

Billing Accounts for All Cases Referred Before January 1, 1999

Further to our July 1999 Notice to Counsel, we write again to give you some special instructions about billing older accounts. We have extended our deadline for submitting these accounts in the usual way to **November 15, 1999**. (See also the attached Notice to Counsel re family cases.)

LSS moved to a new billing system (CMS) in January 1999. One of the principal reasons for the new billing system is that our previous system was not Year 2000 (Y2K) compliant. But because a number of cases referred before CMS are still outstanding, we have modified CMS to accommodate these older accounts.

These instructions are *only* for those cases referred to you before January 1, 1999. An easy way to recognize cases referred *since* January 1, 1999 is that the new CMS case numbers all have 7 digits and begin with a 2. There are two types of older cases, and we ask you to bill for these as follows:

Instructions for billing older cases after November 15, 1999

For case numbers that begin with an 8

1. Submit your billing(s) on the new billing forms provided to you with the May 1999 revisions to the *Guide to Legal Aid Tariffs*.
2. Attach the original billing form LSS sent you to the back of the new form you submit.
3. When you write the case number on the billing form, include only the first 7 digits. Do *not* include the last digit of the original file number.
4. Use the 1999 *Guide to Legal Aid Tariffs* to complete your billing form and enter codes for fees and disbursements.

Note: The date of assignment on the case still determines the applicable holdback rate.

5. Attach all necessary authorizations when you submit your account(s).

For older case numbers that do *not* begin with an 8

These are usually very old cases — often referred before 1996.

1. Submit your billing on the original billing form provided to you, as usual.
2. Bill according to the tariff in effect on the date of assignment of the case. (You may have to refer to earlier editions of the *Guide to Legal Aid Tariffs*.)

Note: The date of assignment on the case still determines the applicable holdback rate.

If you have any questions about the above information, please contact the Tariff Helpdesk by telephone: (604) 601-6155 or by E-mail: tariff.helpdesk@lss.bc.ca

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