



Legal Services Society

British Columbia  
www.lss.bc.ca

CRIMINAL BILLING FORM

Case no. \_\_\_\_\_ Referral no. \_\_\_\_\_  
 Lawyer \_\_\_\_\_ Lawyer vendor no. \_\_\_\_\_  
 Client name \_\_\_\_\_  
 Date of assignment (dd/mm/yyyy) \_\_\_\_\_  
 Co-accused case no(s) \_\_\_\_\_

<b>Stage:</b>		<b>Result codes:</b>																	
1 Prior to hearing	2 Prelim. hearing	3 Trial	4 Sentencing	1 Client proceeding alone	2 No charge sworn	3 Failure to appear	4 Change of lawyer	5 Stay	6 Diversion	7 Consent committal	8 Committed to trial	9 Discharge	10 Incomplete	11 Guilty plea	12 Acquitted	13 Found guilty	14 Peace bond	15 Mistrial	16 Cond Sent Order

Info	Court information/Indictment #		Offence code(s)			Offence date (dd/mm/yyyy)	Court location #	Level	Stage	Results			Sentencing		Jail time		
	Provincial	Supreme	1st	2nd	3rd					1st charge	2nd	3rd	1 <input type="checkbox"/> fine 2 <input type="checkbox"/> probation 3 <input type="checkbox"/> jail	4 <input type="checkbox"/> time served 5 <input type="checkbox"/> conditional sentence			
1st								1 <input type="checkbox"/> Youth 2 <input type="checkbox"/> Adult									
2nd								1 <input type="checkbox"/> Youth 2 <input type="checkbox"/> Adult									

Enter time & units:  
for example:  
30 D (days)  
14 M (mos)  
2 Y (yrs)

Service date (dd/mm/yyyy)	1/2 days		Service provider**		Description of service	Tariff code	Info		Fees claimed
	am	pm	Status	Vendor #			1st	2nd	

\*\* If not the lawyer named at the top of the page

I certify that I have performed and correctly described the services billed for according to the tariff contract, unless the account notes specify otherwise, and that I delivered the services as a member in good standing of the Law Society of BC, and that I hold a practising certificate.

Signature \_\_\_\_\_

**Date of last service to client**  
 \_\_\_\_\_  
 (dd/mm/yyyy)

**Billing date**  
 \_\_\_\_\_  
 (dd/mm/yyyy)

**Lawyer use only (optional)**

LSS total: \$ \_\_\_\_\_

Adjustment: (\$ \_\_\_\_\_)

Subtotal: \$ \_\_\_\_\_

GST: \$ \_\_\_\_\_

Net total: \$ \_\_\_\_\_

**LSS total** \$ \_\_\_\_\_

Do not include GST or holdbacks/reductions in above total. Use **Lawyer use only** box for GST/holdback/reduction calculations.

**Lawyer's GST reg. number:**  
 \_\_\_\_\_