

## Special Instructions for Billing Accounts for Family Cases Referred *Before* January 1, 1999

The following instructions refer specifically to billing accounts for family cases *only*. Please refer also to the attached Notice to Counsel (Billing Accounts for All Cases Referred *Before* January 1, 1999).

### Family Case Management Program opinion letters — After November 15, 1999

As of November 15, 1999, when you submit a request for approved services to the Family Case Management Program (FCMP), please use the opinion letter form included in your 1999 *Guide to Legal Aid Tariffs* for all cases with referral numbers beginning with an 8. Up until now you have been using this form only for cases referred to you this year. As of November 15, 1999, please use this new form for *all* requests to the FCMP.

### Billing for approved services referrals after November 15, 1999

To help you bill pre-1999 accounts for approved services referrals after November 15, 1999, we have prepared the following chart that lists the tariff item(s) that appear in the 1994 approved services tariff and their equivalent code(s) in the 1999 tariff. Please make sure you bill within your original authorization.

<b>1994 Guide to Legal Aid Tariffs</b>		<b>1999 Guide to Legal Aid Tariffs</b>	
<b>Item no.</b>	<b>Description</b>	<b>Tariff code</b>	<b>Description</b>
1	General preparation	4310	General preparation
2	Preparation for Family Court or chambers hearing	4315 or 4320	Preparation for a hearing in Family Court or Supreme Court chambers — Rule 65 or non-Rule 65
3	Attendance at hearing in Family Court or chambers	4330	Attendance at a hearing in Family Court or Supreme Court chambers
4	Preparation for trial	4340	Preparation for a trial in Family or Supreme Court
5	Attendance at trial	4335	Attendance at a trial
6	Additional preparation for long trials	3030	Additional preparation for long trials
7	Additional preparation with expert witnesses	3035	Additional preparation with expert witnesses