

aunoda

HOW TO UPLOAD MATTERS

2 PART PROCESS

AVG TIME TO COMPLETE: 5 MINUTES

PART 1A:

PREPARING DOCUMENTS FROM OUTLOOK

1. Open Outlook.
2. Click on the search bar.
3. Type the surname of the client you would like to upload. *
4. Open the email
5. Place your mouse over the Grant Schedule PDF attachment.
6. Right click and select 'Save All Attachments'.
7. A window will open to ask where you would like to save the documents to, if you have dedicated client folders save the documents there. If not save them to downloads per the instructions below.
 1. Navigate your mouse to the left-hand side of the panel. There is a 'scrollable' interface here, containing the names of many folders.
 2. Select the 'Downloads' folder. the Downloads folder should now be highlighted.
 3. Ensure that your files are sorted by 'Date modified'
8. Press 'Confirm' in the bottom right of this window.

***Quick Tip:**

Often the first email in your inbox will be correspondence from Legal Aid assigning the client to you. The subject line will contain the 8-digit Legal Aid number, starting with either 18, 19, or 20.

PART 1B:

PREPARING DOCUMENTS FROM GMAIL

1. Open Gmail
2. Click on the search bar.
3. Type the surname of the client you would like to upload*
4. Open the email.
5. Scroll down to the bottom of the email where it says '2 Attachments' and Click the 'Download all files' button in right corner
6. A window will open to ask where you would like to save the documents to, if you have dedicated client folders save the documents there. If not save them to the 'Downloads' folder per the instructions below.
 1. Navigate your mouse to the left-hand side of the panel. There is a 'scrollable' interface here, containing the names of many folders.
 2. Select the 'Downloads' folder. the Downloads folder should now be highlighted.
 3. Ensure that your files are sorted by 'Date modified'
7. Press 'Confirm' or 'Select' in the bottom right of this window.

***Quick Tip:**

Often the first email in your inbox will be correspondence from Legal Aid assigning the client to you. The subject line will contain the 8-digit Legal Aid number, starting with either 18, 19, or 20.

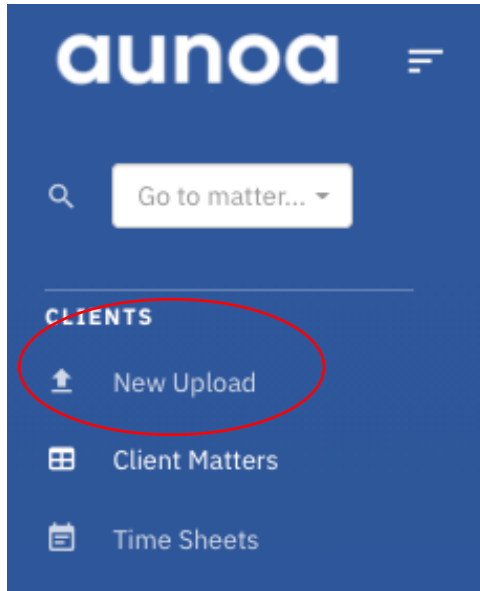
PART 2:

UPLOADING DOCUMENTS TO AUNOA

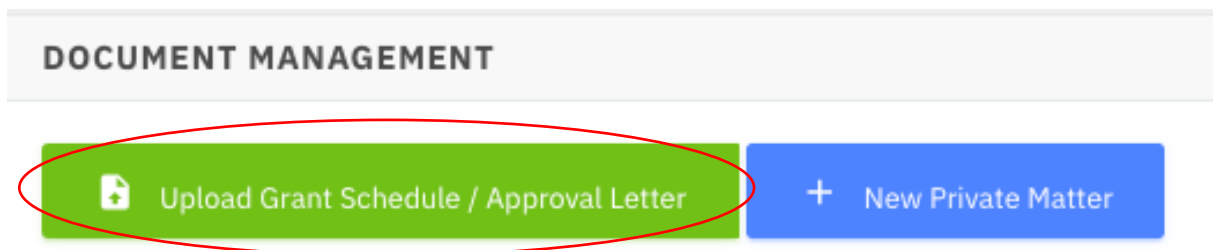
1. In Aunoa, click 'New Upload' from the menu panel
2. Click the big green 'Upload' button. A window will appear.
3. Click the word 'Browse'.
4. A window will appear for you to locate your client documents they may be found in 'Downloads' or in this case a client folder you may have created as we have
5. Select documents Grant schedule and Approval letter – Select confirm in the bottom right of the window
6. Press the green 'Upload' button.
7. Review data – it is not necessary that data is correct here, especially if you don't know it. All data can be edited after the fact.
8. Scroll through information and click confirm
9. The second document will automatically appear, review data and confirm as per steps 7 & 8
10. Success! Your matter is now uploaded to Aunoa – Select 'Matter Overview'
11. Take any actions further actions needed for this matter from the matter overview page

UPLOADING MATTERS:

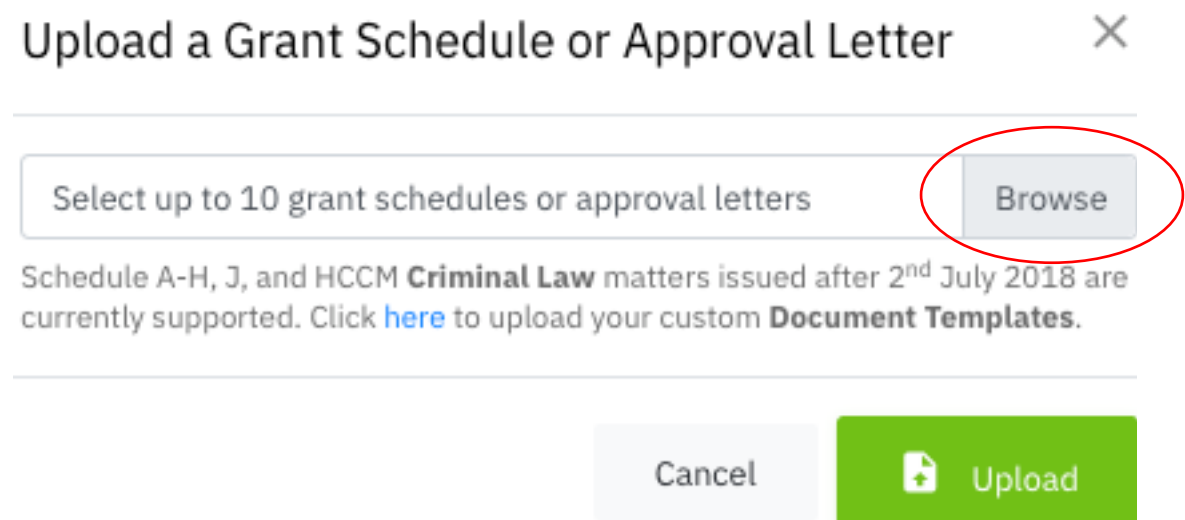
1. In the menu panel, on the left 'New Upload'



2. Click the big green button. A window will appear.

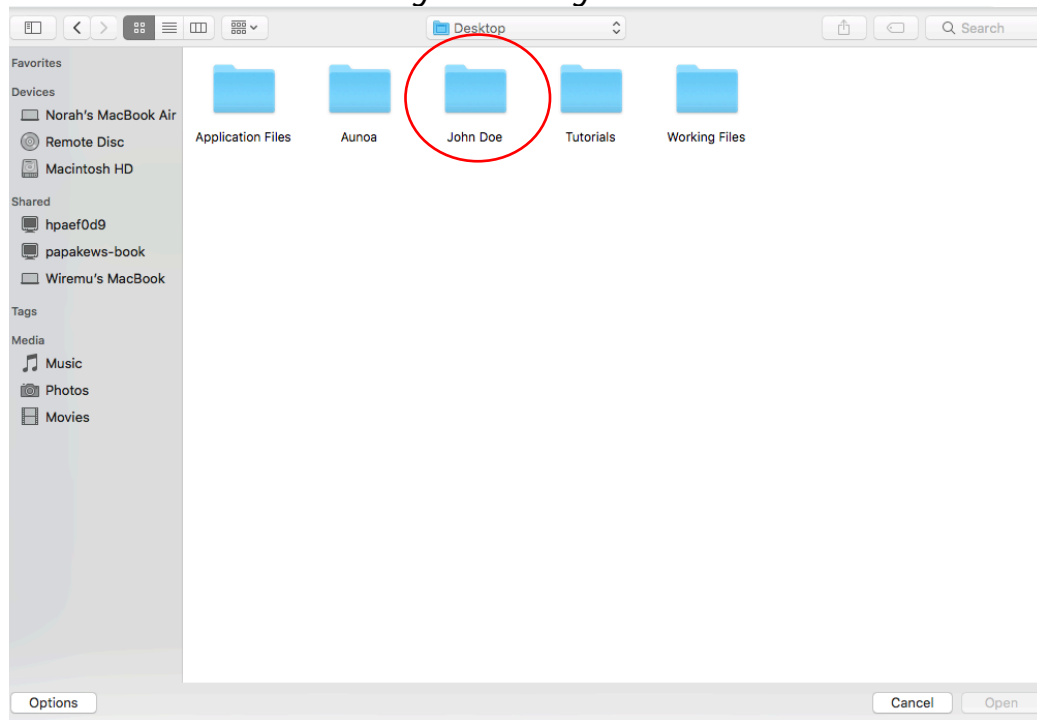


3. This upload window will appear, click browse

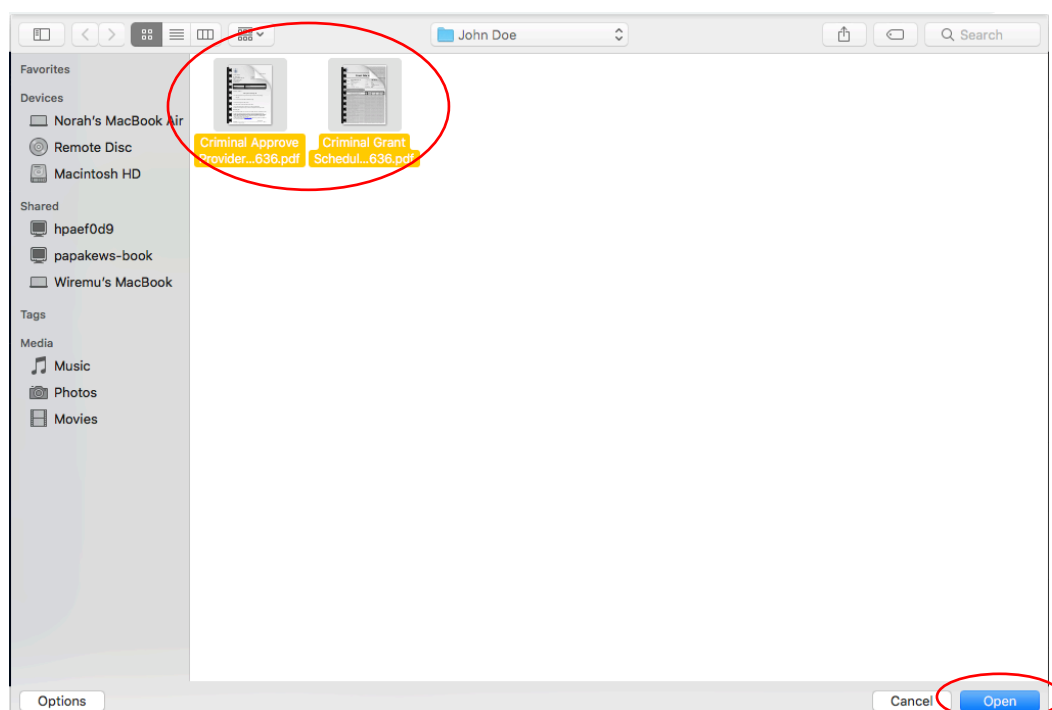


UPLOADING MATTERS:

4. A window will appear for you to locate your client documents they may be found in 'Downloads' or in this case a client folder you may have created as we have



5. Once files are located select both Approval Letter and Grant Schedule and click 'Confirm' or 'Select'



UPLOADING MATTERS:

6. Click 'Upload' button

Upload a Grant Schedule or Approval Letter ✕

Schedule A-H, J, and HCCM **Criminal Law** matters issued after 2nd July 2018 are currently supported. Click [here](#) to upload your custom **Document Templates**.

7. Review data – it is not necessary that data is correct here, especially if you don't know it. All data can be edited after the fact.

UPLOAD VERIFICATION

Please verify the information below is correct

Client Name

John Doe

Client Gender

Male

Client DOB

Not found

Grants Officer

Crystal Hay

Client Mobile Phone

Not found

Client Home Phone

Not found

Legal Aid Office

AKLCriminallegalaid@justice.govt.nz

Next Appearance Date

dd/mm/yyyy


Next Appearance Time

eg 2.30 PM

If applicable

Leave blank if time unknown

UPLOADED DOCUMENT



on behalf of the Legal Services Commissioner

For enquiries: Donna Ma
Tel: 0800 2 LEGAL AID (0800 253 425)
Email: AKLCriminallegalaid@justice.govt.nz

Legal aid number	19011636
Client name	Mr John Doe
Matters	Burglary

About your client's legal aid

Your client's application for legal aid has been granted for the following charge(s):

- Burglary

You must provide all Criminal Record Numbers (CRNs).

You have been assigned as lead provider.

Your client's name and contact details are noted above.

The court hearing date was not supplied on your client's application form.

Please ask the court registrar for your client's next hearing date and notify your client.

Maximum grant

We expect that all matters for this case will be completed under the criminal fixed fee rates.

Please refer to the 'Maximum Grant' column on the attached Grant Schedule for the services that are applicable for this case. If you wish to seek additional funding, you must submit a request in the prescribed manner under the fixed fees policy. A final invoice must be submitted within six months of the court disposal date. However an interim fixed fee invoice may be submitted for consideration.

Further information on proceedings steps, criminal fixed fee policy and rates, amendments and invoicing can be found at www.justice.govt.nz

Auckland Office
All correspondence to AKLCriminallegalaid@justice.govt.nz / or by post to Auckland Legal Aid Office, DX BX10860, North Shore City, Tel: 0800 2 LEGAL AID (0800 253 425) www.justice.govt.nz

Page 1/2

UPLOADING MATTERS:

8. Scroll through information and **click confirm**


Client Address

Not found

Not found

Not found

Not found

 Confirm

9. The second document will automatically appear, review data and confirm as per steps 7 & 8

UPLOAD VERIFICATION

Please verify the information below is correct

Client LAN: 19011636 Court: Auckland District Court


Client First Name: John Client Middle Name: Not found

Client Last Name: Doe Provider Name:

Firm Name:

Provider Address:

UPLOADED DOCUMENT

 on behalf of the Legal Services Commissioner

Grant Schedule

Legal Aid No. 19011636

Client: Doe John

Lead Provider No. 1721272 Auckland District Court

Firm No. CRIMINAL

GST Reg No. OC3b

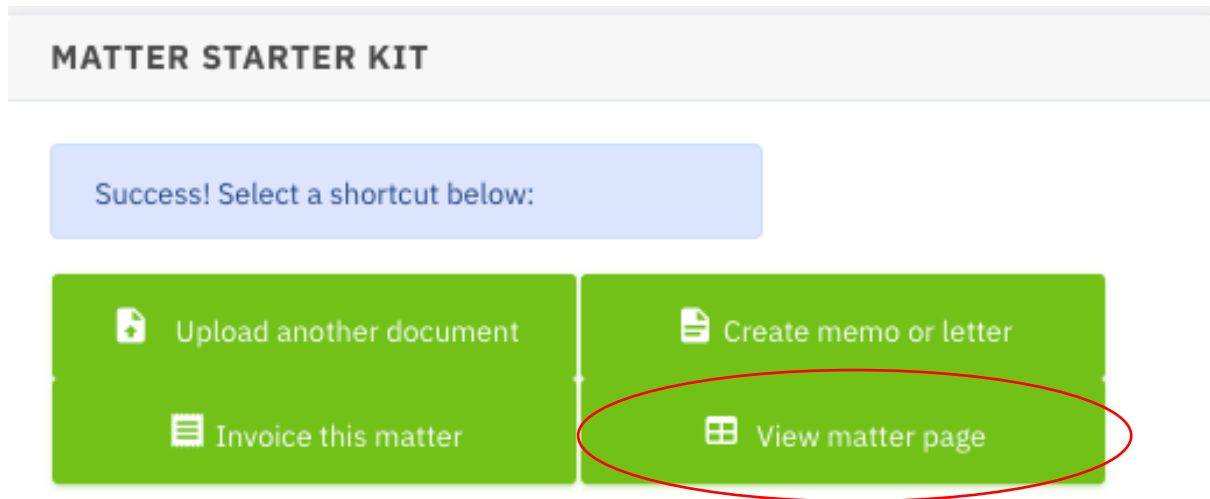
Schedule issued PALZ

Approved Services

Activities and Disbursements	Unit	up to Guideline Hours or Fixed Fee	Maximum Grant	Total Paid to date	Remaining bill actual & reasonable time only
CFR Schedule D Crown Prosecutions					
Administration/Case Review					
Preliminary work - new legal aid grant	(\$)	430.00	430.00	0.00	430.00
Preliminary work - when additional charges are added	(\$)	215.00	215.00	0.00	repeatable
Case management memorandum/Case review hearing - preparation	(\$)	720.00	720.00	0.00	repeatable
Appearances - hearing time	(\$)	actual	actual	0.00	actual
Other matters					
Sentencing indications - preparation	(\$)	300.00	300.00	0.00	300.00
Sentencing indications - hearing time	(\$)	actual	actual	0.00	actual
Applications and variations (opposed) - prepare submissions	(\$)	300.00	300.00	0.00	repeatable
Applications and variations (unopposed) - prepare submissions	(\$)	200.00	200.00	0.00	repeatable
Applications and variations - hearing time	(\$)	actual	actual	0.00	actual
Sentencing report - Expert witness/reports	(\$)	250.00	250.00	0.00	250.00
Sentencing report - Section 38 - forensic report	(\$)	250.00	250.00	0.00	two
Sentencing report - Restorative justice report	(\$)	250.00	250.00	0.00	250.00
Sentencing report - Alcohol and drug report	(\$)	250.00	250.00	0.00	250.00
Sentencing report - Other court ordered report	(\$)	250.00	250.00	0.00	250.00
Fitness to plead/stand trial - preparation	(\$)	250.00	250.00	0.00	250.00
Fitness to plead/stand trial - hearing time	(\$)	actual	actual	0.00	actual
Referral to Alcohol and Other Drug Treatment Court (AODTC)	(\$)	250.00	250.00	0.00	250.00
Referral to AODTC - hearing time	(\$)	actual	actual	0.00	actual
Pre-trial activities					
Trial Callover Memorandum (TCM) - preparation	(\$)	250.00	250.00	0.00	250.00
Subsequent callover memoranda	(\$)	140.00	four	0.00	four
Pre-trial conferences and callovers - hearing time	(\$)	actual	actual	0.00	actual
Disclosure - defendant/prosecutor/other general - preparation	(\$)	220.00	220.00	0.00	repeatable
Disclosure - non-party disclosure - preparation	(\$)	600.00	600.00	0.00	600.00
Disclosure - hearing time	(\$)	actual	actual	0.00	actual
Pre-trial applications - preparation	(\$)	700.00	700.00	0.00	700.00
Pre-trial applications - hearing time	(\$)	actual	actual	0.00	actual

UPLOADING MATTERS:

10. Success! Your matter is now uploaded to Aunoa, these options will appear on your screen. Select 'Matter Overview'



11. Take any actions further actions needed for this matter from the matter overview page

