOT use the green BACK button located at the top left of your screen to go back a page. The Previous Page and Next Page buttons are to be used to navigate backwards and forwards through the e-lodge application.



- 
3. During the application process the following message appears a number of times after you click on NEXT PAGE button

PROCESSING APPLICATION - PLEASE WAIT...

The system will not allow users to click or make keystrokes until the next screen appears.

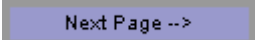
- 
4. INCOME AND ASSETS section - All fields in the section must be completed.

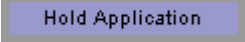
- 
5. FINANCIALLY ASSOCIATED PERSON - The term *financially associated person* is used in this form. This term includes any person:

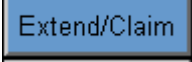
- from whom your client usually receives financial support;
- to whom your client usually provides financial support;
- who could reasonably be expected to financially assist your client in obtaining legal services.

A financially associated person may include a relative, partner, spouse, trust, corporation or group.

6. TO PLACE AN APPLICATION ON HOLD - To prevent the user from having to re-enter information for an incomplete application a HOLD facility is available at question 30 of the application. If you are not at question 30 but want to put the application on Hold, do the following:

Click on  button until you reach Question 30.

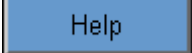
Click on  button. Make a note of or print the Request ID number that is displayed.

Applications on HOLD can be retrieved by selecting the  button and entering the Request ID number.

More detailed instructions for placing an application on Hold are detailed in the section entitled HOLD AN APPLICATION on page 22 of this manual.

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7. WORK ITEMS & DISBURSEMENT ALLOCATIONS SCALE - from the Home Page,

click on  button to access the document entitled Solicitor Information Guide Legal Aid Applications for a detailed breakdown of the work items and disbursement allocations scales.

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8. TO PRINT AN APPLICATION - If you submit an application and inadvertently exit the

screen from which you can print off the application, simply click on the 

button and from the Home page, click on the  button, enter the Request ID number and click on [Print Application](#)

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9. LEGAL AID HELPDESK 6236 3860 - The E-lodge program will "time-out" after approx. 20 minutes if nothing is done within the application. Timing out can corrupt the application process.

If you are encountering problems, discontinue what you are doing and ring the Legal Aid Helpdesk on 6236 3860.

Do not attempt to re-enter an application for aid if it appears your first attempt didn't go through, without first calling the Helpdesk.

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10. ALWAYS use the  button to exit the e-lodge program.

## LOGGING INTO & OUT OF E-LODGE

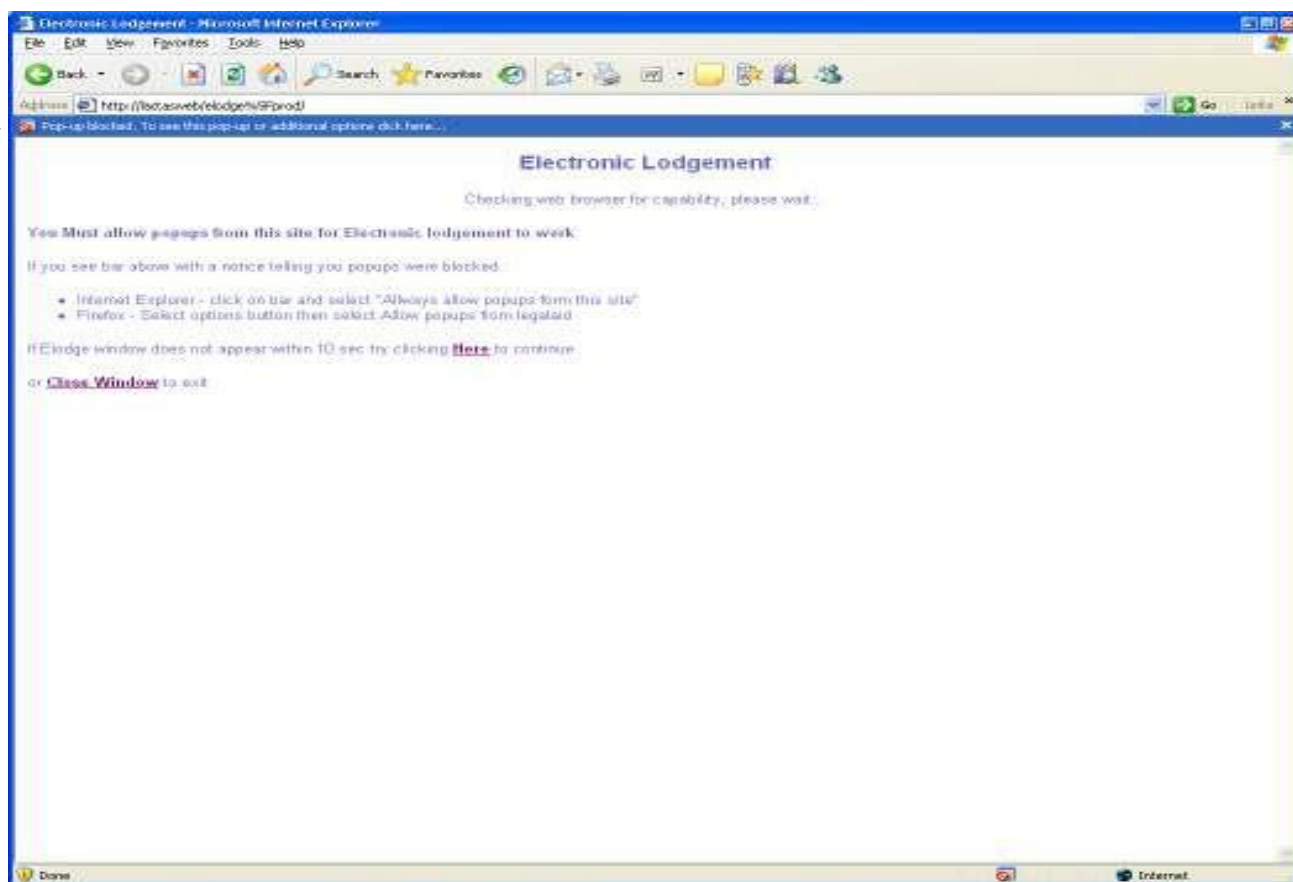
### LOGGING IN

In order to request a grant of aid the user must access the Electronic Application Form (elodge) available on the Tasmania Legal Aid website:

[https://services.legalaid.tas.gov.au/lact\\_elodge/login/login.asp](https://services.legalaid.tas.gov.au/lact_elodge/login/login.asp)

Type in the link and add it to "Favorites" on your computer.

The following screen will be displayed:



To use e-lodge, you MUST allow Pop-ups from the site.

If the Pop-up blocked message is displayed on your screen, if you are using:

1. Internet Explorer - click on the bar and select "Always allow popups from this site".
2. Firefox - select the Options button and then select "Allow popups from Legalaid".

The following screen is displayed:

https://www.legalaid.tas.gov.au - Electronic Lodgement - Production - Microsoft Internet Explorer

## Legal Aid Commission Tasmania

### Electronic Lodgement

User Name

Firm Number

Password

Ok Cancel

---

Electronic Lodgement  
Legal Aid Tasmania 2006

Please enter the user name.

Internet

Enter:

- User name* - can be any name, the system does not validate this field.
  - Firm number* - has been allocated by TLA and notified to your firm.
  - Password* - has been allocated by TLA and notified to your firm. TLA allocates the password to give the user access to the e-lodge program, however, it can be changed by the user anytime thereafter by clicking on the PASSWORD button on the Home Page of the e-lodge program.
- If you forget the password, contact the TLA Helpdesk on 6236 3860.

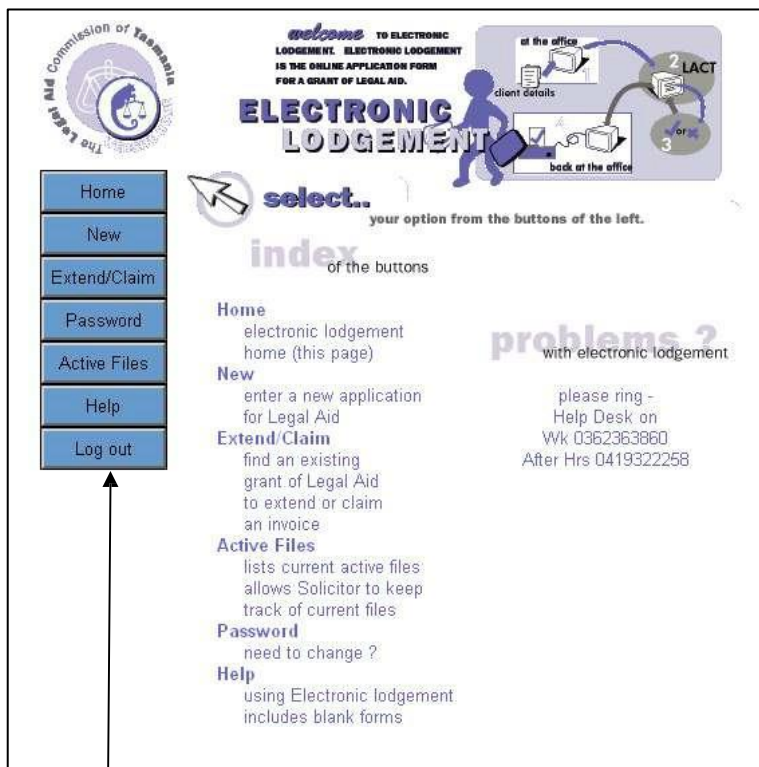
Click the "OK" button.

The system validates the Firm number and password combination.

The following screen will be displayed.



## HOME PAGE



Use the buttons on the left of the screen to select the function required as detailed below:

**HOME:** Current screen

**NEW:** Apply for a new grant of aid (see **NEW APPLICATIONS** on page 9).

**EXTEND/CLAIM:**

- Apply for an extension of aid (see **EXTENSIONS OF AID** on page 25).
- Claim for work completed (see **CLAIM FOR PAYMENT** on page 31).
- Claim a disbursement payment (see **CLAIM FOR DISBURSEMENT** on page 35).
- Open an application on **HOLD** (see **HOLD AN APPLICATION** on page 22).

**PASSWORD:** Change firm's password.

**ACTIVE FILES:** Lists the firm's active Legal Aid files.

**HELP:** Gives access to:

- This User Manual;
- Hours Allocated for Work Items & Disbursement Fee Guide - a detailed breakdown of the work items and disbursement allocation scales.
- Blank applications for:
  - Civil, General & Child Protection matters
  - Criminal matters
  - Family matters

## LOGGING OUT

Always click on the Log Out button to exit the e-lodge program.

## NEW APPLICATIONS

On the Home Page click on the NEW button to start a new application. The screen below will appear.

### New - Application

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Next Page -->

#### Solicitor

Enter your firm's Solicitor for this application

If Your Solicitor is not in the list above  
or the list contains a solicitor no longer working for you  
Please note this below

ie "Add Jane Doe" or "Remove John Doe"

#### Firm Reference and Client

Enter your firm's reference number for the new application

If your client is currently in custody please select postal address:

Has your client previously applied?

No  Yes

If your client has previously applied please search by:

Client Number:

OR:

Firstname:

Surname:

Next Page -->

Select the *firm's solicitor* for this application from the drop down list by placing the cursor on the down arrow and then highlighting the name.

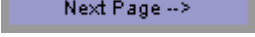
- ~ The drop down list is populated with the names of those solicitors who are registered to the firm.
- ~ If the name is not in the drop down list, specify it in the next blank field, as "Add Jill Brown".
- ~ If a name is in the drop down list and that person no longer works for the firm, specify "Remove Jill Brown"

**It is important that firms notify Legal Aid of changes to staff within their firm, in order to keep these lists accurate.**

Enter the *firm's reference number* i.e. the reference your firm is using to relate to this matter/file (do not use the firm number used to log onto the e-lodge system). The reference can be up to 40 characters in length and alpha/numeric. It will be displayed on documents relating to this application.

*Is your client currently in custody?* Select the correct postal address for the facility holding your client.

*Has your client previously applied?* This must be answered No or Yes. This determines whether the system searches for client details, or whether the client is to be treated as a new client for your firm.

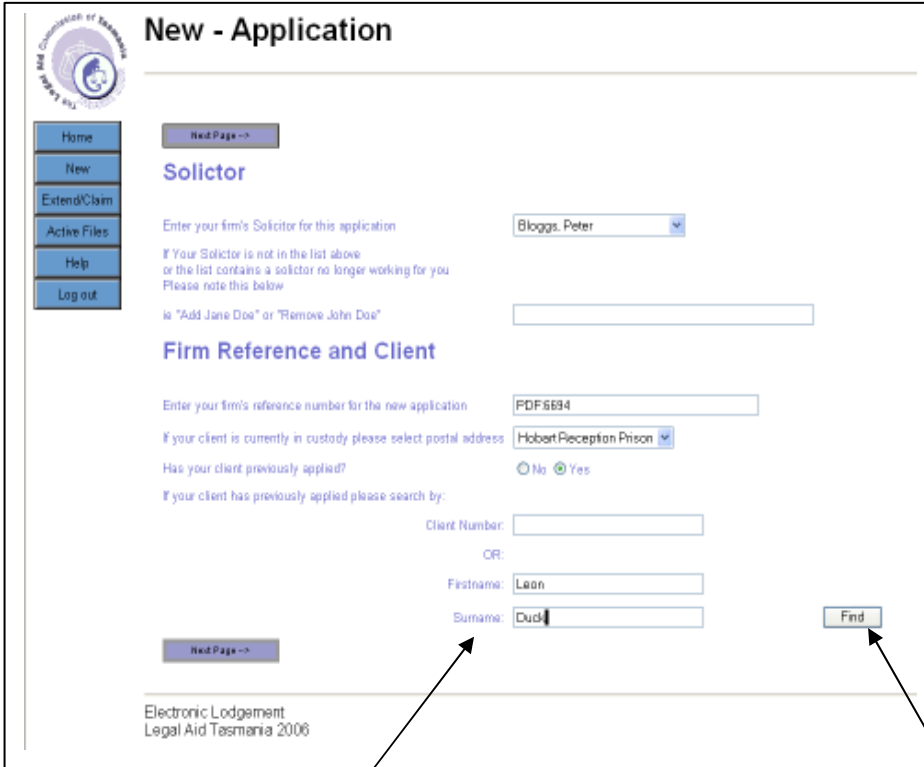
If NO Click on the NEXT PAGE button  at the bottom of the screen (go to CLIENT DETAILS on page 12 to continue).

If YES go to the next field on this screen.

*If your client has applied for aid previously*, through your firm it is possible to specify the applicant's first name and surname, or just the applicant's surname and click on the FIND button and a list of names will be displayed from which the correct client can be selected.

Note: If the client has applied for legal aid previously, through a different legal firm, the system will treat the client as a new client for your firm and therefore not return a client name or listing.

The more specific the details, the less time the system will take to search for and display the appropriate data for the user.



Once the applicant's name (surname and first name) has been specified, click on the FIND button.



**Matching Clients**

**Search Criteria**

Click on the **Client** Below to start an application for that client or click to [start with Blank Form](#) or to [Search again](#)

**Client List**

Name - (Date of Birth)
<a href="#">Duck, Leon - ( 10/09/1991 )</a>

Click on the **Client** above to start an application for that client. If Not Found Click to [start with Blank Form](#) or to [Search again](#)

Electronic Lodgement  
Legal Aid Tasmania 2006

#### If Client Matches

If there is more than one client with the same name registered to your firm, a list of those clients will be displayed on the above screen. Use the applicant's date of birth to determine the correct client.

Select the correct client by clicking on the name.

A new application form will appear populated with the applicant's personal information already in the system. These details must be checked for accuracy and relevance to the aid you are applying for in this application. If necessary, make changes.

#### If Client Does Not Match

The above screen will not produce any results if the applicant's name does not match any names already registered to your firm.

To start an application for this applicant, click on [start with Blank Form](#).

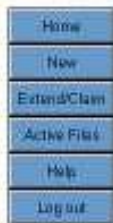
Alternatively, continue searching by clicking on [Search again](#).

## E-LODGE SCREENS

SEE THE "GUIDE" STARTING ON PAGE 41 FOR ASSISTANCE  
TO COMPLETE THE APPLICATION QUESTIONS

CLIENT DETAILS (Questions 1 to 10)

(Refer to "Guide" starting on page 41)



### New - Client

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The term *financially associated person* is used in this form. This term includes any person:

- From whom you usually receive financial support
- To whom you usually provide financial support
- Who could reasonably be expected to financially assist you in obtaining legal services.

A financially associated person may include a relative, partner, spouse, trust, corporation or group.

### Client Details

1. First Name   
Middle Names   
Surname
2. Title
3. Sex
4. Date of birth  (dd/mm/yyyy)
5. Marital Status
6. Are you in custody or detention?  
 No  Yes?  
Home address (even if you are in custody)  
  
Home suburb/town  Postcode   
Postal address   
Postal suburb/town  Postcode
7. Your phone numbers and email address  
Home phone number    
Work phone number    
Mobile contact number   
Your email address
8. Were you born overseas?  
 No  Yes... give details?  
What country?
9. Do you require an interpreter?  
 No  Yes...which language?
10. Are you an Aboriginal or Torres Strait Islander?  
 No  Yes



Refer to the "Guide" starting on page 41 of this manual when answering the questions.

## INCOME AND ASSETS TEST DETAILS (Questions 11 to 20)

Tasmania Legal Aid applies an income and assets test to each application for aid.

To enable TLA to assess the application it is important that all the fields are completed. Failure to do so will result in the application being Delayed or Refused.

### Centrelink Details (Questions 11 & 12)

**Centrelink Details**

The Legal Aid Commission of Tasmania Means Test specifies that if your income is solely a Centrelink benefit *you will pass the income test*. Even if you only partially receive a benefit it is still important that you provide your centrelink number.

Your application **can not be approved until your centrelink status is known**. You must also read and sign the declaration on the last page.

11. Are you in receipt of a Centrelink Payment or a Government Benefit??

No

Yes...which one ?

12. Please Enter Your *Centrelink Number*

### Household Details (Questions 13 to 16)

These details must be completed in order to assess the income and assets of the applicant.

**Household Details**

The following section is used to determine the number of dependants you care for financially and is used for the income test.

13. Which of the following describes your household type?

Couple  Single

14. Work Status of the household members (those in workforce)?

Both  Single  None

15. How many children do you have that are financially dependant on you (Whether they live with you or not)?

16. What is the total weekly gross income including benefits that is earned by you and financially associated persons in the Household?

<b>You</b>	<b>Financially associated person(s)</b>
\$ <input type="text" value=""/>	\$ <input type="text" value=""/>



Refer to the "Guide" starting on page 42 of this manual when answering the questions.

## Housing Details (Questions 17 & 18)

The client is required to complete the housing details, as Centrelink does not retain information pertaining to ownership of a principal place of residence.

### Housing Details

17. If you or a financially associated person own or are paying off the home that you live in

What is the value of your home ? \$

What is the mortgage (amount owing) on the home ? \$

What is the location area of this home ( based on phone zones 62, 63 ,64)?

18. If you or a financially associated person own or are paying off any other real estate apart from the home you currently live in

What is the value of this other real estate ? \$

What is the mortgage (amount owing) on this other real estate ? \$

## Motor Vehicle Details (Question 19)

### Motor Vehicle Details

19. If you or a financially associated person own or are paying off any motor vehicle/s?

What is the value of the motor vehicle/s, less any monies owing? \$

## Asset Details (Question 20)

### Asset Details

20. If you or a financially associated person own anything else of value, including the following assets:  
Money in the bank, shares, bonds, other investments, boats, caravan, jewellery etc

**Do not include Household furniture, effects and tools of trade.**

Please state the total amount of your assets \$



Refer to the "Guide" starting on page 43 of this manual when answering the questions.

## LAW TYPES (Questions 21 & 22)

Refer to the LAW TYPES GUIDE starting on page 50 to complete the phase options at q.21.

### New - Law Type

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21. For what type of problem do you need Legal Aid ?

**Family**

Family Category  
Phase

**Civil/General/Child Protection**

Civil Category  
Phase

**Criminal**

Crime Court  
Type

22. Are there current court proceedings ?

No

Yes...please provide date

When is the next court date ?  (dd/mm/yyyy)

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Next Page -->

Go to page 16 to continue with Family Law matter screens.

Go to page 18 to continue with Civil Law matter screens.

Go to page 19 to continue with Criminal Law matter screens.



Refer to the "Guide" starting on page 44 of this manual to complete the Law Type and Phase



## FAMILY LAW (Questions 23 to 26)

Refer to the FAMILY LAW GUIDE on page 46 to complete the questions.

23. Provide details of the person you are in dispute with.

Given name

Middle names

Surname

Date of birth

 (dd/mm/yyyy)

Their postal address



Postal suburb/town

 Postcode 

Their phone number

Their lawyer's name

Their lawyer's postal address



Postal suburb/town

 Postcode 

24. What is your relationship with the person you are in dispute with ?

- Other  
 Married  
 De facto

Date of marriage / relationship started  (dd/mm/yyyy)

Date of separation  (dd/mm/yyyy)

Date of divorce  (dd/mm/yyyy)

25. If your application relates to disputed children matters are you a Grandparent of any of the children?

- No  
 Yes

26. Have you been to counselling or mediation ?

- No  
 Yes



Refer to the  
"Guide" starting  
on page 46 of this  
manual to  
complete the Law  
Type and Phase

## FAMILY LAW (Questions 27 to 30)

### Merit Information

The next Section is compulsory and must be completed to enable the Grants Officer to assess your application.  
This Section includes:

- What type of Family matter you seek legalaid for.
- What Legal work item are you seeking legalaid for.
- Any disbursements required with this grant of aid.
- What is your Legal problem .

When you explain your legal problem you must detail concisely why you require the work items and the disbursement items selected.

27. What is the Family Category?

28. What work item do you want aid for ?( If more than 1 add to legal problem area below)

29. What Disbursements are required ? ( If more than 3 add to legal problem area below)

1.

2.

3.

30. Briefly explain your legal problem



Refer to the  
"Guide" starting  
on page 46 of this  
manual to  
complete the Law  
Type and Phase

## CIVIL LAW (Questions 23 to 26)

Refer to the CIVIL LAW GUIDE starting on page 48 to complete the questions.

### Merit Information

The next Section is compulsory and must be completed to enable the Grants Officer to assess your application. This Section includes:

- What Legal work item are you seeking legalaid for.
- Any disbursements required with this grant of aid.
- What is your Legal problem .

When you explain your legal problem you must detail concisely why you require the work items and the disbursement items selected

23. What is the Civil Matter Category?

24. What work item do you want aid for ?( If more than 1 add to legal problem area below)

25. What Disbursements are required ? ( If more than 3 add to legal problem area below)

1.

2.

3.

26. Briefly explain your legal problem ?



Refer to the "Guide" starting on page 48 of this manual to complete the Law Type and Phase

## CRIMINAL LAW (Questions 23 to 28)

Refer to the CRIMINAL LAW GUIDE on page 49 to complete the questions.

### New - Criminal Law

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#### Counts and Charges

23. What are your counts and charges ?(List the most serious charge first.)  
If there are more than 5 list them in explain your legal problem section below

Most serious charge		
Counts	Charge	Complaint No
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Other charges		
Counts	Charge	Complaint No
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

24. Was anyone else charged with you for these offences ?

No  
 Yes...Please give their names

No.	Given name	Middle names	Surname
1.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
2.	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

More than two Yes...Please give their names

#### Merit Information

The next section is compulsory and must be completed to enable the Grants Officer to assess your application.  
This Section includes:

- What Legal work item are you seeking legal aid for.
- Any disbursements required with this grant of aid.
- What is your Legal problem .

When you explain your legal problem you must detail concisely why you require the work items and the disbursement items selected.

25. What are your prior convictions for similar offences ?(max 200 characters)

26. What work item do you want aid for ?( If more than 1 add to legal problem area below)

27. What Disbursements are required ? ( If more than 3 add to legal problem area below)

1.	<input style="width: 95%;" type="text"/>
2.	<input style="width: 95%;" type="text"/>
3.	<input style="width: 95%;" type="text"/>

28. Briefly explain your legal problem ?(max 2000 characters)



Refer to the "Guide" starting on page 49 of this manual to complete the Law Type and Phase

# APPLICANT AND SOLICITOR DECLARATIONS

Complete the details of the applicant's name and address on the Applicant's Declaration.

## Applicant's Declaration

31. All applicants must sign the declaration.

I, **Jee Bloggs** of

**1 Toad Hall  
Hobart 7808**

acknowledge that it is an offence to:

- Fail to provide information required of me and which is relevant to this application for legal aid.
- Provide a document to the Commission in connection with this application for legal aid that is false or misleading.
- Make a false or misleading statement either orally or in writing in relation to this application for legal aid.

I **Jee Bloggs** authorize Centrelink to electronically provide a statement of information to the Legal Aid Commission of Tasmania to assist in the assessment of my entitlement to services from the Legal Aid Commission of Tasmania. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependents, Centrelink deductions, income, assets and confirmation of my current address.

I understand that this authority, once signed, is effective only for the period I am a client of the Legal Aid Commission of Tasmania. I understand that this authority, which is ongoing can be revoked at any time by giving notice to the Legal Aid Commission of Tasmania.

I understand that I will be able to obtain a written copy of the Statements at any time from either the Legal Aid Commission of Tasmania or Centrelink.

A brochure is available from Centrelink that provides more details about Centrelink Confirmation eServices or on Centrelink's website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

I therefore declare that all the information I have given is true and correct.

Applicant's Signature

Date

## Solicitor's Certificate

32. Note: If this application is made through a solicitor, this certificate MUST be completed. If not, it may be interpreted as an expression of opinion that the application has no merit.

I (name)

of the firm

**Legal Aid Commission of Tasmania**

of address

CERTIFY that the applicant has consulted me and I am of the opinion that this application has legal merit and/or is otherwise deserving of aid.

Solicitor's Signature

Date

[← Previous Page](#)

[Hold Application](#)

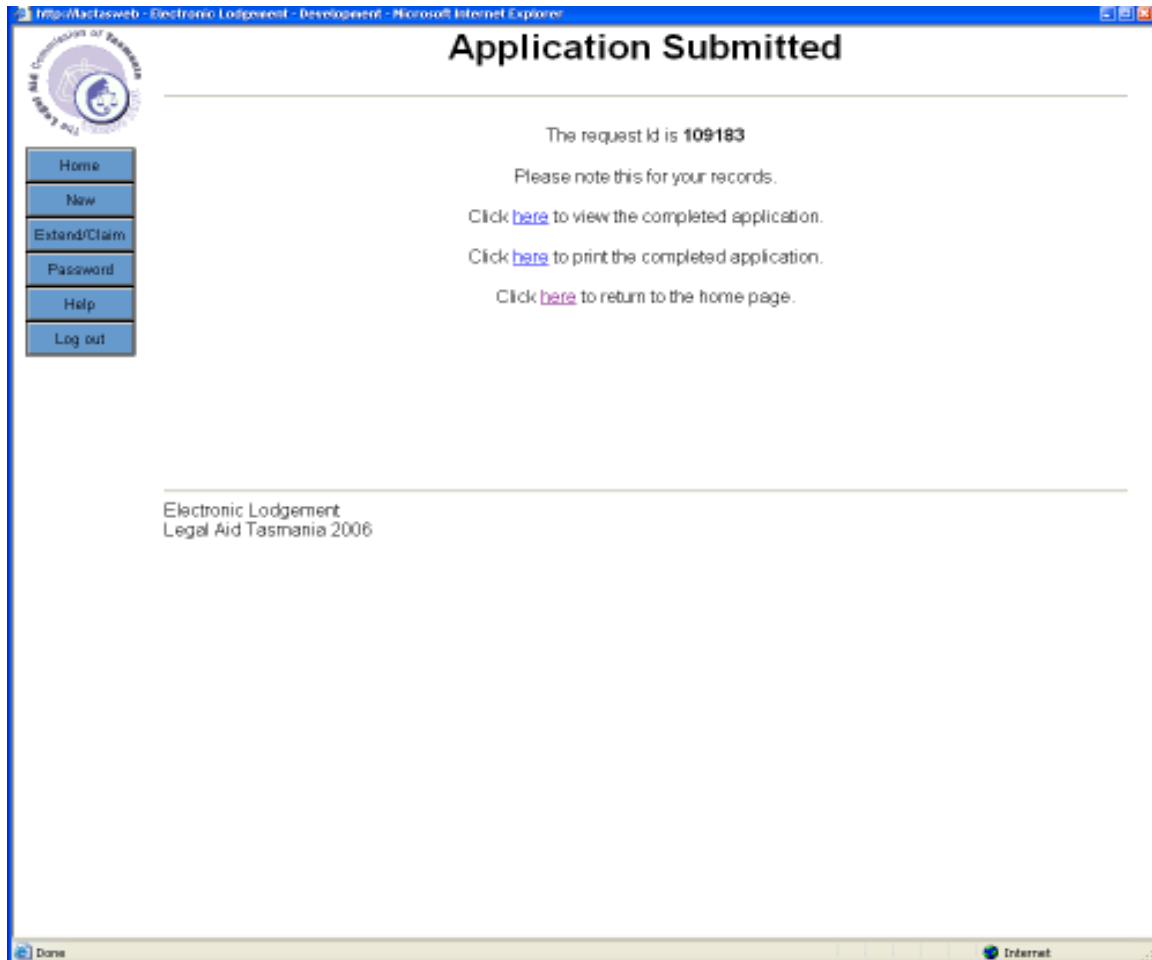
[Submit Application](#)

## SUBMIT APPLICATION

Click on the Submit Application button

Submit Application

The following screen will appear and can be printed for reference:



You can check the completed application by clicking on the first blue highlighted [here](#).

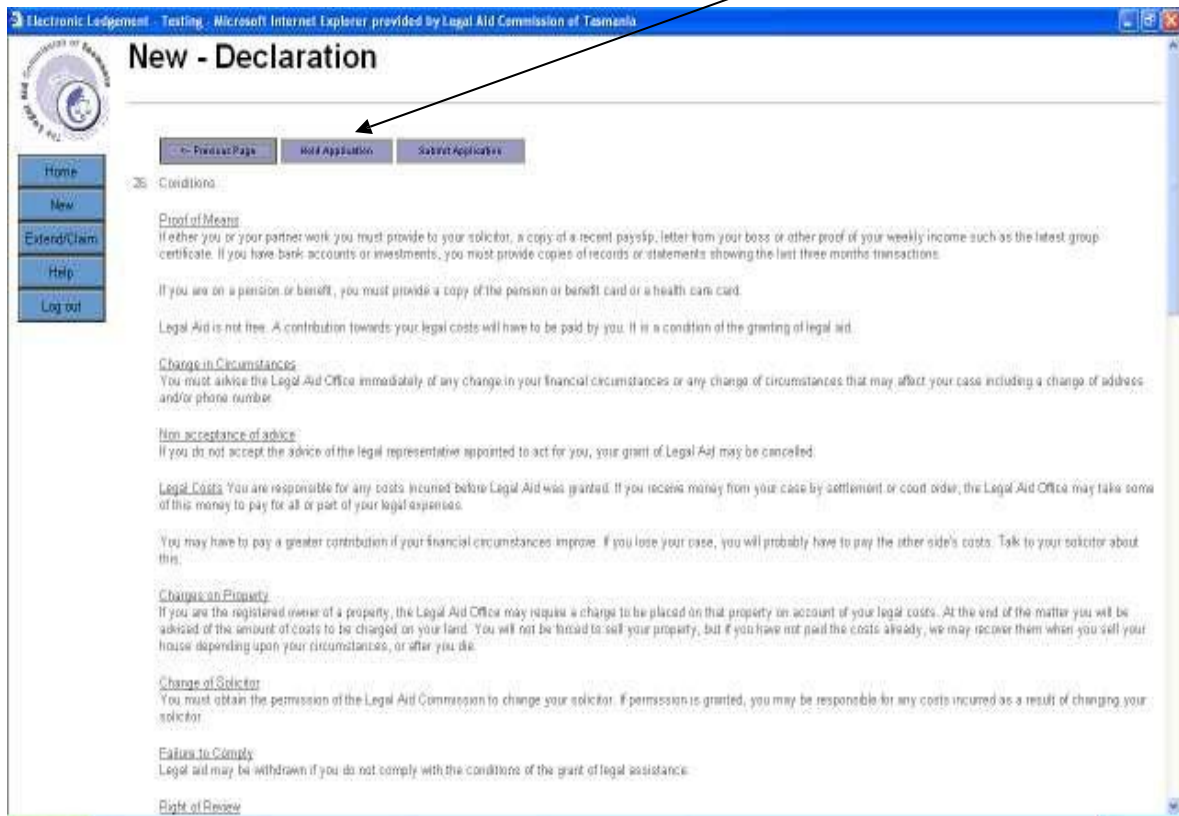
Be sure to PRINT the completed application for both the applicant's and the solicitor's signatures by clicking on the second blue highlighted [here](#).

NOTE: The copy of the application signed by both applicant and solicitor is to be kept on the applicant's file for future audit purposes.


Click on the purple highlighted [here](#) to return to the Home Page to begin another application or click on the LOG OUT button to exit the e-lodge program.

## HOLD AN APPLICATION

If an application is not ready for submission, click the HOLD APPLICATION button.



The following screen is displayed. Print this page for the Request ID.



## Application on HOLD

The new request Id is **169702**  
The Legal Aid File Number is

Please note this for your records.

Click [here](#) to submit the on HOLD application.

Click [here](#) to view the completed application.

Click [here](#) to print the completed application.

Click [here](#) to return to the home page.

- Home
- New
- Extend/Claim
- Active Files
- Help
- Log out

## OPEN AN APPLICATION ON HOLD

To retrieve an application on HOLD, click the EXTEND/CLAIM button.

Type the Request ID and ENTER or click FIND.

### Find - Extend or Claim Search Criteria

---

**Find File to work on**

**Please enter ONE and only ONE criteria below**

Request ID

or Firm Reference

or Client Surname

or Legal Aid File

The following screen is displayed.

The screenshot shows a web browser window with the URL <https://www.legalaid.tas.gov.au>. The page title is "Find - Matching Requests". On the left is a navigation menu with buttons for Home, New, Extend/Claim, Password, Help, and Log out. The main content area has a "Search Criteria" section with instructions to click on a Request ID for details. Below this is a "Matching Requests" section with a table:

Req ID	Client (Date Of Birth)	Ext	Firm Ref	File	Status	L
<a href="#">109382</a>	Bell, Jacinta (1904/1954)	0	515	076000235	Saved	

Below the table, there is a note: "Click on the **Req ID** above to see the details of the request." At the bottom of the page, it says "Electronic Lodgement: Legal Aid Tasmania 2006". A red arrow points from the text below to the "Req ID" "109382" in the table.

Click on the Request ID number to view the request.



On the next screen, click on EDIT/SUBMIT APPLICATION.

https://www.legalaid.tas.gov.au - Electronic Lodgement - Training - Microsoft Internet Explorer provided by Legal Aid Commsiste

## Find - Request Details

**Request**

Request ID: 109382      Legal Aid File: 07-6000233  
 Firm No: 6886      Legal Aid Extension: 0  
 Firm Name: Eledge Training Firm  
 Extension: 0  
 Client Surname: Bell  
 Lodged:  
 User: Firms

[View Application | Create Extension | **Edit/Submit Application** | Print Application]

**Extension History**

Req ID	Ext	Lodged
<a href="#">109382</a>	0	

Click the **Req ID** to see details of the extension.

**Claim Work/Disbursement Completed**

You may claim one or more work items to be invoiced by selecting them from table below

SELECT WORK\_ID DESCRIPTION

Select items then Click the **Submit Work** button to claim the selected work items on the invoice.

**Submit Work**

https://www.legalaid.tas.gov.au/efodge%20train/update/start\_update.asp?request\_id=109382

The application is displayed for editing and review.

## EXTENSIONS OF AID

To apply for an extension to a grant of aid select the EXTEND/CLAIM button on the Home Page.

**welcome** TO ELECTRONIC LODGEMENT. ELECTRONIC LODGEMENT IS THE ONLINE APPLICATION FORM FOR A GRANT OF LEGAL AID.

**ELECTRONIC LODGEMENT**

select.. your option from the buttons of the left.

index of the buttons

**Home**  
electronic lodgement  
home (this page)

**New**  
enter a new application for Legal Aid

**Extend/Claim**  
find an existing grant of Legal Aid to extend or claim an invoice

**Active Files**  
lists current active files  
allows Solicitor to keep track of current files

**Password**  
need to change ?

**Help**  
using Electronic lodgement  
includes blank forms

problems?  
with electronic lodgement  
please ring -  
Help Desk on  
Wk 0362363860  
After Hrs 0419322258

The following screen will appear:

Enter the Request ID number from the applicant's original application.

Click on the FIND button

The following screen will appear:

Click on the Request ID Number.

The following screen is displayed:

## Find - Request Details

---

### Request

Request ID **169701** Legal Aid File **09G016744**  
Firm No **515** Legal Aid Extension **0**  
Firm Name **Legal Aid Commission of Tasmania**  
Extension **0**  
Client (Date of Birth) **Bloggs, Joe( 07/09/1962 )**  
Lodged **19/06/2009 16:40:00**  
User **Lisa**  
Law Type - **Criminal**  
Matter - **Dishonesty Offences - Burglary**  
[\[View Application\]](#) | [\[Create Extension\]](#) | [\[Print Application\]](#)

### Extension History

Req ID	Ext	Lodged
<a href="#">169701</a>	0	19/06/2009

Click the **Req ID** to see details of the extension.

### Claim Work/Disbursement Completed

You may claim one or more work items to be invoiced by selecting them from table below

SELECT	WORK_ID	DESCRIPTION
--------	---------	-------------

Or you may claim a disbursement to be invoiced by selecting item below

SELECT	WORK_ID	DESCRIPTION
--------	---------	-------------

### Previous Invoices Claimed

INVOICE NBR	REQUEST ID	WORK ID	DESCRIPTION	AMOUNT
-------------	------------	---------	-------------	--------

Click on the blue Request ID Number in the Extension History box.

The following screen will appear:

## Extend - Application

---

### Solicitor

Enter your firm's Solicitor for this application

If Your Solicitor is not in the list above  
or the list contains a solicitor no longer working for you  
Please note this below

ie "Add Jane Doe" or "Remove John Doe"

### Firm Reference and Client

Enter your firm's reference number for the new application

If your client is currently in custody please select postal address

Has your client previously applied?  No  Yes R

Complete all relevant information, especially:

Enter the name of the solicitor making the application for the extension see G) above.

If the client is in custody, select the correct postal address for where they are in detention see  above.

Check that yes is selected at "Has your client previously applied?" see R above.

Click on the NEXT PAGE button. The previous application will be displayed.

Scroll through the application and check that the applicant's details, especially contact and income are still current and make any necessary changes.

When the Extend Law Type screen is reached (question 21), enter any changes to court type and new court date, if known. See example for Criminal Law below:

When the questions relating to the Work Item and Disbursements for the extension are reached, select the items required from the drop down lists.

Complete the details of the legal problem.

## Declaration

Electronic Lodgement - Testing - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania

### Extend - Declaration

[Home](#)  
[New](#)  
[Extend/Claim](#)  
[Help](#)  
[Log out](#)

[← Previous Page](#)    [Submit Extension](#)

26. Conditions.

Proof of Means  
 If either you or your partner/work you must provide to your solicitor, a copy of a recent payslip, letter from your boss or other proof of your weekly income such as the latest group certificate. If you have bank accounts or investments, you must provide copies of records or statements showing the last three months transactions.

If you are on a pension or benefit, you must provide a copy of the pension or benefit card or a health care card.

Legal Aid is not free. A contribution towards your legal costs will have to be paid by you. It is a condition of the granting of legal aid.

Change in Circumstances  
 You must advise the Legal Aid Office immediately of any change in your financial circumstances or any change of circumstances that may affect your case including a change of address and/or phone number.

Non acceptance of advice  
 If you do not accept the advice of the legal representative appointed to act for you, your grant of Legal Aid may be cancelled.

Legal Costs You are responsible for any costs incurred before Legal Aid was granted. If you receive money from your case by settlement or court order, the Legal Aid Office may take some of this money to pay for all or part of your legal expenses.

You may have to pay a greater contribution if your financial circumstances improve. If you lose your case, you will probably have to pay the other side's costs. Talk to your solicitor about this.

The Applicant's Declaration and the Solicitor's Certificate are to be completed (see page 20 of this manual for further details).

Click on the SUBMIT EXTENSION button and note the new Request ID for your records (see page 21 of this manual for further details).

Print the completed application and retain on the client file for audit purposes.

## CLAIM FOR PAYMENT

To make a claim for payment, click on the EXTEND/CLAIM button on the Home Page.

The screenshot shows the home page of the Electronic Lodgement system. On the left, there is a vertical menu with buttons for Home, New, Extend/Claim, Active Files, Help, and Log out. An arrow points from the text above to the 'Extend/Claim' button. On the right, there is a 'select.. index' section with a mouse cursor icon and the text 'select.. your option from the buttons of the buttons'. Below this, there is a list of options with descriptions:

- Home**: electronic lodgement home (this page)
- New**: enter a new application for Legal Aid
- Extend/Claim**: find an existing grant of Legal Aid to extend or claim an invoice
- Active Files**: lists current active files allows Solicitor to keep track of current files
- Password**: need to change ?
- Help**: using Electronic lodgement includes blank forms

The following screen will appear:

The screenshot shows a web browser window titled 'Electronic Lodgement - Testing - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania'. The page content is titled 'Find - Extend or Claim Search Criteria'. On the left, there is a vertical menu with buttons for Home, New, Extend/Claim, Help, and Log out. The main content area is titled 'Find File to work on' and contains the following form fields:

- Request ID
- Firm Reference
- Client Surname
- Legal Aid File
- 

At the bottom of the page, it says 'Electronic Lodgement Legal Aid Tasmania 2006'. Two arrows point from the text below to the 'Request ID' field and the 'Find' button.

Enter the Request ID Number or other reference to locate the file. Click on the FIND button.



Go to Claim Work/Disbursement Completed (you may have to scroll down the page a little to see the heading).

Electronic Lodgement - Testlog - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania

Req ID	Ext	Lodged
109123	0	16/05/2007

Click the **Req ID** to see details of the extension.

**Claim Work/Disbursement Completed**

You may claim one or more work items to be invoiced by selecting them from table below

SELECT WORK ID	DESCRIPTION
<input type="checkbox"/>	380 PDR Conference

Select items then Click the **Submit Work** button to claim the selected work items on the invoice.

**Submit Work**

Or you may claim a disbursement to be invoiced by selecting item below

SELECT WORK ID	DESCRIPTION
<input type="radio"/>	381 Process Services Fees
<input type="radio"/>	382 Experts Report

Select item then Click the **Submit Disbursement** button to claim the selected disbursement on the invoice.

**Submit Disbursement**

#### CLAIM FOR COMPLETED WORK

To claim for completed work, select the Work ID by clicking on the square in the Select column.

Click the SUBMIT WORK button.

The following screen will appear:

http://lactasweb - Electronic Lodgement - Development - Mozilla Firefox

## Claim - Request Details

Please fill out following invoice items

The amount to be claimed for each item is ex GST.  
The GST amount will be calculated for you

Request	Work Id	Description	Granted (ex GST)	Claimed (ex GST)
103378	549	Bal Application	115.00	115.00

Note GST will be automatically added to this on the process invoice screen.

### Completion of Legal Aid File

Will this claim be the last grants claim for this Legal Aid file?  No  Yes

Reason:

Finalised Stage:

Comments of Matter:

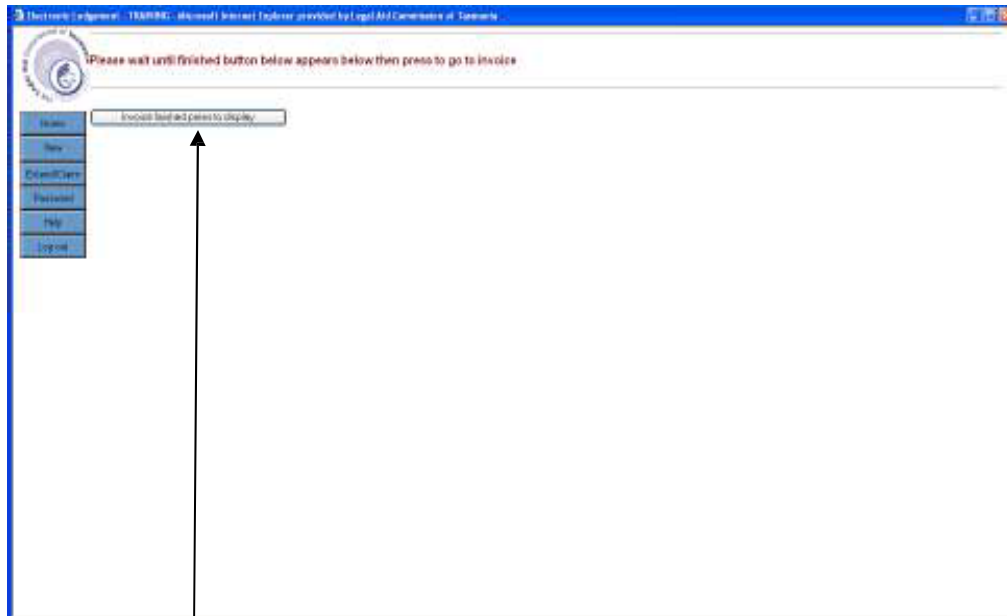
Check that the amount to be claimed is correct. If only part of the grant of aid is being claimed, amend the total in the CLAIMED (EXC GST) field.

The amount claimed may not exceed the total of the grant of aid, and should NOT include GST. That is, solicitors' claims for payment are to be submitted using the GST EXCLUSIVE amount, which is the amount of the grant of aid (the e-lodge system will automatically calculate the amount of GST). Claims MUST be made in whole dollars.

If this claim completes the Legal Aid file, complete the COMPLETION OF LEGAL AID FILE section. Both the Reason and the Finalised Stage fields must be completed (choose options from the drop down boxes). Files will not be finalised automatically, unless both fields are completed.

Click the PROCESS INVOICE button.

The following screen appears:



Click on the button and the invoice is displayed (see below).

Request ID	Week ID	Description	Amount
100113	100	FIE Contract	\$345.00
GST AMOUNT CLAIMED			\$34.50
CONTRIBUTION AMOUNT TAKEN OUT			\$2000.00
TOTAL AMOUNT CLAIMED INCLUDING GST			\$179.50

Request ID amount is the amount of the grant of aid being claimed less GST G).

GST AMOUNT CLAIMED is automatically calculated by the system □.

CONTRIBUTION AMOUNT TAKEN OUT is completed by the system @.

TOTAL AMOUNT CLAIMED INCLUDING GST is the amount being paid @).

Therefore, the TOTAL PAID comprises:     the total of the grant of aid  
   PLUS the amount of GST  
   LESS the amount of the applicant's contribution.

Click the PRINT INVOICE button to print the invoice for signature and your records.

## CLAIM FOR DISBURSEMENT

To claim for completed disbursements, click on the EXTEND/CLAIM button on the Home Page.

The screenshot shows the Electronic Lodgement Home Page. On the left, there is a vertical navigation menu with the following buttons: Home, New, Extend/Claim, Active Files, Help, and Log out. The main content area contains a welcome message: "welcome TO ELECTRONIC LODGEMENT. ELECTRONIC LODGEMENT IS THE ONLINE APPLICATION FORM FOR A GRANT OF LEGAL AID." Below this is the title "ELECTRONIC LODGEMENT" and a "select.." button with a mouse cursor icon. A list of menu items is provided with brief descriptions:

- Home**: electronic lodgement home (this page)
- New**: enter a new application for Legal Aid
- Extend/Claim**: find an existing grant of Legal Aid to extend or claim an invoice
- Active Files**: lists current active files allows Solicitor to keep track of current files
- Password**: need to change ?
- Help**: using Electronic lodgement includes blank forms

The following screen will appear:

The screenshot shows the "Find - Extend or Claim Search Criteria" screen. On the left, there is a navigation menu with buttons for Home, New, Extend/Claim, Help, and Log out. The main content area is titled "Find File to work on" and contains a search form with the following fields:

- Request ID
- Firm Reference
- Client Surname
- Legal Aid File

Below the fields is a "Find" button. The footer text reads "Electronic Lodgement Legal Aid Tasmania 2006".

Enter the Request ID Number or the Legal Aid reference no. (e.g. 09G01 .....)  
Click on the FIND button.

Electronic Lodgement - Testing - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania

## Claim Work/Disbursement Completed

You may claim one or more work items to be invoiced by selecting them from table below

SELECT WORK ID DESCRIPTION

Select items then Click the **Submit Work** button to claim the selected work items on the invoice.

Submit Work

Or you may claim a disbursement to be invoiced by selecting item below

SELECT WORK ID DESCRIPTION

<input type="radio"/>	381	Process Servers' Fees
<input type="radio"/>	382	Experts Report

Select item then Click the **Submit Disbursement** button to claim the selected disbursement on the invoice.

Submit Disbursement

### Previous Invoices Claimed

INVOICE_NBR	REQUEST_ID	WORK_ID	DESCRIPTION	AMOUNT
5000202	109175	390	PDR Conference	345.00

To claim for completed disbursement/s, go to the CLAIM WORK/DISBURSEMENT COMPLETED section (you may need to scroll down the screen to see the heading) and select the Work ID by clicking on the relevant button in the SELECT column.

Click the SUBMIT DISBURSEMENT button.

The following screen will appear:

Electronic Lodgement - Testing - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania

## Claim - Request Details

Please fill out following invoice items

The disbursement can be paid directly to the service provider or to you.

Please select who to pay: LEGAL AID IN-HOUSE PRAC

Enter the invoice number from the original service providers' invoice to You. We cannot pay the the service provider without this.

Service provider invoice:

Please fill the total amount as invoiced by the service provider inclusive of GST.

Request	Work Id	Description	Amount Granted	Claimed(inc GST)
109212	471	Process Servers' Fees	200.00	200.00

Process Invoice Cancel

Electronic Lodgement - Testing - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania

## Claim - Request Details

**Please fill out following invoice items**

The disbursement can be paid directly to the service provider or to you.  
**Please select who to pay:** LEGAL AID IN-HOUSE PRAC

Enter the invoice number from the original service providers' invoice to You. We cannot pay the the service provider without this.  
**Service provider invoice:**

**Please fill the total amount as invoiced by the service provider inclusive of GST.**

Request	Work Id	Description	Amount Granted	Claimed(inc GST)
109212	471	Process Servers' Fees	200.00	200.00

The disbursement can be paid directly to the service provider or to your legal firm to remit to the service provider. Select who is to be paid from the drop down list.

Enter the invoice number from the service provider's invoice, if the service provider is to be paid directly by the Tasmania Legal Aid, *even if it is not possible to select the service provider from the drop down list.*

## GST

The amount shown in the CLAIMED (INC GST) column must be the total amount of the invoice inclusive of GST.

The system will calculate the GST exclusive amount and the amount of GST for the remittance advice.

Click the PROCESS INVOICE button to submit the disbursement for payment.

The following screen will appear:



Click the button and the invoice is displayed.

**RECIPIENT CREATED TAX INVOICE**

LEGAL AID COMMISSION  
TASMANIA  
ABN 70223103968  
Disbursement PROFORMA INVOICE

<b>INVOICE CLAIMED BY:</b> Legal Aid In-House Prac DX123 HOBART Firm ABN Number:	<b>INVOICE PAID TO:</b> Legal Aid In-House Prac DX123 HOBART Provider ABN Number: Provider Invoice Number:	<b>FILE DETAILS:</b> Invoice Number: 5000203 File Number: 070000208 Client Name: George Gallagher Solicitor Reference: 515 Date Claimed: 21/05/2007
---	--	--

To  
Accounts Payable  
Legal Aid Tasmania

**CLAIM**

Request ID	Work ID	Description	Amount
109173	391	Process Servers' Fees	\$200.00
<b>GST AMOUNT CLAIMED</b>			<b>\$18.18</b>
<b>CONTRIBUTION AMOUNT TAKEN OUT</b>			<b>\$0.00</b>
<b>TOTAL AMOUNT CLAIMED INCLUDING GST</b>			<b>\$200.00</b>

Please Note: Initial Contribution will be automatically deducted from your first payment.

**CERTIFICATION**

I, \_\_\_\_\_, being a partner/sole proprietor of Legal Aid In-House Prac, certify that this claim is correct and accurately reflects the invoice as stated. I acknowledge acceptance and payment of this account by the Legal Aid Commission of Tasmania does not constitute a waiver of the Legal Aid Commission of Tasmania's right to review my file and seek immediate reimbursement if an overpayment is identified. I agree to pay such sums as the office requires by way of reimbursement or as may be determined on appeal, within fourteen (14) days of demand for payment of same being made in writing, provided such further payment as may be allowed by the office.

The first amount displayed is the total amount of the invoice.

GST AMOUNT CLAIMED is calculated automatically by the system and displayed on the screen.

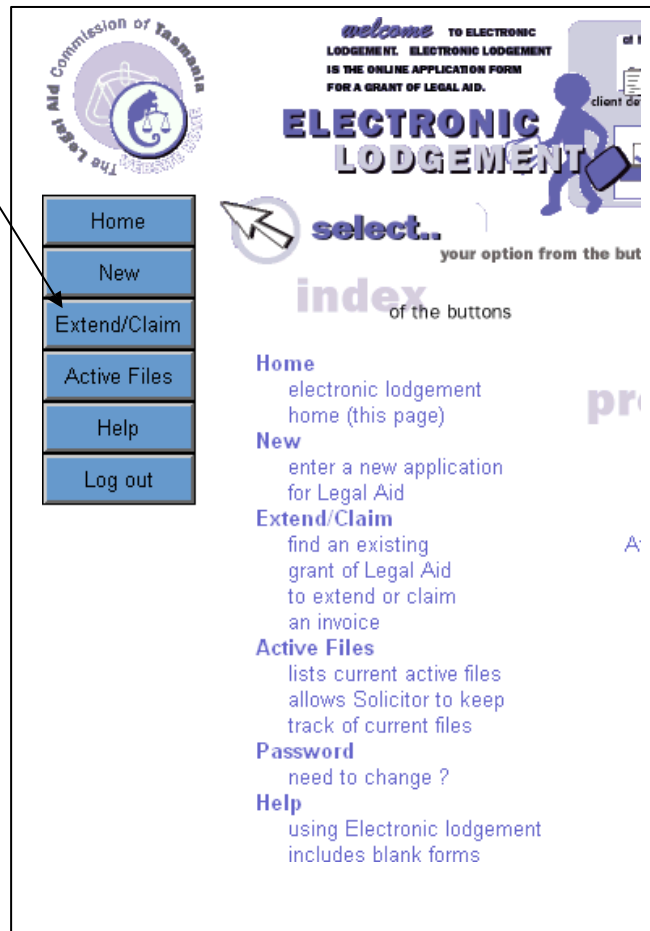
CONTRIBUTION AMOUNT TAKEN OUT will always be nil for disbursements.

TOTAL AMOUNT CLAIMED INCLUDING GST should be the same amount as shown in the first amount field.

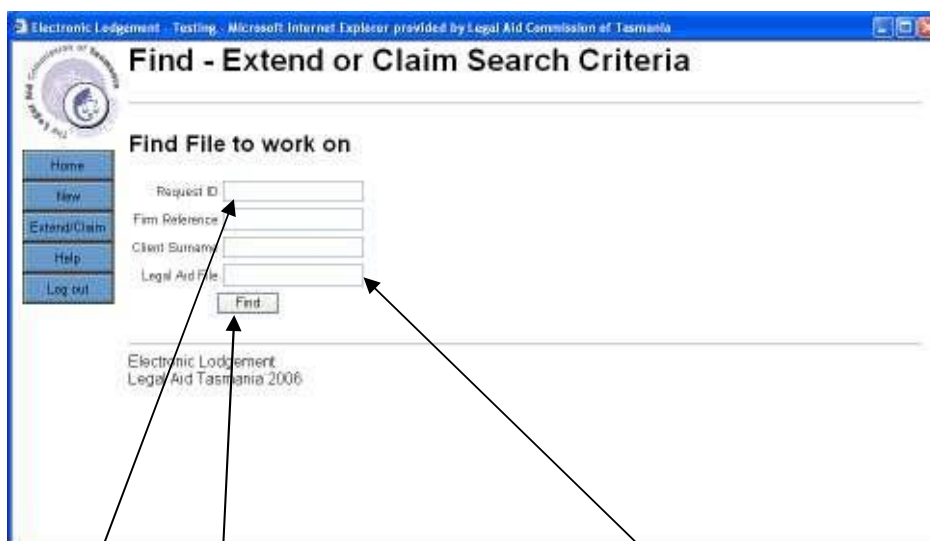
Click the PRINT INVOICE button to print the disbursement invoice for signature and your records.

## VIEWING INVOICES ALREADY CLAIMED

To check invoices have been paid, click on the EXTEND/CLAIM button on the Home Page.



The following screen will appear:



Enter the Request ID Number or the Legal Aid reference no. (e.g. 09G01.....)  
Click on the FIND button.



Go to the PREVIOUS INVOICES CLAIMED section (you may have to scroll down the page).

Clicking on an invoice number will display the invoice.

Electronic Lodgement - Testing - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania

SELECT WORK\_ID DESCRIPTION

Select items then Click the **Submit Work** button to claim the selected work items on the invoice.

Submit Work

Or you may claim a disbursement to be invoiced by selecting item below

SELECT WORK\_ID DESCRIPTION

392 Experts Report

Select item then Click the **Submit Disbursement** button to claim the selected disbursement on the invoice.

Submit Disbursement

### Previous Invoices Claimed

INVOICE_NBR	REQUEST_ID	WORK_ID	DESCRIPTION	AMOUNT
<a href="#">5000202</a>	109173	390	PDR Conference	345.00
<a href="#">5000203</a>	109173	391	Process Servers' Fees	200.00

Click the **Invoice\_nbr** to display previously claimed invoice.

Electronic Lodgement  
Legal Aid Tasmania 2006

Invoice is displayed.

Electronic Lodgement - Testing - Microsoft Internet Explorer provided by Legal Aid Commission of Tasmania

TASMANIA  
ABN 70223103968  
Solicitor Fee PROFORMA INVOICE

INVOICE CLAIMED BY:  
Legal Aid In-House Prac  
DX123 HOBART  
Firm ABN Number:

INVOICE PAID TO:  
Legal Aid In-House Prac  
DX123 HOBART  
Provider ABN Number:  
Provider Invoice Number: 5000202

FILE DETAILS  
Invoice Number: 5000202  
File Number: 076000208  
Client Name: George Gallagher  
Solicitor Reference: 515  
Date Claimed: 21/05/2007

To:  
Accounts Payable  
Legal Aid Tasmania

### CLAIM

Request ID	Work ID	Description	Amount
109173	390	PDR Conference	\$345.00
GST AMOUNT CLAIMED			\$34.50
CONTRIBUTION AMOUNT TAKEN OUT			\$200.00
TOTAL AMOUNT CLAIMED INCLUDING GST			\$179.50

Please Note: Initial Contribution will be automatically deducted from your first payment.

CERTIFICATION

I, \_\_\_\_\_ being a partner/sole practitioner of Legal Aid In-House Prac certify that this claim is correct and accurately reflects the services undertaken. I acknowledge acceptance and payment of this account by the Legal Aid Commission of Tasmania does not constitute a waiver of the Legal Aid Commission of Tasmania's right to review my file and seek immediate reimbursement if an overpayment is identified. I agree to pay such sums as the office retains by way of reimbursement or as may be determined on appeal, within fourteen (14) days of demand for payment of same being made in writing, notwithstanding that such further payments as may be allowed by the office.

Signed \_\_\_\_\_ Date \_\_\_\_\_

[Print Invoice](#)

[Click here to return to the home page.](#)

## GUIDE TO ANSWERING E-LODGE QUESTIONS

Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.

Question No.	Question	Mandatory/Optional	Guidelines to completion
1.	<i>First Name:</i>	Mandatory	If the client has a Centrelink card, the only name or spelling of the name that the system is able to recognise is that which is on the Centrelink card. Therefore, check your spelling against the Centrelink card.
	<i>Middle Names:</i>	Optional	
	<i>Surname:</i>	Mandatory	As above.
2.	<i>Title</i>	Mandatory	Must be selected from the drop down list.
3.	<i>Sex</i>	Mandatory	Must be selected from the drop down list.
4.	<i>Date of Birth:</i>	Mandatory	Must be specified in the format DD/MM/YYYY.
5.	<i>Marital status:</i>	Mandatory	Must be selected from the drop down list.
6.	<i>Are you in custody or detention?</i>	Mandatory	Must be No or Yes.  If Yes, you are required to select where the client is in detention, from the drop down list. This is to ensure that any correspondence which is generated for the client is correctly addressed and forwarded.
	<i>Home Address:</i>	Mandatory	If the client is in custody at the time; the address at which the client normally resides should be entered here.
	<i>Home Suburb/town:</i>	Mandatory	
	<i>Postcode:</i>	Mandatory	
	<i>Postal Address:</i>	Required if different from Home Address	If same as Home Address, leave blank. DO NOT put "as above".
	<i>Postal suburb/town:</i>	Required if Postal Address completed.	
	<i>Postcode:</i>	As above.	
7.	<i>Home phone number:</i>	This is the landline number to the applicant's residence. This is not required if client has a <i>Mobile contact number</i> . The telephone number must be entered using the 2 character area code followed by the 8 character phone number e.g. 03 6255 5555.	

## GUIDE TO ANSWERING E-LODGE QUESTIONS

*Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.*

Question No.	Question	Mandatory/Optional	Guidelines to completion
	<i>Work phone number:</i>	Optional	This is the landline number of applicant's workplace. The telephone number must be entered using the 2 character area code followed by the 8 character phone number, e.g. 03 6255 5555.
	<i>Mobile contact number:</i>	This is the applicant's mobile phone number. If supplied, it is not necessary to specify the Home phone number or Work phone number.	
8.	<i>Were you born overseas?</i>	Mandatory	Answer No or Yes
	<i>What country?</i>	Mandatory, if born overseas	A country must be selected from the drop down list.
9.	<i>Do you require an interpreter?</i>	Mandatory, if born overseas	Answer No or Yes
	<i>Yes... Which language?</i>	If yes, a language must be selected from the drop down list.	
10.	<i>Are you an Australian Aborigine or Torres Strait Islander?</i>	Mandatory	Answer No or Yes
11.	<i>Are you in receipt of a Centrelink Payment?</i>	Mandatory	<p>Answer No or Yes</p> <p>The LACT Means Test specifies that if an applicant's income consists solely of a Centrelink benefit they will pass the income test.</p> <p>Even if the applicant only receives a partial benefit, it is still important that they provide their Centrelink number.</p> <p>The application cannot be approved until the Centrelink status is known.</p> <p>They must also read and sign the declaration on the last page.</p>
12.	<i>Centrelink Number</i>	<p>If YES: A copy of the applicant's Centrelink Card must be retained on the file. Check the card is still valid. Enter Centrelink Number (9 numbers followed by a letter) e.g. 123456789H and select benefit type from the drop down list. DO NOT INCLUDE SPACES OR DASHES which may appear on the applicant's Centrelink card.</p> <p>Legal Aid will cross-check the applicant's name, date of</p>	

## GUIDE TO ANSWERING E-LODGE QUESTIONS

*Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.*

Question No.	Question	Mandatory/Optional	Guidelines to completion
			<p>birth and Centrelink number against Centrelink's database. Income and assets data is downloaded from Centrelink into the Legal Aid Grants System after the application form is completed and submitted (this eliminates the need for the client to provide <u>written proof</u> of income and/or assets).</p> <p>NOTE: Income and Assets details still need to be completed on the application form.</p> <p>If NO: Applicant's need to provide written proof of income, i.e. their last 3 payslips and the last 3 months' bank statements and assets. The Income, Housing, Motor vehicle and Assets sections are compulsory and must be completed, otherwise the application may be delayed until such information is supplied.</p>
13.	<i>Which of the following describes your household type?</i>	Mandatory	Answer Couple or Single
14.	<i>Work Status of the household members (those in workforce)?</i>	Mandatory	<p>This field must be answered as Both, Single or None, depending upon how many members of the household are currently working.</p> <p>If question 13 is Single, this question must be answered as Single or None.</p>
15.	<i>How many child dependents?</i>	Mandatory	<p>The number of child dependents i.e. any dependents of the client, under the age of 18, including any who are not currently living at the applicant's residence, must be specified.</p> <p>If zero, insert 0.</p>
16.	<i>Total Weekly Income</i>	Mandatory	<p>NOTE: This is to be a WEEKLY figure.</p> <p>If zero, insert 0.</p>
17.	<i>What is the value of your home?</i>		<p><i>Do not answer this question if the client is renting the property in which he or she is living.</i></p> <p>Specify the current market value of the home in which the client is currently living, providing that the client owns it or is in the process of buying it.</p>
	<i>What is the mortgage (amount owing) on the home?</i>		If the client is in the process of purchasing the home in which they are currently living, the value of the amount still owing to a bank or financial institution must be specified.
	<i>What is the</i>		Select a location from the drop down list e.g. if the house is located

## GUIDE TO ANSWERING E-LODGE QUESTIONS

*Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.*

Question No.	Question	Mandatory/Optional	Guidelines to completion
	<i>location area of this home?</i>		in the area where telephone numbers begin with 62, select Hobart.
18.	<i>What is the value of other real estate?</i>		If the client owns or is in the process of purchasing real estate in which they are not currently living, specify the market value of that real estate.
	<i>What is the mortgage (amount owing) on this other real estate?</i>		If the client is in the process of purchasing the home in which they are not currently living, the value of the amount still owing to a bank or financial institution must be specified.
19.	<i>What is the value of the motor vehicle/s, less any monies owing?</i>		If the client owns or is purchasing a motor vehicle or motor vehicles, the value of that vehicle/s should be specified, but less any amount of money that is still owed on that vehicle or those vehicles e.g. a vehicle has a market value of \$9,500 but \$6,500 is still owing to a hire purchase company, then the amount specified should be \$3,000.
20.	<i>Please state the total amount of your assets.</i>		If you or a financially associated person owns or is purchasing anything else of value such as money in the bank, shares, bonds, boats, caravans, jewellery, insurance etc., the value of those items must be specified.
21.	<i>For what type of problem do you need Legal Aid</i>	Mandatory	Choose one of the options: <ul style="list-style-type: none"> <li>* Family</li> <li>* Civil/General</li> <li>* Criminal</li> </ul> Refer to the Law Types Guide starting on page 50 of this manual. To ascertain the relevant Law Type (column 1), choose the correct phase from column 2.
	<i>Phase</i>	Mandatory.	Refer to the Law Types Guide starting on page 50 of this manual. Choose the correct phase from column 2.
	<i>Crime Court Type?</i>	Mandatory, if CRIMINAL matter. Also answer q. 22.	Choose one of the options: <ul style="list-style-type: none"> <li>* High Court</li> <li>* Magistrates Court</li> <li>* Supreme/Criminal Court</li> </ul>
22.	<i>Are there current court proceedings?</i>	Mandatory	Answer No or Yes If No, go to next page.
	<i>When is the next court date?</i>	Mandatory, if YES answered at q.22.	The date must be in the format DD / MM / YYYY

The remaining questions change according to the Law type.

Go to page 46 to continue with a Family Law matter.

Go to page 48 to continue with a Civil Law matter.

Go to page 49 to continue with a Criminal Law matter.

## FAMILY LAW

### GUIDE TO ANSWERING E-LODGE QUESTIONS

*Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.*

Question No.	Question	Mandatory/Optional	Guidelines to completion
23.	<i>Given name of the person you are in dispute with</i>	Mandatory	
	<i>Middle Name:</i>	Optional	Complete if known.
	<i>Surname:</i>	Mandatory	
	<i>Date of Birth:</i>	Optional	Must be specified in the format DD / MM / YYYY
	<i>Postal Address:</i>	Optional	
	<i>Postal Suburb/Town:</i>	Optional	
	<i>Postcode</i>	Optional	
24.	<i>What is your relationship with the person you are in dispute with?</i>	Mandatory	Choose one of the options: * Other * Married * Defacto
	<i>Date of marriage/start of relationship:</i>	Mandatory, if either Married or Defacto is selected in previous question.	Must be specified in the format DD / MM / YYYY
	<i>Date of separation:</i>	Mandatory, if partners are separated.	Must be specified in the format DD / MM / YYYY
	<i>Date of Divorce:</i>	Mandatory, if partners are divorced.	Must be specified in the format DD / MM / YYYY
25.	<i>Are you the Grandparent of any of the children?</i>	Mandatory	Answer No or Yes
26.	<i>Have you been to counselling or</i>	Mandatory	Answer No or Yes

## FAMILY LAW

### GUIDE TO ANSWERING E-LODGE QUESTIONS

*Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.*

Question No.	Question	Mandatory/Optional	Guidelines to completion
	<i>mediation?</i>		
27.	<i>What is the Family Category?</i>	Mandatory	Select from the drop down list.
28.	<i>What work item do you want aid for?</i>	Mandatory	Select from the drop down list. Refer to the Law Types Guide on page 50 of this manual.
29.	<i>What Disbursements are required?</i>	Optional	Select from the drop down list. If more than 3 Disbursements are required, please specify the additional items in the briefly explain your legal problem text box.
30.	<i>Briefly explain your legal problem.</i>	Mandatory	Has a capacity of 200 characters or less. Detail concisely why the work items and disbursements are required.
31.	<i>Applicant's Declaration</i>	Mandatory	<p>The Applicant's Declaration must be explained to the client, so that the client is aware of, and understands, the conditions under which grants of aid are made, as well as giving the Commission approval to access Centrelink records to check the applicant's means and assets, and his or her responsibilities to advise any changes in circumstances that materially affect the grant of aid.</p> <p>Print application and have client read and sign</p>
32.	<i>Solicitor's Certificate</i>	Mandatory	Solicitor to sign

Go to Submit Application on page 21 of this manual to continue.



## CIVIL LAW

### GUIDE TO ANSWERING E-LODGE QUESTIONS

*Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.*

Question No.	Question	Mandatory/Optional	Guidelines to completion
23.	<i>What is the Civil Matter Category?</i>	Mandatory	Select from the drop down list.
24.	<i>What work item do you want aid for?</i>	Mandatory	Select from the drop down list. Refer to the Law Types Guide on page 54 of this manual.
25.	<i>What Disbursements are required?</i>	Optional	Select from the drop down list. If more than 3 Disbursements are required, please specify the additional items in the <i>briefly explain your legal problem</i> text box.
26.	<i>Briefly explain your legal problem</i>	Mandatory	Has a capacity of 200 characters or less. Detail concisely why the work items and disbursements are required.
31.	<i>Applicant's Declaration</i>	Mandatory	The Applicant's Declaration must be explained to the client, so that the client is aware of, and understands, the conditions under which grants of aid are made, as well as giving the Commission approval to access Centrelink records to check the applicant's means and assets, and his or her responsibilities to advise any changes in circumstances that materially affect the grant of aid.  Print application and have client read and sign
32.	<i>Solicitor's Certificate</i>	Mandatory	Solicitor to sign

Go to Submit Application on page 21 of this manual to continue.

## CRIMINAL LAW

### GUIDE TO ANSWERING E-LODGE QUESTIONS

*Always check that the information automatically inserted from Legal Aid's database is correct as at the date of the application.*

Question No.	Question	Mandatory/Optional	Guidelines to completion
23.	<i>What are the counts and charges?</i>	Mandatory	List the most serious charge (primary matter) first. If possible, the charge information should be taken from the applicant's charge sheet. Select from the drop down list and complete complaint number/s, if known.  Enter the number of counts as per the applicant's charge sheet.
24.	<i>Was anyone else charged with you for these offences?</i>	Mandatory	Answer No or Yes  If YES, give their name/s.
25.	<i>What are your prior convictions for similar offences?</i>	Optional	Maximum of 200 characters. All prior convictions for similar offences must be specified.
26.	<i>What work item do you want aid for?</i>	Mandatory	Select from the drop down list. Refer to the Law Types Guide on page 57 of this manual.
27.	<i>What Disbursements are required?</i>	Optional	Complete only if disbursement payments are required. If more than 3 required, specify the additional items at questions 28.
28.	<i>Briefly explain your legal problem.</i>	Mandatory	Has a capacity of 200 characters or less. Detail concisely why the work items and disbursements are required.
31.	<i>Applicant's Declaration</i>	Mandatory	The Applicant's Declaration must be explained to the client, so that the client is aware of, and understands, the conditions under which grants of aid are made, as well as giving the Commission approval to access Centrelink records to check the applicant's means and assets, and his or her responsibilities to advise any changes in circumstances that materially affect the grant of aid.  Print application and have client read and sign.
32.	<i>Solicitor's Certificate</i>	Mandatory	Solicitor to sign

Go to Submit Application on page 21 of this manual to continue.

## LAW TYPES GUIDE (Questions 21, 22 & 28)

### FAMILY LAW

The Law Type (column 1) and Phase (column 2) selected at question 21 will determine what options will be available at question 28 "What work item do you want aid for?" (column 3).

That is, under Family law type, the phases available to select from are listed in column 2. Whatever phase is selected in column 2 will determine what is available for selection in column 3 (question 28).

Column 1	Column 2	Column 3
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.28)
FAMILY	Alternative Dispute Resolution	01 FDR Early Intervention
		02 FDR at other stage including second conference
		05 Preparation of Consent Orders
		Other/Extension of Aid
	Appeals	48 Appeal to Full Court Family Court
		49 Appeal to a Single Judge of Family Court
		50 Appeal to Full Court of Single Judge
		51 Appeal to Full Court of Single Judge
		52 Appeal to Full Court of Single Judge
		Other/Extension of Aid
	Child Rep/ICL	39 Child Rep-ICL - initial grant
		40 Child Rep - read subpoena material
		41 Chair ICL Conference
		42 Child Rep/ICL - first court event
		43 Child Rep/ICL - interview children subsequent - discrete item
		44 Child Rep/ICL - interim or summary hearing as discrete event
		45 Child Rep/ICL - preparation for trial
		46 Child Rep/ICL - contested hearing as solicitor advocate/counsel
		47 Child Rep/ICL - contested hearing as solicitor advocate
		Other/Extension of Aid

## LAW TYPES GUIDE (Questions 21, 22 & 28)

### FAMILY LAW

Column 1	Column 2	Column 3
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.28)
FAMILY	Child Support	53 Child Support - Paternity Test declaration s.106, 107
		54 Child Support Departure application
		55 Child Support Departure application
	Family Court	06 Form 1 & 1A - Application Initial Grant
		07 Form 1 & 1A - Case Asst Conf/first return date to Joint Case Conference
		08 Form 1 & 2 OR 1A & 2A - with Interim Application
		09 Form 1 - LAT stream - First return date / CAC to First LAT hearing date
		10 Form 1 - LAT stream - first hearing date
		11 Form 1 - First return date / First LAT hearing to pre-hearing conference / Div 12A directions hearing
		11A - Attend ICL Conference
		12 Form 1 - from pre-hearing conference/1st Div12A hearing to release of family report
		13 Form 1 - Documents for trial - after Family Report before first day contested trial (estimate 1-2 days)
		14 Form 1 - Documents for trial - after Family Report before first day contested trial (estimate 3 days plus)
		15 Trial Preparation
		16 Trial Costs - as Solicitor Advocate
		17 Trial Costs - instructing solicitor - complex where approved
		18 Take Judgment
		19 Cost Application - Contested - Discrete item
		Other/Extension of Aid
	Federal Magistrates Court	20 FMC - without interim application
		21 FMC - with interim application
		22 FMC - mention/directions hearing as discrete event
		23 FORM 1 -Documents for trial - after Family Report before first day contested trial

## LAW TYPES GUIDE (Questions 21, 22 & 28)

### FAMILY LAW

Column 1	Column 2	Column 3
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.28)
FAMILY	Federal Magistrates Court	24 Trial Preparation
		25 FMC - Trial costs as Solicitor Advocate or Counsel
		26 FMC - Trial costs as Solicitor Advocate or Counsel subsequent day
		27 Contravention Proceedings - Applicant
		28 Contravention Proceedings - Respondent
		Other/Extension of Aid
	Initial	Aid for Negotiations Only
		Aid to Investigate and Negotiate
		Aid to Investigate and Report
		Other/Extension of Aid
	Miscellaneous Short Items	29 Form 1 pre-2006 matter into Div 12A
		30 Child Responsive Program additional item following first court date
		31 Interim Hearing on adjourned date
		32 Judicial Interim or summary hearing - discrete event
		33 Subpoena List - discrete event
		34 Single Expert Appointment - discrete item
		35 Other Contested Short List
		36 Briefing Counsel Where Approved
		37 Reading Time - discrete item
		38 Case Review - complex where approved
		Other/Extension of Aid
	Relationships Act - Supreme Court	48 Appeal to Full Court Family Court
		49 Appeal to a Single Judge of Family Court
		50 Appeal to Full Court or Single Judge

## LAW TYPES GUIDE (Questions 21, 22 & 28)

### FAMILY LAW

Column 1	Column 2	Column 3
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.28)
FAMILY	Relationships Act - Supreme Court	51 Appeal to Full Court or Single Judge
		52 Appeal to Full Court or Single Judge
		61 Initial grant
		62 Initiating proceedings
		63 Respond to originating application
		64 Cross-application
		65 Directions hearing before master
		66 Discovery
		67 Interrogatories
		68 Mediation
		69 Draw separation agreement/consent orders
		70 Trial prep - documents for trial
		71 Trial Preparation
		72 Briefing Counsel Where Approved
		73 Contested Trial As Solicitor
		Other/Extension of Aid

## LAW TYPES GUIDE (Questions 21, 22 & 24)

### CIVIL LAW

The Law Type (column 1) and Phase (column 2) selected at question 21 will determine what options will be available at question 24 "What work item do you want aid for?" (column 3).

That is, under Family law type, the phases available to select from are listed in column 2. Whatever phase is selected in column 2 will determine what is available for selection in column 3 (question 24).

Column 1	Column 2	Column 3
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.24)
CIVIL	AAT/SSAT	Appeal to AAT
		Investigate and Report on Appeal to AAT
		Other/Extension of Aid
	Care and Protection	56 Acting for participating party - initial grant
		57 Acting for party - subsequent file management item
		58 Acting for party - from s.52 conference
		58a Second or subsequent s.52 conference
		59 Acting for interested party - appear trial as solicitor advocate/counsel
		60 Acting for interested party - appear trial as solicitor advocate/counsel
		60a Child Rep/ICL - initial grant
		60b - Child Rep - read DHHS material
		60c Child Rep/ICL - conference chair
		60d Child Rep/ICL - first court event
		60e Child Rep/ICL - interview children subsequent - discrete item
		60f - Child Rep/ICL - s.52 conference
		60g Child Rep/ICL - Preparation for trial
		60h Child Rep/ICL - contested hearing
		60i Child Rep/ICL - contested hearing
		Aid for Negotiations Only
		Aid to Investigate and Negotiate
		Aid to Investigate and Report
		Other/Extension of Aid

## LAW TYPES GUIDE (Questions 21, 22 & 24)

### CIVIL LAW

Column 1	Column 2	Column 3
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.24)
CIVIL	Federal Court	Appeal Veteran's Appeal to Federal Court
		Investigate Veteran's Appeal to Federal Court
		Other/Extension of Aid
	Magistrates Court	Aid for Negotiations Only
		Aid to Defend Proceedings in Magistrates Court
		Aid to Institute Proceedings in Magistrates Court
		Aid to Investigate and Negotiate
		Aid to Investigate and Report
		Family Violence Order
		Other/Extension of Aid
		Restraint Order Application
		Revoke Restraint Order
		Vary Restraint Order
	Mental Health	Aid for Negotiations Only
		Aid for Proceedings in Magistrates Court
		Aid for Proceedings in Supreme Court
		Investigate and Report
		Other/Extension of Aid
	Migration	Aid for Negotiations Only
		Aid to Investigate and Negotiate
		Aid to Investigate and Report
		Other/Extension of Aid
	Supreme Court	48 Appeal to Full Court of the Supreme Court
		49 Appeal to a single Judge of the Supreme Court
		50 Appeal to Full Court or Single Judge of the Supreme



## LAW TYPES GUIDE (Questions 21, 22 & 24)

### CIVIL LAW

		Court
CIVIL	Supreme Court	51 Appeal to Full Court or Single Judge of the Supreme Court
		52 Appeal to Full Court or Single Judge of the Supreme Court
		61 Initial grant
		62 Initiating Proceedings
		63 Enter a Defence
		64 Draw file and serve a Counter Claim
		65 Directions Hearing Before Master
		66 Discovery
		67 Interrogatories
		68 Mediation
		69 Draw Separation Agreement/Consent Orders
		70 Trial Prep - documents for trial
		71 Trial Preparation
		72 Briefing Counsel where Approved
		73 Contested trial as Solicitor Advocate/Counsel
		Aid for Negotiations Only
		Aid to Investigate and Negotiate
		Aid to Investigate and Report
		Other/Extension of Aid

## LAW TYPES GUIDE (Questions 21, 22 & 26)

### CRIMINAL LAW

The Law Type (column 1) and Phase (column 2) selected at question 21 will determine what options will be available at question 26 "What work item do you want aid for?"(column 3).

That is, under Family law type, the phases available to select from are listed in column 2. Whatever phase is selected in column 2 will determine what is available for selection in column 3 (question 26).

Column 1	Column 2	Column 3		
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.26)		
CRIMINAL	High Court	Application for Special Leave to High Court		
		High Court Appeal		
		Other/Extension		
		Magistrates Court	Aid for Negotiations Only	
			Aid to Investigate and Negotiate	
			Aid to Investigate and Report	
			Bail Application	
			Contest Mention	
			Disputed Facts Hearing	
			Disputed Facts Hearing - Youth Justice Court	
			Drug Diversion Programme	
			Hearing (days or part thereof)	
			Other/Extension of Aid	
			Supreme Court/Criminal Court	Aid for Negotiations Only
				Aid to Investigate and Negotiate
	Aid to Investigate and Report			
	Apply to Supreme Court to fix Sentence			
	Bail Application			
	CCA Appeal - conviction			
	CCA Appeal - respond crown filed			
	CCA Appeal - sentence			
	CCA Appeal Investigate & Report - conviction			

## LAW TYPES GUIDE (Questions 21, 22 & 26)

### CRIMINAL LAW

Column 1	Column 2	Column 3
Law Type (q.21)	Phase (q.21)	Work Item Choices Available (q.26)
CRIMINAL	Supreme Court/Criminal Court	CCA Appeal Investigate & Report - sentence
		Disputed Facts Hearing
		LCA - file and argue
		LCA - respond crown filed
		LCA Investigate & Report - conviction
		LCA Investigate & Report - sentence
		Other/Extension of Aid
		Please in Mitigation
		Plea in Mitigation - recent familiarity
		Preliminary Proceedings
		Remand/Mention
		Trial Each Subsequent Day
		Trial First Day + Fee on Brief