

# Legal Aid Queensland’s costing guidelines for family and civil law matters

Item	Approximate time
<b>Drafting and typing</b>	
a. short letter (up to 1 folio)*	a. 7 minutes
b. circular letter**	b. 3 minutes
c. any other letter	c. 6 minutes per folio/15 per page
<b>Telephone attendances</b>	
a. short	a. 6 minutes
b. long	b. time actually spent
<b>Perusals</b>	
a. per page	a. 7 minutes
b. per folio	b. 2 minutes
c. lengthy perusals of > 30 folios	c. an amount at the discretion of LAQ
<b>Scanning documents</b>	
a. < 10 pages	a. 3 minutes per page
b. > 10 pages	b. an amount at the discretion of LAQ
<b>Attendances</b>	
a. to file documents	a. 15 minutes
b. to swear documents	b. 15 minutes
c. to take instructions	c. 60 minutes
d. adjournments/mentions	d. 30 minutes
<b>Drawing documents</b>	
a. per page	a. 19 minutes
b. per folio	b. 7 minutes

Folio = 100 words in family law matters – 75 words in civil law matters

Formal (printed) parts of documents are not to be included in costing

\*Short letter: where practitioner’s mind has been applied

\*\*Circular letter: eg letters making appointment, filing documents, enclosing document