

DEFENCE LEGAL

RESERVE LEGAL OFFICERS: CLAIM FOR PAYMENT

FORM R2

See instructions reverse side

I, Name:..... Rank..... QC/SC
 Service Number:..... Unit:....., hereby claim:

Function:

JA/DFM Prosecuting Defending Counsel Representing Legal Other
 Officer Officer Assisting Affected Person Adviser

Matter:

CM DFM Summary BOI Urgent legal Legal advice to
 Authority advice to a Commander an ADF member

***PART A: SESSIONAL RATE (Applies only to professional legal duties between: 0900 – 1700hrs Monday to Friday workdays)**

Name of Case/Matter:..... Location:.....

Date	Legal duties Start time	Legal duties Finish Time	Details of Function

***PART B: TRAINING RATE for: Case Preparation; Weekend and Out of Hours Legal Duties; Travel; Work for which legal officer not entitled to claim sessional rate**

Date	Start Time	Finish Time	Details of Type of Duty

***PART C:**

I certify that this claim is True and Correct. I attach copy of Form R1 authorising the duties.

.....
 Signature of Reserve LO

Date:

PART D:

Claim certified correct:
 (Signature)

Date:

Name:.....

Rank:.....

Position:

Phone:

Claimants complete A and/or B, as appropriate, and Part C

For Army officers
ARTD Processed

Yes No

This form is not to be completed by a Reserve LO for attendance at normal unit/headquarters parades or exercises.

In order to obtain payment for other Reserve duties performed, this form is to be completed by all Reserve LOs concerned, whether claiming sessional rates or training day rates. Other forms of invoice will not be actioned.

Part A:

“Name of Case/Matter” – If ADF member, mention only the member’s rank and name. If advice given to ADF or other Defence unit, insert “Re:” before name of matter.

“Details of Function” – When relevant, use “Legal Aid to ADF Member” or “Advice to Unit” as appropriate. In latter case, state name of unit. **Advice to Unit can only be claimed at sessional rates if the advice is for the Commanding Officer or organisational head of the unit and only if advice is prepared or provided during usual working hours.** Otherwise, claim is to be made at training day rate.

Part B:

“Weekend or Out of Hours Legal Duties” – These refer to the same types of duties as the legal duties which, were they carried out between 0900 and 1700 hrs on a working day, would be paid at sessional rates.

“Details of Type of Duty” – Use “Legal Aid to ADF Member” or “Advice to Unit” as appropriate. In latter case, state name of unit.

“Claim certified correct” - If available, the permanent legal officer who signed the Duty Authorisation form (Form R1) initiating the tasking should sign this form. If not available, another qualified legal officer may sign. Only legal officers in the permanent force are qualified legal officers.

A copy of the completed Duty Authorisation form (Form R1) is to be attached to the Claim for Payment form. If claiming for duty requested by more than one legal officer, please attach copies of all relevant Form R1s

Completed R2 forms and attachments should be sent to: Finance Section, The Defence Legal Service, Department of Defence, RGC-3-116, BARTON ACT 2600