

FOR REFERENCE ONLY

PLEASE DO NOT REMOVE

**TARIFF
FOR CRIMINAL MATTERS**

**EFFECTIVE
JANUARY 1, 1992**

**LEGAL SERVICES SOCIETY
OF BRITISH COLUMBIA**

CONTENTS

<p>INTRODUCTION.....1</p> <p>GENERAL TARIFF INFORMATION.....3</p> <p style="padding-left: 20px;">TARIFF STRUCTURE.....3</p> <p style="padding-left: 40px;">Offence categories.....3</p> <p style="padding-left: 40px;">Tariff items.....3</p> <p style="padding-left: 40px;">Tariff entitlement.....3</p> <p style="padding-left: 20px;">COVERAGE AND ELIGIBILITY.....3</p> <p style="padding-left: 40px;">Legal aid coverage for criminal matters.....3</p> <p style="padding-left: 40px;">Financial eligibility.....3</p> <p style="padding-left: 40px;">Private billing.....3</p> <p style="padding-left: 40px;">Young Offenders Act coverage.....4</p> <p style="padding-left: 40px;">Appeals and extraordinary remedies in criminal matters.....4</p> <p style="padding-left: 40px;">Compensation for failure to proceed.....4</p> <p style="padding-left: 20px;">THE TARIFF.....4</p> <p style="padding-left: 40px;">Billable items.....4</p> <p style="padding-left: 40px;">Billing form.....4</p> <p style="padding-left: 40px;">Extra fees and disbursements.....4</p> <p style="padding-left: 40px;">GST.....5</p> <p style="padding-left: 40px;">Interim accounts.....5</p> <p style="padding-left: 40px;">Final accounts.....5</p> <p style="padding-left: 40px;">Payment.....5</p> <p style="padding-left: 20px;">MISCELLANEOUS.....6</p> <p style="padding-left: 40px;">Lawyer or address changes.....6</p> <p style="padding-left: 40px;">Articled students.....6</p> <p style="padding-left: 40px;">Junior or co-counsel.....6</p> <p style="padding-left: 40px;">Agents.....6</p> <p style="padding-left: 40px;">Information and assistance.....6</p> <p>OFFENCE CATEGORIES.....7</p> <p>TARIFF FOR CRIMINAL MATTERS.....9</p> <p>TARIFF ENTITLEMENT.....24</p>	<p>DISBURSEMENTS.....31</p> <p style="padding-left: 20px;">Accommodation.....31</p> <p style="padding-left: 20px;">Car rental.....31</p> <p style="padding-left: 20px;">Computer assisted research.....31</p> <p style="padding-left: 20px;">Courier services.....31</p> <p style="padding-left: 20px;">Experts' reports and testimony.....32</p> <p style="padding-left: 20px;">Fax costs.....32</p> <p style="padding-left: 20px;">Interpreting and translation.....32</p> <p style="padding-left: 20px;">Mailing costs.....33</p> <p style="padding-left: 20px;">Meals.....33</p> <p style="padding-left: 20px;">Other.....33</p> <p style="padding-left: 20px;">Parking.....33</p> <p style="padding-left: 20px;">Photocopying.....33</p> <p style="padding-left: 20px;">Skip tracing.....34</p> <p style="padding-left: 20px;">Telephone calls.....34</p> <p style="padding-left: 20px;">Transcripts and court reporters.....34</p> <p style="padding-left: 20px;">Travel.....34</p> <p style="padding-left: 20px;">Western Legal Publication.....34</p> <p style="padding-left: 20px;">Witnesses' expenses.....34</p> <p>GUIDE TO BILLING UNDER THE TARIFF FOR CRIMINAL MATTERS.....35</p> <p style="padding-left: 20px;">TOP SECTION OF THE BILLING FORM.....37</p> <p style="padding-left: 40px;">Special instructions.....37</p> <p style="padding-left: 40px;">Name of lawyer/ Address of lawyer.....37</p> <p style="padding-left: 40px;">Lawyer number.....37</p> <p style="padding-left: 40px;">File number.....37</p> <p style="padding-left: 40px;">Date of assignment.....37</p> <p style="padding-left: 40px;">Court location.....37</p> <p style="padding-left: 40px;">Client contribution.....37</p> <p style="padding-left: 40px;">Number of additional charges unrecorded.....37</p> <p style="padding-left: 40px;">Number of co-accused.....37</p> <p style="padding-left: 40px;">File number of one.....37</p> <p style="padding-left: 20px;">OFFENCE INFORMATION.....39</p> <p style="padding-left: 40px;">Number of charges referred.....39</p> <p style="padding-left: 40px;">Name of offence.....39</p> <p style="padding-left: 40px;">Legal Services offence codes.....39</p> <p style="padding-left: 40px;">Date of alleged offence.....39</p> <p style="padding-left: 40px;">Information or indictment number.....39</p> <p style="padding-left: 40px;">Legal Services code (reduced charge).....39</p>
---	---

RESULTS.....	41
Prior to hearing	41
Preliminary hearing.....	41
Guilty plea or trial	41
SENTENCE.....	41
COURT LEVEL.....	41
BILLING.....	43
Incomplete matter.....	43
Guilty plea	43
Preliminary hearing.....	45
Trial.....	45
Other fees	45
Disbursements.....	45
TOTAL ACCOUNT.....	47
Interim account	47
No account.....	47
Submitting billing form copies	47
Sub Totals.....	47
GST	47
Lawyer's name	47
Lawyer's signature	47
Lawyer's GST registration number.....	47

APPENDICES

1 Authorizations/Information	48
2 List of LSS offices	49
3 Request for additional referral forms/Authorization for additional charges (blank form).....	52
4 Additional dates, Other fees, Disbursements (blank form).....	53

INTRODUCTION

In the spring of 1991, members of the bar who take legal aid referrals for criminal matters successfully undertook a job action which resulted in a substantial increase to legal aid tariffs. The Legal Services Society (LSS) doubled all tariff payments for legal aid referrals made after June 1, 1991.

Although doubling the tariff was an expedient temporary measure, it did not correct some previously existing problems. Anomalies from earlier tariffs remained and in some instances became more pronounced. In fact, some services became overpaid while others remained underpaid.

During the summer and fall of 1991, bar representatives met with LSS staff members and considered various options for amending the criminal tariff. The tariff contained in this booklet is the result of those discussions.

This tariff attempts to allocate available funds as equitably as possible. Although a tariff that differentiates between preparation fees and hearing fees was considered, it was ultimately decided to retain a block fee tariff.

Block fees represent the average amount of time required for a proceeding. The block fee includes all preparation, telephone calls, correspondence, and court attendances. Unless there is an additional tariff item, for example a fee for a custody visit, only the block fee is billable. Although the actual time required to complete a matter varies from case to case, the block fee is not variable except in unusual circumstances; what you lose on some you gain on others.

However, this tariff differs from earlier tariffs in two important respects:

1. This tariff creates four categories of offences, with different levels of payment applicable to each category. These categories group offences that are relatively similar in consequence, seriousness, and amount of work required.
2. This tariff sets a maximum amount billable for all services rendered for a single client per half-day.

The goal of the criminal tariff is to obtain the best possible representation for clients with available resources. To that end, our major objective is to ensure that the tariff reasonably remunerates the members of the bar providing service. We are also concerned that the tariff is internally consistent and that payments to counsel are proportionate to the work involved. We must also make sure that the tariff allows LSS to efficiently process accounts from the bar.

The Legal Services Society and bar representatives expect that changes to the tariff will be agreed upon from time to time in an effort to make it fairer and easier to use. If you have comments on the tariff structure or detail, direct them to —

ALL/LSS Tariff Committee
Legal Services Society
Suite 300, 1140 W. Pender Street
Vancouver, B.C. V6E 4G1

This book is organized to help you get the information you need as efficiently as possible.

General Tariff Information gives you general information about the tariff or its use.

The text of the tariff itself is reproduced in the **Tariff for Criminal Matters** section. Also in this section are the categories of offences.

The **Tariff Entitlement** section defines and clarifies terms that appear in boldface in the tariff. It sets out exactly what you are entitled to bill for under the tariff. You must adhere to these definitions when billing.

Disbursements are discussed at length in the section called **Disbursements**.

The **Guide to Billing for Criminal Matters** contains information and instructions about completing the billing form. It is arranged to correspond to the sections on the billing form and includes appropriate rates, limits, and codes to be entered on the billing form.

The appendices at the back of this booklet contain information on who to contact for authorizations; a directory of LSS branch offices, community law offices, and native community law offices; and blank form to photocopy if necessary when you are completing the billing form. The list of offence codes for entering on the billing form appears on the back cover of the booklet.

GENERAL TARIFF INFORMATION

TARIFF STRUCTURE

The tariff for criminal matters is divided into three parts:

- Offence categories
- Tariff items
- Tariff entitlement

OFFENCE CATEGORIES

This tariff pays different fees for services rendered depending on the offence. There are four categories of offences based on seriousness, consequences, and work required. The offence categories appear on page 6. You must refer to the categories when billing because the amounts payable vary for each category and are set out in four columns following each tariff item. *Please submit a copy of the information or the indictment when billing so we can confirm that the correct offence category is being billed.*

TARIFF ITEMS

Billable services are set out as tariff items beginning on page 8. Some items contain terms in **boldface**. These are listed alphabetically in the Tariff Entitlement section immediately following the tariff. Refer to the entitlement section and the offence categories before billing.

TARIFF ENTITLEMENT

The purpose of this section is to —

1. Define important terms set out in the text of the tariff in LSS terms of reference, and
2. Set out which services and which tariff items you may bill under which circumstances.

For example, you may be restricted from billing a particular tariff item because other items are billable or have already been billed or a maximum fee has been reached. Or you may be permitted to bill a tariff item in a situation that is not readily apparent. Consult the entitlement section when preparing your bill until you are thoroughly familiar with its contents.

COVERAGE AND ELIGIBILITY

LEGAL AID COVERAGE FOR CRIMINAL MATTERS

An applicant for legal aid for a criminal matter is covered —

- (a) if the applicant is financially eligible for legal aid; and
- (b) the applicant is charged with an indictable offence; or
- (c) the applicant is charged with a summary conviction offence where there is a reasonable chance that upon conviction there will be a sentence of imprisonment or the loss of means of earning a livelihood; or
- (d) other special circumstances exist.

FINANCIAL ELIGIBILITY

Before a client is referred to a lawyer, the client must demonstrate to the Legal Services Society (LSS) that they are financially eligible for assistance. The Society is always prepared to review its decision.

If you believe that a client can pay some or all fees, or if you think a client should no longer receive legal aid, contact the referring office and ask that the legal aid appointment be reviewed, revoked, or modified.

PRIVATE BILLING

Requests to bill privately will be dealt with more quickly if you tell us your client's financial situation. Any work undertaken on behalf of the client on a private basis must be done with the approval of the Legal Services Society, (see *Law Society Professional Conduct Handbook, Ruling G8*).

You must obtain authorization from the referring office to bill a client privately. Area directors who are private counsel cannot authorize private billings. If the client was referred by an area director, contact the nearest LSS branch office or community law office.

In emergency situations, you may obtain telephone approval of a private billing arrangement. However, the client has the right to appeal the private fee authorization to the Legal Services Society.

YOUNG OFFENDERS ACT COVERAGE

Coverage under the Young Offenders Act (YOA) is provided if the young person would be eligible for legal aid if charged as an adult. If the court directs appointment of counsel under the YOA for a young person who is ineligible for legal aid, the Legal Services Society appoints counsel under an agreement with the Ministry of Attorney General. In such a case, LSS is reimbursed for the costs of court-appointed counsel.

Because of this situation, we must know whether your client was charged under the YOA. You can bill YOA matters on the usual billing form using the tariff in effect at the date of assignment, but be sure to indicate that the matter was heard in Provincial Youth Court.

If you are appointed for the substantive charge, you must represent the client at any mandatory disposition review if the client is in open or closed custody. If the client wishes a disposition review other than the mandatory one(s) provided, or if a disposition review arises out of a failure to comply, the client must re-apply for legal aid.

LSS will not pay for any services concerning alternative measures, arrest and detention, or admissions.

APPEALS AND EXTRAORDINARY REMEDIES IN CRIMINAL MATTERS

Legal aid is not automatically granted for appeals or extraordinary remedies. Each application for an appeal or extraordinary remedy is reviewed to determine whether it has substantial merit.

Applications for appeals to the Supreme Court in summary conviction matters should be made to the nearest LSS branch office (see the directory in Appendix 2 of this booklet). Applications for extraordinary remedies, or for appeals to the Court of Appeal should be made to —

Appeals Committee
Legal Services Society
Box 3, Suite 300
1140 West Pender Street
Vancouver, B.C. V6E 4G1

COMPENSATION FOR FAILURE TO PROCEED

In some cases, LSS may compensate you for fees lost because of the unexpected failure of a matter to proceed. To qualify for compensation, the case must have been set

on the court list for more than one full day. In such cases, you are entitled to compensation up to one-third of the expected hearing fee to a maximum of those hearing dates scheduled within twenty-eight calendar days (twenty court days) of the date that you became aware of the collapse. Any fees earned during the time scheduled for that hearing will be deducted from the compensation payable.

When you find out the case is not going to proceed, you must immediately notify the referring office and take other steps to mitigate your loss. To apply for compensation, write to the tariff manager at LSS head office.

THE TARIFF

BILLABLE ITEMS

This booklet lists all items billable under the tariff for criminal matters and the amounts paid for them. If items are not listed, and in matters of interpretation, the decision of the Legal Services Society is final.

BILLING FORM

The tariff and the section called "Tariff Entitlement" tell you how much to bill, the section called "Guide to Billing" tells you how to enter the information properly on the billing form.

EXTRA FEES AND DISBURSEMENTS

The tariff is intended to provide fair compensation on all criminal matters within LSS budget constraints. Extra fees for services are granted only in exceptional circumstances not otherwise provided for in the tariff. Requests for variations must be made in writing to the tariff accounts department at LSS head office.

While requests for *additional fees* are usually considered when a letter outlining the request is included with the billing form, requests may also be considered in some circumstances before the work is completed.

All requests for *increased disbursements* must be made before the disbursements are incurred.

Note also that requests for additional fees or disbursements will slow payment of your account.

GST

When you do legal aid work you are acting as a principal, not as an agent of the Legal Services Society. All legal aid services are taxable when you bill LSS for your work.

Please calculate and bill GST as follows.

- Calculate all fees as you did before the GST.
- List your disbursements *without* the GST. LSS has to pay GST on the total cost of your services, including disbursements that are tax exempt for you. Because you are not an agent of LSS, the tax exempt status of disbursements, such as filing fees, does not get passed on to LSS. By listing your disbursements on the billing form without GST, we make sure that LSS is not paying GST on top of GST.
- Total your account as you would have before the GST.
- Calculate the GST as 7% of the total.
- Round up exact half-cents (the computer calculates the GST to the nearest cent; exact half-cents are rounded up).
- Enter your GST registration number in the space provided at the bottom of the billing form. Revenue Canada insists on this; payment of your account could be substantially delayed if you do not provide your registration number. If you don't have one, register as soon as possible.

Example:

Fees	\$800.00
Other fees	100.00
Disbursements (without GST)	152.50

Subtotal	1,052.50
Less client contribution	(30.00)

Subtotal	1,022.50
GST (7%)	71.58

TOTAL DUE	\$1,094.08

INTERIM ACCOUNTS

Generally, we cannot accept accounts until all services on a case have been completed. Interim accounts are accepted only in the following circumstances:

- (a) following a preliminary hearing where the trial of a case will not commence for at least three months;
- (b) a case is not yet completed but fees and disbursements total \$1,000 or more, or disbursements alone total \$300 or more;
- (c) one year has passed since the date of assignment, or since the last interim account was submitted;
- (d) under the Young Offenders Act, an open or closed custodial disposition has been made (additional referral forms may be requested for mandatory disposition reviews);
- (e) other exceptional circumstances may be allowed by the tariff accounts department.

FINAL ACCOUNTS

You must submit your final bill within six months of the last service date.

PAYMENT

1. DATE OF ASSIGNMENT (EFFECTIVE DATE OF REFERRAL)

Payment is based on the tariff in effect at the date of assignment for the file.

The Legal Services Society will not pay for services rendered prior to the date of assignment shown at the top of the referral (or billing) form unless they are authorized by the referring office, or if an LSS office or area director has made a prior agreement with a lawyer to represent any qualified applicants in remote areas of the province.

2. CLIENT CONTRIBUTION (USER FEE)

Clients are assessed a non-refundable user fee when they apply for legal aid. This amount is shown on the referral form as "client must pay \$_____ to counsel as contribution to tariff."

When the client pays the user fee, you must give the client a receipt indicating that you have rendered services for which tariff fees are payable. You may then deposit the user fee in your general account. You do not have to deposit or process the user fee through your trust account.

The user fee or client contribution noted on the referral form is deducted from the account after you collect it.

3. RECEIVING PAYMENT

LSS pays individual lawyers, not law firms. We will not become involved in disputes between lawyers about entitlement to payment. Please follow these instructions to avoid payment going to the wrong lawyer.

- (a) Name: Your name must appear at the top of the billing form. If it does not, you may strike out the name of the lawyer indicated and substitute your own name if you are entitled to payment. You must notify the referring office in writing that there has been a change of lawyer.
- (b) Address: Make sure your current address is at the top of the form. If it has changed, notify both the referring office and the accounts payable department at LSS head office in writing.
- (c) Lawyer number: Check that the lawyer number noted at the top of the form is your number if you are entitled to payment. If it is not, notify the referring office in writing.
- (d) Signature: Make sure you sign the billing form. This is your representation that the services billed for were performed on the dates indicated and that you are entitled to payment.

MISCELLANEOUS

LAWYER OR ADDRESS CHANGES

If the lawyer name or number at the top of the billing form is not correct, notify the referring office in writing. If your address has changed, notify the accounts payable department at Legal Services Society head office in writing as well.

ARTICLED STUDENTS

Articled students may act at any time in accordance with the rules of the Law Society and with the consent of the client.

JUNIOR OR CO-COUNSEL

These appointments may be made in exceptional circumstances. Contact the tariff manager at LSS head office for authorization.

AGENTS

If you require an agent for work outside B.C., contact the reciprocals co-ordinator at Legal Services' head office.

If you require an agent for work in another community within B.C., contact your local referring office. They will appoint an agent (of your choice, if you wish). A billing form will be forwarded directly to the agent.

If you choose your own agent, make sure the agent knows that it is a legal aid case, that they must bill on the legal aid tariff, and they must bill on the legal aid referral form in order for their account to be accepted.

INFORMATION AND ASSISTANCE

For information and assistance concerning fees, disbursements, and billing procedures, contact the tariff accounts department between 10:00 a.m. and 4:00 p.m. at 660-4600.

We make every effort to process accounts as quickly as possible. However, we can answer inquiries about the payment of a specific account only if it has been unduly delayed.

A list of contacts for authorizations and other information appears in Appendix 1.

OFFENCE CATEGORIES

CATEGORY I

COURT PROCESS AND PEACE BOND

- 968 - Breach of recognizance (s. 811)
- 497 - Courts, other summary: breach of probation
- 547 - Failure to appear
- 562 - Keep the peace (s. 810)
- 786 - Peace bond, other summary
- 356 - Violate judicial interim release

CATEGORY II

ASSAULTS/WOUNDING

- 679 - Assault, other summary
- 158 - Common assault
- 919 - Obstructing p.o., resist arrest

COURT PROCESS

- 497 - Contempt

DRIVING OFFENCES

- 299 - CCC driving, summary (for drinking and driving, see Category III)
- 422 - MVA drive while suspended
- 273 - Other MVA or provincial including su/ins. points

DRUG OFFENCES - POSSESSION

- 620 - Possess cannabis
- 166 - Possess opiates including codeine
- 935 - Possess restricted drug including LSD, STP
- 828 - Other drug possession

ESCAPE

- 471 - Unlawfully at large or escape
- 406 - Escape, other summary

FRAUD

- 588 - Fraud, false pretences - under \$1000 (\$200)
- 414 - Other fraud offences, summary

GAMING AND BETTING

- 257 - Found in game or betting house
- 810 - Gaming and betting, other summary

MUNICIPAL BY-LAWS

- 661 - Municipal by-laws

OTHER CCC SUMMARY

- 844 - Disturbances, etc.

PROPERTY

- 901 - Mischief (any amount), summary
- 604 - Trespass, prowl, damage under \$1000 (\$200)
- 489 - Wilful damage to property, summary
- 802 - Other property

PROSTITUTION

- 885 - Prostitution, summary including soliciting

PROVINCIAL OFFENCES (EXCEPT MVA)

- 711 - GAIN Act
- 315 - Wildlife Act
- 281 - Other provincial including liquor, SS tax

THEFT AND POSSESSION OF STOLEN PROPERTY

- 133 - Taking car w/o owner consent, joyride
- 208 - Theft under \$1000 (\$200) incl. from M.V.
- 612 - P.S.P. under \$1000 (\$200)

WEAPONS/THREATS

- 364 - Weapons, other summary

CATEGORY III

ASSAULTS/WOUNDING

- 117 - Assault causing bodily harm
- 919 - Assaulting a police officer
- 240 - Wounding
- 752 - Assault, other indictable

BREAKING & ENTERING AND PROPERTY

- 695 - Break & enter (bus. or res.) breakout
- 901 - Mischief (any amount), if proceeded upon by indictment
- 398 - Possession of house break instruments
- 489 - Wilful damage to property if proceeded upon by indictment
- 802 - Other property if proceeded upon by indictment

COURT PROCESS

265 - Court, other indictable including perjury

DRINKING AND DRIVING

943 - Fail/refuse to provide breath sample
 448 - Impaired driving (old s.234)
 174 - Impaired/.08 (new s. 253)
 190 - Dangerous driving S.249 (2)(a)

DRUG OFFENCES - TRAFFICKING

869 - Cultivating, drug/narcotics
 927 - Importing narcotics
 950 - PPT, cannabis
 505 - PPT, controlled or restricted drug
 653 - PPT, opiates
 893 - Trafficking in cannabis
 836 - Trafficking, controlled or restricted drugs
 737 - Trafficking in opiates
 539 - Drug trafficking, other indictable

ESCAPE

471 - Unlawfully at large or escape if proceeded upon by indictment
 760 - Escape, other indictable including permit if proceeded upon by indictment

FRAUD

877 - Breach of trust, impersonation, forgery
 430 - Fraud, false pretences over \$1000
 331 - Other fraud offences, indictable

GAMING AND BETTING

372 - Lotteries, cheat at play, bookmaking
 349 - Gaming and betting, other indictable

MATERIAL WITNESS

026 - Material witness to murder

OTHER CCC INDICTABLE

455 - Other CCC indictable - highjack, bribe, extortion, etc.

OTHER FEDERAL OFFENCES

570 - UIC offence
 984 - Other federal, including bankrupt, excise, customs

OTHER HEARINGS

307 - Coroner's inquest

PROSTITUTION

851 - Prostitution, indictable including living off avails, keeping a common bawdy house, and procuring

SEXUAL OFFENCES

745 - Sexual assault, summary
 109 - Other summary sexual offences

THEFT AND POSSESSION OF STOLEN PROPERTY

794 - P.S.P. over \$1000 (\$200)
 182 - Theft over \$1000 (\$200) including from M.V.

WEAPONS/THREATS

224 - Threatening, intimidation
 216 - Weapons, carry, point, possess, prohib/restr.
 992 - Weapons, other indictable explosives or discharge

CATEGORY IV**CONSPIRACY**

Indicate "C" and offence code for substantive offence

DANGEROUS OFFENDER

778 - Dangerous offender

DRIVING

323 - Dangerous driving causing death
 - Dangerous driving causing bodily harm
 - Impaired driving causing death
 - Impaired driving causing bodily harm

HOMICIDE

232 - Criminal negligence causing death
 646 - Homicide, other (infanticide, etc.)
 125 - Manslaughter
 638 - Murder

KIDNAPPING

463 - Kidnapping, confinement, abduction, seizure

PROPERTY

729 - Arson

ROBBERY

513 - Robbery with offensive weapon
 596 - Other robbery including by assault

SEXUAL OFFENCES

554 - Aggravated sexual assault (s.273)
 380 - Sexual assault, other indictable
 976 - Sex - other indictable

TARIFF FOR CRIMINAL MATTERS

IMPORTANT

- Bill as many items as appropriate, unless it is noted that you may bill only one item or another. Where the tariff indicates that two items cannot be billed together, bill the higher fee.
- A maximum fee of \$1,200 is billable per client per half-day for all services rendered.
- Different fees are payable for the same service depending on the category of the offence. Refer to the list of categories and offences on page 6 of this booklet. Be sure to submit a copy of the information or indictment when you send in your account.
- Bill fees without a code in the appropriate boxes labelled **(A)** on the billing form. Bill fees with a code as "Other Fees" in boxes labelled **(B)** on the billing form.
- Terms in **boldface** are defined and clarified in the section of this booklet called "Tariff Entitlement." This section specifies what fees you may bill under what circumstances and it immediately follows the tariff. Refer to this section when billing.
- Entering tariff item numbers and codes carefully will speed payment of your account. Follow the instructions closely.
- Enter dollars and cents for all money amounts.

OFFENCE CATEGORY

IV

III

II

I

TERMINATIONS and RESUMPTIONS

EARLY TERMINATION

1. a) Early termination

\$50 [*] \$75 [*] \$100 [*] \$150 [*]

b) Early termination where no information is sworn or no charges are laid as a result of representations made by counsel to Crown, police, or probation

\$250 [0158] \$300 [0166] \$350 [0174] \$550 [0182]

TERMINATION WITHOUT HEARING

2. On the trial date client fails to appear or changes counsel, or Crown calls no evidence, or at any time stays are entered on all outstanding charges, billable per information, subject to one fee for all matters before the same judge on the same half-day

\$200 [*] \$250 [*] \$300 [*] \$500 [*]

FIRST HALF-DAY OF HEARING AFTER ITEM 2

3. Client fails to appear at sentencing or changes counsel at sentencing

\$50 [0315] \$75 [0323] \$100 [0331] \$200 [0349]

4. First half-day of trial or preliminary hearing if hearing commences within 30 days after having billed under items 1(b) or 2 for a failure to appear at hearing to a maximum of \$1,200 per half-day per client regardless of the number of sets of facts

\$300 [0414] \$350 [0422] \$400 [0430] \$500 [0448]

OFFENCE CATEGORY

IV

III

II

I

GUILTY PLEAS and SENTENCING

5. **Guilty plea(s) and stays for all Informations on the same half-day before the same judge:**
 a) **one set of facts**
 b) **two or more sets of facts**

\$250 [*]	\$300 [*]	\$350 [*]	\$550 [*]
\$350 [*]	\$400 [*]	\$450 [*]	\$800 [*]

OR

SENTENCING ONLY

- Sentencing only, where counsel is appointed after plea entered, first half-day:**
 c) **one set of facts**
 d) **two or more sets of facts**

\$250 [4515]	\$300 [4523]	\$350 [4531]	\$550 [4549]
\$350 [4556]	\$400 [4564]	\$450 [4572]	\$800 [4580]

OFFENCE CATEGORY

I II III IV

SENTENCING

6.	<p>Guilty plea and sentencing (subsequent half-days)</p> <p>a) after having billed under items 2, 5, 8, 9, or 10(b) regardless of the number of sets of facts or informations</p> <p style="text-align: center;">OR</p> <p>b) for each subsequent half-day of sentencing which takes at least one hour and which includes oral evidence</p>	\$75 [0612]	\$100 [0620]	\$150 [0638]	\$250 [0646]
		\$200 [0653]	\$250 [0661]	\$300 [0679]	\$400 [0687]

APPLICATION FOR JUDICIAL REVIEW

c)	<p>Application for judicial review under Criminal Code s. 745:</p> <p>(i) Hearing first half-day</p> <p>(ii) Subsequent half-days</p>	N/A	N/A	N/A	\$1,000 [0695]
		N/A	N/A	N/A	\$500 [0604]

OFFENCE CATEGORY

I II III IV

TRIALS AND PRELIMINARY HEARINGS

CONSENT COMMITTAL	I	II	III	IV
7. Consent committal entered, where no witness is heard:				
a) one set of facts	N/A	N/A	\$300 [*]	\$500 [*]
b) two or more sets of facts	N/A	N/A	\$450 [*]	\$750 [*]
Consent committal on a separate half-day after having billed for commencement of preliminary hearing:				
c) one fee	N/A	N/A	\$100 [0794]	\$150 [0703]

FIRST HALF-DAY OF HEARING

8. Trial or preliminary hearing per information regardless of the number of sets of facts to a maximum per half-day per client of \$1,200 (except see item 4 if item 2 has been billed within 30 days) N.B.: Bill preliminary hearings for category IV offences at category III rates; bill preliminary hearings for category III offences at category II rates	\$400 [*]	\$500 [*]	\$600 [*]	\$800 [*]
---	-------------	-------------	-------------	-------------

OFFENCE CATEGORY

IV

III

II

I

SUBSEQUENT HALF-DAYS OF HEARING

9. Trial or preliminary hearing, subsequent half-days regardless of the number of sets of facts to a maximum per half-day per client of \$1,200 N.B.: Bill preliminary hearings for category IV offences at category III rates; bill preliminary hearings for category III offences at category II rates

\$400 [*] \$500 [*] \$600 [*] \$800 [*]

NOTE: Sentencing on a separate half-day after conviction is billed under item 6.

TERMINATION MID-HEARING

10. Termination during preliminary hearing or trial on a separate half-day:

- a) All outstanding charges on one information are stayed, or your client fails to appear, or changes counsel on a half-day not billed elsewhere, regardless of the number of sets of facts
- b) Guilty plea(s) are entered

\$50 [*] \$75 [*] \$100 [*] \$150 [*]
 \$75 [*] \$100 [*] \$150 [*] \$200 [*]

FIXING DATE FOR TRIAL OR APPEAL

11. Fix date appearances before a Supreme Court judge (maximum one fee per day regardless of the number of clients, and one fee per indictment)

N/A N/A \$100 [1107] \$100 [1107]

OFFENCE CATEGORY

I II III IV

PRE-TRIAL CONFERENCE OR V.P.C. DISCLOSURE COURT	12. a) Pre-trial conference regardless of the number of sets of facts	N/A	N/A	\$200 [1206]	\$200 [1206]
	b) Vancouver Provincial Court Disclosure Court	N/A	N/A	\$200 [1297]	\$200 [1297]

FITNESS HEARING	13. a) Fitness hearing where witnesses are heard per half-day	\$500 [1305]	\$500 [1305]	\$500 [1305]	\$500 [1305]
	b) Fitness hearing where no witness is heard per half-day	\$200 [1396]	\$200 [1396]	\$200 [1396]	\$200 [1396]

JUDICIAL INTERIM RELEASE

SHOW CAUSE	14. Contested - <u>Show cause</u> hearing or bail estreatment:				
	a) first half-day	\$150 [1404]	\$150 [1404]	\$200 [1495]	\$200 [1495]
	b) subsequent half-days	\$75 [1453]	\$100 [1461]	\$150 [1479]	\$200 [1487]

BAIL	15. Bail review in Provincial Court (requires prior approval from referring office):				
	a) first half-day	\$150 [1503]	\$150 [1503]	\$200 [1594]	\$200 [1594]
	b) subsequent half-days	\$75 [1552]	\$100 [1560]	\$150 [1578]	\$200 [1586]

OFFENCE CATEGORY

I II III IV

16. Bail review under CCC s. 525:
- a) first half-day N/A N/A N/A \$300 [1602] \$300 [1602]
 - b) subsequent half-days N/A N/A N/A \$150 [1693] \$150 [1693]
- Other bail review in Superior Court (requires prior approval from the referring office):
- c) first half-day N/A N/A N/A \$500 [1636] \$600 [1644]
 - d) subsequent half-days N/A N/A N/A \$200 [1677] \$200 [1685]

17. Bail application in Supreme Court for offences under CCC s. 469:
- a) first half-day N/A N/A N/A N/A \$1,000 [1743]
 - b) subsequent half-days N/A N/A N/A N/A \$300 [1784]

18. Bail review in Court of Appeal (requires prior approval from the referring office):
- a) first half-day N/A N/A N/A \$500 [1834] \$1,000 [1842]
 - b) subsequent half-days N/A N/A N/A \$200 [1875] \$300 [1883]

19. Bail application in Court of Appeal or in Supreme Court appeal:
- a) first half-day N/A N/A N/A \$600 [1933] \$1,000 [1941]
 - b) subsequent half-days N/A N/A N/A \$200 [1974] \$300 [1982]

YOUTH COURT

- YOUTH COURT TRANSFER APPLICATION
20. Youth court transfer application:
- a) per half-day N/A N/A \$600 [2030] \$1,000 [2048]

OFFENCE CATEGORY

I II III IV

**APPLICATION FOR
DISPOSITION REVIEW**

21. **Application for disposition review** where court appearance is necessary (one fee)

	\$100 [2113]	\$150 [2121]	\$200 [2139]	\$300 [2147]
--	--------------	--------------	--------------	--------------

DISPOSITION REVIEW

22. **Disposition review:**

a) first half-day	\$150 [2212]	\$200 [2220]	\$300 [2238]	\$500 [2246]
b) subsequent half-day	\$50 [2239]	\$75 [2261]	\$100 [2279]	\$150 [2287]

NOTE: For all other Youth Court proceedings, see appropriate item of this tariff.

MISCELLANEOUS ITEMS

**VISITS TO CLIENTS IN
CUSTODY**

23. **All visits to clients in custody** on a single date regardless of the number of clients visited or number of visits made (one fee per location per day):

a) in Vancouver Pre-Trial Centre	\$100 [2303]	\$100 [2303]	\$100 [2303]	\$100 [2303]
b) in any other institution including local lockups if no other service is billable at that location on that half-day	\$100 [2394]	\$100 [2394]	\$100 [2394]	\$100 [2394]

OFFENCE CATEGORY

I II III IV

TRAVEL FEES

	I	II	III	IV
24. Travel fees:				
a) half-day of travel to or from a hearing or to interview a client in custody where the trip exceeds 160 km round trip	\$200 [2402]	\$200 [2402]	\$200 [2402]	\$200 [2402]
b) for each half-day counsel remain at such place for purpose of hearing	\$200 [2451]	\$200 [2451]	\$200 [2451]	\$200 [2451]
c) for date of travel less than 160 km to a hearing or to interview a client in custody but requiring an overnight stay	\$200 [2493]	\$200 [2493]	\$200 [2493]	\$200 [2493]

NOTE: See billing limits in Tariff Entitlement section of this booklet under Travel Fees

WRITTEN ARGUMENT

25. Written argument requested by judge (one fee): copy of argument may be requested	N/A	N/A	\$500 [2501]	\$500 [2501]
--	-----	-----	--------------	--------------

CHANGE OF VENUE

26. Change of venue (one fee)	N/A	N/A	\$500 [2600]	\$500 [2600]
-------------------------------	-----	-----	--------------	--------------

GUILTY PLEA WITHDRAWN

27. a) Guilty pleas changed or withdrawn on a separate half-day from the trial or entering of guilty plea(s), (one fee)	\$50 [2717]	\$75 [2725]	\$100 [2733]	\$150 [2741]
b) New counsel is appointed and guilty plea is changed or withdrawn on a separate half-day from the trial or entering of guilty plea(s) (one fee)	\$150 [2758]	\$225 [2766]	\$300 [2774]	\$500 [2782]
c) Guilty plea is re-entered by same counsel on a separate half-day and no other fee is billable	\$50 [2717]	\$75 [2725]	\$100 [2733]	\$150 [2741]

OFFENCE CATEGORY

I II III IV

WAIVING IN

28. **Waiving in charges from other jurisdictions.**
 Regardless of the number of Informations only one fee is payable per jurisdiction (subject to a limit of 10 jurisdictions):

a) each jurisdiction in B.C.	\$50 [2816]	\$75 [2824]	\$100 [2832]	\$100 [2840]
b) each other jurisdiction	\$100 [2899]	\$100 [2899]	\$100 [2899]	\$100 [2899]

APPLICATIONS TO:
 PROCURE ATTENDANCE
 RELEASE EXHIBITS

29. **Applications:**

- a) **All pre-hearing applications of a procedural nature including release of exhibits, spring orders, etc., but not including bail matters (pre-trial applications of a substantive nature are billable as the first half-day)**

	\$100 [2915]	\$150 [2923]	\$200 [2931]	\$200 [2949]
--	--------------	--------------	--------------	--------------
- b) **To vary terms of sentence, probation order, or peace bond**

	\$75 [2956]	\$100 [2964]	\$150 [2972]	\$250 [2980]
--	-------------	--------------	--------------	--------------

VARY SENTENCE, ETC.

NOTE: See Tariff Entitlement section of this booklet under guilty pleas for same half-day billing

VARIANCE BY NEW
 COUNSEL

- c) **Where new counsel is appointed only to vary terms of sentence, probation order, peace bond:**
 - i) **one set of facts**

	\$150 [5918]	\$225 [5926]	\$300 [5934]	\$500 [5942]
--	--------------	--------------	--------------	--------------
 - ii) **two or more sets of facts**

	\$225 [5959]	\$335 [5957]	\$450 [5975]	\$750 [5983]
--	--------------	--------------	--------------	--------------

OFFENCE CATEGORY

IV

III

II

I

LATE SITTINGS

30. Late sittings and waiting for a jury after 5:30

p.m.:				
a) up to four hours	\$100 [3012]	\$150 [3020]	\$200 [3038]	\$300 [3046]
b) beyond four hours, an additional	\$100 [3053]	\$150 [3061]	\$200 [3079]	\$300 [3087]

ADJOURNMENTS

31.

- Adjournments are billable when:
- i) counsel is required to attend at court for *at least one hour*, and
 - ii) the attendance is for a billable item, and
 - iii) all matters are adjourned to another **half-day** or generally, and
 - iv) no other fee is claimed for that half-day for any legal aid client;
- counsel may bill one **adjournment fee** for all clients represented

	\$75 [3103]	\$75 [3103]	\$75 [3103]	\$75 [3103]
--	-------------	-------------	-------------	-------------

EXTRAORDINARY REMEDIES

32.

- Extraordinary remedies**
(Requires prior approval from Appeals Committee, H.O.) per **half-day**

	\$750 [3202]	\$750 [3202]	\$750 [3202]	\$750 [3202]
--	--------------	--------------	--------------	--------------

CORONER'S HEARINGS

CORONER'S HEARING

33.

- Coroner's hearing (requires prior approval) per **half-day**

	\$600 [3301]	\$600 [3301]	\$600 [3301]	\$600 [3301]
--	--------------	--------------	--------------	--------------

ALL CATEGORIES OF OFFENCES

APPEALS

APPEALS TO SUPREME COURT

34. Appeal to Supreme Court
- a) Against CONVICTION or CONVICTION AND SENTENCE:
 - i) first half-day \$1,200 [*]
 - ii) subsequent half-days \$400 [*]
 - b) Against SENTENCE only:
 - i) first half-day \$800 [*]
 - ii) subsequent half-days \$200 [*]
 - c) Application to extend time \$200 [3475]
 - d) Application to stay sentence pending appeal \$200 [3483]

APPEALS TO COURT OF APPEAL

35. Appeal to Court of Appeal:
- a) Application to extend time \$400 [3509]
 - b) Against CONVICTION only:
 - i) first half-day \$2,400 [*]
 - ii) subsequent half-days \$800 [*]
 - c) Against SENTENCE only:
 - i) first half-day \$1,200 [*]
 - ii) subsequent half-days \$400 [*]
 - d) Against CONVICTION and SENTENCE:
 - i) first half-day \$3,000 [*]
 - ii) subsequent half-days \$1,000 [*]
 - e) Application to stay sentence pending appeal \$200 [3574]
 - f) Against transfer from Youth Court:
 - i) first half-day \$2,400 [3582]
 - ii) subsequent half-days \$800 [3590]

ALL CATEGORIES OF OFFENCES

APPEAL TO SUPREME COURT OF CANADA

36. Appeal to Supreme Court of Canada:
- a) application for leave to extend time \$800 [3608]
 - b) oral or written application for leave to appeal \$2,000 [3616]
 - c) oral application for leave to appeal when requested following written application \$800 [3624]
 - d) first half-day of hearing appeal \$3,000 [*]
 - e) subsequent half-days of hearing appeal \$1,400 [*]

INCOMPLETE APPEAL

37. Where there is a change of counsel on an appeal or extraordinary remedy, or the appeal is abandoned, bill \$80 per hour to a maximum of 50% of the fee for the first half-day of hearing and indicate the number of hours [3707]



EXTRADITION HEARING
FEES

I

II

III

IV

38. Hearings per half-day \$600 [3830] \$800 [3848]

TARIFF ENTITLEMENT

This section sets out what you are entitled to bill under the tariff for criminal matters, and under what circumstances. Terms in the text that are in bold indicate an entry for that item elsewhere in this section. You must refer to this section when billing.

- Abatement** Treat the same as stay of proceedings.
- Adjournment** Except as set out in tariff item 31, applications for adjournment by the Crown or defence, opposed or consented to, successful or unsuccessful, are not separately billable items. The block fees for terminated charges, guilty pleas and half-days of preliminary hearing and trial include all adjournments.
- Adjournments include applications to traverse.
- Adjournments fees may only be claimed if counsel is attending for a billable item. For example, fees are not billable for adjournments of fix dates, interim remands, etc.
- Appeals** To bill a half-day, witnesses must be called, evidence led, or argument made (not including adjournment applications), or judgment given.
- Application for disposition review** Includes all preparation and appearance where counsel appears for an application for a disposition review under the Young Offenders Act. No fee is payable if the application is on the same half-day as the disposition review.
- Application for release** Under the Young Offenders Act, bill a bail matter where there is no regular duty counsel.
- Bench warrant** Argument about issuing or vacating a bench warrant *is not billable*.
- Co-accused** Co-accused refers to two or more individual jointly charged on a single information.
- In youth court, co-accused include all individuals charged with offences arising out of the same incident.
- Individuals who are jointly charged remain co-accused through all sentencing and disposition review hearings except for bail matters on separate half-days. See show cause. Full fees are payable for the first client, and half fees are payable for each additional co-accused, except in conspiracies, contempt cases, and where the tariff precludes additional payment.
- In conspiracy cases, the rates payable are \$130 for each additional co-accused for each half-day of preliminary hearing or trial. All other fees are billable at half-fee rates.
- In contempt cases, if counsel is representing more than one client, full fees are payable for the first client and an additional maximum of a single half-fee is payable for services rendered on behalf of all additional clients, regardless of the actual number of additional clients represented.

Committal for trial	After an accused has been committed for trial, the matter is treated like a new file for purposes of billing early termination and guilty pleas .
Consent committal	Includes payment for any stays and guilty pleas entered up to and including the half-day of the committal, where the charges stayed or pleaded are on the same information and any guilty plea or stay entered on the same half-day as the committal. <ul style="list-style-type: none"> (a) A consent committal where no witness is called is billed under tariff item 7(a) or (b) (b) A consent committal after some evidence has been heard: <ul style="list-style-type: none"> (i) where a consent committal occurs on a billable half-day of preliminary hearing, the consent committal may not be billed if the half-day is billed; and (ii) where a consent committal occurs after evidence has been heard but on a half-day which is otherwise not billable, it is billed under tariff item 7(c).
Conspiracy	If you act for a single accused charged with conspiracy (either with or without other substantive charges), you may bill under the tariff items for category IV offences. Be sure that a C (for conspiracy) is indicated in front of the LSS offence code on the billing form. <p style="margin-left: 20px;">In conspiracy matters, you may act for more than one co-accused only after confirming arrangements with LSS. For rates, see co-accused.</p>
Contempt cases	In contempt cases, if you are representing more than one client, full fees are payable for the first client and an additional maximum of a single half-fee is payable for services rendered on behalf of all additional clients regardless of the actual number of additional clients represented.
Dangerous offender	For dangerous offender proceedings, bill for category IV offences.
Disclosure court	Vancouver Provincial Court Disclosure Court appearances are billable under tariff item 12(b) and not as a pre-trial conference . <p style="margin-left: 20px;">Disclosure court may be billed with all other items on the half-day including pleas except early termination. It is billable only once per information, and is only billable for indictable offences.</p>
Disposition review	Includes all preparation and appearances to speak to disposition on a date after sentence has been imposed in youth court including applications to transfer to an adult facility. <p style="margin-left: 20px;">To bill a half-day, witnesses must be called, evidence led, argument made (other than an adjournment application), or judgment given.</p> <p style="margin-left: 20px;">Regardless of the number of informations, all pleas, stays, sentencings, bail reviews, application for disposition review, and disposition reviews before the same judge on the same half-day must be combined and billed as one guilty plea or sentencing item or disposition review. Bill for multiple sets of facts where appropriate.</p>
Diversion	See early termination .

Early termination	<p>You may bill early termination where there is a failure to appear (except a failure to appear on a trial date), including a failure to appear on a guilty plea, there is a change of counsel after the client has been interviewed, counsel has appeared in court at least once, or client is a candidate for diversion.</p> <p>Regardless of the number of informations, all changes of counsel and failures to appear before the same judge on the same half-day must be combined and billed as one early termination item.</p> <p>If no charges are laid or no information is sworn, or the client is diverted, bill tariff item 1(a), unless the termination is the result of representations made by counsel to Crown, police, or probation — then bill item 1(b).</p> <p>If Other Fees are claimed for charges on any information, early termination may not be billed, unless the Other Fees are for travel, waivers, bail items, and visits to clients in custody.</p> <p>Bill both custody visits and early termination only if at least one interview or court appearance has occurred on a different date from a custody visit.</p> <p>All waived charges must be treated as if they appear on a single information when billing early termination.</p> <p>If the matter resumes after you have billed early termination, it should be treated like a new file for purposes of billing other tariff items.</p> <p>Bills for a failure to appear may not be submitted until at least one month after the failure to appear.</p>
Extraordinary remedies	<p>Bill under tariff item 32 for proceedings under the Judicial Review Procedures Act and certiorari, habeas corpus, mandamus, or prohibition.</p>
Fitness hearing	<p>Any proceedings in accordance with the CCC section 537, 615, or 803(5)(b) to determine the fitness of an accused to stand trial. Where witnesses are called, bill under tariff item 13(a) and (b). where no witnesses are called and no other court services are billed for the same half-day, bill under tariff item 13(b), except for Disclosure Court.</p>
Fix date in Supreme court	<p>Bill only when counsel has no other court appearance on any LSS matter(s) in the same courthouse during the same half-day except a pre-trial conference on another information. Bill only one fix date fee per information. Bill only one fix date fee for the same half-day in the same courthouse regardless of the number of dates fixed or clients represented.</p> <p>Where counsel is appointed after a date has already been fixed, and an appearance is required before a superior court judge to confirm the date fixed for trial, the confirmation may be treated as a fix date. Otherwise, no confirmation fee is payable.</p>
Guilty pleas	<p>For charges on the same information, fees include payment for any stays entered up to and including the half-day of preliminary hearing, and any guilty pleas on the same half-day.</p> <p>Regardless of the number of informations, all pleas, stays, sentencing, bail matters, disposition reviews, variations of terms of sentences, and variations of peace bonds or probation orders before the same judge on the same half-day, must be combined and billed as one item, for multiple sets of facts where appropriate, unless tariff item 6 applies.</p> <p>Where a guilty plea is entered before the same judge or on the same half-day as trials commence, only the first half-day trial fee may be billed.</p>
Half-day	<p>Means a court sitting either before or after the lunch adjournment.</p>

Information

Means the information upon which the Crown proceeds unless:

- (a) there has been a court ordered severance, or
- (b) the Crown is proceeding separately under one information, or
- (c) the defence has elected separate modes of trial and the judge has permitted the separate elections to stand.

When such severances occur, each severed trial, preliminary hearing, or plea may be treated as occurring on a separate information.

Services on separate informations may be billed separately, subject to the limitations under guilty plea(s), sentencing, and stays.

In superior courts "information" means indictment.

Information numbers must appear on the billing form, and a copy of the information must be submitted with the billing form.

All f.t.a. charges and breach of bail charges arising out of a single incident of failing to appear will be treated as if they were on a single information unless separate trials occur.

An original information and a "C" information will be treated as the same information if the charges on the "C" information include all the charges on the original information or the charges are amended or are lesser included offences or refer to the same facts as the original information.

Junior/Co-counsel

These appointments may be made in exceptional circumstances. See Authorizations in Appendix 1 on page 48 of this booklet.

Jury selection

Jury selection is treated as the beginning of the trial. If there is a change of counsel between jury selection and the calling of evidence on a jury trial, the new counsel may treat the half-day when evidence is first called as the first half-day of trial.

Local lockup

Means any place of incarceration managed by local police or sheriffs. Visits to clients in local lockup may not be billed on the same half-day as any court services for the same client in the same community.

Material witness

Bill under trial or preliminary hearing. Prior authorization is required. See Authorizations list in Appendix 1.

Preliminary hearing

For charges on the same information, preliminary hearing fees include payment for any stays entered up to and including the half-day of the preliminary hearing and any guilty pleas or stays regardless of the number of informations entered on the same half-day.

To bill a half-day, witnesses must be called, evidence led, or argument made (not including adjournment applications), or judgment given.

Application to quash an information before plea, for a judicial stay of proceedings, or to sever before trial, may be billed as the first half-day of trial or preliminary hearing.

Do not include attendances to set further dates.

For a single information, only one preliminary hearing fee may be billed per half-day.

See consent committals where no evidence or witnesses are heard.

Pre-trial conference	<p>Discussion with judge requiring attendance of counsel pursuant to procedures under CCC section 625.1. A pre-trial conference may not be billed for the same half-day on which other court services are billed for charges on the same information except disclosure court.</p> <p style="padding-left: 40px;">See disclosure court.</p>
Prior approval	<p>Where the tariff indicates that prior approval from LSS is required before an item can be billed, it is possible to receive retroactive approval from LSS in unusual situations where the urgency of the matter makes receiving prior approval impractical. To determine what LSS office to contact, see Appendix 1 in this booklet.</p>
Sentencing	<p>After the half-day on which a guilty plea is entered or a finding of guilt is made at trial, this item is billable for subsequent half-days upon which argument is made (other than an adjournment application), sentencing submissions are made, evidence is heard on sentence, or sentence is pronounced. All pleas, stays, sentencing, and variations of terms of sentences or peace bonds, probation orders, bail matters, or disposition reviews before the same judge on the same half-day must be combined and billed as one guilty plea or sentencing item, for multiple sets of facts where appropriate if entitled to bill under item 5. Note that this is billed as an "Other Fee" on the billing form.</p>
Sentencing only	<p>Only to be billed where counsel is retained after the entry of a guilty plea or conviction. All pleas, stays, sentencing, and variations of terms of sentences or peace bonds, probation orders, bail matters, or disposition reviews before the same judge on the same half-day must be combined and billed as one guilty plea or sentencing item, for multiple sets of facts where appropriate. Note that this is billed as an "Other Fee" item on the billing form.</p>
Set(s) of facts	<p>Separate charges against one client which are set for the same half-day in court shall be treated as a single set of facts except:</p> <ul style="list-style-type: none"> (a) offences which occurred on separate dates will be treated as two or more set of facts except where one is a continuing offence (e.g., possession of stolen property charged with theft of the same property); (b) charges which are not continuing offences and meet at least two of the criteria set out below are treated as two or more sets of facts: <ul style="list-style-type: none"> (i) the events are separated by a time gap of at least one hour; (ii) there are two completely different prosecution witnesses testifying to the substantial elements of the offence on each of the two charges; (iii) there are completely different defences or completely different defence witnesses. <p>The Legal Services Society is the final authority on what circumstances constitute separate sets of facts.</p>
Severance	<p>See information.</p>
Show cause	<p>Bill when counsel appears in court or before a justice of the peace and client is in custody, there is argument about release or Crown agrees to release after defence counsel has made representations to the Crown.</p> <p style="padding-left: 40px;">Only one show cause fee may be claimed for a single client before the same judge on the</p>

same half-day (regardless of the number of charges or informations), unless special circumstances result in the hearings being separated by more than one half-hour.

Where counsel speaks to bail for two or more co-accused before the same judge on the same half-day, the normal rule for co-accused fees applies (i.e., full fees for the first co-accused and half fees for each remaining co-accused). Where bail matters are heard on separate half-days or before different judges, full fees are payable for each co-accused.

A show cause may be billed on the same half-day as a trial or preliminary hearing for the same client.

Counsel appointed to act as duty counsel may not bill on a criminal referral for bail services in that court on the same calendar day.

All pleas, stays, sentencing, bail, and variations of terms of sentences or peace bonds or probation or bail orders before the same judge on the same half-day must be combined and billed as a single item, for multiple sets of facts where appropriate.

Stay Includes payment for any stays and guilty pleas entered up to and including the half-day that the stay is entered on charges on the same information and all stays before the same judge on the same half-day regardless of the number of informations.

Bill where the client has been interviewed or counsel has appeared in court at least once, and all outstanding charges, convictions, and acquittals on one information are stayed by the Crown (date of stay must appear on billing form). If some charges on an information are stayed while other proceed to trial, preliminary hearing, consent committal, or pleas, bill under either the first half-day of trial, preliminary hearing, or guilty plea items.

Included within stays of proceedings for purposes of this tariff are abatement, withdrawals, and, on trial date, Crown called no evidence.

Transfer application Includes all preparation, adjournments, remands, interviews, attendances, and preparation for hearing of a transfer application under the Young Offenders Act. On transfer applications one fee is payable for all informations, heard before the same judge on the same half-day.

Reviews of youth court transfer applications pursuant to section 16(9) of the Young Offenders Act in Supreme Court may be billed under tariff item 34(a).

Travel fees Where Other Fees are billed for a day when a travel claim is made, the maximum travel fee is \$200 on that date.

Otherwise the maximum travel fee is \$400 on one day. Travel fees are paid per trip, not per client.

Travel disbursements may also be billed subject to the limitations in the section on disbursements in this booklet.

Travel fees are not payable when travelling only to fix a date.

Trial For charges on the same information, trial fees include payment for any stays entered up to and including the half-day of trial and any guilty pleas and stays entered on the same half-day regardless of the number of informations.

To bill a half-day, witnesses must be called, evidence led, argument made (not including adjournment applications), judgment given, or counsel must be waiting for a jury verdict.

Applications to quash an information before plea, for a judicial stay of proceedings, or to sever before trial, may be billed as the first half-day of the trial or preliminary hearing.

Applications for peace bonds under CCC section 810 may be billed as a trial.

Do not include any half-day after a finding of guilt is made (see sentencing, billed under tariff item 6) or attendance is to set further dates.

For a single information, only one trial fee may be billed per half-day.

Trial date	Means the date set by the court for commencement of trial, preliminary hearing, or fitness hearing with witnesses.
Visits to clients in custody	Bill only one fee per date, regardless of the number of visits made. Visits to clients in local lockup may not be billed on the same half-day as any other court services are billed for the same client in the same community.
Waiving in	<p>Billable by counsel who makes arrangements for the waiving out of charges if no other LSS appointed lawyer is billing for the same charges to be waived in.</p> <p>Only one fee is payable for each jurisdiction from which charges are waived, regardless of the number of informations, sets of fact, or charges. The names of the jurisdictions should be indicated on the referral form.</p> <p>All waived charges must be treated as if they appear on a single information when billing early termination.</p>
Withdrawal of charges	Treated the same as stay of proceedings.

DISBURSEMENTS

IMPORTANT

- You are responsible for paying all disbursements for each case. To be reimbursed for these expenses, make sure you include each disbursement on the billing form. The Legal Services Society cannot guarantee payment of items left off the billing form.
- You must request authorization for disbursements that exceed the limits noted in this section *before* you incur them.
- Billing codes for each disbursement are in square brackets. Include codes with all items to speed payment of your account.
- Attach copies of receipts or invoices for items exceeding \$100 and copies of special authorization letters to your billing form.
- You are not authorized to bind the Legal Services Society to any contract for disbursements.
- If you run out of space, use a photocopy of the form in Appendix 4 of this booklet.

ACCOMMODATION

Claim actual cost up to \$65 per night plus taxes.
Please request B.C. government personnel rates. [661]

CAR RENTAL

Prior approval is required from the tariff accounts department. [2022]

COMPUTER ASSISTED LEGAL RESEARCH

Prior approval is required from the tariff accounts department if the cost is over \$100. [2212]

COURIER SERVICES

Reimbursed for emergencies only. Claim at cost. [893]

EXPERTS' REPORTS AND TESTIMONY

One medical report or one medical specialist's report may be obtained without prior authorization from the tariff accounts department. The author of the report may testify without prior authorization at the rates set out below for special fee arrangements. You must obtain prior authorization for expenses in excess of the amounts set out and for subsequent reports. Experts must indicate their hours on their bills.

ONE REPORT WITHOUT PRIOR AUTHORIZATION:

Physician must rely on the guidelines set out in the BCMA Guide to Fees.

- Form completion or simple letter reporting on patient's condition
B.C. Medical Association Guide to Fees, item A0070 \$76.00
- Medico-legal letter
BCMA Guide to Fees, item A0071 \$138.00
- Medico-legal report
BCMA Guide to Fees, item A0072 \$350.00

YOU MUST OBTAIN PRIOR AUTHORIZATION FOR THE FOLLOWING SPECIAL FEE ARRANGEMENTS:

Medico-legal opinion	BCMA Guide to Fees, item A0073	\$545.00	[1578]
Non-medical reports	\$ 65/hour preparation/court time		[1610]
	\$40/hour travel time plus expenses		[1719]
Psychologists	\$ 88/hour preparation/court time		[1626]
	\$54/hour travel time plus expenses		[1735]
General practitioners (if required to testify)	\$108/hour preparation/court time		[1651]
	\$65/hour travel time plus expenses		[1250]
Psychiatrists, pathologists, and other specialists for special assessments and testimony	\$126/hour preparation/court time		[1677]
	\$77/hour travel time plus expenses		[1776]

Blood alcohol expert report - [2071]
Obtain authorization if the cost of the report is over \$250 or if travel is required.

Experts expenses are paid as follows:

- Mileage in excess of 50 km is paid at 26¢ per km.
- Reasonable meal expenses are paid up to \$29 per day.
- Receipts are required for hotels, taxis, airline tickets, and long distance telephone calls.

FAX COSTS

Reimbursed for emergencies only. Claim —

- (a) the office rate up to 15¢ per page for receiving a fax, or
- (b) long distance charges when sending a fax, or
- (c) the cost paid to an arm's length third party. [1313]

INTERPRETING AND TRANSLATION

Outside services are required. The following groups may be able to refer you to an interpreter, or check Community Services/Translation in the white pages of the telephone directory.

LANGUAGE INTERPRETATION

- (a) In Greater Vancouver, MOSAIC at 254-9626.
- (b) Elsewhere in B.C., Certified Legal Interpreters of B.C. at 689-3611, or the B.C. Professional Legal Interpreters at 879-0414.

HEARING IMPAIRED

In Greater Vancouver, apply to:
 Western Institute for the Deaf
 2125 W. 7th Avenue
 Vancouver, B.C. V6K 1X9
 Phone: 736-7391

Claims are allowed at \$25 per hour for interpretation (rounded to the nearest half-hour) or 19¢ per English word for translation. We pay by the hour or word only; no minimum charges are accepted. Get prior authorization from the tariff accounts department for translation costs that exceed \$500. Provide receipts for all services that exceed \$100. [877]

**DISBURSEMENTS FOR INTERPRETING
 LANGUAGES AND HEARING IMPAIRED**

PROVINCIAL COURTS**SUPREME AND
 APPEAL COURTS**

Criminal Proceedings			Civil Proceedings	
For Accused in court	For Accused for interviews	For Witnesses (court and interviews)	For Respondent or Plaintiff	For Witnesses (court and interviews)
Free*	•	•	Free**	•
Free*	•	•	•	•

*On notice to Crown Counsel or Court Administrator

**On notice to Court Administrator

• Outside services required

MAILING COSTS

Claim the actual cost of special delivery or registered mail. Regular post office mail charges are not reimbursed. [869]

MEALS

Claim up to \$6.50 for breakfast;
 \$8.00 for lunch;
 \$14.00 for dinner;

Meals may be claimed only if the case is out of town (80 km one way) or if late sitting is required. [463]

OTHER

An expense that is not described elsewhere in this section and that exceeds \$75 requires prior authorization from the tariff accounts department. Please describe the disbursement when billing and submit a copy of your authorization letter from LSS. [737]

PARKING

Claim only when traveling to a hearing out of the city where you practise. [2014]

PHOTOCOPYING

Claim office rate or actual cost
 - up to 15¢ per page at the office [471]
 - 30¢ per page at the courthouse [497]

SKIP TRACING

Pay skip tracing accounts and claim as a disbursement. If the cost will exceed \$195, obtain prior authorization from the tariff accounts department. [356]

TELEPHONE CALLS

Claim for actual cost of long distance calls only. If the total bill exceeds \$100, provide a log (a photocopy is sufficient). [836]

TRANSCRIPTS AND COURT REPORTERS

Transcript costs are paid directly by LSS and may not be billed on the billing form. You will not be billed for transcripts and the attendance of court reporters if you obtain the proper authorization before each service is required. If you do not obtain prior consent from LSS, we must refuse to pay any disbursement billings for transcripts.

CONTACT THE REFERRING LSS BRANCH OFFICE FOR THE FOLLOWING ITEMS:

- for the transcript of show cause hearings or bail reviews
- for transcripts necessary for summary conviction appeals to the Supreme court
- for a second copy of the transcript of a preliminary hearing or one day of trial

CONTACT THE TRANSCRIPT CO-ORDINATOR AT LSS HEAD OFFICE FOR ANY OTHER MATTERS, INCLUDING:

- transcript of any proceeding for cases referred by an area director
- transcripts of a lengthy trial
- daily transcripts of trial or preliminary
- expedited transcripts of any proceedings
- an original transcript

FOR TRANSCRIPT REQUEST FOR APPEALS, CALL THE APPEALS CO-ORDINATOR AT HEAD OFFICE.

TRAVEL

Out-of-town counsel are paid on a "no travel" basis (no travel fees or disbursements for meals and meterage) when local counsel are available. Out-of-town counsel are paid travel fees and disbursements when local counsel is not available.

Claim 26¢ per km for automobile travel only when the destination is outside the city or municipality where you practise. Provide the date, destination, and distance. [968]

Bus, train, ferry, and taxi - claim actual cost. Provide date and destination. [562]

Air fare - Claim current economy rate. Provide date and destination. [455]

Highway tolls. [745]

WESTERN LEGAL PUBLICATION [489]

WITNESSES' EXPENSES

Apply for authorization by letter or telephone to the tariff accounts department. No applications for lost wages will be considered. [695]

GUIDE TO BILLING UNDER THE TARIFF FOR CRIMINAL MATTERS

IMPORTANT

- Submit a billing form even if you are not claiming any fees or disbursements.
- Submit a copy of the information or the indictment.
- If you are billing for multiple sets of facts, indicate the criteria upon which you are relying.
- Carefully enter codes to speed the processing of your account.
- Enter dollars and cents for all money amounts.
- The circled numbers in the instructions correspond to the circled numbers on the sample billing form opposite the instruction.

TO COUNSEL: Your acceptance of this referral constitutes your agreement to provide the legal services specified below at the Legal Services Society tariff or fees in effect as of the date of assignment on this file, subject to the terms and conditions set out in the current Legal Services Society NOTICE TO ALL REFERRAL COUNSEL and TARIFF FEES. You further agree that changes in terms and conditions of this engagement of your services subsequently published in the Law Society Bulletin or any Notice to Referral Counsel mailed by the Legal Services Society shall take effect on a date subsequent to their publication, to be specified at the time of publication.

LEGAL SERVICES SOCIETY
24 BRITISH COLUMBIA

Criminal Law Referral

SPECIAL INSTRUCTIONS

CLIENT NAME _____

CLIENT ADDRESS _____
Phone No. _____

FILE NUMBER **4**
Legal Services Society - (Print) _____
DATE OF ASSIGNMENT: Day _____ Month **5** Year _____
COURT LOCATION **6**
BILLING FOR USE OF ACCUSED: Number of Co-accused _____
FILE NUMBER OF ONE **10**
REFERRING OFFICE _____
Lawyer Number **3**
Ensure this number is correct

NOTE: Client must pay \$ **7** 00 to Counsel as a non-refundable contribution.

Number of Additional Charges unrecorded **8**

No. of Charges	1st Charge	2nd Charge	3rd Charge	4th Charge	5th Charge	6th Charge
11 NAME OF OFFENCE (write in)	12					
LEGAL SERVICES OFFENCE CODE (see back of this form). Indicate if A/C 13	A/C	A/C	A/C	A/C	A/C	A/C
DATE OF ALLEGED OFFENCE 14	Day Month Year	Day Month Year	Day Month Year	Day Month Year	Day Month Year	Day Month Year
INFORMATION OR INDICTMENT NUMBER 15	Number	Same, or other number	Same, or other number	Same, or other number	Same, or other number	Same, or other number
LEGAL SERVICES CODE (SEE BACK PAGE) 16	A/C	A/C	A/C	A/C	A/C	A/C
RESULTS	17 PRIOR TO HEARING No charge sworn Failure to appear Change of Lawyer Withdrawal/Stay Diversion					
	18 PRELIMINARY HEARING Failure to appear Change of Lawyer Withdrawal/Stay Consent/Commitment Committed to Trial Discharged Incomplete					
	19 GUILTY PLEA OR TRIAL Failure to appear Change of Lawyer Withdrawal/Stay Guilty Plea Acquitted Found Guilty Incomplete					
SENTENCE	JAIL TIME	PROBATION TIME	FINE			
20 DISCHARGE SUSPENDED NO SENTENCING	Conditional Absolute					

COURT LEVEL: Provincial **21** (Youth/Adult), Supreme, Judge, Jury, Other

Incomplete Matter: Bill here for Tariff items 1(a), 2, 10(a). DATE OF STAY **22** Failure to Appear or Change of Counsel. Check here if ON TRIAL DATE

Guilty Plea: Bill here for Tariff items 5(a)(b), 10(b). Bill item 3 in 'Other Fees' section. DATE OF GUILTY PLEA **23**

Preliminary Hearing: Bill here for Tariff items 7(a)(b), 8, 9. Bill item 4, 7c in 'Other Fees' section. **24** Total 1/2 days in pre-trial. Date of first hearing day. Number of 1/2 days on first date. 1st Calendar Day Billing

Trial: Bill here for Tariff items 8 and 9. Bill item 4 in 'Other Fees' section. **25** Total 1/2 days trial. Date of first trial day. Number of 1/2 days on first date. 1st Calendar Day Billing

MULTIPLE SETS OF FACTS: If billing, attach clear explanation of criteria met. See Tariff Notes - Sets of Facts. Sub Total **26**

Description	# Units	Date	Code	Fee	Description	Date	Code	Fee
26								

TOP SECTION OF THE BILLING FORM

This information is completed by the referring office. Do not make any changes except as noted.

1 SPECIAL INSTRUCTIONS

Special instructions may limit the tariff items that you may bill. For example, the billing form may specify "No travel fees." If there are special instructions, you must obtain written consent from the referring office or head office to expand your instructions.

2 NAME OF LAWYER/ADDRESS OF LAWYER

If you are not the lawyer named on the form, and you are entitled to payment, substitute your name for the name on the form. Contact the referring office to transfer the billing to your name.

If your address has changed, advise the accounts payable department of LSS and the referring office in writing of your new address.

3 LAWYER NUMBER

If you are the lawyer named on the form, check that your lawyer number is correct. If it is not, correct it. Errors in this number can result in payment to the wrong lawyer. If you are not the lawyer named on the form, and you are entitled to payment, substitute your number for the one on the form. Contact the referring office to transfer the billing to your name.

4 FILE NUMBER

Because of the large number of accounts handled by Legal Services, the client file number at the top of the referral form is very important. Ensure that you keep a record of this number and refer to it in all correspondence with LSS.

5 DATE OF ASSIGNMENT

The date of assignment is the effective referral date for the file. You will be paid according to the tariff in effect on the date of assignment of the file. Bill according to the applicable tariff.

LSS will not pay for services performed before the date of assignment unless they have been authorized by LSS. You must obtain authorization in writing from the referring office, or you must have a prior agreement with an LSS office or area director to represent an eligible applicant in a remote area of the province.

When you are billing for services performed before the date of assignment, be sure to include the written authorization with your billing form.

6 COURT LOCATION

Change court location if it is incorrect.

7 CLIENT CONTRIBUTION

At the time a client applies for legal aid, the referring LSS office assesses the client a non-refundable contribution (or user fee). The amount the client must pay is written on the line "client must pay \$_____ to counsel as a non-refundable contribution."

The contribution paid by the client must be deducted from your bill (see Total Account section below). If you have been unable to collect the full amount, deduct the amount collected. You must also give the client a receipt for the amount collected, indicating you have provided services that can be billed under the tariff.

8 NUMBER OF ADDITIONAL CHARGES UNRECORDED

If there are more than six charges, indicate in this space how many more there are. (See 11 below.)

9 NUMBER OF CO-ACCUSED

If the number is incorrect or has been omitted, correct or complete and phone the referring office with the information.

10 FILE NUMBER OF ONE

If you know the LSS file number of a co-accused, write it in.

TO COUNSEL: Your acceptance of this referral constitutes your agreement to provide the legal services specified below at the Legal Services Society level of fees in effect as of the date of assignment to the fee, subject to the terms and conditions set out in the current Legal Services Society NOTICE TO ALL REFERRAL COUNSEL and TARIFF OF FEES. You further agree that changes in tariffs and conditions of this engagement of your firm are the responsibility of your firm. Any changes in tariffs and conditions of this engagement of your firm must be published in the Legal Society Bulletin or any Notice to Referral Counsel issued by the Legal Services Society shall have effect on a date subsequent to their publication to be specified at the time of publication.

SPECIAL INSTRUCTIONS

CLIENT NAME: _____ CLIENT ADDRESS: _____ Phone No.: _____

FILE NUMBER: _____

DATE OF ASSIGNMENT: Day _____ Month _____ Year _____

COURT LOCATION: _____

REFERRING OFFICE: _____

Legal Services Society - (Print) _____

DATE OF ASSIGNMENT: Day _____ Month _____ Year _____

LEGAL SERVICES SOCIETY - (Print) _____

DATE OF ASSIGNMENT: Day _____ Month _____ Year _____

COURT LOCATION: _____

REFERRING OFFICE: _____

Legal Services Society - (Print) _____

DATE OF ASSIGNMENT: Day _____ Month _____ Year _____

COURT LOCATION: _____

REFERRING OFFICE: _____

No. of Charges referred	1st Charge	2nd Charge	3rd Charge	4th Charge	5th Charge	6th Charge
NAME OF OFFENCE (write in)						
LEGAL SERVICES OFFENCE CODE (see back of this form). Indicate if A/C						
DATE OF ALLEGED OFFENCE						
INFORMATION OR INDICTMENT NUMBER						
LEGAL SERVICES CODE (REDUCED CHARGE)						

RESULTS	1st Charge	2nd Charge	3rd Charge	4th Charge	5th Charge	6th Charge
17 PRIOR TO HEARING No charge sworn Failure to appear Change of Lawyer Withdrawal/Stay Diversion						
18 PRELIMINARY HEARING Failure to appear Change of Lawyer Withdrawal/Stay Consent Committal Committed to Trial Discharged Incomplete						
19 GUILTY PLEA OR TRIAL Failure to appear Change of Lawyer Withdrawal/Stay Guilty Plea Acquitted Found Guilty Incomplete						
20 SENTENCE JAIL TIME PROBATION TIME FINE DISCHARGE SUSPENDED NO SENTENCING						

COURT LEVEL
Provincial Supreme Judge Justice Other

Incomplete Matter
DATE OF DAY OF FAILURE TO APPEAR OR CHANGE OF COUNSEL: _____

Guilty Plea
DATE OF GUILTY PLEA: _____

Preliminary Hearing
DATE OF FIRST HEARING: _____

Trial
DATE OF FIRST TRIAL DAY: _____

OTHER FEES

Date	Code	Description	# Units	D	M	Y	am	pm	Fee

OFFENCE INFORMATION

11 NUMBER OF CHARGES REFERRED

The billing form which you receive shows all the charges of which LSS is aware on the date of assignment. If there are additional charges, please read item 12 below carefully.

12 NAME OF OFFENCE

If the charges have been described incorrectly on the billing form, cross out the charge noted and write in the correct charge and offence code (see back cover or page 6 for offence codes). If there are additional charges not listed, do one of the following:

- (a) If there are additional charges on the same information, you may add them to your billing without getting special authorization.
- (b) If there are additional charges on a different information within six months of the date of assignment, contact the referring office. Before providing service, you must obtain authorization from the referring office to add new charges on different informations (use the form in Appendix 3).
- (c) If there are additional charges on a different information more than six months after the date of assignment, the client must reapply for legal aid.

13 LEGAL SERVICES OFFENCE CODES

You must fill in a code for each offence charged. See the back cover of this booklet for the offence codes. Also, in the A/C box, circle A for attempt or C for conspiracy.

14 DATE OF ALLEGED OFFENCE

Include day, month, and year. It is very important that you fill this out completely.

15 INFORMATION OR INDICTMENT NUMBER

You must provide the information number for each charge and a copy of the information or the indictment before your account can be processed. Fees may depend on how many informations are involved. Mark the box beside "same" for each charge included on the same information. *Do not use the police file number.*

16 LEGAL SERVICES CODE (REDUCED CHARGE)

If the charge has been reduced, write in the code number for the reduced charge. See the back cover of this booklet for the offence codes. In the A/C box, circle A for attempt or C for conspiracy.

TO COUNSEL: Your acceptance of this referral constitutes your agreement to provide the legal services specified below at the Legal Services Society tariff in effect as of the date of assignment on this fee, subject to the terms and conditions set out in the current Legal Services Society NOTICE TO ALL REFERRAL COUNSEL and TARIFF OF FEES. You further agree that changes, additions and conditions of pre-employment of your services as set forth in the Law Society Bulletin or any Notices to Referral Counsel issued by the Legal Services Society shall not affect on a date subsequent to their publication, to be completed at the time of publication.

SPECIAL INSTRUCTIONS

CLIENT NAME 1 CLIENT ADDRESS

Phone No. 20

FILE NUMBER 4

Legal Services Society - Phone

DATE OF ASSIGNMENT 5
Day Month Year

COURT LOCATION 6

Legal Services Society - Lawyer Number 3
Ensure this number is correct

LEGAL SERVICES SOCIETY ADDRESS 9
Number of Co-assigned FILE NUMBER OF ONE 10

REFERRING OFFICE

NOTE: Client must pay \$ 7 to Counsel as a non-refundable contribution. Number of Additional Charges anticipated 8

No. of Charges Reported	NAME OF OFFENCE (write in)	1st Charge	2nd Charge	3rd Charge	4th Charge	5th Charge	6th Charge
11	13	12					
LEGAL SERVICES OFFENCE CODE (see back of this form) Indicate if alternate A/C		A/C	A/C	A/C	A/C	A/C	A/C
DATE OF ALLEGED OFFENCE		14					
INFORMATION OR INDICTMENT NUMBER		15					
LEGAL SERVICES CODE (if EDITED CHARGE)		16	A/C	A/C	A/C	A/C	A/C

RESULTS

	PRIOR TO HEARING 17	PRELIMINARY HEARING 18	GUILTY PLEA OR TRIAL 19	1st Charge	2nd Charge	3rd Charge	4th Charge	5th Charge	6th Charge
SENTENCE	JAIL TIME PROBATION TIME FINE DISCHARGE <input type="checkbox"/> Conditional <input type="checkbox"/> Absolute SUSPENDED NO SENTENCING								
				\$ _____ 00	\$ _____ 00	\$ _____ 00	\$ _____ 00	\$ _____ 00	\$ _____ 00

COURT LEVEL

Provincial 21 Youth Adult Supreme Judge Jury Other

Incomplete Matter 22

Bill here for Tariff items 1(a), 2, 10(a)

DATE OF BILL for Failure to Appear or Change of Counsel _____ am pm

Check here if ON TRIAL DATE

Guilty Plea 23

Bill here for Tariff items 5(a)(b), 10(b)

DATE OF GUILTY PLEA _____ am pm

Preliminary Hearing 24

Bill here for Tariff items 7(a)(b), 8, 9

Total 1/2 days _____ Date of first hearing day _____ am pm

Number of 1/2 days on first date _____ 1st Calendar Day Billing \$ _____

Trial 25

Bill here for Tariff items 8 and 9

Total 1/2 days _____ Date of first trial day _____ am pm

Number of 1/2 days on first date _____ 1st Calendar Day Billing \$ _____

MULTIPLE SETS OF FACTS - If billing, attach clear explanation of criteria met. See Tariff 8a-Notes - Sets of Facts

OTHER FEES

Description	# Units	Date	Code	Fee	Description	# Units	Date	Code	Fee
26				\$ _____					\$ _____

RESULTS

Note that results are divided into three sections — prior to hearing, preliminary hearing, and guilty plea or trial. Be sure to mark results in the correct category. More than one result may be appropriate for a single charge — be sure to mark all appropriate boxes.

17 PRIOR TO HEARING

If a matter terminated prior to hearing, indicate the reason in this section.

18 PRELIMINARY HEARING

If a matter terminated on the date set for a preliminary hearing (even if it did not proceed), indicate the reason in this section.

If you appeared and were prepared to go ahead on a date set for trial, and the matter did not proceed, make sure you indicate this in the section of the billing form called **Incomplete Matter** (see 22 below) by marking the box beside "On trial date."

19 GUILTY PLEA OR TRIAL

If a matter terminated on the date set for a guilty plea or trial (even if it did not proceed), indicate the reason in this section.

If you appeared and were prepared to go ahead on a date set for trial, and the matter did not proceed, make sure you indicate this in the section of the billing form called **Incomplete Matter** (see 22 below) by marking the box beside "On trial date."

SENTENCE

20 SENTENCE

Be sure to enter all sentence information for each charge. For example, a sentence might include concurrent time, jail — six months, followed by probation time — two years. Two years less a day should be written as 729 days.

Be sure to provide all sentencing information or your form will be returned.

COURT LEVEL

21 COURT LEVEL

Mark only the highest court level involved. If client was charged under the Young Offender Act, be sure to check the box "Provincial Court — Youth."

TO COUNSEL: Your acceptance of this referral constitutes your agreement to provide the legal services specified below at the Legal Services Society tariff of fees in effect as of the date of assignment on this file, subject to the terms and conditions set out in the Legal Services Society **NOTICE TO ALL REFERRED COUNSEL** and **TARIFF OF FEES**. You further agree that changes in rates and conditions of assignment of your services as announced in the Law Society Bulletin or any notice to Referring Counsel mailed by the Legal Services Society shall also affect on a date subsequent to their publication to be specified at the time of publication.

LEGAL SERVICES SOCIETY

Criminal Law Referral

SPECIAL INSTRUCTIONS

CLIENT NAME: _____ CLIENT ADDRESS: _____ Phone No: _____

FILE NUMBER: _____

DATE OF ASSIGNMENT: Day _____ Month _____ Year _____

COURT LOCATION: _____

REFERRING OFFICE: _____

DATE OF ALLEGED OFFENCE: Day _____ Month _____ Year _____

LEGAL SERVICES CODE (SEE BACK OF THIS FORM): _____

LEGAL SERVICES OFFENCE CODE (SEE BACK OF THIS FORM): _____

DATE OF ALLEGED OFFENCE: _____

INFORMATION OR INDICTMENT NUMBER: _____

LEGAL SERVICES CODE (SEE BACK OF THIS FORM): _____

RESULTS	NAME OF OFFENCE (write as if referred)	1st Charge	2nd Charge	3rd Charge	4th Charge	5th Charge	6th Charge
		LEGAL SERVICES OFFENCE CODE	LEGAL SERVICES OFFENCE CODE	LEGAL SERVICES OFFENCE CODE	LEGAL SERVICES OFFENCE CODE	LEGAL SERVICES OFFENCE CODE	LEGAL SERVICES OFFENCE CODE
PRIOR TO HEARING	Failure to appear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change of Lawyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Withdrawal/Stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRELIMINARY HEARING	Failure to appear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change of Lawyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Withdrawal/Stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GUILTY PLEA OR TRIAL	Failure to appear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change of Lawyer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Withdrawal/Stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENTENCE	JAIL TIME						
	PROBATION TIME						
	FINE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
DISCHARGE	Conditional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Absolute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUSPENDED	Conditional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Absolute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO SENTENCING	Conditional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Absolute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COURT LEVEL	Provincial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Supreme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Incomplete Matter Bill here for Tariff items 1(a), 2, 10(a) DATE OF Stay or Failure to Appear or Change of Counsel: _____ am pm Check here if ON TRIAL DATE \$ _____

Guilty Plea Bill here for Tariff items 5(a)(b), 10(b) Bill item 3 in "Other Fees" section DATE OF GUILTY PLEA: _____ am pm \$ _____

Preliminary Hearing Bill here for Tariff items 1(a)(b), 8, 9 Bill item 4, 7c in "Other Fees" section. Total 1/2 days: _____ Date of first hearing: _____ am pm Number at 1/2 days on first date: _____ 1st Calendar Day Billing: \$ _____

Trial Bill here for Tariff items 8 and 9 Bill item 4 in "Other Fees" section. Total 1/2 days: _____ Date of first trial: _____ am pm Number at 1/2 days on first date: _____ 1st Calendar Day Billing: \$ _____

SUBSEQUENT DATES: (You must list all 1/2 days. Use a photocopy of Date Record Form on the last page of tariff book.)

Second Day: _____ am pm Third Day: _____ am pm Number at 1/2 days after first date: _____ Fee: \$ _____

Second Day: _____ am pm Third Day: _____ am pm Number at 1/2 days after first date: _____ Fee: \$ _____

MULTIPLE SETS OF FACTS - If billing, attach clear explanation of criteria met. See Tariff 83-Notes - Sets of Facts. Sub Total: \$ _____

OTHER FEES

Description	# Units*	Date	Code	Fee	Description	# Units*	Date	Code	Fee
				\$ _____					\$ _____

BILLING

The remainder of the referral form is for billing purposes. Here are some general points to remember:

- * Multiple dispositions can be billed on one form. You may require an additional billing form if you have two dispositions of the same type on different dates (e.g., two trials or two guilty pleas). Ask for another billing form from the referring office.
- * See the list of offence categories on page 6 for applicable category to bill under.
- * Bill at the higher category rates for charges that begin at a higher category but are disposed of as lesser included charges.

INCOMPLETE MATTER

22 INCOMPLETE MATTER (EARLY TERMINATION)

See tariff items 1, 2, and 10(a) for amounts you may bill.

When billing for an incomplete matter, make sure you indicate the actual result in the appropriate RESULTS section of the billing form. We must know the reason it is incomplete.

Indicate the date that the matter was terminated.

Do not submit bills for a failure to appear until at least one month after the failure to appear.

If a matter was terminated on the half-day set for trial, indicate whether trial was set for a.m. or p.m., and mark the box beside "on trial date." If the date of termination was not the half-day set for trial, do not mark that box.

GUILTY PLEA

23 GUILTY PLEA

See tariff items 5(a) and (b), 10(b) for amounts you may bill (bill tariff item 3 under Other Fees).

Guilty plea(s) includes payment for any stays entered up to and including the half-day of plea on charges on the same information.

Information numbers must appear on the billing form.

LEGAL

RESULTS

RESULTS	17 PRIOR TO HEARING No charge sworn Failure to appear Change of Lawyer Withdrawal/Stay Dismissed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18 PRELIMINARY HEARING Failure to appear Change of Lawyer Withdrawal/Stay Consent/Commitment Committed to Trial Discharged Incomplete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19 GUILTY PLEA OR TRIAL Failure to appear Change of Lawyer Withdrawal/Stay Guilty Plea Acquitted Found Guilty Incomplete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SENTENCE	JAIL TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	PROBATION TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	FINE	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
	DISCHARGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SUSPENDED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	NO SENTENCING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COURT LEVEL: Provincial **21** Supreme Judge Jury Other

Incomplete Matter: Bill here for Tariff Items 1(a), 2, 10(a) DATE OF: Day of Failure to Appear or Change of Counsel **22** Day Month Year am pm Check here if ON TRIAL DATE

Guilty Plea: Bill here for Tariff Items 5(a)(b), 10(b) DATE OF GUILTY PLEA **23** Day Month Year am pm

Preliminary Hearing: Bill here for Tariff Items 7(a)(b), 8, 9 in "Other Fees" section SUBSEQUENT DATES: **24** Total 1/2 days in prelim. Date of first hearing day am pm Number of 1/2 days on first date 1st Calendar Day Billing Fee

Trial: Bill here for Tariff Items 8 and 9 in "Other Fees" SUBSEQUENT DATES: **25** Total 1/2 days of trial. Date of first trial day am pm Number of 1/2 days after first date 1st Calendar Day Billing Fee

OTHER FEES

Description	# Units*	Date	Code	Fee	Description	# Units*	Date	Code	Fee
26				\$					\$
				\$					\$
				\$					\$
				\$					\$

DISBURSEMENTS

Itemize	Code	Amount
Photocopying <input type="text"/> Pages x 25¢ per page	471	
Meterage <input type="text"/> km x 26¢ per km	968	
Phone Calls (Long Distance Only) 27	836	
Sub Total 27	\$	

TOTAL ACCOUNT

Account by: Interim <input type="checkbox"/> Final <input type="checkbox"/> 28	Fees Sub Total 31	LSS/CLO STAFF ONLY Case Time (hrs. & 10ths) Staff Lawyer Arranged System LSS/Para Legal Volunteer City Legal Asst. Other SUPERVISED <input type="checkbox"/> Yes <input type="checkbox"/> No
No Account 29	Other Fees Sub Total 30	
Private Payment (G-8) <input type="checkbox"/>	Disbursements Sub Total 32	
See LSS form # <input type="checkbox"/>	Less Contributions \$	
Other <input type="checkbox"/>	SUB TOTAL \$	
Send top two copies to - LEGAL SERVICES SOCIETY Box 6, Ste. 300 1140 W. Parlier St. Vancouver, B.C. V6E 4G1 30		
LAWYER Signature 33 Lawyer's GST Registration # 34 Day Month Year 35 Billing Date		

LAWYER: SEND TO L.S.S. TARIFF ACCOUNTS

PRELIMINARY HEARING

24 PRELIMINARY HEARING

See tariff items 7(a) and (b), 8, and 9 for amounts you may bill.

You must list all dates you were in court, whether a.m., p.m., or both. Make sure you indicate separate half-days — this will affect your payment.

You may bill three days on the form. If you were in court more than three days, list additional days on a photocopy of the blank form in

Appendix 4 of this booklet and attach it to the billing form. The amounts you write in boxes marked (A) should include fees for the dates on the additional sheet.

Multiple dispositions can be billed on one form. You may require an additional billing form if you have two dispositions of the same type on different dates (e.g., two trials or two guilty pleas). Ask the referring office for another billing form (use the blank form in Appendix 3).

TRIAL

25 TRIAL

See tariff items 8 and 9 for amounts you may bill.

You must list all dates you were in court, whether a.m., p.m., or both. Make sure you indicate separate half-days — this will affect your payment.

You may bill three days on the form. If you were in court more than three days, list additional days on a photocopy of the blank form in

Appendix 4 of this booklet and attach it to the billing form. The amounts you write in boxes marked (A) should include fees for the dates on the additional sheet.

Multiple dispositions can be billed on one form. You may require an additional billing form if you have two dispositions of the same type on different dates (e.g., two trials or two guilty pleas). Ask the referring office for another billing form (use the blank form in Appendix 3).

OTHER FEES

26 OTHER FEES

See tariff items 3, 4, 6, 7(c), and 11 through 38 for amounts you may bill.

For each item (for example, visits to a client in custody), enter

- a brief description
- the number of half-days or units involved
- the day — including a.m. or p.m.— on which the service was rendered

- the tariff code for the particular service
- the fee

If you need more space to list Other Fees, use a photocopy of the blank form in Appendix 4 of this booklet. Enter items in chronological sequence and attach the sheet to the referral form.

Sub Total (B) on the billing form should include all Other Fees on additional sheets.

Remember to attach copies of any authorization letters from LSS.

DISBURSEMENTS

27 DISBURSEMENTS

Disbursements are covered separately in the section beginning on page 31 of this booklet.

RESULTS

17 PRELIMINARY HEARING

18 GUILTY PLEA OR TRIAL

19 JAIL TIME

PROBATION TIME

FINE

20 DISCHARGE
SUSPENDED
NO SENTENCING

COURT LEVEL

Provincial **21** Adult Supreme Judge Jury Other

Incomplete Matter

Bill here for Tariff items 1(a) & 1(a)(s) **22** DATE OF FAILURE TO APPEAR OR CHANGE OF COUNSEL

Guilty Plea

Bill here for Tariff items 2(a)(b) & 2(b) **23** DATE OF GUILTY PLEA

Preliminary Hearing

Bill here for Tariff items 7(a)(i), 8, 9 & 10 in "Other Fees" section **24**

Trial

Bill here for Tariff items 8 and 9 **25**

OTHER FEES

Sub Total **26**

Description	# Units	Date	Code	Fee	Description	# Units	Date	Code	Fee
26									

DISBURSEMENTS

Photocopying	Pages x 25¢ per page	471
Mileage	km x 29¢ per km	968
Phone Calls (Long Distance Only)		836
27		
Sub Total 27		

TOTAL ACCOUNT

Account is: Interim Final **28**

No Account **29**

Private Retainer (See G-8)

See LSS file # _____

Other

Send top two copies to -
LEGAL SERVICES SOCIETY
Box 6, Ste. 300
1140 W. Pender St.
Vancouver, B.C.
V6E 4G1 **30**

Fees Sub Total **31**

Other Fees Sub Total **32**

Disbursements Sub Total

Sub Total

Less Contributions \$ ()

SUB TOTAL

G.S.T.

Total Account

LSS/CLO STAFF ONLY

Case Time (hrs. & 10ths)

Staff Lawyer

Articled Student

LIC/Para Legal

Volunteer

Scity/Legal Asst.

Other

SUPERVISED

Yes No

Name (Print) **33** Signature **34** Lawyer's GST Registration # **35**

Day Month Year

Billing Date

If your name is not shown at top of form, be sure local office has noted transfer.

LAWYER: SEND TO L.S.S. TARIFF ACCOUNTS

TOTAL ACCOUNT

28 INTERIM ACCOUNT

See the section on interim accounts of page 4 for detailed information.

29 NO ACCOUNT

If no claim is made because these services have been billed under another referral number, indicate the LSS file number here.

30 SUBMITTING BILLING FORM COPIES

Send the top two copies of the billing form (marked tariff accounts and data entry) to this address:

Legal Services Society
Box 6, Suite 300
1140 West Pender Street
Vancouver, B.C. V6E 4G1

Keep the third copy for your files.

31 SUB TOTALS

Enter dollars and cents figures in all spaces. Show contributions actually collected.

32 GST

Calculate and bill GST as follows.

- Calculate all fees as you did before the GST.
- List your disbursements without the GST.
- Total your account as you would have before the GST.
- Calculate the GST as 7% of the total.
- Round up exact half-cents (the computer calculates the GST to the nearest cent; exact half-cents are rounded up).
- Enter your GST registration number in the space provided at the bottom of the billing form (Revenue Canada insists on this).

Example:

Fees	\$800.00
Other fees	100.00

Disbursements (without GST)	152.50
--------------------------------	--------

Subtotal	1,052.50
----------	----------

Less client contribution	(30.00)
-----------------------------	---------

Subtotal	1,022.50
----------	----------

GST (7%)	71.58
----------	-------

TOTAL DUE	\$1,094.08
-----------	------------

33 LAWYER'S NAME

The lawyer's name and number in this space must match the name and lawyer number in the top portion of the form. If you have arranged to have this referral transferred, enter your lawyer number.

If the lawyer number is wrong, payment may be made to the wrong lawyer.

Make sure the referring office has approved a change of lawyer or your account will be rejected.

34 LAWYER'S SIGNATURE

You must sign the billing form. Your signature is your representation that the services claimed on the dates indicated were performed. If you do not sign the billing form, it will be returned.

35 LAWYER'S GST REGISTRATION NUMBER

Be sure to supply your GST registration number here; Revenue Canada is insisting on this.

APPENDIX 1 AUTHORIZATIONS/INFORMATION

SUBJECT	CONTACT
Additional charges	Referring office*
Appeals	
- summary conviction appeals to Supreme Court	Nearest branch office
- extraordinary remedies	Appeals committee (head office)
- all other appeals	Appeals committee (head office)
Bail matters	Referring office
Change of counsel	Referring office
Conversion to private retainer	Nearest branch office or community law office
Costs	
- authorization to waive	Referring office
- election to retain (in lieu of tariff)	Referring office (Note: referral form must be mailed to tariff accounts department at head office)
Disbursement above tariff limit	Tariff accounts department (head office)
Eligibility review	Referring office
Extraordinary remedies	Appeals Committee (head office) (prerogative writs)
Junior counsel/co-counsel	Tariff manager (head office)
Material witnesses	
- murder cases	Referring office
- other cases	Director of client services (head office)
Retroactive referrals (billing prior to the date of assignment — emergencies)	Referring office
Transcripts	
- In relation to appeals	Appeals co-ordinator (head office)
- all other transcripts	Nearest branch office or transcript co-ordinator (head office — see page 34 of this booklet)
Other matters (except accounts)	Referring office
Accounts, fees, and billing procedure	Tariff accounts department (head office)

* Referring office is the office shown on the billing form.

APPENDIX 2 LIST OF LSS OFFICES

Note: Addresses are correct as of November, 1991. For current information, please check your phone book.

Burnaby
344-5021 Kingsway
V5H 4A5 437-4432

Campbell River
208-1040 Shoppers Row
V9W 2C6 287-9521

Chilliwack
9315 Nowell Street
V2P 4V8 792-7264

Dawson Creek
1101-B-103rd Avenue
V1G 2G8 782-5911/2

Fort St. John
3-10230-100th Street
V1J 3Y9 785-5674/5

Kamloops Legal Services
510-175 Second Avenue
V2C 5W1 374-7777

Kelowna
1262 St. Paul Street
V1Y 2C9 763-8804

Prisoners' Legal Services
1A-33820 South Fraser Way
Abbotsford 853-8712
V2S 2C5 533-8291

Nanaimo
Upper Floor
10 Esplanade
V9R 4Y7 755-2550

Nelson
550 Stanley Street
V1L 1N2 352-3147

Prince George
302-1488 Fourth Avenue
V2L 4Y2 562-4445

Prince Rupert
#4-101 1st Avenue East
V8J 3X4627-1364

Surrey
102-15225-104th Avenue
V3R 6Y8 584-8535

Vancouver
191 Alexander Street
V6A 1N3 687-1831

Williams Lake
208-197 2nd Avenue North
V2G 1Z5 392-2941

COMMUNITY LAW OFFICES

Abbotsford Community Services Society
2420 Montrose Avenue
V2S 3S9 859-2755
or toll free 530-3514

Fort Nelson Community Law Office
Bag 399
V0C 1R0 774-6707

Kootenay Community Law Centre
39-13th Avenue South
Cranbrook
V1C 2V4 489-3375

Nanaimo Community Assistance Society
Upper Floor - 10 Esplanade
V9R 4Y7 755-2550

Penticton Legal Services
103—304 Martin Street
V2A 5K4 493-0210

Powell River Legal Services
4746 Joyce Avenue
V8A 3B6 485-9871

Quesnel Human Rights & Civil Liberties Association
283 Barlow Avenue
V2J 2B9 992-8391

Ridge-Meadows Legal Services
22701—119th Avenue
Maple Ridge
V2S 8S5 467-3011

Westminster Community Legal Services Society

805—12th Street
New Westminster
V3M 4K2 524-0381
and

Room 300 2232 McAllister
Port Coquitlam, B.C.
V3C 2A5 944-8841

The Law Centre Association of Victoria

3rd floor—1221 Broad Street
V8W 2A4 388-4516

NATIVE COMMUNITY LAW OFFICES AND FUNDED FRIENDSHIP CENTRES

Burns Lake Yinkadinee Keyakh Law Centre Society

PO Box 8000
412 Government Street
V0J 1E0 692-7534

Northern Native Family Services Native Family Duty Court Counsel

1274—5th Avenue
Prince George
V2L 3L2 562-3591

Dene Law Centre Society

#7- 270 East Stuart Drive
Fort St. James
VOJ IPO 996-7700

Fort St. John Indian Friendship Centre

10208—95th Avenue
V1J 1J2 785-8566

Haida Counselling and Legal Assistance Society

PO Box 37 Skidegate Village
Queen Charlotte City
V0T 1S0 559-8811
and

PO Box 130
Block N, Lot 7
Masset Reserve #1
Masset
V0T 1M0 626-3925

L'ax Ghels Community Law Centre Society

3313 Kalum Street
Terrace
V8G 2N7 635-2133

Nicola Valley Native Community Legal Assistance Society

1964 Quilchena Avenue
Bag 4400
Merritt
V0K 2B0 378-6112

Port Alberni Friendship Centre

3555 4th Avenue
V9Y 4H3 723-8281

Upper Skeena Counselling and Legal Assistance Society

Omenica Street
PO Box 130
Hazelton
V0J 1Y0 842-5218

Wedzen Kwe Community Law Office

1235 Main Street
PO Box 2118
Smithers
V0J 2N0 847-2600

AREA DIRECTORS

Armstrong/Enderby

F. Gregory Reif
Barrister and Solicitor
DuMont and Company
3450 Okanagan Street
Box 549

Armstrong
VOE 1B0 546-8414
and

104-617 Cliff Street
Enderby
VOE 1V0 838-7122

Chetwynd

Glen Stasiuk
Barrister and Solicitor
#202—4713 51st Street
Chetwynd
V0C 1J0 788-3113

Duncan

Yvonne Pink
Barrister and Solicitor
209—255 Canada Avenue
Duncan
V9L 1T6 746-6000

Golden

Glen Ewan
Barrister and Solicitor
515 Ninth Avenue North
PO Box 429
Golden
V0A 1H0 344-5258

Invermere

Barnim Kluge
Barrister and Solicitor
2—1206 7th Avenue
PO Box 2647
Invermere
V0A 1K0 342-4447

Kaslo
Tom Humphries
Barrister and Solicitor
PO Box 1049
Kaslo
V0G 1M0 353-2292

Ladysmith
David O'Connor
Barrister and Solicitor
22 High Street
PO Box 1890
Ladysmith
V0R 2E0 254-7141

Langley
Langley Legal Assistance Centre
201—20189 56th Avenue
Langley
V3A 3Y6 530-5811

Lillooet
R. Kendel Kaser
Barrister and Solicitor
416 Main Street
PO Box 1449
Lillooet
V0K 1V0 256-7519

Nakusp
Kenneth R. Watson
Barrister and Solicitor
87 Second Avenue South
PO Box 668
Nakusp
V0G 1R0 265-3641

North Vancouver
Deirdre Potheary
Barrister and Solicitor
102—145 West 15th Street
North Vancouver
V7M 1R9 980-7000

Parksville
C.E. Fenton
Barrister and Solicitor
PO Box 1840
4—196 Morrison Avenue
Parksville
V0R 2S0 248-5751

Revelstoke
Robert A. Lundberg
Barrister and Solicitor
119 Campbell Street
Revelstoke
V0E 2S0 837-5196

Richmond
Bob Parsonage
Barrister and Solicitor
204—8055 Anderson Road
Richmond
V6Y 1A1 273-9311

Salmon Arm
Jonathan Payne
Barrister and Solicitor
90 Lakeshore Drive N.W.
Salmon Arm
V0E 2T0 832-8021

Sechelt
Lorne Paton
Barrister and Solicitor
Box 1310
Sechelt
V0N 3A0 885-2626

Sparwood
Glen Purdy
Barrister and Solicitor
203—112 Centennial Square
PO Box 1618
Sparwood
V0B 2G0 425-7216

Squamish
Don Moon
Barrister and Solicitor
PO Box 1850
Squamish
V0N 3G0 892-5254

Ucluelet
James Roth
PO Box 909
243 Main Street
Ucluelet
V0R 3A0 726-4307

Vernon
William Wagner
Barrister and Solicitor
4th floor, 3201 30th Avenue
Vernon
V1T 2C9 542-5353

APPENDIX 3
**REQUEST FOR ADDITIONAL REFERRAL FORMS/
AUTHORIZATION FOR ADDITIONAL CHARGES**

Date _____

File Information

Client's Name _____

LSS File # _____

Referring Office _____

Date of Assignment _____

Additional Referral Form

_____ I require an additional referral Form for the above file.

Authorization for Additional Charges (within six months of assignment date)

New Charges

- | | |
|----------|--------------------|
| 1. _____ | Offence date _____ |
| 2. _____ | Offence Date _____ |
| 3. _____ | Offence date _____ |
| 4. _____ | Offence Date _____ |
| 5. _____ | Offence date _____ |

_____ I will add the above charges to the referral form I have on hand.

OR

_____ I require a new referral form for the above charges.

Lawyer's Name _____

Vendor Number _____

Address _____

APPENDIX 4
CRIMINAL LAW REFERRAL
ADDITIONAL DATES, OTHER FEES, DISBURSEMENTS

Lawyer Name (print) _____ Number _____

Client Name (print) _____

File Number _____

Date Record —
 To be used for hearings that last more than 3 days.

Date			Prelim.		Fee
D	M	Y	Hearing	Trial	
			✓	✓	
Please include in Box A on form _____					

Other Fees

Description	Units	Date	am	pm	Code	Fee
		D.M.Y	✓	✓		
Please include in Box B on form _____						

Disbursements

Description	Units	Code	Amount
Please include in Box C on form _____			
Attach documentation for amounts over \$100			

OFFENCE CATEGORIES

CATEGORY I

Court process and peace bond

- 968 - Breach of recognizance (s. 811)
- 497 - Courts, other summary: breach of probation
- 547 - Failure to appear
- 562 - Keep the peace (s. 810)
- 786 - Peace bond, other summary
- 356 - Violate judicial interim release

CATEGORY II

Assaults/Wounding

- 679 - Assault, other summary
- 158 - Common assault
- 919 - Obstructing p.o., resist arrest

Court process

- 497 - Contempt

Driving offences

- 299 - CCC driving, summary (for drinking and driving, see Category III)
- 422 - MVA drive while suspended
- 273 - Other MVA or provincial including su/ins.points

Drug offences - Possession

- 620 - Possess cannabis
- 166 - Possess opiates including codeine
- 935 - Possess restricted drug incl. LSD, STP
- 828 - Other drug possession

Escape

- 471 - Unlawfully at large or escape
- 406 - Escape, other summary

Fraud

- 588 - Fraud, false pretences - under \$1000 (\$200)
- 414 - Other fraud offences, summary

Gaming and betting

- 257 - Found in game or betting house
- 810 - Gaming and betting, other summary

Municipal by-laws

- 661 - Municipal by-laws

Other CCC summary

- 844 - Disturbances, etc.

Property

- 901 - Mischief (any amount), summary
- 604 - Trespass, prowl, damage under \$1000 (\$200)
- 489 - Wilful damage to property, summary
- 802 - Other property

Prostitution

- 885 - Prostitution, summary incl. soliciting

Provincial offences (except MVA)

- 711 - GAIN Act
 - 315 - Wildlife Act
 - 281 - Other provincial incl. liquor, SS tax
- #### Theft and possession of stolen property

- 133 - Taking car w/o owner consent, joyride

- 208 - Theft under \$1000 (\$200) incl. from MV.
- 612 - P.S.P. under \$1000 (\$200)

Weapons/Threats

- 364 - Weapons, other summary

CATEGORY III

Assaults/Wounding

- 117 - Assault causing bodily harm
- 919 - Assaulting a police officer
- 240 - Wounding
- 752 - Assault, other indictable

Breaking & entering and property

- 695 - Break & enter (bus. or res.) breakout
- 901 - Mischief (any amount), if proceeded upon by indictment
- 398 - Possession of house break instruments
- 489 - Wilful damage to property, if proceeded upon by indictment
- 802 - Other property if proceeded upon by indictment

Court Process

- 265 - Court, other indictable incl. perjury

Drinking and driving

- 943 - Fail/refuse to provide breath sample
- 448 - Impaired driving (old s.234)
- 174 - Impaired/.08 (new s. 253)
- 190 - Dangerous driving s.249 (2)(a)

Drug offences - Trafficking

- 869 - Cultivating, drug/narcotics
- 927 - Importing narcotics
- 950 - PPT, cannabis
- 505 - PPT, controlled or restricted drug
- 653 - PPT, opiates
- 893 - Trafficking in cannabis
- 836 - Trafficking, controlled or restricted drugs
- 737 - Trafficking in opiates
- 539 - Drug trafficking, other indictable

Escape

- 471 - Unlawfully at large or escape if proceeded upon by indictment
- 760 - Escape, other indictable incl. permit if proceeded upon by indictment

Fraud

- 877 - Breach of trust, impersonation, forgery
- 430 - Fraud, false pretences over \$1000
- 331 - Other fraud offences, indictable

Gaming and betting

- 372 - Lotteries, cheat at play, bookmaking
- 349 - Gaming and betting, other indictable

Material Witness

- 026 - Material witness to murder

Other CCC indictable

- 455 - Other CCC indictable - hijack,

- bribe, extortion, etc.

Other federal offences

- 570 - UIC offence
- 984 - Other federal, including bankrupt, excise, customs

Other hearings

- 307 - Coroner's inquest

Prostitution

- 851 - Prostitution, indictable including living off avails, keeping a common bawdy house, and procuring

Sexual offences

- 745 - Sexual assault, summary
- 109 - Other summary sexual offences

Theft and possession of stolen property

- 794 - P.S.P. over \$1000 (\$200)
- 182 - Theft over \$1000 (\$200) incl. from M.V.

Weapons/Threat

- 224 - Threatening, intimidation
- 216 - Weapons, carry, point, possess, prohib/restr.
- 992 - Weapons, other indictable explosives or discharge

CATEGORY IV

Conspiracy

- Indicate "C" and offence code for substantive offence

Dangerous offender

- 778 - Dangerous offender

Driving

- 323 - Dangerous driving causing death
- Dangerous driving causing bodily harm
- Impaired driving causing death
- Impaired driving causing bodily harm

Homicide

- 232 - Criminal negligence causing death
- 646 - Homicide, other (infanticide, etc.)
- 125 - Manslaughter
- 638 - Murder

Kidnapping

- 463 - Kidnapping, confinement, abduction, seizure

Property

- 729 - Arson

Robbery

- 513 - Robbery with offensive weapon
- 596 - Other robbery including by assault

Sexual offences

- 554 - Aggravated sexual assault (s.273)
- 380 - Sexual assault, other indictable
- 976 - Sex - other indictable