

October 1, 1989

Tariff of Fees
for Family Matters
Effective for referrals after
October 1, 1989



Legal Services Society
of British Columbia

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PREFACE TO 1989 FAMILY TARIFF

1. Background:

The 1988 Family Tariff was a result of extensive discussions between representatives of the Bar (appointed by the Canadian Bar Association, B.C. Branch) and the Legal Services Society. Its final form and structure were suggested by Bar representatives, although the Legal Services Society and Bar representatives were jointly involved in the detailed drafting.

The agreed intention was to produce a better tariff within the available budget. Because the cost of a new tariff is uncertain until it has been in place for some time, the Legal Services Society and Bar representatives agreed to review the overall cost of the new tariff on a regular basis after it was implemented.

If the new tariff cost less than the budgeted amount it was agreed that the tariff would be adjusted upward to pay more for services that counsel perform. If the new tariff cost more than the budgeted amount, the tariff would be adjusted downward in a similar manner. Details of any adjustments that must occur would be agreed upon by the Legal Services Society and Bar representatives.

In consultation with Bar representatives the 1989 Family Tariff incorporates an increase of 10% for files referred after October 1, 1988 and an increase of 5% for files referred after October 1, 1989.

2. Structure:

The tariff attempts to take better account of where counsel actually spend their time on family cases and includes increased preparation fees for longer trials. It eliminates distinctions between court levels, types of proceedings, contested and uncontested matters, and interim and final applications.

3. Discretionary Fees:

As a result of this restructured tariff and the tariff increases extra fees will rarely be granted, and should be requested only in exceptional circumstances.

4. Use of Tariff:

The tariff has two parts: a basic tariff text and a set of "Notes". The Notes define and give detailed instructions about terms that are in bold and underlined in the tariff text. They are arranged alphabetically.

Tariff items should only be billed after reference to relevant parts of the Notes.

5. Billing Forms:

A new version of the family referral form was designed for use with the 1988 tariff. Several small changes have been made since then. Please refer to the forms completion instructions in this book for information on how to complete the form.

6. Tariff Book Content:

This book contains the family and disbursement tariffs as well as family referral form completion instructions. It does not include the criminal tariff. A new tariff booklet for criminal matters referred after October 1, 1989 has been published and may be obtained from referring offices. Do not discard previous booklets until you have billed all referrals assigned to you before the tariff changes came into effect.

7. Continuing Consultation and Complaint Procedures:

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. Comments on the tariff structure or detail should be directed to the CBA/LSS Tariff Committee, c/o Legal Services Society, 300 - 1140 West Pender, Vancouver, B.C. V6E 4G1.

INTRODUCTION

Instructions on referral forms appear at the back of this booklet. Careful entry of codes, tariff item numbers, dates, court levels, issues pursued and other items on the form will expedite the processing and payment of bills, so it is a good investment of time to refer to the instructions the first few times you use referral forms.

A. GENERAL INFORMATION ON FINANCIAL ELIGIBILITY AND LEGAL AID COVERAGE

1. Financial Eligibility

Before clients are referred to lawyers, the clients must demonstrate to the Society, through an eligibility test, that they are financially eligible for assistance. The Society is quite prepared to review its decision at any time.

Where counsel consider that clients may be able to pay some or all fees, or should no longer be receiving legal aid, they should contact the referring office to ask that the legal aid appointment be reviewed, revoked or modified.

2. Private Billing

No payments by clients to counsel are proper unless they are authorized by the Legal Services Society in writing (see Law Society Professional Conduct Handbook, Ruling G8). A written request to the referring office should be made in order to obtain authority to bill the client privately. Area directors who are private counsel do not have the authority to authorize private billings and if the client was referred from an area director, counsel may contact the nearest branch office or community law office. In emergency situations, telephone approval of a private billing arrangement may be obtained subject to the client's right to appeal the private fee authorization to the Legal Services Society.

3. Family Law Coverage

Counsel appointed on a family law matter may perform all necessary work related to issues of divorce, maintenance, show causes, custody\access, F.C.S.A. matters, division of property, restraining orders and other F.R.A. matters.

However, the Legal Services Society (L.S.S.) referral

does not cover work relating to conveyancing, wills, or to the enforcement of maintenance, whether or not it relates to other matrimonial matters.

4. Other Civil Matters (Pro Bono)

While assistance is provided for civil matters, no tariff fee is available to pay lawyers to provide such assistance, although disbursements are covered by the Legal Services Society. Pro Bono cases are referred to interested lawyers on rotation. A separate Pro Bono Tariff booklet and referral form are available from referral offices.

Staff of the Legal Services Society and its funded agencies may also handle civil matters.

5. Appeals and Extraordinary Remedies

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

Applications for appeals to the County Court should be made to the nearest **branch office** (see page 18) of the Legal Services Society. Applications for extraordinary remedies, or for appeals to the Supreme Court of British Columbia, Court of Appeal, or Supreme Court of Canada should be made to the Appeals Committee, Legal Services Society, Suite 300, Box 3, 1140 West Pender St., Vancouver, B.C. V6E 4G1.

B. GENERAL NOTES ON ACCOUNTS

1. Payment on Applicable Tariff

Payment will be based on the tariff of fees and disbursements that is in effect on the Date of Assignment for the file.

Unless the file is renewed by a FAMILY TARIFF

RENEWAL FORM, General Preparation Item 1 (a) will be allowed for 4 hours for all clients referred on or after April 1, 1988 and before October 1, 1988 and for 6 hours for all clients referred on or after October 1, 1988 and before October 1, 1989. For all clients referred after October 1, 1989 General Preparation Item 1 (a) will be allowed for 7 hours.

The user fee, contribution or costs indicated on the referral form will be deducted from the account, if collected by counsel.

2. FAMILY TARIFF RENEWAL

The Legal Services Society recognizes that some family law cases are particularly lengthy and time-consuming. In order to compensate referral lawyers involved in such cases more adequately, we have developed a new referral practice for family legal aid cases, called the "One Year Rule".

This means that a family legal aid referral now lasts for one year and covers all family problems (except F.M.E.A.) existing at the time of referral and any new problems which arise within a year.

if a new problem arises within the period of the one-year referral, clients are requested to contact your office first. If you have already used your referral form, you can get another referral on the same file number by calling the referring office. If you do not want to act on a new problem arising within the year, send the client back to the referring office.

One year after the date of assignment on the referral form, you can "renew" the file and receive a new referral form with a new file number and a new date of assignment. The new file number will entitle you to additional preparation time (if required) and to any increased tariff rates for all future work.

A referral may not be renewed retroactively and only work performed after the date of renewal may be billed on the new file number. Use a bring forward system.

All of a client's family law problems are covered by one file number. If you currently have referral forms with different file numbers for the same client, the effect of a renewal will be to amalgamate these file numbers into one file. You must bill out or return referrals on all file numbers before "renewing" any one of the outstanding files.

FAMILY TARIFF RENEWAL FORM (see sample form at page 31)

If you want to "renew" a family legal aid file, the following criteria must be met:

--at least one year must have passed since the Date of Assignment.

--the client must continue to be eligible for legal aid. The test to apply on renewal is: can the client afford to pay the private fees for this case without impairing his or her ability to feed, clothe and shelter him/herself and his or her dependents. If in your opinion the client is now in a position to pay legal fees privately, you should request a private fee authorization by writing to the nearest branch office setting out the change in your client's circumstances. If you are in doubt about the client's eligibility, send the client to the referring office for a reassessment.

--there must be work outstanding on a problem which arose within one year of the Date of Assignment.

--you must bill out all work performed to date on all outstanding files for the client.

If the file meets the above criteria, complete the Family Tariff Renewal Form on page 31 and return it to the referring office.

You will then receive a referral form with a new worksheet number and a new Date of Assignment. (The new Date of Assignment will be the date on which the Family Tariff Renewal Form was received in the referring office.) You may bill all work performed after the new Date of Assignment on the tariff applicable on that date.

3. Fees and Disbursements in Exceptional Circumstances

Fees and disbursements may only be varied in exceptional circumstances not otherwise provided for by this tariff. Requests for variations must be made in writing to the Tariff Accounts Department. All requests for increased disbursements must be made before the disbursements are incurred.

As a result of this restructured tariff, extra fees will rarely be granted, and should be requested only in exceptional circumstances.

Requests for additional fees add to payment processing time.

4. Authorization for Transcripts or Court Reporter's Attendance

Prior written authority to order transcripts, to authorize the attendance of the Court Reporter, or to pay cancellation fees to the reporter must be obtained from the Legal Services Society referring branch offices. If the referral is from an area director or community law office, please contact the transcript coordinator at L.S.S. head office, telephone 660 - 4600. Transcript costs are paid directly by the society and may not be billed on the referral.

For authority to order a daily transcript, expedited transcripts, an original transcript other than for an examination for discovery, payment of cancellation fees, you must contact the **Transcript Coordinator** at the Legal Services Society head office, phone 660-4600.

For requests in relation to transcripts for appeal matters, call the Appeals Coordinator at Legal Services Society head office, 660-4600.

5. Claiming Costs in Family Law Matters

Where provided for, costs must be claimed and are not to be waived in any action without the written consent of the referring office. When claiming costs please include disbursements which have been paid directly by the Legal Services Society (e.g. transcripts) and disbursements paid to counsel on all previous L.S.S. tariff bills. The amounts paid may be ascertained from the Tariff Accounts Department.

6. Taxing and Collecting Costs

All reasonable efforts should be made to collect costs which are awarded. Such costs are deemed to be the property of the Legal Services Society, pursuant to Section 12 of the Legal Services Society Act. If costs are awarded a copy of the Certificate of Costs must accompany the completed billing form.

Notwithstanding Section 12 of the Legal Services Society Act, counsel acting on behalf of a legally aided client for the entire case may elect to collect and retain costs by submitting the usual account to the Legal Services Society showing billable fees and disbursements, but deducting costs (even if greater than the billable total) and showing a nil balance owing. A lawyer who has acted on a case throughout, but interim billed, must deduct the amount of interim fees and disbursements (including transcripts) from the costs retained. A lawyer who has collected costs,

but was not counsel of record throughout the entire case, should contact the Tariff Accounts Department (660-4600) to determine the amount of costs which may be retained in lieu of tariff fees.

Remember, the referral forms should always be returned to the Tariff Accounts Department regardless of which option is exercised.

7. File Number

Because of the large number of accounts handled by the Legal Services Society the seven digit client file number located at the top of the referral form is very important. Please ensure that a record of this number is kept and referred to in all correspondence with the Society.

8. Effective Date of Referral

The effective date of referral is the date of assignment. The Society will not pay for services rendered prior to the date of assignment shown at the top of the referral form, except where such services have been authorized in writing by the referring office, or where a Legal Services Society office or Area Director has made a prior agreement with a lawyer to represent any qualified applicants in remote areas of the province.

Please ensure that written authorization for services prior to the date of assignment of the referral is included with your billing form.

9. Interim Accounts

Generally speaking, the Society is not able to accept family law accounts until all services on a case have been completed. Interim accounts will be accepted only in the following circumstances:

- a) following the granting of interim relief in a family case where the trial will not commence for at least 6 months;
- b) where a case has not yet been completed but unbilled fees and disbursements have accumulated to an amount of \$1,000.00 or unbilled disbursements alone total \$250.00 or more;
- c) one year after the date of the "Date of Assignment" or after the last interim account was submitted;

- d) upon receipt of a Family Tariff Renewal form indicating that all work on behalf of a client has been billed out on all family legal aid file numbers relating to that client. A sample form may be found at page 31.
- e) the Tariff Accounts Department may allow interim billing in other exceptional circumstances.

10. Submissions of Referral Forms

You must submit your final bill for payment within 6 months of the last service date.

11. Referral Signature

A signature is required on the referral form and is your representation that the services were performed by yourself or your agent on the dates indicated. Be sure that your correct lawyer number is by your name near the top of the form. Errors in this number could result in payment to the wrong lawyer.

12. Billing for Travel

Out-of-town counsel will be paid on a "no travel" basis (no travel fees or disbursements for meals and meterage) when local counsel are available. Out-of-town counsel will be paid travel fees and disbursements where no local counsel are available.

13. Change of Lawyer/Change of Address

The referring office must be contacted where the lawyer billing is not the one named at the top of the form. The computer will pay the lawyer named at the top, if the referring office is not notified of the change.

Advise the accounts payable department (660 - 4600) and the referring office of your change of address.

Please note that payment is made to individual lawyers and to the last address that L.S.S. has on file. Payment is not made to law firms.

14. User Fee

Clients continue to be assessed a non-refundable user fee at the time of application. The amount is shown on the referral forms as "client must pay \$ to counsel as contribution to tariff." The amount collected by counsel must be deducted from your account.

On payment of user fee, you must give the client a receipt, indicating that you have rendered services for which tariff fees are payable. **The user fee may then be deposited in your general account. The user fee does not have to be deposited in or processed through your trust account.**

15. Billable Items

This tariff booklet specifies all billable tariff items and the amounts that are payable. Where the tariff is silent and in matters of interpretation the decision of the Legal Services Society is final.

16. Agents

If you require an agent for work outside B.C., contact the reciprocals coordinator at head office, 660-4600.

If you require an agent for work within B.C., contact the local referring office who will look after the appointment of 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 they know that it is a legal aid case, that they must bill on the legal aid tariff, and on the legal aid referral form. Otherwise, we will be unable to accept their account.

17. Correspondence by Fax

You may correspond with L.S.S. by Fax. The L.S.S. Fax number is 660 - 9578. Please include your own Fax number with any correspondence sent by Fax. Referral Forms will not be accepted by Fax.

18. Multiple Clients

When acting for more than one client on a single file, no additional general preparation is payable.

19. Information and Assistance

For information and assistance concerning fees, disbursements and billing procedures, contact the Tariff Accounts Department. Assistance is available between the hours of 10:00 a.m. and 4:00 p.m. at 660-4600. Staff of the Society will make every effort to process your accounts in a timely manner. They will only be able to answer inquiries about the payment of a specific account if it has been unduly delayed. For any other matters, refer to the listing on page 17. All addresses and phone numbers are on page 18.

FAMILY LAW TARIFF

Please bill all fee amounts followed by code numbers as "Other Fees" in boxes labelled "B" on the billing form. Include the code number from this tariff book. Bill items without code numbers in the appropriate boxes labelled "A" on the form.

Read this first

- Fees are allowed at the rate of \$50 per hour.
- Maximum hours are not to be considered minimum fees, and counsel should bill according to actual time spent up to the listed maximum within each item heading.
- General preparation is billable with all items.
- All items may be billed in conjunction with each other if appropriate, unless stated otherwise.
- All items except items 1 and 2 are billed as OTHER FEES.
- Bold and underlined items are defined in alphabetical order in NOTES p. 13 and 14.

	Rates/Maximum Billable Hrs.	Code
1. GENERAL PREPARATION		
(a) All instructions including interviews, letters, investigations, review when there is a change of counsel and all <u>process</u> necessary to commence or defend all matters referred to counsel: Total allowed per client for referrals from April 1, 1988 to September 30, 1988	up to 4 hours	()
October 1, 1988 to September 30, 1989	up to 6 hours	()
October 1, 1989	up to 7 hours	()
(b) If counsel files or defends new <u>process</u> more than six months after the last filing of <u>process</u> , then an additional fee may be claimed	up to 2 hours	()

2. COURT HEARINGS

(a) Preparation

When counsel speaks to a new matter in Family Court or a new matter has been set on the Supreme Court Chambers list or Supreme Court trial list, fees may be claimed for preparation and for drafting, settling,

All **bold and underlined** terms are defined in alphabetical order in the Notes following Item 15.
See NOTES for explanations, billing instructions, and limitations.

	Rates/Maximum Billable Hrs.	Code
entering and serving the Order after the hearing: Per new matter Counsel may bill up to a total of 18 hours for one client under Items 2(a) and 3.	up to 3 hours	()
(b) Court Time		
For each half-day attendance in court on which evidence is heard, argument is made, or a consent order is spoken to Counsel time	up to 2.5 hours	()
3. PREPARATION FOR HEARINGS WITH EXPERT WITNESSES		
When an expert report has been received fees may be claimed for preparation per report Counsel may bill up to a total of 18 hours for one client under Items 2(a) and 3.	up to 3 hours	(4218)
4. ADDITIONAL PREPARATION FEES FOR LONG HEARINGS		
Counsel may bill additional preparation time if a hearing continues for four or more half-days for which counsel time is billable under 2(b). For the fourth half-day and each subsequent half-day thereafter counsel may bill	up to 1 hour	(4259)
5. ADJOURNMENTS		
Where Item 2(b) is not applicable, and i) counsel is required to attend at court for at least one hour, and ii) all matters are adjourned to another half-day or generally, and iii) no other fee is claimed on that half-day , Counsel may bill, for all clients represented	\$50.00	(4283)

All **bold and underlined** terms are defined in alphabetical order in the Notes following Item 15.
See NOTES for explanations, billing instructions, and limitations.

	Rates/Maximum Billable Hrs.	Code
<hr/>		
6. PRE-TRIAL CONFERENCES IN SUPREME COURT OR CONFERENCES ORDERED BY FAMILY COURT PURSUANT TO: <i>FAMILY RELATIONS ACT</i> RULES AND REGULATIONS S.13		
For each half day of attendance at pre-trial conference or conference ordered by Family Court		
<u>Counsel time</u>	up to 1 hour	(4317)
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7. REGISTRAR'S HEARING (except for TAXING COSTS see Item 11)		
a) Preparation	up to 2 hours	(4341)
b) For each <u>half-day</u> of Registrar's hearing on which evidence is heard or argument is made		
<u>Counsel time</u>	up to 2.5 hours	(4374)
<hr/>		
8. DISCOVERIES, EXAMINATIONS ON AFFIDAVITS, INTERROGATORIES		
a) Preparation for each party being discovered at Examination for Discovery	up to 2 hours	(4408)
b) Attendance per <u>half-day</u> at Examination for Discovery when discovery proceeds		
<u>Counsel time</u>	up to 2.5 hours	(4424)
c) Attendance per <u>half-day</u> at Examination on Affidavits when examination proceeds		
<u>Counsel time</u>	up to 2.5 hours	(4473)
d) Drafting list of documents and all work incidental to exchange and examination of documents and to preparation of interrogatories	up to 2 hours	(4499)
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9. DESK ORDERS		
All work relating to a "Desk Order Divorce" including any corollary relief up to and including entry of Order	up to 2 hours	(4507)
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All **bold and underlined** terms are defined in alphabetical order in the Notes following Item 15.
See NOTES for explanations, billing instructions, and limitations.

	Rates/Maximum Billable Hrs.	Code
10. SEPARATION AGREEMENT(S)		
a) When a separation agreement has been prepared for execution, counsel may claim for all negotiations, drafting, and review: Total allowed per client	up to 3 hours	(4523)
b) When a separation agreement has been executed, and an amended separation agreement is prepared by the same counsel, counsel may claim for all negotiations, drafting and review	up to 1 hour	(4549)
11. TAXING COSTS (Certificate of Costs must accompany account)		
a) For all preparation, including preparing Bill of Costs and taking out Appointment to Tax, together with entry of Certificate of Costs	up to 1 hour	(4564)
b) Appearance before the Registrar to tax costs <u>Counsel time</u>	up to 2.5 hours	(4580)
12. TRAVEL		
a) <u>Half-day</u> of <u>travel</u> to or from a hearing or to interview a client in custody where the trip exceeds 160 km round trip	\$100.00	(4713)
b) For each <u>half-day</u> counsel remains at such place for purpose of hearing	\$100.00	(4747)
c) For date of <u>travel</u> less than 160 km to a hearing but requiring an overnight stay	\$100.00	(4762)
NOTE: See billing limits in Notes under <u>TRAVEL FEES</u>		
13. APPEALS (where authorized)		
a) Preparation for appeal		
i) Appeals to County and Supreme Court and applications for judicial review to Supreme Court	up to 5 hours	(4804)
ii) Appeals to the Court of Appeal	up to 8 hours	(4838)
iii) Additional preparation time, per <u>half-day</u> of hearing	up to 1 hour	(4853)

All **bold and underlined** terms are defined in alphabetical order in the Notes following Item 15.
See NOTES for explanations, billing instructions, and limitations.

	Rates/Maximum Billable Hrs.	Code
b) Preparation for applications		
i) To stay an Order	up to 3 hours	(4861)
ii) To pay into Court	up to 2 hours	(4879)
iii) To extend time	up to 1 hour	(4895)
c) Court time		
For each <u>half-day</u> on which evidence or argument is heard		
<u>Counsel time</u>	up to 2.5 hours	(4937)
14. LATE SITTINGS		
Additional fees are allowed for <u>counsel time</u> after 5:30 p.m.	up to 2 hours	(4986)
15. VISITS TO CLIENTS IN CUSTODY		
All visits to clients in custody on a single date regardless of the number of clients visited or number of visits made (one per fee per location per day):	\$75.00	(1040)

All **bold and underlined** terms are defined in alphabetical order in the Notes following Item 15.
See NOTES for explanations, billing instructions, and limitations.

NOTES ON FAMILY LAW TARIFF

Counsel Time

Counsel time means hourly fees allowed under Items 2(b), 6, 7(b), 8(b), 8(c), 11, 13(c) and 14.

Counsel time is allowed from the time all files are set to commence on any **half-day** until all files are concluded for that **half-day**, up to the prescribed limits.

Minimum counsel time of a total of one half-hour will be allowed for all legal aid files on any **half-day**.

Counsel time actually spent under Items 2, 4, 7, 8 and 13, up to 2.5 hours per **half-day**, may be allocated among all files spoken to on that **half-day**. Counsel may not duplicate bill the same time on more than one file.

Expert Report

An expert report includes the first report obtained by counsel from a qualified medical practitioner or medical specialist, any other expert report previously authorized by the Legal Services Society or any report tendered to counsel as an expert report by the opposing party. The Legal Services Society may require that counsel furnish a copy of any expert report.

However, an expert report does not include the report of a social worker which is presented to the court pursuant to s.11(1) of the *Family and Child Service Act*.

Half-Day

Half-day means a court sitting either before or after the lunch adjournment.

New Matters

In **Supreme Court**, a new matter is one which requires a new Notice of Motion or Notice of Trial to set the matter on the court list. A continuation is not a new matter and may be billed only under Item 2(b) court time.

In **Family Court**, if counsel addresses issues not previously addressed, or new **process** is required to set the matter on the court list, it is a new matter. When counsel only addresses issues previously dealt with, and there is no new **process**, or an application is only of a procedural nature (for example, substituted service, trial directions, etc.), it is not a new matter and may only be billed under 2(b) court time.

Issue means any matrimonial cause as between the same parties. Custody, access and guardianship are a single issue. All issues set to be heard on one **half-day** constitute a single matter.

Preparation fees for a new matter are allowed once for a single matter regardless of the number of issues unless issues under the F.R.A. and the F.C.S.A. are heard together in a single hearing, then counsel may claim preparation fees up to 6 hours total.

When making interim applications, counsel should seek relief on all issues wherever practicable rather than making different applications for each type of relief. For example when applying for interim relief, counsel should seek orders for custody/access, maintenance, and restraining orders for spouses and all children at the same time rather than making separate applications.

For purposes of the *Family and Child Service Act (FCSA)*:

- (1) A presentation hearing under s.11 is a new matter. The application for a temporary s.13 order is a continuation of the presentation hearing.
- (2) An application under s.14 for a permanent order is a new matter.
- (3) An application under s.13(7) to extend is a new matter.
- (4) An application under s.13(6) to vary or to rescind is a new matter.

Process

Process means the filing or receipt of:

- a) all new applications in Family Court;
- b) applications to vary existing final orders in Family Court or Supreme Court; and
- c) Writs of Summons, Petitions and Originating Applications pursuant to the Supreme Court Rules in Supreme Court.

New process under Item 1(b) does not include applications under the *F.C.S.A.*

Travel

Where other fees are billed for a day when a travel fee claim is made, the maximum travel fee is \$100 on that day. Otherwise the maximum travel fee is \$200 on one day.

Travel fees are paid per trip, not per client. Travel disbursements may also be billed subject to the limitations in the disbursement tariff.

Disbursements

1. Notes

- a) In general, counsel may incur necessary and usual disbursements up to a total of \$400 (beyond those under Item 7, below) without prior authorization of the Society. Totals in excess will require the prior authorization of the Tariff Accounts Department.
- b) Counsel will be responsible for paying all disbursements associated with each case — as well as insuring that all have been entered on the billing form when it is rendered. **The Society cannot guarantee reimbursement for items omitted from the billing.** Copies of receipts for items exceeding \$100 and copies of special authorization letters must accompany the account.

2. Travel [Code]

- At 26¢ per km. for automobile travel **only when** the destination is outside the city or municipality where counsel practises. (Provide date, destination, and distance) [968]
- Bus, Train, Ferry and Taxi - (Provide date, destination) [562]
- Air Fare - Prevailing economy rates apply. (Provide date, destination) [455]

3. Accommodation

- Actual cost up to \$65.00 per night [661]

4. Meals

- Up to \$6.50 for breakfast, [463]
- \$8.00 for lunch,
- \$14.00 for dinner.
- May be claimed only if case is out of town (80 kilometres one way) or if late-sitting is required.

5. Transcripts & Court Reporters

Counsel will not be billed for Transcripts and the attendance of Reporters if the following procedures are followed:

In advance of each service required counsel should obtain a Transcript Authority from:

- a) **The nearest L.S.S. Branch office for:**
 - the original and first copy of the Examination for Discovery of either party, including attendances, or
 - a second copy of any proceedings.
- b) **The Transcript Co-Ordinator at Head Office (660-4600) for anything other than the above including:**
 - expedited or daily transcripts of any proceedings;
 - the original and first copy of a trial or interlocutory proceedings; or

- Court Reporter cancellation fee.

c) For transcript requests in relation to Appeals, call the Appeals Co-Ordinator (660-4600).

NOTE: Failure to obtain prior consent from L.S.S. will result in L.S.S. refusing to honour any disbursement billings for transcripts.

6. Service of Documents

- a) In B.C. private process servers may be used. If the fee for service of an individual exceeds \$75.00, include invoice with billing. [240]
- b) Outside B.C., local government service should be used if possible. Otherwise, use private process serving. [174]

7. Experts' Reports

Authority for Reports - One medical report or one medical specialist's report may be obtained without prior authority (the author of the report may testify without prior authorization). Subsequent reports and all reports of other experts require prior authority from the Tariff Accounts Department.

- a) Medical Examinations, Reports and Opinions
 - i) **Medical Specialists** - examination and preparation of report, \$50 per hour up to a maximum of \$250, plus \$50 if subject is examined in an institution. [638]
 - ii) **General Practitioner** - examination and report, \$40 per hour to a maximum of \$200, plus \$50 if subject is examined in an institution. [125]
- b) Medical Testimony at Trial - Authority of the Tariff Accounts Department required except as specified above.
 - i) **Medical Specialists** - \$50 per hour to a maximum of \$250 per day. [232]
 - ii) **General Practitioner** - \$40 per hour to a maximum of \$200 per day. [372]
- c) Other Experts' Reports - Authority for reports, fees and court appearances should be obtained from the Tariff Accounts Department. [257]
- d) Proceedings Out of Town - Where an expert must attend proceedings out of town, authority for reports, fees and travel disbursements should be obtained from the Tariff Accounts Department. [588]

8. Skip Tracing

Accounts should be paid by counsel and claimed as a disbursement. If the cost will exceed \$150, obtain prior authorization from the Tariff Accounts Department. [356]

9. Interpreting

**DISBURSEMENTS FOR INTERPRETING
Languages and Hearing Impaired**

	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)
PROVINCIAL COURTS	FREE*	●	●	FREE**	●
COUNTY COURTS	FREE*	●	●	●	●
SUPREME AND APPEAL COURTS	FREE*	●	●	●	●

*On notice to Crown Counsel or Court Administrator
**On notice to Court Administrator

● Outside services required. Contact the following groups for assistance.

Language Interpretation

- i) **Greater Vancouver Area:** Apply for free or nominal charge service to MOSAIC, 254-9626.
- ii) **Elsewhere:** Contact the Certified Legal Interpreters of B.C., 689-3611, or the B.C. Professional Legal Interpreters, 879-0414, and ask for legal aid rate, or contact other local agency and pay fee. If the fee is to exceed \$150, obtain prior authorization from the Tariff Accounts Department. [877]

Hearing Impaired

Greater Vancouver Area: Apply to:
Western Institute for the Deaf,
2125 West 7th Ave., Vancouver, B.C.
V6K 1X9
737-7391

10. Photocopying

25¢ per page at the office [471]
30¢ per page at the courthouse [497]

11. Special Delivery/Registered Mail

Claim at cost for Special Delivery or Registered Mail. [869]
There is no reimbursement for normal post office mail charges.

12. Telephone Calls

Long distance calls only, at cost. [836]
Provide log where total being billed exceeds \$100.00.

13. Fax

For emergencies only — office rate or cost paid to a third party. [1313]

14. Courier Services

For emergencies only - claim at cost. [893]

15. Witness Fees or Expenses

Apply by letter to Tariff Accounts Department. No applications for lost wages will be considered. [695]

16. Filing Fees

Fees required to be paid to court or tribunal for filing

documents should be claimed as a disbursement. **This does not include fee of a filing agency.** [398]

17. Substitutional Service

Tariff Accounts Department will approve minimum expenses necessary to comply with court order. (Attach copies of invoices.) [133]

18. Real Property Title Search

Claim as a disbursement at cost. [2204]

19. Western Legal Publication

[489]

20. Parking

Claim only when lawyer travels to court out of the city where he/she practices. [2014]

21. Car Rental

Prior approval is required from the Tariff Accounts Department. [2022]

22. Hearing Fees

[992]

23. Other

An expense not described above and exceeding \$50.00 requires prior authorization of the Tariff Accounts Department. Please describe disbursement. [737]

AUTHORIZATIONS/INFORMATION

(updated September 13, 1989)

Subject

Contact

Appeals	
— to County Court	Nearest Branch Office
— to All Other Courts	Appeals Comm. (H.O.)**
Change of Counsel	Referring Office
Conversion to Private Retainer	Nearest Branch Office or C.L.O.
Costs	
— authorization to waive	Referring Office
— election to retain	Referring Office
(in lieu of tarriff)	<i>(N.B. Referral form must be mailed in to Tariff Accounts Dept.)</i>
Disbursements in Excess of Tariff	Tariff Accounts Dept. (H.O.)
Eligibility Review	Referring Office
Extraordinary Remedies-(prerog. writs)	Appeals Committee (H.O.)
Junior Counsel/Co-Counsel	Tariff Manager (H.O.)
Retroactive Referrals (emergency)	Referring Office
Transcripts	
— in relation to appeals	Appeals Coordinator (H.O.)
— all other transcripts	Nearest Branch Office or
— see page 5 of Introduction of this book	Transcript Coordinator (H.O.)
Other Matters (except accounts)	Referring Office
Accounts, fees and billing procedures	Tariff Accounts Dept. (H.O.)

*Referring Office - Office shown on Referral Form

**H.O. - Head Office

DIRECTORY OF THE LEGAL SERVICES SOCIETY

November 1, 1989

HEAD OFFICE: 660-4600

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

BRANCH OFFICES

Burnaby 344 - 5021 Kingsway V5H 4A5	437-4432
Campbell River 208 - 1040 Shoppers Row V9W 2C6	287-9521
Chilliwack 4 - 46918 Yale Road V6P 2P1	792-7264
Dawson Creek 1101B - 103rd Avenue V1G 2G8	782-5911
Fort St. John 9911 - 104th Avenue V1J 6B9	785-5674
Kamloops 510 - 175 Second Avenue V2C 5W1	374-7777
Kelowna 1262 St. Paul Street V1Y 2C9	763-8804
Nanaimo 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 737 West 2nd Avenue V8J 1H4	627-1364
Prison Legal Services 2406 Montrose Avenue Abbotsford, B.C. V2S 3S9	853-8712
Surrey 102 - 15225 - 104th Avenue V3R 6Y8	584-8535
Vancouver 2 - 195 Alexander Street V6A 1N3	687-1831
Williams Lake 208 - 197 North Second Ave. V2G 1Z5	392-2941

COMMUNITY LAW OFFICES/ AREA DIRECTORS (Funded agent of L.S.S.)

Abbotsford Community Services Society 2406 Montrose Avenue Abbotsford, B.C. V2S 3S9	859-2755
Fort Nelson Legal Information Services Society Bag 399 Fort Nelson, B.C. V0C 1R0	774-6707
Kootenay Community Law Centre 202 - 1113 Baker Street Cranbrook, B.C. V5C 1A7	489-3375
Maple Ridge Legal Services 22701 - 119 Avenue Maple Ridge, B.C. V2X 8S5	467-3011
Westminster Community Legal Services Society 805 - 12 Street New Westminster, B.C. V3M 4K2	524-0381
Penticton Legal Services 103 - 304 Martin Street Penticton, B.C. V2A 5K4	493-0210
Powell River Legal Services 7053 Glacier Street Powell River, B.C. V8A 5J7	485-9871
Quesnel Human Rights & Civil Liberties Association 283 Barlow Avenue Quesnel, B.C. V2J 2B9	992-8391
The Law Centre Association of Victoria 3 - 1221 Broad Street Victoria, B.C. V8W 2A4	388-4516

NATIVE COMMUNITY LAW OFFICES/ AREA DIRECTORS

Burns Lake Yinkadinec Keyakh Law Centre Society 412 Government Street Burns Lake, B.C. V0J 1E0	692-7534
Haida Counselling & Legal Assistance Society P.O. Box 37 Skidegate Village Queen Charlotte City, B.C. V0T 1S0	559-8811
and	
P.O. Box 130 Block N, Lot 7 Masset Reserve #1 Masset, B.C. V0M 1M0	626-3925
L'ax Ghels Community Law Centre 3313 Kalum Street Terrace, B.C. V8G 2N7	635-2133
Nicola Valley Native Community Legal Assistance Society 1955 Quilchena Avenue Bag 4400 Merritt, B.C. V0K 2B0	378-6112
Smithers Indian Friendship Centre 1235 Main Street Box 2118 Smithers, B.C. V0J 2N0	847-2600
Upper Skeena Counselling & Legal Assistance Society P.O. Box 130 Hazelton, B.C. V0J 1Y0	842-5218

AREA DIRECTORS

Chetwynd Ronald A. Wills Barrister & Solicitor 202 - 4713 - 51st Street P.O. Box 808 Chetwynd, B.C. V0C 1J0	788-3113	Lillooet R. Kendel Kaser Barrister & Solicitor 416 Main Street P.O. Box 1449 Lillooet, B.C. V0K 1V0	256-7519	Sechelt Lorne Paton Barrister & Solicitor Box 1310 Sechelt, B.C. V0N 3A0	885-2626
Duncan Yvonne Pink 209 - 55 Canada Avenue Duncan, B.C. V9L 1T6	746-6000	Nakusp Kenneth G. Watson Barrister & Solicitor 87 Second Avenue South P.O. Box 668 Nakusp, B.C. V0G 1R0	265-3641	Sparwood Glen Purdy 203 - 112 Centennial Square P.O. Box 1618 V0B 2J0	425-7216
Golden Glen Ewan Barrister & Solicitor 515 Ninth Avenue, North P.O. Box 429 Golden, B.C. V0A 1H0	344-5258	North Vancouver Trevors R. Bjurman Barrister & Solicitor 22 - 1501 Lonsdale Avenue North Vancouver, B.C. V7M 2J2	986-4151	Squamish Dan Moon Barrister & Solicitor Box 1850 Squamish, B.C. V0N 3G0	892-5254
Invermere Barnim Kluge Barrister & Solicitor 2 - 1206 - 7th Avenue P.O. Box 2647 Invermere, B.C. V0A 1K0	342-4447	Parksville Steven Barnwell P.O. Box 1840 4 - 196 Morrison Avenue Parksville, B.C. V0R 2S0	248-5751	Ucluelet James Roth P.O. Box 909 243 Main Street Ucluelet, B.C. V0R 3A0	726-4307
Kaslo Eric Watson Barrister & Solicitor Langham Cultural Centre A - Ave., & 5th Street P.O. Box 1049 Kaslo, B.C. V0G 1M0	353-2292	Revelstoke Robert A. Lundberg Barrister & Solicitor 119 Campbell Street P.O.Box 2490 Revelstoke, B.C. V0E 2S0	837-5196	Vernon William Wagner Barrister & Solicitor 4th floor, 3201 - 30th Avenue Vernon, B.C. V1T 2C9	545-3361
Ladysmith David O'Connor Barrister & Solicitor 22 High Street Ladysmith, B.C. V0R 2E0	245-7141	Richmond Bob Parsonage Barrister & Solicitor #204 - 8055 Anderson Road Richmond, B.C. V6Y 1A1	273-9311	Whitehorse John Anton Barrister & Solicitor #200 - Financial Plaza 204 Lambert Street Whitehorse, Yukon Y1A 1Z4	(403) 667-7885
Langley Beverly Hall Langley Paralegal Project 201 - 20189 - 56th Avenue Langley, B.C. V3A 3Y6	530-5811	Salmon Arm Jonathan Payne Barrister & Solicitor 90 Lakeshore Dr. N.W. Salmon Arm, B.C. V0E 2T0	873-8021		

LEGAL SERVICES SOCIETY

Family Law Referral

TO COUNSEL: Your assistance in the review of practicing your agreement provides the legal services described below at the Legal Services Society, Ltd. of fees or charges as set out in the schedule of fees. It is the client's responsibility to pay the fees and charges as set out in the schedule of fees. The normal agreement is for 12 months and is subject to the agreement of both parties and is only valid if the client has received the agreement and has signed it. The normal agreement is for 12 months and is subject to the agreement of both parties and is only valid if the client has received the agreement and has signed it. The normal agreement is for 12 months and is subject to the agreement of both parties and is only valid if the client has received the agreement and has signed it.

CLIENT NAME _____ **CLIENT ADDRESS** _____ **Phone No.** _____

FILE NUMBER _____

Lawyer Number _____ **Ensure this number is correct**

DATE OF ASSIGNMENT _____ **COURT LOCATION** _____

REFERRING OFFICE _____

LAWYER INSTRUCTIONS

CLIENT STATUS

Outcomes

Early Termination

Appeals

Costs Awarded

OTHER FEES

DISBURSEMENTS

TOTAL ACCOUNT

SEND TO: LEGAL SERVICES SOCIETY, Box 8, Ste 300, 1140 W. Pender St., Vancouver, B.C. V6E 4G5

CLIENT NAME _____ **CLIENT ADDRESS** _____ **Phone No.** _____

FILE NUMBER _____

DATE OF ASSIGNMENT _____ **COURT LOCATION** _____

REFERRING OFFICE _____

LAWYER INSTRUCTIONS

CLIENT STATUS

Outcomes

ISSUE	DIVORCE	MAINTENANCE	SHOW CAUSE	CUSTODY ACCESS	FCSA	DIVISION OF PROPERTY	RESTRAINING ORDER	Other - Describe
Consent Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application/Petition essentially granted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application/Petition essentially refused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Different order made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Resolved without Court Order (included separation agreement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unresolved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appeals

Costs Awarded

NOTE: AWARDED COSTS ARE ATTRIBUTED FIRST TO LSS EXPENSES, INCLUDING TRANSCRIPTS.

Family Law Referral Form Completion Instructions

**All bold and underlined terms are found in the Tariff Notes.
Please consult Tariff Notes for definitions.**

TOP PORTION

Completed by office. Do not make any changes except to:

- Court Location:** (1) Check court location and change if incorrect.
- Lawyer Number:** (2) Check lawyer number. If you are named on the top of the form, check that your lawyer number is correct; if your number is not correct, change it. If you are not the lawyer named at the top of the form you must contact the referring office to arrange transfer.
- Contribution:** (3) Deduct amount collected from total bill and give receipt to client.
- Lawyer Instructions:** (4) Lawyer Instructions may limit tariff items that may be billed, e.g. "Examination for Discovery Only", "Separation Agreement Only", "Custody/Access". If limited you must obtain written consent from referring office to expand your instructions.

RESULTS

- Client Status:** (5) Complete as appropriate.
- Outcomes:** (6) If issue is not listed, briefly describe other issues and tick their outcomes.
- Early Termination:** (7) If there is no outcome, tick the one box which most appropriately describes the reason for the early termination of the referral. No-show includes failure by client to contact lawyer.
- Appeals:** (8) May only be billed if set out in Lawyer Instructions.
- Indicate the court level and the result of the appeal.
- Costs Awarded:** (9) Must be completed for all Supreme Court matters where costs may be awarded. Indicate whether awarded or not and if so, the amount of the award and the amount collected.
- If costs have been collected, they must be deducted in TOTAL ACCOUNT section of form.
 - Even if collected costs are greater than allowable fees and disbursements, the form must still be completed and returned. See Introduction, paragraph B6.

Family Law Referral

DISCLAIMER: Your acceptance of this referral certificate and your agreement to provide the legal services set forth herein on the Legal Services Society form is not an offer of insurance or any other financial product. The Legal Services Society is not a financial institution and does not provide any financial products. The Legal Services Society is not a law firm and does not provide legal services. The Legal Services Society is not a court and does not have the authority to make any orders or judgments. The Legal Services Society is not a government agency and does not have the authority to enforce any laws or regulations. The Legal Services Society is not a public utility and does not have the authority to provide any services. The Legal Services Society is not a charitable organization and does not have the authority to receive any donations. The Legal Services Society is not a non-profit organization and does not have the authority to operate as such. The Legal Services Society is not a corporation and does not have the authority to enter into any contracts. The Legal Services Society is not a partnership and does not have the authority to bind any partners. The Legal Services Society is not a sole proprietorship and does not have the authority to bind the proprietor. The Legal Services Society is not a trust and does not have the authority to hold any assets. The Legal Services Society is not a fiduciary and does not have the authority to act in a fiduciary capacity. The Legal Services Society is not a professional corporation and does not have the authority to practice any profession. The Legal Services Society is not a regulated entity and does not have the authority to be regulated. The Legal Services Society is not a regulated activity and does not have the authority to be regulated. The Legal Services Society is not a regulated person and does not have the authority to be regulated. The Legal Services Society is not a regulated matter and does not have the authority to be regulated. The Legal Services Society is not a regulated activity and does not have the authority to be regulated. The Legal Services Society is not a regulated person and does not have the authority to be regulated. The Legal Services Society is not a regulated matter and does not have the authority to be regulated.

CLIENT NAME: _____ CLIENT ADDRESS: _____
 Phone No. _____ FAX NUMBER: _____
 DATE OF ASSIGNMENT: _____ COURT LOCATION: _____
 COURT: _____ REFERRED OFFICE: _____

CLIENT STATUS

1. Initial/Referred/Plaintiff/Defendant/Respondent/Other: _____
 2. Case Number: _____
 3. Date of Assignment: _____
 4. Court Location: _____

Outcomes

Outcome	Initial	Referred	Plaintiff	Defendant	Respondent	Other
Consent Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agreement/Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settlement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPEALS

5. Court: _____
 6. Appeal: _____
 7. Date of Appeal: _____

General Preparation

8. Initial Item 1(a): _____
 9. New Process Item 1(b): _____

Court File Numbers

Number	Number	Number

Court Hearings

10. Procedure Only: _____
 11. Divorce: _____
 12. Maintenance: _____
 13. Show Cause: _____
 14. Custody Access: _____

OTHER FEES

Fee	Description	Fee

DISBURSEMENTS

15. Mortgage: _____
 16. Other: _____
 17. Total: _____

TOTAL ACCOUNT

18. Fee: _____
 19. Sub Total: _____
 20. Other Fees: _____
 21. Total: _____

DISBURSEMENTS

22. Disbursement: _____
 23. Total: _____

OTHER FEES

24. Fee: _____
 25. Total: _____

10 General Preparation [Tariff Item 1]

Initial Item 1(a) Time _____ x \$50 per hour Date process filed (if any) _____ \$ max \$350
 New Process Item 1(b) (where allowed) Time _____ x \$50 per hour Date new process filed _____ \$ max \$100

11 Court File Numbers

Number _____ Number _____ Number _____

12 Court Hearings [Tariff Item 2]

13 Check issues addressed

Procedure Only FCSA s.11 or 13 (1)
 Divorce FCSA s.13(6), (7) or 14
 Maintenance Division of Property
 Show Cause Restraining Order
 Custody Access Other Issue _____

14 Court

Family
 Supreme
 Order
 Interim
 Final

15 Preparation for Hearing [Item 2(a)]

Filing date _____
 Preparation Time _____ x \$50 per hour \$ max \$150

16 Court Time [Item 2(b)]

Total number of 1/2 days this hearing _____
 Total \$ _____ (max \$125 for each 1/2 day)

17 Check issues addressed

Procedure Only FCSA s.11 or 13 (1)
 Divorce FCSA s.13(6), (7) or 14
 Maintenance Division of Property
 Show Cause Restraining Order
 Custody Access Other Issue _____

18 Court

Family
 Supreme
 Order
 Interim
 Final

19 Preparation for Hearing [Item 2(a)]

Filing date _____
 Preparation Time _____ x \$50 per hour \$ max \$150

20 Court Time [Item 2(b)]

Total number of 1/2 days this hearing _____
 Total \$ _____ (max \$125 for each 1/2 day)

Fees Subtotal \$ _____

BILLING

Only tariff items 1 and 2 are billed in this section. All other items are billed in OTHER FEES.

Report actual time spent, even if it is more than the maximum billable time. This information will be used for possible tariff revisions.

General Preparation — Tariff Item 1 Only:

- (10) Initial item 1(a) - indicate actual time spent in hours and tenths of hours. Bill at \$50 per hour to a maximum of \$350.00 depending on the date of assignment. If **process** filed, enter date.
- (11) New **Process** Item 1(b) - indicate actual time spent in hours and tenths of hours. Bill at \$50 per hour to a maximum of \$100. You must enter date that new **process** was filed and a date under 1a. Both dates must be later than the Date of Assignment.

Court Hearings — Tariff Items 2(a) and (b) Only:

A hearing includes all court appearances on all dates, and ends when there is an interim or final order. There is room to report two hearings on this form. For additional hearings use additional sheet on page 29.

- (12) Be sure to check "issues addressed." This will determine if there was a **new matter**.
- Examples of "Procedure Only" are substituted service, trial directions, etc.
- (13) Even if no court was attended, Supreme Court must be ticked if you are claiming fees for preparation of a **new matter** on the Supreme Court trial or Chambers list. You must indicate the date that new process was filed in Family Court or that a notice of motion or notice of trial was filed in Supreme Court.
- (14) If an order was made, indicate if it was "interim" or "final". Do not indicate a "final" order unless all issues addressed are concluded. For example, if an interim order and a final order are obtained at the same time, indicate interim order only.

Preparation For Hearing:

- (15) Fees for time spent in preparation for hearings are only allowed for **new matters** spoken to in Family Court or set on the Supreme Court trial or Chambers list.
- Enter the actual amount of time spent on preparation of **new matters** in hours and tenths of hours. Bill at \$50 per hour to a maximum of \$150 per **new matter**. Bill your preparation time for each **new matter**, up to 3 hours, to the first hearing even if it is attributable to more than one hearing.
 - Fees for preparation may be claimed to a combined maximum of 18 hours under Tariff Items 2(a) and 3. Item 3 (preparation for hearings with expert witnesses) must be billed under OTHER FEES.
 - Bill under OTHER FEES all other hearing preparation (i.e. with expert witnesses, additional fees for long hearings, Registrar's hearing, discoveries, taxing costs, appeal matters).

Court Time:

- (16) Indicate total number of half-days per hearing.
- If hearing lasts more than one date, submit a schedule of dates with the referral form. The form on page 30 of this book should be photocopied and used for this purpose.
 - Indicate whether hearing began in a.m. or p.m.
 - Report counsel time in hours and tenths of hours in the space marked "Time in Court". Fees can be claimed to a maximum of \$125 per half-day. It is important that you read and understand the definition of counsel time.
 - All fees for other hearings (Registrar's hearing or appeals) are billable under OTHER FEES.

OTHER FEES

- (17) All tariff items except Items 1 and 2 are billed here.
- For all items enter brief description, code and fee claimed. **Items without codes will slow processing of your account.**
 - Bill half-days as separate items. Indicate a.m. or p.m.
 - If applicable enter hours, tenths of hours, and date. If you run out of space, use a separate sheet. The form on page 30 should be photocopied and used for this purpose.

DISBURSEMENTS

See **DISBURSEMENTS** section of this book for all billable items, restrictions, codes and amounts.

- Items without codes will slow processing of your account.
 - If you run out of space, use separate sheet. The form on page 30 should be photocopied and used for this purpose.
 - Attach receipts for amounts over \$100.
 - Phone calls - where total is over \$100, photocopies of a log for telephone calls are acceptable.
- (18) Photocopying - office rate or actual cost, up to 25¢ per page at the office and up to 30¢ per page at the Courthouse.
- (19) Travel - 26¢ per kilometer
- (20) Amount - enter dollars and cents.

TO CONVERT: Your use of any of the (1) of a court or other agency to provide the type of service described in the Legal Services Society's fee schedule is subject to the terms and conditions set out in the back of this form. If you are not a member of the Society, you must pay the full amount of the fee. The fee schedule is available on the Society's website at www.lss.bc.ca. For further information, please contact the Society at 604-681-4444. The fee schedule is subject to change without notice. The Society is not responsible for any errors or omissions in this form. It is the responsibility of the user to ensure that the information provided is accurate and complete.

Family Law Referral

CLIENT NAME: _____ CLIENT ADDRESS: _____
 PHONE NO: _____ FAX NUMBER: _____
 Lawyer Number: _____
 DATE OF ASSIGNMENT: _____ COURT LOCATION: _____
 REFERRING OFFICE: _____

CLIENT STATUS

1 Regular Other (the Court ruled) Pending

2 Applying for interim Interim Final Other

3 Court of Appeal Court of Appeal Supreme Court of Canada

10 **11** **12** **13** **14** **15** **16** **17**

Case No.	Date	Time	Cost	Fee	Description	Cost	Fee

Case No.	Date	Time	Cost	Fee	Description	Cost	Fee

Case No.	Date	Time	Cost	Fee	Description	Cost	Fee

DISBURSEMENTS

Phoneline: 471
 Mortgage: 958
 Other: 836

TOTAL ACCOUNT

Account No. Interim Final (21)
 No account
 Private Retainer (See Q-8) (22)
 See LSS file # _____ (22)
 Other

Sub Total (23)
 Sub Total
 Less Contributions \$ ()
 Less Costs Collected \$ ()
TOTAL \$

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

TOTAL ACCOUNT

Account is: Interim Final (21)
 No account
 Private Retainer (See Q-8) (22)
 See LSS file # _____ (22)
 Other

Fees
 Sub Total (23) \$ _____
 Other Fees \$ _____
 Sub Total (23) \$ _____
 Disbursements
 Sub Total \$ _____
 Sub Total \$ _____
 Less Contributions \$ ()
 Less Costs Collected \$ ()
TOTAL \$ _____

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

Name (Print) LAWYER _____ Signature (25) _____ Day Month Year _____

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

TOTAL ACCOUNT

- Please submit form even if no fees or disbursements are being claimed.
- (21) If you wish to submit an interim account, please see the rules in the Introduction.
 - (22) If no claim is made because these services have been billed under another referral number, indicate "see LSS file #".
 - (23) Enter dollars and cents in all spaces. Show Contributions and Costs actually collected.
 - (24) The lawyer's name and number 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 number.
 - Unless your number is correct, 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.
 - (25) If you do not sign your account, it will be returned.

Family Law Referral Date/Hearing Schedule

Client Name _____

File Number _____

Lawyer Name _____

Lawyer Number _____

Date Schedule To be used when billing for subsequent dates of Item 2b hearings.

Hearing No. _____

Hearing No. _____

Day	Month	Year	am or pm	Hours/Tenths Counsel Time
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	

Day	Month	Year	am or pm	Hours/Tenths Counsel Time
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	
			<input type="checkbox"/> am <input type="checkbox"/> pm	

Additional Hearings To be used when billing more than the two hearings provided for on the billing form.

Court Hearings [Tariff Item 2]

HEARING 3 Check issues addressed <input type="checkbox"/> Procedure Only <input type="checkbox"/> FCSA s.11 or 13 (1) <input type="checkbox"/> Divorce <input type="checkbox"/> FCSA s.13(6), (7) or 14 <input type="checkbox"/> Maintenance <input type="checkbox"/> Division of Property <input type="checkbox"/> Show Cause <input type="checkbox"/> Restraining Order <input type="checkbox"/> Custody Access <input type="checkbox"/> Other issue _____	Court Order <input type="checkbox"/> Family <input type="checkbox"/> Supreme <input type="checkbox"/> Interim <input type="checkbox"/> Final	Preparation for Hearing [Item 2(a)] <small>For New Matters Only</small> Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial: Day Month Year Preparation Time: _____ Hrs. _____ 10ths x \$50 per hour → \$ _____ max \$150 <hr/> Court Time [Item 2(b)] Total number of 1/2 days this hearing: _____ First date of hearing: Day Month Year Use date schedule for additional dates. Photocopy last page of Tariff Book. First date time in Court: _____ am/pm Total time at this hearing: _____ Hrs. _____ 10ths Total: _____ x \$50 = \$ _____ (max \$125 for each 1/2 day)
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HEARING 4 Check issues addressed <input type="checkbox"/> Procedure Only <input type="checkbox"/> FCSA s.11 or 13 (1) <input type="checkbox"/> Divorce <input type="checkbox"/> FCSA s.13(6), (7) or 14 <input type="checkbox"/> Maintenance <input type="checkbox"/> Division of Property <input type="checkbox"/> Show Cause <input type="checkbox"/> Restraining Order <input type="checkbox"/> Custody Access <input type="checkbox"/> Other issue _____	Court Order <input type="checkbox"/> Family <input type="checkbox"/> Supreme <input type="checkbox"/> Interim <input type="checkbox"/> Final	Preparation for Hearing [Item 2(a)] <small>For New Matters Only</small> Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial: Day Month Year Preparation Time: _____ Hrs. _____ 10ths x \$50 per hour → \$ _____ max \$150 <hr/> Court Time [Item 2(b)] Total number of 1/2 days this hearing: _____ First date of hearing: Day Month Year Use date schedule for additional dates. Photocopy last page of Tariff Book. First date time in Court: _____ am/pm Total time at this hearing: _____ Hrs. _____ 10ths Total: _____ x \$50 = \$ _____ (max \$125 for each 1/2 day)
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HEARING 5 Check issues addressed <input type="checkbox"/> Procedure Only <input type="checkbox"/> FCSA s.11 or 13 (1) <input type="checkbox"/> Divorce <input type="checkbox"/> FCSA s.13(6), (7) or 14 <input type="checkbox"/> Maintenance <input type="checkbox"/> Division of Property <input type="checkbox"/> Show Cause <input type="checkbox"/> Restraining Order <input type="checkbox"/> Custody Access <input type="checkbox"/> Other issue _____	Court Order <input type="checkbox"/> Family <input type="checkbox"/> Supreme <input type="checkbox"/> Interim <input type="checkbox"/> Final	Preparation for Hearing [Item 2(a)] <small>For New Matters Only</small> Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial: Day Month Year Preparation Time: _____ Hrs. _____ 10ths x \$50 per hour → \$ _____ max \$150 <hr/> Court Time [Item 2(b)] Total number of 1/2 days this hearing: _____ First date of hearing: Day Month Year Use date schedule for additional dates. Photocopy last page of Tariff Book. First date time in Court: _____ am/pm Total time at this hearing: _____ Hrs. _____ 10ths Total: _____ x \$50 = \$ _____ (max \$125 for each 1/2 day)
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HEARING 6 Check issues addressed <input type="checkbox"/> Procedure Only <input type="checkbox"/> FCSA s.11 or 13 (1) <input type="checkbox"/> Divorce <input type="checkbox"/> FCSA s.13(6), (7) or 14 <input type="checkbox"/> Maintenance <input type="checkbox"/> Division of Property <input type="checkbox"/> Show Cause <input type="checkbox"/> Restraining Order <input type="checkbox"/> Custody Access <input type="checkbox"/> Other issue _____	Court Order <input type="checkbox"/> Family <input type="checkbox"/> Supreme <input type="checkbox"/> Interim <input type="checkbox"/> Final	Preparation for Hearing [Item 2(a)] <small>For New Matters Only</small> Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial: Day Month Year Preparation Time: _____ Hrs. _____ 10ths x \$50 per hour → \$ _____ max \$150 <hr/> Court Time [Item 2(b)] Total number of 1/2 days this hearing: _____ First date of hearing: Day Month Year Use date schedule for additional dates. Photocopy last page of Tariff Book. First date time in Court: _____ am/pm Total time at this hearing: _____ Hrs. _____ 10ths Total: _____ x \$50 = \$ _____ (max \$125 for each 1/2 day)
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Use other side for Other Fees and Disbursements.

