



# HOW TO GENERATE A DISBURSEMENT AMENDMENT TO GRANT

TOTAL STEPS: 18

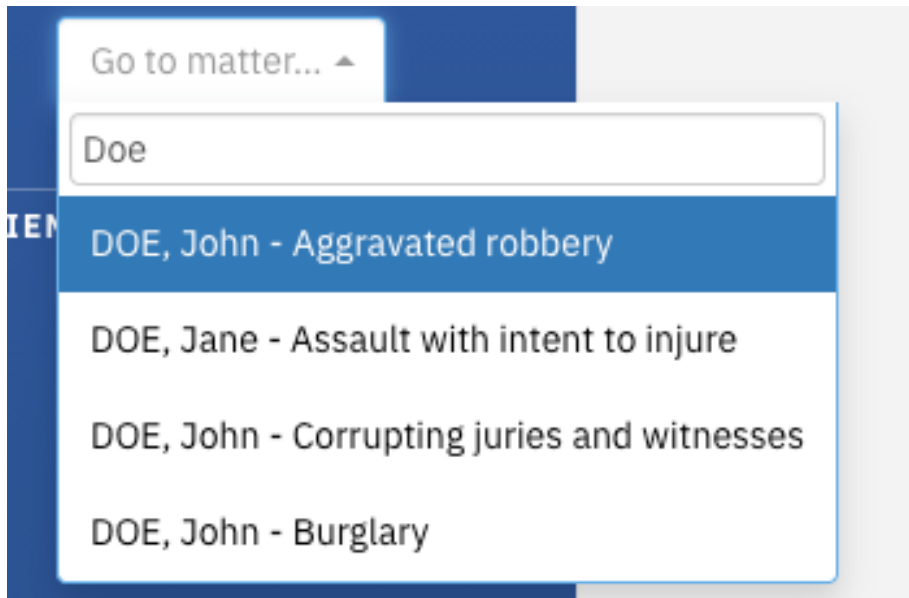
AVG TIME TO COMPLETE: 4 MINUTES

# DISBURSEMENT AMENDMENT TO GRANT: AMENDING IN AUNOA

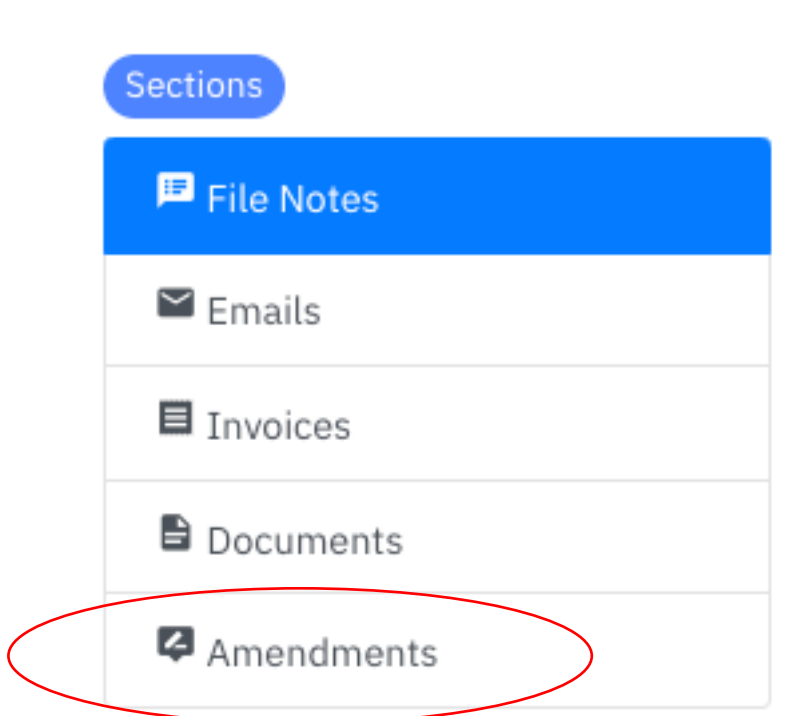
1. Go to matter
2. In sections select amendments
3. Click create create new amendment
4. Select disbursement
5. Select activity from the drop down menu
6. Select submit
7. Enter disbursement details, select type of disbursement from drop down menu
8. Enter the purpose of the disbursement
9. Enter the value
10. Select add to amendment
11. Repeat steps 7-10 for additional disbursements
12. Select next
13. Enter matter complexity criteria and click submit
14. Confirm data, we encourage you to edit paragraph 2. Once done, select submit.
15. Click download amendment
16. Open document and check details
17. In Aunoa select create draft email
18. Your preferred Email will open,, add attachment and signature. Press send and your disbursement amendment is complete.

# DISBURSEMENT AMENDMENT TO GRANT:

1. Go to matter

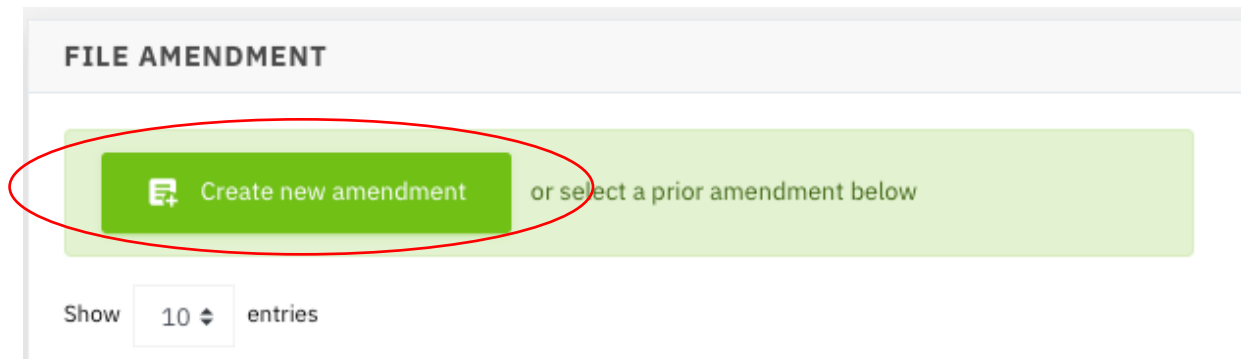


2. In the sections menu select amendments




# DISBURSEMENT AMENDMENT TO GRANT:

## 3. Select create new amendment

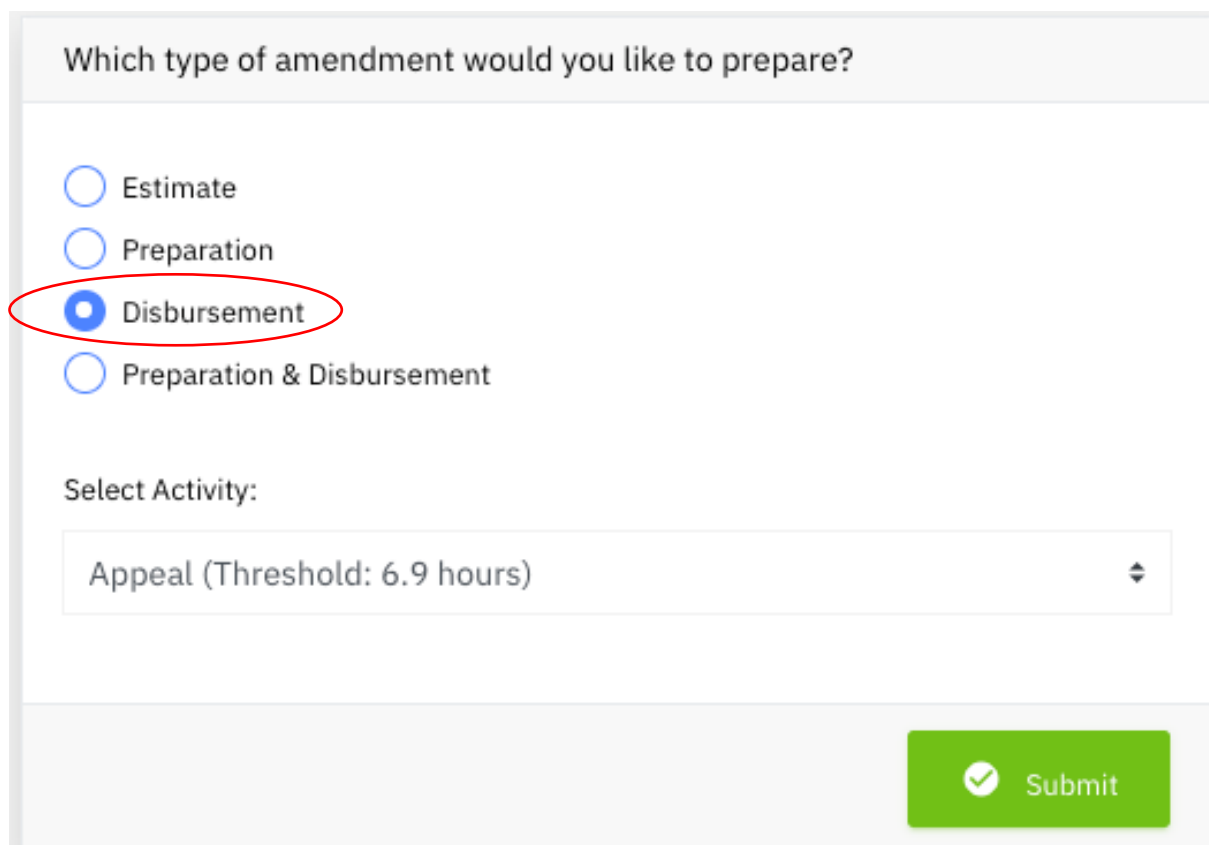


**FILE AMENDMENT**

 **Create new amendment** or select a prior amendment below

Show  entries

## 4. Select 'Disbursement'



Which type of amendment would you like to prepare?


☐ Estimate

☐ Preparation

☒ **Disbursement**

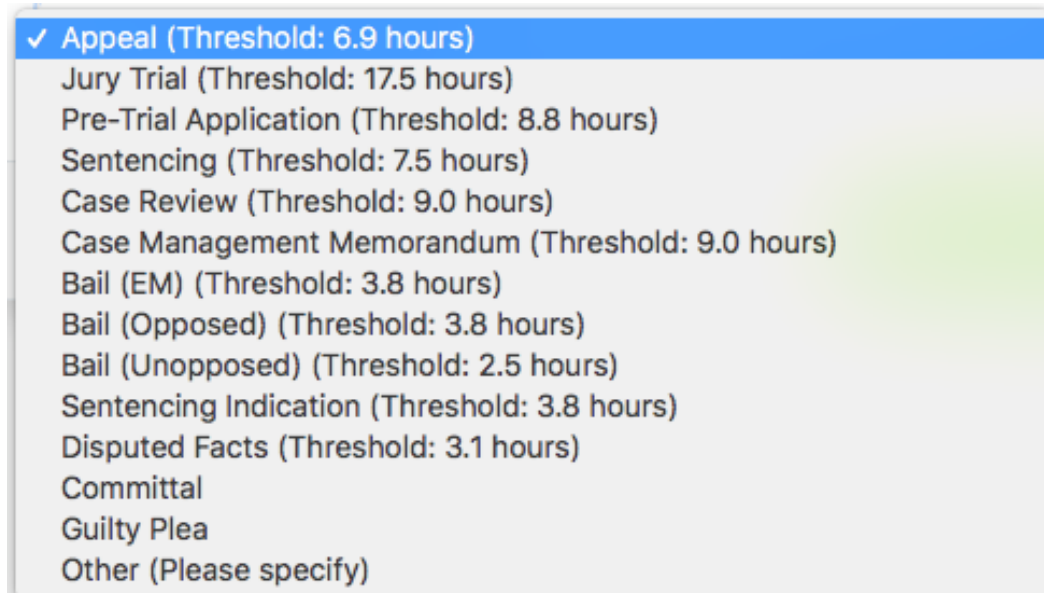
☐ Preparation & Disbursement

Select Activity:

 **Submit**

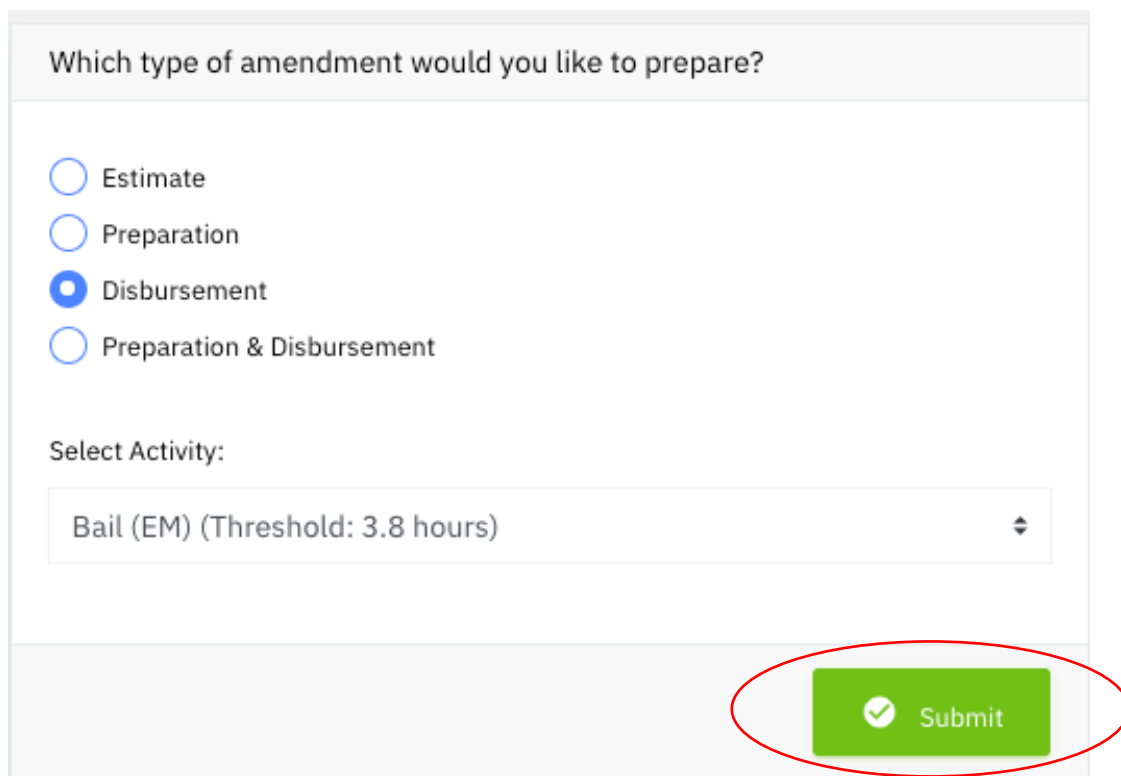
# DISBURSEMENT AMENDMENT TO GRANT:

5. Select appropriate activity from the drop down menu



A screenshot of a dropdown menu. The top item is '✓ Appeal (Threshold: 6.9 hours)' in a blue bar. Below it are several other options: 'Jury Trial (Threshold: 17.5 hours)', 'Pre-Trial Application (Threshold: 8.8 hours)', 'Sentencing (Threshold: 7.5 hours)', 'Case Review (Threshold: 9.0 hours)', 'Case Management Memorandum (Threshold: 9.0 hours)', 'Bail (EM) (Threshold: 3.8 hours)', 'Bail (Opposed) (Threshold: 3.8 hours)', 'Bail (Unopposed) (Threshold: 2.5 hours)', 'Sentencing Indication (Threshold: 3.8 hours)', 'Disputed Facts (Threshold: 3.1 hours)', 'Committal', 'Guilty Plea', and 'Other (Please specify)'.

6. Click 'submit'



A screenshot of a form titled 'Which type of amendment would you like to prepare?'. It has four radio button options: 'Estimate', 'Preparation', 'Disbursement' (which is selected), and 'Preparation & Disbursement'. Below this is a section 'Select Activity:' with a dropdown menu showing 'Bail (EM) (Threshold: 3.8 hours)'. At the bottom right, there is a green 'Submit' button with a checkmark icon, which is circled in red.

# DISBURSEMENT AMENDMENT TO GRANT:

This window will appear, the following steps will walk through filling it out.

Disbursement details

Type

Psychological/Psychiatrist Report (\$)

Purpose

eg 'Mr. Smith will help collect evidence.'

Value

eg '799.98'

\$, min, pages, or KM. Exclude any commas.

+ Add to amendment

## 7. Select type

✓ Psychological/Psychiatrist Report (\$)

Forensic Report (\$)

Printing Disclosure (pages)

Travel - Accomodation and Meals (\$)

Travel - personal car (KM)

Travel - Plane, train, bus, taxi, parking (\$)

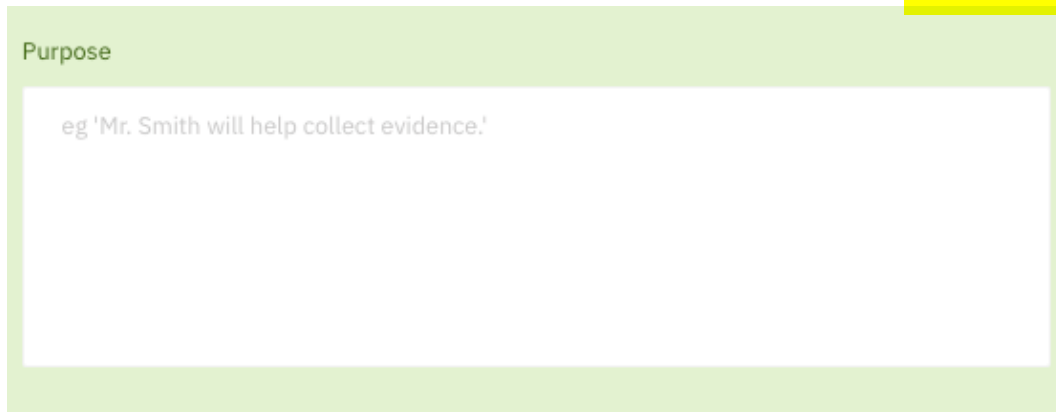
Travel Time (min)

Expert Witness (\$)

Other Disbursement (\$)

# DISBURSEMENT AMENDMENT TO GRANT:

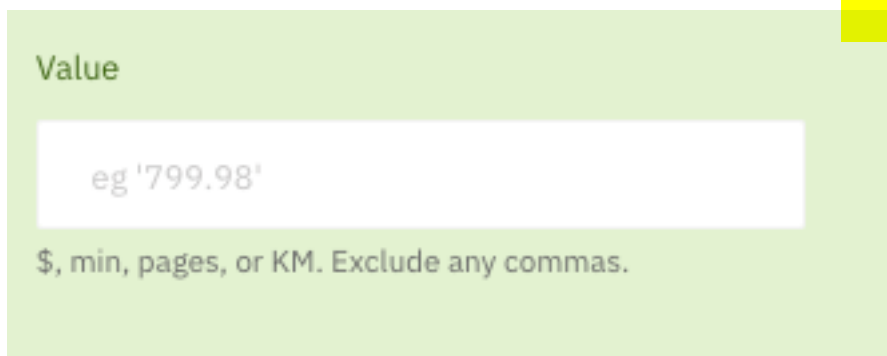
8. Enter details regarding the purpose

A screenshot of a form with a light green header labeled 'Purpose'. Below the header is a large white text input area. A grey placeholder text 'eg 'Mr. Smith will help collect evidence.' is visible at the top of the input area.

Purpose

eg 'Mr. Smith will help collect evidence.'

9. Enter the value of the disbursement

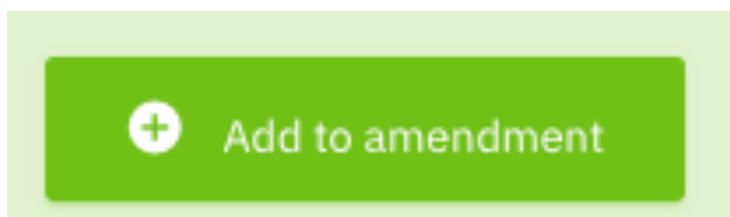
A screenshot of a form with a light green header labeled 'Value'. Below the header is a white text input area. A grey placeholder text 'eg '799.98'' is visible. Below the input area, there is a grey instruction text: '\$, min, pages, or KM. Exclude any commas.'.

Value

eg '799.98'

\$, min, pages, or KM. Exclude any commas.

10. Select Add to amendment

A screenshot of a green button with rounded corners. On the left side of the button is a white circular icon containing a plus sign. To the right of the icon, the text 'Add to amendment' is written in white.

+ Add to amendment

11. Repeat steps 7-10 for any further disbursements

# DISBURSEMENT AMENDMENT TO GRANT:

12. Select next in the bottom right hand corner

Disbursements Show 10 entries

Type	Details	Charge	Actions
Psychological Report			

Showing 1 to 1 of 1 entries

Previous 1 Next

Next

13. Select complexity criteria, click submit

**SECTION 5 – COMPLEXITY CRITERIA**

**Has this matter already been disposed of?**

☐ Yes

☒ No

Submit



# DISBURSEMENT AMENDMENT TO GRANT:

14. Confirm data, we encourage you to edit paragraph 2. Once done, select submit.

Section 6 – Reasoning

Below is an automatically generated outline.  
The reasoning has been automatically generated, based on your inputs so far.  
We recommend confirming that the data is correct, and making any updates - notably to Paragraph 2 - in Microsoft Word.

John Doe appears for bail (em) on a lead charge of burglary.  
[INCLUDE AN EXPLANATION HERE. Refer to the matter's complexity. This could include the theory of the case, law requiring research, difficulties with the client, etc.]  
For the purposes of preparing for the Bail (EM) Hearing, I consider it necessary to seek a disbursement for Psychological Report.

Submit

15. Click Download Amendment

AMENDMENT

Amendment generated successfully!  
Fixed Fee Value: !

Download amendment

Done

# DISBURSEMENT AMENDMENT TO GRANT:

16. Select downloaded document and check details

**MINISTRY OF JUSTICE**  
*Takahi a te Kaitiaki*

**Legal Aid**

07/19 form **51**  
**Amendment to Grant  
Criminal Legal Aid**

Legal aid file no.

Lead provider's ref.

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Customer John Doe Provider Aunoa

Court Auckland District Court

**Amendment sought**  
☐ Replace fixed fee ☐ High Cost Case ☐ Additional work when fixed fee has been claimed  
☒ Disbursements ☐ Estimate

**Applicable fee schedule** ☐ A-C ☒ D-F ☐ G ☐ H & I ☐ J

☐ **Fixed fee criteria**

☐ Volume/nature of disclosure ☐ More than five charges being defended/Judge-alone trial ☐ Five or more witnesses ☐ Co-defendants/accused  
☐ Significant new points of law to be researched ☐ Three or more prosecution interviews with defendant/witness ☐ Judge-alone trial set for more than a full day (Schedule A-C) ☐ Jury trial set down for more than three days (Schedule D-F)

**Customer specific**  
☐ Vulnerable defendant/complainant ☐ Defendant subject to treatment order(s) ☐ Communication barriers

**Schedules G-J only**  
☐ Cost of completing activities exceeds relevant fixed fee by more than 25%


**Other**  
☐ Any other special circumstances


**Funding sought**


17. In Aunoa, select create draft email

**AMENDMENT**

Amendment generated successfully!  
Fixed Fee Value:

 Download amendment

 Create Draft Email

 Done

# DISBURSEMENT AMENDMENT TO GRANT:

18. Your preferred Email will open, add attachment and signature. Press send and your disbursement amendment is complete.

