Disbursements for All Tariffs

Legal
Services
Society

British Columbia
www.lss.bc.ca

Revision history (July 2008)

Date issued	Replaced pages	Effective date
07/08	**ii, iii, 1, 3, 4, 16 – 32, Guide to Billing, Appendices section title page, Appendix 1: Request for Authorization of Disbursements, Appendix 2: Request for Authorization of Transcripts**	**07/08**
03/08	page 22	03/08
02/08	Appendix 6: Transcript Providers	02/08
11/07	12	11/07
06/07	12, Appendix 6: Transcript Providers	06/07
04/07	pages 9, 10, 16, 18, 19	04/07
11/06	all pages, Guide to Billing, Disbursements Billing Form, Appendices 1 – 4 & 6	11/06
01/06	all pages, Guide to Billing, Disbursements Billing Form, Appendix 6: Transcript Service Providers	01/06
02/05	ii, iii, 1, 3, 8, 10, 29, Appendices section title page, Appendix 1: Request for Authorization of Disbursements, Appendix 2: Request for Authorization of Transcripts, Appendix 3: Transcript Order Form, Appendix 6: Transcript Service Providers	02/05
06/04	all pages	06/04
06/03	i/ii, 1 – 4, 11 – 20, 29 – 36, Disbursements Billing Form, Appendix 5: Civil Transcript Order Form, Appendix 6: Transcript Service Providers	01/99
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10/01	section title page, v/vi, 15/16, 25 – 45, Disbursements Billing Form, Appendices section title page, Request for Authorization of Disbursements, Request for Authorization of Transcripts, Transcript Order Form, Criminal Transcript Order Form (formerly the Preliminary Inquiry Transcript Order Form), Civil Transcript Order for (formerly the Examination for Discovery Transcript Order Form), Appendix 6: Transcript Service Providers	01/99
04/01	all pages	01/99
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12/99	iii/iv, 9 – 16, 21/22, 35 – 41, Disbursements Billing Form; Appendix 1: Request for Authorization of Disbursements; Appendix 2: Request for Authorization of Transcripts; Appendix 4: Preliminary Inquiry Transcript Order Form; Appendix 5: Examination for Discovery Transcript Order Form	01/99

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Appendix 1: Request for Authorization of Disbursements (July 2008)

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Appendix 6: Transcript Service Providers (February 2008)

1. Introduction (February 2005)

The disbursements outlined in this section of the *Guide to Legal Aid Tariffs* are for lawyers retained by LSS and for staff lawyers of LSS and its funded agencies.

Your suggestions for adding new disbursements or for making these instructions easier to follow are welcome and should be directed to:

Manager, Operations
Legal Advice and Representation Division
Legal Services Society
400 – 510 Burrard Street
Vancouver, BC V6C 3A8

Wherever possible, we provide automatic authorization for necessary and reasonable disbursements. However, many disbursements are not automatically authorized or are authorized only to a specified limit. To be reimbursed for these, you must obtain authorization *before* incurring the expense or exceeding the limit or you may not be paid for the disbursement.

The disbursement items listed here indicate whether or not prior authorization is required. Any disbursements not listed always require prior authorization. The listings also indicate whether you need to attach receipts or invoices for services. If receipts are not required, keep them in your file for at least two years from the time of submitting your account in case LSS conducts an audit of the case. If you are submitting your account through our e-billing system, please retain all receipts in case a billing inquiry is made by Tariff Operations.

2. Incurring Disbursements (June 2004)

LSS is not responsible for any contract for disbursements made between a lawyer and a third party. Remember that you are the one who contracts for disbursements, and cannot bind LSS to any contract without specific authorization to do so.

For services you retain on an hourly basis, including experts' services, submit detailed accounts that include dates, times, billing rates, and brief service descriptions. Please ensure that all invoices you receive clearly indicate the client's name.

You are responsible for ensuring that the accounts you submit for reimbursement are accurate billings for satisfactory services. You are also responsible for paying all disbursements except bills from third party service providers who contract directly with LSS.

If you have a complaint about the service you received from a service provider, please contact the Manager, Operations. LSS is concerned about the quality of services its clients receive and may be able to help you reduce the account or pursue a complaint with the appropriate agencies.

You must ensure that experts understand, before they provide services, any limits on hours, rates, or expenses that LSS imposes in the authorization or under the tariff.

If you have received authorization for an expert report or assessment, your authorization *includes* retaining the expert for court testimony at the rates authorized for actual court attendance. Prior authorization for travel is required.

LSS will not fund an expert to attend court to hear evidence from any witness without specific prior authorization. LSS will generally not authorize payment for items that are considered general office overhead.

3. Requesting Prior Authorization (February 2005)

LSS authorizes those disbursements it considers necessary and reasonable.

A disbursement is considered *necessary* if it is likely to significantly advance the client's case or if, without it, the client's case will be significantly disadvantaged.

Reasonable refers to the amount of the disbursement, and a reasonable disbursement may depend on the circumstances of a particular case. Additional considerations include:

- What is the likelihood that the expenditure will result in a tangible benefit to the client?
- Would a client of modest means incur the disbursement?
- Is LSS likely to be reimbursed when the case ends?
- Is the disbursement consistent with others allowed by LSS?
- Is the other side contributing to the cost?
- What is the likelihood that the other side will pay the whole cost if the legal aid client is successful at trial?
- Does the cost of the disbursement reflect market rates?

Disbursement items are listed alphabetically starting on page 8. Infrequently billed items are listed on page 17 under "Miscellaneous items requiring prior authorization" or on page 18 under "Miscellaneous items not requiring prior authorization." To find any disbursement item quickly, please refer to the keyword index on page 5.

To request authorization for disbursements (for all cases *except* appeals and judicial reviews), use **Appendix 1: Request for Authorization of Disbursements**. Fill in both sides and submit it by e-mail, fax, or mail to:

Disbursements Co-ordinator
Legal Services Society
400 – 510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 681-7963
E-mail: helpdesk.disbursements@lss.bc.ca

Send requests on appeal cases to:

Appeals Co-ordinator
Legal Services Society
400 – 510 Burrard Street
Vancouver, BC V6C 3A8
Fax: (604) 682-0956
E-mail: helpdesk.appeals@lss.bc.ca

For *all* disbursement requests, include the following information:

- a description of the disbursement,
- the reasons it is required for the case, and
- an estimate of the total cost, including an hourly rate if applicable.

If you wish to retain an expert, include the reason for retaining an expert and a description of the expert's qualifications.

LSS will fax you a copy of the authorization. Attach a copy to your billing form when you submit the invoice for reimbursement.

You may request a review of a decision by writing to the Case Management Section. For appeal cases, write to the Appeals Section. Enclose a copy of your original request and outline your reasons for a review.

4. Billing for Disbursements

Keyword index of disbursements (April 2007)

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Appraisal of property or chattels 8
Binding charges 8
Birth and marriage certificates 8
Blood/alcohol experts, *see* Expert assessment/reports and testimony 11
Bus, train, ferry, taxi fares, tolls, *see* Travel costs for lawyers 21
Car rental, *see* Travel costs for lawyers 22
Case law copying, *see* Photocopying and receiving faxes 18
Child access supervision reports, *see* Miscellaneous items requiring prior authorization 17
Computer-assisted legal research 9
Conduct money, *see* Miscellaneous items not requiring prior authorization 18
Counsel agents, *see* **General Terms and Conditions** (paragraphs 31 – 33)
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Courier services 9
Custody and access reports 11
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DNA experts, *see* Miscellaneous items requiring prior authorization 17
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Expert assessment/reports and testimony 11
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Filing/Hearing fees 14
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5. Disbursement Items (in alphabetical order)

Code

Appraisal of property or chattels (June 2004)

- No prior authorization is required for one appraisal of real property up to $300 per case, including reasonable meterage charges. **2048**
- Prior authorization is required for the appraisal of other property or chattels and appraisal reports estimated to cost over $300.
- To obtain authorization for appraisals, show that the estimated value of the assets appears to justify the requested expenditure.
- Attach a copy of the invoice.

Caution

➲ If property is divided, be aware that any property and/or cash received by the client in lieu of property represents a change of financial circumstances, and as a result you must send the client to the referring office for a re-evaluation of his or her financial eligibility.

Binding charges (June 2004)

- No prior authorization is required for the cost of binding material for any court or tribunal submissions. **307**
- Although LSS sets no specific fee for binding, the following disbursement rates are allowed for both in-house and third-party binding:

– Per tab: $0.35

– Per cover: $1.50

– Per coil: $2.50

- Provide an invoice if the binding is done by a third party.

Birth and marriage certificates (June 2004)

- No prior authorization is required for expenses up to $35, including agency fees. **2063**
- Indicate the number of family members for whom you are claiming a birth certificate.

Code

Computer-assisted legal research (January 2006)

- No prior authorization is required for search and online charges up to $300. **2212**
- Prior authorization is required for search and online charges of more than $300. Provide cost estimates.
- Attach receipts.

Caution

➲ You cannot bill for your own research time or for hiring others to do research. This disbursement is for the actual cost of online time.

Courier services (April 2007)

- No prior authorization is required. **0893**
- Attach receipts for courier bills of $100 or more. LSS may request receipts for courier services at any time.
- Receipts should clearly indicate the client's name.

Cautions

➲ If courier costs exceed $100, attach receipts for *all* courier services on that referral, not just for the amounts that exceed the maximum.

➲ Do not bill this tariff item in addition to the **Disbursements block payment**.

Code

Disbursements block payment (April 2007)

- Billable once per referral in lieu of billing the actual cost of the standard low-cost disbursement items listed in the caution below.
- Bill at the following rates:

– Criminal referrals: $10	**190**
– Criminal, s.278 victim/witness representation referrals: $10	**270**
– CFCSA referrals: $18	**530**
– Family referrals: $28	**460**
– Immigration referrals: $38	**770**

Cautions

➲ Counsel may bill this tariff item once per referral but only where fees for legal services are also billed on that referral.

➲ By billing this tariff item you are electing not to bill separately for the actual costs of any of the following items:

– Courier services (0893)

– Long distance charges — telephone/fax transmissions (0834)

– Photocopying and receiving faxes — In house (0157)

– Photocopying and receiving faxes — Third party (1826)

– Postage (0869)

If you wish to bill the actual costs of one or more of these disbursement items on a referral, you can bill them each separately but cannot then bill the disbursements block payment.

➲ This tariff item does not apply to referrals under the **Appeals and Judicial Reviews Tariff** or the **Duty Counsel Tariff**.

➲ You do not need to keep receipts, track, or record actual expenses to bill this tariff item.

Code

Expert assessment/reports and testimony

Blood/alcohol experts (January 2006)

See also Travel costs for witnesses.

- No prior authorization is required for up to two hours preparation and the actual court attendance at $75 per hour. **2071**
- Attach a copy of the expert's invoice.
- If further preparation hours are required, submit a detailed explanation.

Country expert reports (June 2004)

See also Travel costs for witnesses.

- Prior authorization is required to set the limits of the retainer. **2098**
- Provide detailed reasons why a country expert report is required and an estimate of the time required.
- Attach a copy of the expert's invoice.

Cautions

➲ LSS may request a copy of the expert's curriculum vitae.

➲ Prior authorization is required for travel fees and expenses. See **Travel costs for witnesses**.

Custody and access reports (June 2004)

- Prior authorization is required to set the limits of the retainer. **1987**
- Attach a copy of the expert's invoice.

Cautions

➲ Both parties should agree to a single assessment by one qualified expert whose report will become evidence. Additional assessments will be authorized only in exceptional circumstances.

➲ Both parties are expected to contribute to the cost of an assessment.

➲ If the assessor is not a registered psychologist, provide a copy of his or her curriculum vitae with your request.

Code

Medical records and reports (November 2007)

See also Travel costs for witnesses.

- The listed fees are based on the ***BCMA Guide to Fees***. Physicians may bill current rates. See below for the rates as of April 1, 2008. Current rates may be found at the BCMA website.
- No prior authorization is required to order one, per case, of each of the following items:

Medical records review by physician for the first 15 minutes (authorization required for any additional time beyond 15 minutes)	(Item A00095)	$81.50	**1495**
Medical records photocopying (First 10 pages)	(Item A00096)	$1.30/page	**1504**
" " " **(subsequent pages)**	(Item A00096)	$0.30/page	**1504**
Form completion or simple letter reporting on patient's condition	(Item A00070)	$139	**1511**
Medical-legal letter	(Item A00071)	$292	**1537**

- Prior authorization is required for the following items:

Medical-legal report	(Item A00072)	$873	**1552**
Medical-legal opinion	(Item A00073)	$1,459	**1578**

- Provide the date the report was written.
- Attach invoices that clearly indicate the client's name.
- The report author may bill for testimony, as required, without prior authorization, as follows:

– General practitioners

$192 per hour for up to two hours preparation plus court attendance **1651**
$109 per hour for travel time **1250**

– Specialists

$225 per hour for up to two hours preparation plus court attendance **1751**
$127 per hour for travel time **1760**

Cautions

➲ LSS pays witnesses in accordance with the BCMA Crown Billing Guidelines, as revised April 1, 2003.

➲ Prior authorization is required for more than two hours preparation.

➲ Prior authorization is required for travel fees and expenses. See **Travel costs for witnesses**.

Code

Paternity testing (June 2004)

- Prior authorization is required to set the limits of the retainer. **4002**

Cautions

➲ LSS will fund a paternity test only where no presumption of paternity exists and the putative father is not *in loco parentis*. Testing will be authorized only when no other means are available to prove or disprove paternity.

➲ LSS will not automatically authorize paternity testing even if the court orders a paternity test for which the parties must share the cost.

Psychologists and psychiatrists (June 2004)

See also Travel costs for witnesses.

- Prior authorization is required to set the limits of the retainer.
- Attach a copy of the expert's invoice.
- Experts may bill fees as follows:

– Psychologists

Up to $114 per hour, including preparation and court attendance	**1626**
Up to $69 per hour for travel time	**1735**

– Psychiatrists

Up to $225 per hour, including preparation and court attendance	**1677**
Up to $127 per hour for travel time	**1776**

Cautions

➲ Provide a proposal stating the number of hours required for interviewing, making assessments, reviewing materials, testing, and writing reports. The proposal should include the number of people to be interviewed and a brief description of their relationship(s) to the client.

➲ In criminal cases, authorization for psychological/psychiatric assessments is usually available only for serious offences.

➲ Prior authorization is required for travel fees and expenses. See **Travel costs for witnesses**.

Code

Filing/Hearing fees (June 2004)

- No prior authorization is required. **0398**
- Claim the actual fees, including agency fees, required by the court or tribunal for filing documents.
- Attach receipts for amounts over $500 per case.
- Ensure that agency invoices clearly indicate the client's name.

Caution

➲ If filing fees exceed $500, attach receipts for *all* filing fees on that referral, not just for the amounts that exceed the maximum.

Hospital records (June 2004)

- No prior authorization is required to obtain hospital records for amounts under $150. **2055**
- Attach a copy of the invoice.

Interpreting and translation for language

Interpreting for language (November 2006)

See also Meterage — Interpreters/Translators.

- No prior authorization is required for interpretation accounts of up to $250. **0877**
- Prior authorization is required for any service exceeding the above limits.
- Interpreters will be paid up to $25 per hour.
- Attach copies of detailed invoices for services, including the interpreter's name and address.

Cautions

➲ To be billable, interpretation services must be performed under the lawyer's supervision.

➲ You are responsible for ensuring that interpreters bill accurately.

➲ LSS does not accept billing for minimum time or a flat rate.

➲ For multiple client claims, the limit under which no authorization is required is calculated per adult client.

Code

Translation for language (June 2006)

See also Meterage — Interpreters/Translators.

- Prior authorization is required for any translation service. **0901**
- Translators will be paid up to $0.19 per English word of translation (no flat rates).
- Attach copies of detailed invoices for services, including the translator's name and address.
- LSS will authorize translation costs of up to $361 (1,900 words) for each immigration hearing referral issued.

Cautions

➲ LSS will not pay for translating forms that are already available in the required language, but only for translating the client information entered on them.

➲ Unless the circumstances are exceptional, LSS will not authorize a translation of any document back into the client's language.

➲ You are responsible for ensuring that translators bill accurately.

Meterage — Interpreters/Translators (November 2006)

- No prior authorization is required to bill meterage up to $115. **0427**
- Meterage for interpreters/translators is billable at the LSS rate per kilometre for travel to and from their office to the office of the lawyer. Detours to pick up or drop off clients are not billable. (See Travel costs for lawyers — Meterage for the current LSS rate).
- Attach copies of detailed invoices for services, including the interpreter/translator's name and address.

Cautions

➲ Meterage is billable per trip, not per client.

➲ You are responsible for ensuring that interpreters and translators bill accurately.

➲ LSS does not reimburse interpreters/translators for parking.

Code

Long distance charges — Telephone/Fax transmissions (April 2007)

- No prior authorization is required. **0834**
- Claim the actual cost of long-distance charges.
- If your accumulated long-distance charges on a referral exceed $100, attach a copy of your office log detailing the time, rate, and phone number for each billable item, including collect calls. Copies of long-distance invoices are not necessary, but may be submitted instead of a log.

Cautions

➲ LSS does not reimburse the cost of obtaining time and charges information from the telephone operator.

➲ LSS may request your telephone log to support long distance billings under $100.

➲ If long distance charges exceed $100, attach a copy of your log for *all* long distance on the referral, not just for the amounts that exceed the maximum.

➲ Do not bill this tariff item in addition to the **Disbursements block payment**.

Mediation (July 2008)

Mediator's Preparation for Mediation **1899**

- No prior authorization is required for preparation of up to 3 hours, which represents your client's half of the total preparation time (6 hours).

Mediator's Attendance at Mediation **1891**

- No prior authorization is required for up to 4 hours for the mediator's attendance at mediation, which represents your client's half of an 8 hour mediation session.

Caution

➲ LSS expects that the parties will generally share the cost of mediation. Contact the LSS disbursements co-ordinator if the other party is not able to share the cost of mediation equally.

➲ Prior authorization is required if, in unusual situations, LSS is required to pay for the other party's share of mediation.

➲ Mediation must be carried out by a qualified mediator.

➲ Attach a copy of the mediator's invoice showing preparation and attendance billed at the LSS Tier 1 rate for lawyers.

Meterage

- Mediators may bill for meterage (see Travel costs for lawyers — Meterage for the current LSS rate). **1894**

Miscellaneous items requiring prior authorization (June 2005) 737

The following items require prior authorization to set the limits of the retainer and for travel fees and expenses. Attach copies of receipts and invoices.

Where rates for travel time, preparation, or court attendance are noted, they are set in accordance with the Attorney General's fees for experts. All other fees will be set by LSS and noted on the authorization.

Service	Effective date	Travel time	Preparation or attendance time
Registered nurses	April 1, 2005	$45/hour	$75/hour
Dentists, veterinarians & forensic anthropologists	April 1, 2005	$70/hour	$126/hour
Chartered accountants (CA) and engineers	April 1, 2005	$84/hour	$144/hour
Accountants (CGA)	April 1, 2005	$55/hour	$95/hour
Document examiners, environment experts, fire consultants, and accident reconstruction	April 1, 2005	$45/hour	$75/hour
Environmental and laboratory technicians, and mechanics	April 1, 2005	$30/hour	$50/hour

Actuarial reports	LSS will specify rates on authorization.
Child access supervision reports	LSS will specify rates on authorization.
DNA experts	Include in request particulars of the offence and how the expert evidence relates to the proposed defence.
Elder witnesses	Elders may bill the hourly rate authorized by LSS for actual attendance time.
Handwriting experts	LSS will specify rates on authorization.
Polygraph experts	LSS will specify rates on authorization.
Professional photographers	LSS will specify rates on authorization.
Travel costs for witnesses	Rates not otherwise published in the Tariff will be specified on authorization.

Code

Miscellaneous items not requiring prior authorization (July 2008) 736

The following items do not require prior authorization.

Item	Further requirements (if any)
Conduct money	Authorization required to pay out-of-province witnesses
Interpreting and translation for the hearing impaired (see also Meterage — Interpreters/Translators.)	No prior authorization required for accounts up to $350 at $35 per hour
Photographs	No prior authorization required for up to $50
Skip tracing (see also Private detectives and investigators)	No prior authorization required for amounts up to $200 (including meterage charges)

Photocopying and receiving faxes (July 2008)

- No prior authorization is required. •

In house

- Claim up to $0.15 per page. **0157**
- Record the number of copies made or pages received on your account.
- Please maintain a log to support the number of pages copied or faxes received. LSS may request your log to verify your account.

Caution

➲ Do not bill this tariff item in addition to the **Disbursements block payment**.

1826

Third party

- Claim the reasonable cost paid to an arm's-length third party and attach invoices.
- Claim copies made at courthouses at the actual cost up to $1.00 per page.
- Attach receipts.

Caution

➲ Do not bill this tariff item in addition to the **Disbursements block payment**.

Code

Postage (April 2007)

- No prior authorization is required. **0869**

Caution

➲ Do not bill this tariff item in addition to the **Disbursements block payment**.

Printing electronic disclosure (July 2008)

- No prior authorization is required for amounts up to $1000.
- Prior authorization is required for charges of more than $1000. Provide cost estimates for printing those portions of the disclosure that are essential in printed form. •

In house **1950**

- Claim up to $0.15 per page.
- Record the number of pages printed on your account.
- Please maintain a log to support the number of pages printed. LSS may request your log to verify your account. **1955**

Third party

- Claim the reasonable cost paid to an arm's-length third party.
- Invoices must be retained and provided upon request.

Code

Private detectives and investigators (July 2008)

See also Miscellaneous items not requiring prior authorization — Skip tracing.

- Prior authorization is required. **2160**
- Provide detailed reasons why an investigator is required and an estimate of the time required.
- Attach receipts.

Cautions

➲ LSS will fund private detectives on a limited basis to carry out well-defined, discrete tasks. Surveillance will not be authorized.

➲ Prior authorization is required for travel fees and expenses. See **Travel costs for witnesses**.

Service of court documents (June 2005)

- No prior authorization is required if the total amount for each service does not exceed $200, including meterage charges. **0240**
- Prior authorization is required for amounts over $200.
- Attach receipts.

Caution

Ensure that process servers are aware of current LSS meterage rates. (See Travel costs for lawyers — Meterage for the current LSS rate.)

Title searches for property and assets (June 2004)

- No prior authorization is required. **2204**
- Claim the cost of the search.
- Attach receipts.

Caution

➲ Title searches do not include payroll and accounting searches. This expense is for searching for registered assets under the Land Titles Act and the Personal Property Securities Act.

Code

Travel costs for lawyers

General guidelines (June 2004)

- If the referring office authorizes travel (see your referral form under "Conditions of Referral"), you may incur reasonable disbursements for travel, except car rental.
- If the referring office does not authorize travel, you must obtain specific authorization from the disbursements co-ordinator to bill any of these items except meterage and parking.
- You are expected to arrange the most economical means of travel unless you have obtained prior authorization for a more expensive means.

Accommodation (July 2008)

- If travel is authorized, out-of-town lawyers may stay overnight for court hearings. **0661**
- LSS is authorized to use government personnel rates for hotel accommodation. Please request the rates set out on the BC government website. We expect counsel to choose the most reasonable accommodation at BC government rates for each location. We will monitor billings that exceed $100 per night. Please note that there are different rates for each of three seasons: shoulder, summer, and winter.
- Privately owned accommodation in all areas up to $40 per night.
- Attach receipts.
- Provide the date of the overnight stay.
- LSS does not pay for laundry, mini-bar, movies, or other personal expenses incurred at the hotel.

Airfare (June 2004)

- Airfare is authorized at current economy fares. **0455**
- Provide a copy of the airline ticket or electronic ticket confirmation.
- Provide the date of air travel.

Bus, train, ferry, taxi fares, tolls (June 2004)

- Provide the date of travel and the destination. **0562**
- Attach receipts.

Code

Car rental (June 2004)

- Prior authorization is required for all car rentals. **2022**
- LSS is authorized to use government personnel rates for car rental.
- Attach receipts.

Caution

➲ LSS will authorize car rental only for remote locations where more economical transportation is unavailable.

Meals (March 2008)

- The LSS rates for meals are listed below and are based on the BC Public Service Agency rates as of March 30, 2008. LSS rates will increase annually in April in accordance with increases set by the agency. Refer to the BC Public Service Agency website for scheduled rate changes (LSS bases its rates on Employee Group I). **0463**

– If travel is authorized, out-of-town lawyers who stay overnight for court hearings may claim per diem rates of:

– $11.25 for breakfast

– $13.00 for lunch

– $22.00 for dinner

– OR

– a daily per diem for meals of $46.25

Caution

➲ When travel is for part of a day, only the meals applicable to that portion of the day spent travelling can be claimed.

Code

Meterage (July 2008)

- LSS provides a meterage allowance per kilometre for actual distance travelled from an office or home to a specified destination when using a personal vehicle for business relating to a legal aid referral. **0968**
- Specified destinations include attendance at a courthouse, detention facility, mediation, meeting with clients and witnesses, and Examination for Discovery.
- The LSS rate for meterage is based on the BC Public Service Agency rate as of March 30, 2008. LSS rates will increase annually in April in accordance with increases set by the agency. Refer to the BC Public Service Agency website for scheduled rate changes. The current rate is $0.49 per kilometre.
- Record the date of travel, the destination, and the distance to support your account.
- You may claim meterage for all travel by vehicle, whether or not travel is authorized under the referral.

Caution

➲ Meterage is not billable for distance travelled between your home and office.

➲ You may charge meterage for any trip on only one case, no matter how many clients you see.

➲ Distance for meterage is calculated using the vehicle's odometer or using an online tool, such as Google Maps. (Note: distance travelled by ferry or aircraft should not be included when determining meterage.)

Parking (June 2004)

- Claim actual costs up to $13 per day. **2014**
- Attach receipts.

Caution

➲ LSS will not pay parking charges that are part of your overhead costs.

Code

Travel costs for witnesses — Expenses (November 2006)

- Prior authorization is always required to specify the travel expenses allowed. **2000**
- When authorized, travel expenses include economy fare or meterage (see Travel costs for lawyers — Meterage for the current LSS rate), accommodation (see Travel costs for lawyers — Accommodation for the current LSS rate), and meal allowances (see Travel costs for lawyers — Meals for the current LSS rate).
- Attach receipts.

Caution

➲ LSS will not pay witness fees except those required by the Supreme Court rules and will not reimburse witnesses for lost wages.

Videoconferencing (July 2008)

- Prior authorization is required for witnesses to testify via videoconferencing. **0975**
- Invoices must be retained and provided upon request.

Cautions

➲ Please inquire whether government rates are available when booking the videoconference.

➲ This item relates only to videoconferencing expenses and not to the witness expenses.

6. Transcripts (November 2006)

LSS and the Ministry of Attorney General have exclusive service provider contracts with private transcription firms to produce transcripts from audiotapes or compact discs (CDs) for civil and criminal proceedings in Provincial and Supreme Courts throughout the province. Each transcription firm has an exclusive right to produce transcripts for specific court registries. Please see **Appendix 6: Transcript Service Providers** at the end of the **Disbursements for All Tariffs** to determine which transcription firm is entitled to produce transcripts for a particular proceeding. Court registries require transcription firms to submit a completed **Transcript Order Form** before audio tapes or CDs can be released. You must complete this form and submit it to the transcription firm when ordering transcripts. See **Appendix 3: Transcript Order Form**; please retain this master copy and photocopy it as required.

LSS is concerned about maintaining transcript service quality and timely delivery of transcripts. Please forward any concerns to the Manager, Operations at the Vancouver Regional Centre.

The exclusive contracts are restricted to civil and criminal proceedings in Provincial and Supreme Court. They do not include proceedings before other courts or tribunals, examinations for discovery, or Supreme Court proceedings where a court reporter has been retained. If you are representing a legal aid client in Supreme Court proceedings where another party has proposed retaining a court reporter, you should contact the Case Management Section about the arrangement.

As described in the **Appeals and Judicial Reviews** section (below), the designated transcription firm has exclusive rights to produce the original transcript of a Provincial Court or Supreme Court proceeding that is the subject of an appeal or judicial review. However, for production of any required Red Books and Blue Books, you may retain the designated transcription firm or an independent appeal book co-ordinator.

Usually the transcript service provider will bill LSS directly for all services. Lawyers may only bill LSS for transcripts in exceptional circumstances approved by the Case Management Section.

When you order a transcript, you are entitled to receive a paper copy plus an electronic copy (via computer disk or e-mail). You may use the electronic copy with litigation support software or to generate additional copies for use within your firm. If you did not request an electronic copy when you initially ordered the transcript, but you subsequently require one, you may request this from the transcript service provider at an additional cost to you. LSS will not pay for an electronic copy that was not requested when the order was initially placed.

You should not provide paper or electronic copies of the transcript to other parties as they are required to obtain transcripts directly from the transcription firm. You may, however, make copies for your junior or co-counsel in the case, or for counsel acting for an LSS client who is a co-accused in the same case.

Transcript categories (November 2006)

Transcripts are classified according to the time required to produce them, as follows:

- **Daily transcripts** are ordered by the end of the business day and are required to be prepared and made available to the ordering party, in paper and/or electronic format, by 9:00 a.m. the following business day. The end of the business day means 4:00 p.m. on a day the Court Registry is open.
- **Expedited transcripts** are required to be prepared and made available to the ordering party by the third business day following the proceedings transcribed or the date of the order.
- **Ordinary transcripts** are not ordered as daily, expedited, or delayed and are made available as soon as possible (within 22 business days of the date of order).
- Different timelines apply to certain categories of ordinary transcripts:
  - **Reasons for judgment**, **rulings**, or **jury charges** are to be made available within 5 business days of the order.
  - (Note: Written reasons for judgment for Supreme Court matters are automatically posted on the Internet. Oral reasons for judgment for Supreme Court and Provincial Court matters are posted on the Internet only at the direction of the presiding judge.)
  - **Transcripts required for an appeal** are to be made available within 60 days of filing the notice of appeal.
  - **Reciprocal maintenance hearings,** including hearings under the Interjurisdictional Support Order Act, are to be made available within 14 business days of the order.
- **Delayed transcripts** are required to be prepared and made available to the ordering party more than 22 business days after the date of the order on a date agreeable to the ordering party.

Transcription firms charge premium rates for daily and expedited transcripts, so LSS will authorize you to order these only in exceptional circumstances. You must obtain prior authorization from LSS before ordering most transcripts (for exceptions, see **Transcripts not requiring prior LSS authorization**). Transcription firms offer delayed transcripts at a reduced rate due to the more flexible deadlines. If you are ordering a transcript and do not require it for a month or more, you should order a delayed transcript.

Transcripts may also be classified according to the party ordering them, as follows:

- **First party**: refers to a transcript, or portion of a transcript, ordered for the first time and not previously transcribed. Transcription firms charge a higher rate for first party orders. The court registry will require the transcription firm to file the original transcript, so you will receive a copy of the original. (The cost of the original plus the copy will be reflected in the first party rate).
- **Second party**: refers to a transcript, or portion of a transcript, previously ordered and transcribed, for which the transcription firm charges a second party (copy) rate that is lower than the first party rate. If you are aware that another party is submitting a first party order, and you place your order on the same day as the other party, you are entitled to receive the transcript at the same party copy rate. **Same day** means before the end of the business day on the date the first party transcript order was placed.
- **Same party** means two or more lawyers representing LSS clients or the Crown.

For most proceedings, obtain prior authorization from either the LSS appeals or disbursements co-ordinator before ordering transcripts. If you order a transcript without prior authorization, LSS will not pay for it unless it is a transcript that does not require prior authorization. See **Transcripts requiring prior LSS authorization** for the procedure to follow when ordering transcripts.

Transcripts not requiring prior LSS authorization (June 2004)

You do not require prior LSS authorization to order DELAYED transcripts for preliminary inquiries and s. 11 (b) Charter applications OR ordinary transcripts for bail reviews.

Bail reviews, preliminary inquiries, and s. 11 (b) Charter applications (June 2004)

To order transcripts:

1. Complete the **Transcript Order Form** (**Appendix 3**) and the **Criminal Transcript Order Form** (**Appendix 4**).
2. To identify the appropriate transcription firm, see **Transcript Service Providers** (**Appendix 6**).
3. Send the two order forms directly to the transcription firm. If you submit forms that are inaccurate or incomplete, your request may be delayed.
4. Upon completing the transcript, the transcription firm will send the original to the court registry, provide you with the transcript in the requested format (i.e. paper, electronic, or both), and forward the invoice and a copy of the order form directly to LSS for payment.

Cautions

- When you order transcripts of a preliminary inquiry, use the transcription firm contracted to the registry where the preliminary hearing was heard, or LSS will not pay for the transcript.
- The transcription firm will provide you with the transcript in the requested format (i.e. paper, electronic, or both) which you may reproduce as necessary for your own use. LSS will not ordinarily authorize you to obtain additional copies from the transcription firm. If you require an extra copy of the transcript due to exceptional circumstances, you must submit a completed **Request for Authorization of Transcripts Form** (**Appendix 2**) to the disbursements co-ordinator at the Vancouver Regional Centre. If you order more than one copy of a preliminary inquiry transcript without prior LSS authorization, LSS will not pay for the additional copies.
- If you require a transcript of a preliminary inquiry in fewer than 22 business days due to exceptional circumstances, you must submit a completed **Request for Authorization of Transcripts Form** (**Appendix 2**) to the disbursements co-ordinator at the Vancouver Regional Centre.
- You may order a transcript for a bail review at the ordinary rate if you have received prior authorization from the LSS Appeals Section to conduct the bail review. (See **Bail review hearings in the Supreme Court** in the Criminal Tariff.)
- For bail reviews and s. 11 (b) Charter applications, you will be able to order at the first party ordinary rate and receive one additional copy (i.e., the original for the registry and two copies for you).

Examinations for discovery and applications to set aside ex parte orders (June 2004)

The exclusive contracts with transcription companies do *not* include court reporters' services. Court reporters transcribe examinations for discovery in family and pro bono cases, and you may retain any court reporter you choose for this service. However, LSS will *not* pay any amount that exceeds the rates set out in the current Official Reporters Regulation.

If you are discovering the opposing party, LSS pays for the original transcript, which the reporter provides directly to the court registry, plus one copy for you. If the opposing party is discovering your client, LSS will pay for one copy at the second-party ordinary rate.

LSS will pay attendance and room fees only if you discover the opposing party.

To order transcripts:

1. Complete a **Civil Transcript Order Form** (**Appendix 5**). If you submit a form that is inaccurate or incomplete, your request will be delayed.
2. Send the completed form to the court reporter of your choice (for examinations for discovery) or to the designated transcript service provider (for an application to set aside an ex parte order).
3. The reporter or transcript service provider will provide you with a transcript and send an invoice and a copy of your order directly to LSS.

Cautions

- If you require a transcript of an examination for discovery in fewer than 22 business days, you must obtain prior LSS authorization to pay rates higher than the ordinary rates listed in the Official Reporter's Regulation. In such circumstances, you must submit a completed **Request for Authorization of Transcripts Form** (**Appendix 2**) to the disbursements co-ordinator at the Vancouver Regional Centre. If you order the transcript at a higher rate without prior authorization, LSS will not pay any costs beyond the ordinary rates set out in the Official Reporter's Regulation.
- You may order transcripts of an examination for discovery in a family case only on Extended Services referrals.

Transcripts requiring prior LSS authorization (June 2004)

You require prior LSS authorization for any transcripts other than those set out above.

Non-appeal proceedings before a court or tribunal (June 2004)

Obtain prior authorization from the disbursements co-ordinator at the Vancouver Regional Centre for transcripts of pre-trial or trial proceedings in a court, or proceedings before a tribunal, unless the transcripts are required for an appeal or judicial review (in that case, see **Appeals and judicial reviews**, below).

To order transcripts:

1. Complete a **Request for Authorization of Transcripts Form** (**Appendix 2**). If you submit a form that is inaccurate or incomplete, it will delay processing of your request.

2. Fax or e-mail as an attachment the order form to the disbursements co-ordinator at helpdesk.disbursements@lss.bc.ca or (604) 681-7963.
3. If the transcript is approved, LSS faxes you the transcript authorization. Transcript authorization appears under the heading "Authorization Details," at the end of the form LSS sends you. This section contains a "Disbursements" portion, with a 'Description" column that specifies the type of transcript authorized (e.g., 1st Party – Ordinary), and a "Units Approved" column that indicates the number of pages estimated, based on the length of the proceeding and the number of copies required.
4. Use the transcript authorization information to complete a **Transcript Order Form** (**Appendix 3**). Fax the **Transcript Order Form** and a copy of the LSS transcript authorization to the transcription company. If you submit a **Transcript Order Form** that is inaccurate or incomplete, it will delay processing of your order.
5. Upon completing the transcript, the transcription firm will send the original to the court registry (where required), provide you with the transcript in the requested format (i.e., paper, electronic, or both), and forward the invoice and a copy of the order form directly to LSS for payment.

Cautions

➲ If you receive transcript authorization for civil or criminal proceedings in Provincial or Supreme Court, use the transcription firm designated for the registry where the proceeding was heard, or LSS will not pay for the transcript.

➲ LSS will not pay rates higher than those specified on the transcript authorization.

Guidelines for approval

For non-appeal proceedings, LSS uses the following guidelines when considering a request for transcript authorization.

Civil/Criminal

Trial transcripts on continuation

LSS will consider requests for transcripts only if —

- more than three months have elapsed since the last trial date,
- there has been a change of lawyer,
- there has been more than one continuation, or
- the court has requested written submissions.

Chambers orders

LSS will authorize transcripts of chambers orders only if the content of the order cannot be determined from the clerk's notes.

Court reporter's attendance at proceeding (June 2004)

LSS will authorize a court reporter's attendance at a proceeding only in exceptional circumstances. Please submit a **Request for Authorization of Transcripts Form (Appendix 2)** to the

disbursements co-ordinator, explaining why a court reporter is necessary. LSS will not pay any expenses that have not been authorized.

Appeals and judicial reviews (June 2004)

LSS will only authorize transcripts if funding for an appeal or judicial review has already been authorized. You must have prior authorization from the Appeals co-ordinator at the Vancouver Regional Centre to order transcripts required for an appeal or judicial review.

Appeals and judicial reviews in BC superior courts

Generally, if the LSS Appeals Section has already approved funding for an appeal or judicial review, the Appeals co-ordinator will automatically include a transcript authorization on your referral form that specifies what you may order. Do *not* send the **Request for Authorization of Transcripts** form to LSS, unless you are specifically asked for it.

The Appeals co-ordinator requires an estimate of the length of the trial or hearing to complete and issue the transcript authorization. Please supply the estimate promptly upon request.

In an effort to control transcript costs, we ask that you consider ordering only those parts of the transcript that are actually necessary to advance the issues you have decided to argue. You should, of course, discuss this with Crown counsel **before ordering the transcript** because Crown counsel may feel that additional evidence must be available for the court to consider, especially in cases where you are suggesting the verdict was unreasonable. If you are in doubt about the sufficiency of the portions of the transcript you and the Crown counsel are proposing to use, you may seek direction from a chambers judge.

Appeals to the Court of Appeal

For most appeals to the Court of Appeal, civil or criminal, you will usually require a transcript of the proceedings in the lower court or tribunal (the Red Book), and an Appeal Book containing all relevant pleadings, exhibits, and orders (the Blue Book). For most criminal appeals, you must file an original plus five copies of both books (one for the registry, three for the judges hearing the appeal, and one each for the lawyers). Effective July 1, 2006, the Court of Appeal implemented new rules for civil appeals which should generally reduce the filing requirements for appeal books and transcripts. For more information about transcript requirements, consult the *Court of Appeal Rules* (for civil appeals), or the *Criminal Appeal Rules* (for criminal appeals), and/or contact the Court of Appeal Registry.

For appeals, the exclusive rights of the transcription firm extend only to preparation of the original transcript from the Supreme Court or the Provincial Court. You may retain an independent appeal book co-ordinator to supervise the production of Red Books and Blue Books required for an appeal. However, LSS will not pay rates higher than what the transcription firm would charge to produce the Red Books and Blue Books.

You are responsible for deciding what material the Appeal Book should include. For exhibits, contact the trial court registry to obtain an exhibit list, select the relevant material, and ask the transcription company to include it in the Appeal Book.

For appeals *against sentence only* to the Court of Appeal, the Court of Appeal Registry will order transcripts of the proceedings at sentence, and provide you with a copy if the sentencing proceeding in the lower court was no longer than one day. If it exceeded one day, you will have to order the transcripts. Contact the Appeals co-ordinator to request a transcript authorization according to the procedure outlined below. LSS will authorize transcripts for sentence appeals only in exceptional circumstances.

Appeals and judicial reviews in Supreme Court

For summary conviction appeals in Supreme Court, you usually have to file an original plus three copies of the transcript (the original for the court file, and copies for the judge and counsel). Exhibits that form part of the trial record in Provincial Court are transferred directly to the Supreme Court registry where the appeal will be heard, so a separate Appeal Book is not generally required. For more information, consult the *General Criminal Rules*, or contact the registry.

For other appeals and judicial reviews in Supreme Court, consult the applicable rules, and/or contact the court registry, to determine exactly what is required.

Appeals and judicial reviews in Federal Court

If you require transcripts for an appeal or judicial review in the Federal Court (Trial Division) or the Federal Court of Appeal, complete a **Request for Authorization of Transcripts Form (Appendix 2)**, and e-mail (helpdesk.appeals@lss.bc.ca) or fax it (604-682-0956) to the Appeals co-ordinator. If it is approved, the Appeals co-ordinator will send you a revised referral form specifying what you may order. To determine what you are required to file, consult the *Federal Court Rules*, or the *Federal Court Immigration Rules*, or contact the court registry.

To order transcripts for appeals or judicial reviews:

1. For appeals and judicial reviews in BC Supreme Court and the BC Court of Appeal, you will usually receive transcript authorization on your initial referral form, after you have provided an estimate of the length of the proceedings. For appeals and judicial reviews in Federal Court, complete a **Request for Prior Authorization of Transcripts Form** (**Appendix 2**) and e-mail (helpdesk.appeals@lss.bc.ca) or fax it (604-682-0956) to the Appeals co-ordinator. If approved, the Appeals co-ordinator sends you a transcript authorization that specifies what you may order.
2. If the transcript is approved, LSS faxes you the transcript authorization. Transcript authorization appears under the heading "Authorization Details," at the end of the form LSS sends you. This section contains a "Disbursements" portion, with a 'Description" column that specifies the type of transcript authorized (e.g., 1st Party — Ordinary), and a "Units Approved" column that indicates the number of pages estimated, based on the length of the proceeding and the number of copies required.
3. Use the transcript authorization information to complete a **Transcript Order Form** (**Appendix 3**). Fax the **Transcript Order Form** and a copy of the LSS transcript authorization to the appropriate transcription company or appeal book co-ordinator. If you submit a **Transcript Order Form** that is inaccurate or incomplete, it will delay processing of your order.
4. The transcription firm or appeal book co-ordinator will prepare the required copies of the appeal transcripts and appeal books and provide them to you for filing.

Caution

➲ Order only those exhibits required for the determination of the appeal or judicial review.

7. Disbursements for All Tariffs Guide to Billing (November 2006)

Important

- If you use our E-billing service to bill your legal aid accounts online, go to the Lawyer e-services login on the LSS website. If you don't already have an online account and would like one, go to the Lawyers section of the website at www.lss.bc.ca.
- A master copy of the billing forms and the official version of the *Guide to Legal Aid Tariffs* are available in PDF on the LSS website at www.lss.bc.ca in the Lawyers section. A copy of the **Disbursements Billing Form** appears at the end of this **Guide to Billing**. All billing and authorization forms and completion instructions for the forms can also be found at www.lss.bc.ca in the Lawyers section under "Forms and questionnaires."
- You may submit interim accounts if —
  - the fees total $500 or more; or
  - disbursements total $300 or more; or
  - you have changed law firms.
- Enter the correct tariff codes on the billing form to speed the processing of your account.
- Enter dollars and cents for all amounts.
- Attach any required receipts and authorizations.
- The underlined letter/number combination before each instruction corresponds to the circled letter/number(s) on the sample billing form shown on the page opposite the instructions.

Legal Services Society

British Columbia
www.lss.bc.ca

DISBURSEMENTS

BILLING FORM

(Please attach all required receipts)

FORM 9

Case no. D-1 * Referral no. D-2 *

Lawyer D-3 * Lawyer vendor no. D-4 *

Client name D-5 *

Date of assignment (dd / mm / yyyy) D-6 *

*Indicates a required field.

Itemized disbursements:

Item description	Date (if applicable) dd / mm / yyyy	Units	Code	Auth I.D. (Copy I.D. from authorization)	Amount
D-7	D-8	D-9	D-10	D-11	D-12

Subtotal $ D-13

Hourly experts:

Date of service D-14
Auth. I.D. no. D-15
Expert's name: D-16
Field: D-17

Fees: Hrs. D-18 Code _____ = $ _____
Travel fees: Hrs. _____ Code D-19 _____
Travel expenses: Code _____ = $ D-20

Date of service _____
Auth. I.D. no. _____
Expert's name: _____
Field: _____

Fees: Hrs. _____ Code _____ = $ _____
Travel fees: Hrs. _____ Code _____ = $ _____
Travel expenses: Code _____ = $ _____

Hourly experts subtotal $ D-21

Meterage:

Date (dd / mm / yyyy)	Kms.	Travel from	Destination
D-22	D-23	D-24	D-25

Total kms. D-26 Code D-27 Meterage Subtotal $ D-28

I certify that the disbursements have been billed according to the tariff contract, were satisfactorily delivered, and that they are correctly described here.

Signature D-33

Date of last service to client (dd / mm / yyyy) * D-34

Billing date (dd / mm / yyyy) * D-35

Lawyer's GST reg. number: D-36

Lawyer use only (optional)

LSS total: $
GST: $ D-32
Net total: $

Total disbursements this page $ D-29
Less costs collected ($ D-30
LSS total $ D-31

Do not include GST in above total. Use **Lawyer use only** box for GST calculations.

Disbursements Billing Form (June 2004)

D1 **Case no.**: The Case Management System (CMS) assigns this seven-digit number and prints it in the top right corner of the referral form. Copy the case number (or file number, for duty counsel services) from your referral form. Use this number on all correspondence with LSS.

D2 **Referral no.**: The Case Management System assigns this number and prints it in the top left corner of the referral form. Copy the referral number printed under "REF/NO." (second item from the left under "Reference") on your form. Use this number on all correspondence with LSS.

D3 **Lawyer**: Enter your name. This name should be the same as the one printed on the upper left side of your referral form (under "Reference"). If you are not the lawyer to whom the referral was issued, contact the referring office before billing.

D4 **Lawyer vendor no.**: Enter your six-digit LSS vendor number. Your vendor number also appears beside "Counsel" under your name, address, and telephone/fax numbers on your referral form. If the vendor number here does not match the one on your referral form, your account will not be paid.

D5 **Client name**: Enter your client's name. Verify that the name matches the client name printed on the upper right side of your referral form. If it does not match, contact the referring office before billing.

D6 **Date of assignment**: Enter the date of assignment shown at the top of your referral form.

D7 **Item description**: Enter a description of the disbursement you are billing for. Wherever possible, use the descriptions in the **Disbursement items** list to avoid confusion.

Note: This form has enough space to list ten items; if you have more than ten items, submit separate forms to complete your billing.

D8 **Date**: Enter the date corresponding to the disbursement, if applicable.

D9 **Units**: If the disbursement consists of more than one unit (e.g., photocopying multiple pages), enter the number of units.

D10 **Code**: Refer to the **Disbursement items** list to find the appropriate code and enter the code for each disbursement in this column.

D11 **Auth I.D.**: The Case Management System assigns this letter/number combination, when it authorizes disbursements, and prints it on the authorization form you receive from LSS. Copy this I.D. from your authorization form.

D12 **Amount**: Enter the amount of the disbursement. Use dollars and cents for all amounts.

D13 **Subtotal**: Add the amounts in the column above and enter the total.

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DISBURSEMENTS

BILLING FORM

(Please attach all required receipts)

FORM 9

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Client name D-5 *

Date of assignment (dd / mm / yyyy) D-6 *

*Indicates a required field.

Itemized disbursements:

Item description	Date (if applicable) dd / mm / yyyy	Units	Code	Auth I.D. (Copy I.D. from authorization)	Amount
D-7	D-8	D-9	D-10	D-11	D-12

Subtotal $ D-13

Hourly experts:

Date of service D-14
Auth. I.D. no. D-15
Expert's name: D-16
Field: D-17

Fees: Hrs. D-18 Code _____ = $ _____
Travel fees: Hrs. _____ Code D-19 _____
Travel expenses: Code _____ = $ D-20

Date of service _____
Auth. I.D. no. _____
Expert's name: _____
Field: _____

Fees: Hrs. _____ Code _____ = $ _____
Travel fees: Hrs. _____ Code _____ = $ _____
Travel expenses: Code _____ = $ _____

Hourly experts subtotal $ D-21

Meterage:

Date (dd / mm / yyyy)	Kms.	Travel from	Destination
D-22	D-23	D-24	D-25

Total kms. D-26 Code D-27 Meterage Subtotal $ D-28

I certify that the disbursements have been billed according to the tariff contract, were satisfactorily delivered, and that they are correctly described here.

Signature D-33

Date of last service to client (dd / mm / yyyy) * D-34

Billing date (dd / mm / yyyy) * D-35

Lawyer's GST reg. number: D-36

Lawyer use only (optional)

LSS total: $
GST: $ D-32
Net total: $

Total disbursements this page $ D-29
Less costs collected ($ D-30
LSS total $ D-31

Do not include GST in above total. Use **Lawyer use only** box for GST calculations.

D14 **Date of service**: Enter the date on which the expert performed the service you are billing for, if applicable.

D15 **Auth. I.D. no.**: Enter the authorization I.D. number for that expert, if applicable. The Case Management System assigns this number and prints it on the authorization form you receive from LSS. Copy this number from your authorization form.

D16 **Expert's name**: Enter the expert's name.

D17 **Field**: Enter the expert's area of expertise.

D18 **Fees/Travel fees — Hrs.**: Enter the number of hours the expert spent.

D19 **Fees/Travel fees/Travel expenses — Code**: See the **Disbursement items** list for the codes and enter the appropriate code for the expert's fees, travel fees, or travel expenses.

D20 **Fees/Travel fees/Travel expenses — $**: Enter the total cost of the expert's service in dollars and cents.

D21 **Hourly experts subtotal**: Add the amounts in the column above and enter the total.

D22 **Meterage — Date**: Enter the date of travel.

D23 **Meterage — Kms.**: Enter the number of kilometres travelled.

D24 **Meterage — Travel from**: Enter the place you are travelling from.

D25 **Meterage — Destination**: Enter your destination.

D26 **Meterage — Total kms.**: Add the number of kilometres in the column above and enter the total.

D27 **Code**: Enter the appropriate code for the kind of travel you are billing for.

D28 **Meterage subtotal**: Multiply the total kilometres by the current rate (See Travel costs for lawyers — Meterage for the current LSS rate), and enter the total.

D29 **Total disbursements this page**: Enter the total of all disbursements listed on this page in dollars and cents.

D30 **Less costs collected**: Enter any costs collected from other sources.

D31 **LSS total**: Subtract any costs collected from the total disbursements and enter the LSS total.

D32 **Lawyer use only**: (optional) Copy the **LSS total** to the top of this box to calculate GST (for your records only — the LSS computer automatically calculates GST). Do not deduct GST from the LSS total in D31.

D33 **Signature**: Read the statement and sign the declaration. Your signature is your representation that the disbursements billed for have been satisfactorily delivered and are correctly described on the billing form. LSS will return the billing form if you have not signed it.

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DISBURSEMENTS

BILLING FORM

(Please attach all required receipts)

FORM 9

Case no. D-1 * Referral no. D-2 *

Lawyer D-3 * Lawyer vendor no. D-4 *

Client name D-5 *

Date of assignment (dd / mm / yyyy) D-6 *

*Indicates a required field.

Itemized disbursements:

Item description	Date (if applicable) dd / mm / yyyy	Units	Code	Auth I.D. (Copy I.D. from authorization)	Amount
D-7	D-8	D-9	D-10	D-11	D-12

Subtotal $ D-13

Hourly experts:

Date of service D-14
Auth. I.D. no. D-15
Expert's name: D-16
Field: D-17

Fees: Hrs. D-18 Code _____ = $ _____
Travel fees: Hrs. _____ Code D-19 _____
Travel expenses: Code _____ = $ D-20

Date of service _____
Auth. I.D. no. _____
Expert's name: _____
Field: _____

Fees: Hrs. _____ Code _____ = $ _____
Travel fees: Hrs. _____ Code _____ = $ _____
Travel expenses: Code _____ = $ _____

Hourly experts subtotal $ D-21

Meterage:

Date (dd / mm / yyyy)	Kms.	Travel from	Destination
D-22	D-23	D-24	D-25

Total kms. D-26 Code D-27 Meterage Subtotal $ D-28

I certify that the disbursements have been billed according to the tariff contract, were satisfactorily delivered, and that they are correctly described here.

Signature D-33

Date of last service to client (dd / mm / yyyy) * D-34

Billing date (dd / mm / yyyy) * D-35

Lawyer's GST reg. number: D-36

Lawyer use only (optional)

LSS total: $
GST: $ D-32
Net total: $

Total disbursements this page $ D-29
Less costs collected ($ D-30
LSS total $ D-31

Do not include GST in above total. Use **Lawyer use only** box for GST calculations.

D34 **Date of last service to client**: Enter the date on which you performed the last billable service for your client. You must bill for services and disbursements within six months of the last service date or you will not be paid.

D35 **Billing date**: Enter the date on which you are submitting this account.

D36 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.

Appendices

Appendix 1: Request for Authorization of Disbursements (July 2008)

Appendix 2: Request for Authorization of Transcripts (July 2008)

Appendix 3: Transcript Order Form (November 2006)

Appendix 4: Criminal Transcript Order Form (November 2006)

Appendix 5: Civil Transcript Order Form (June 2004)

Appendix 6: Transcript Service Providers (November 2006)

400 – 510 Burrard Street, Vancouver, BC V6C 3A8
helpdesk.case-mgt@lss.bc.ca

Case Management Disbursements Tel: (604) 601-6145
Case Management Disbursements Fax: (604) 681-7963
Appeals Tel: (604) 601-6085
Appeals Fax: (604) 682-0956

Legal Services Society
British Columbia
www.lss.bc.ca

Request for
Authorization of Disbursements

Mail* OR *fax this form and attachments — Do* NOT *fax* AND *mail.
(Do* NOT *use this form for transcript requests.)

Enter the following information from your referral form.

Urgent? ☐ **Yes** ☐ **No**	If yes, please explain:	Date of request (dd/mm/yyyy)

Client	**Name**	**Lawyer**	**Name**
Case no.		Lawyer vendor no.	
Referral no.		Address	
Date of assignment (dd/mm/yyyy)			
Is your present referral ☐ Family ☐ CFCSA ☐ Immigration ☐ Criminal – List charges: _____ ☐ SCAP ☐ Other: _____		City	Postal Code
		Telephone	Fax

*Please ensure that you have reviewed the **Disbursements for All Tariffs** for requirements and limitations.*

Details	Court location	Next court date (dd/mm/yyyy)	Type of proceeding?

Disbursement tariff items and tariff code(s)	Code

If this request is for an expert's assessment — has a similar assessment been completed in the past?	☐ Yes ☐ No	If yes, when? (dd/mm/yyyy)

Date report is required for court (dd/mm/yyyy)

Please provide relevant details of this case and why the expense(s) is/are necessary.

What is the estimated cost of the disbursement? Please provide the cost estimate (include hours/hourly rates, if applicable).

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Section 15 fact sheet for family experts in custody/access cases (complete next section).

Your referral is	Previous Section 15 Report or Report to court?	Your client is
☐ CFCSA ☐ Emergency ☐ Approved	☐ Yes (attach copy) ☐ No	☐ Applicant ☐ Respondent

No. of children	Respective ages	No. of people to interview	Who currently has custody?	Court orders in place
				☐ Yes (attach copy) ☐ No

Your client wishes	Because
☐ Custody change ☐ Variation of access ☐ Supervised access ☐ Unsupervised specific access ☐ Reasonable access ☐ Other	

Variation of custody/access: Assessment by health-care professional	☐ Yes (attach copy) ☐ No

Why is this report required?	Because
Is the other party paying for their portion of the fees? ☐ Yes ☐ No	If not, why not?

If you are requesting authorization for expert fees (including court appearances)

Expert's name	Fee	Total hours requested for report	Preparation time
Field of expertise		Requested hourly rate	Will the expert be required in court? ☐ Yes ☐ No

Travel costs for witnesses or experts

Who are the expenses for?	Method of transportation	To
Where is the hearing?	Estimated cost	From
No. of nights accommodation required	Other expenses	

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Appeals Tel: (604) 601-6085
Appeals Fax: (604) 682-0956

Legal Services Society
British Columbia
www.lss.bc.ca

Request for
Authorization of Transcripts

Mail* OR *fax this form and attachments — Do* NOT *fax* AND *mail.

Enter the following information from your referral form.

Urgent? ☐ Yes ☐ No	If yes, please explain:	Date of request (dd/mm/yyyy)

Client	Name	**Lawyer**	Name
Case no.		Lawyer vendor no.	
Referral no.		Address	
Date of assignment (dd/mm/yyyy)			
Is your present referral ☐ Family ☐ CFCSA ☐ Immigration ☐ Criminal ☐ Other _____ ☐ SCAP		City	Postal code
		Telephone	
		Fax	

Please ensure that you have reviewed the ***Transcript Section of the Disbursements for all Tariffs*** *for requirements and limitations.*

Details	Court location	Next court date (dd/mm/yyyy)	Date(s) of proceedings (dd/mm/yyyy)
Type of proceeding	Court level ☐ Provincial ☐ Supreme ☐ Other _____	No. of copies required	
☐ 1st party ☐ 2nd party		Length of proceeding (days/hours)	

Type of transcript required		Please provide reasons for requiring transcripts. (Attach a brief summary if you require more space.)
☐ Daily	1 day	
☐ Expedited	3 days	
☐ Ordinary	22 days	
☐ Delayed	22+ days	

Supreme Court Bail Reviews – has authorization been obtained from Appeals Section?
☐ **Yes** ☐ **No**

Has the court or another party ordered an additional copy? ☐ Yes ☐ No

Criminal case	List major charges:

Civil case	Style of cause VS	
	Are Extended Family Services authorized?	☐ Yes ☐ No
	Exam. for discovery	☐ Yes ☐ No
	Is room rental required?	☐ Yes ☐ No
	Are attendance fees required?	☐ Yes ☐ No

Legal Services Society

British Columbia
www.lss.bc.ca

Transcript Order Form

Contact person/Telephone number:	Region:

Transcription company:

Order date: (dd/mm/yyyy)	Date of proceedings: (dd/mm/yyyy)	Length of proceedings (days):	Location of proceedings:

Action number:	Style of cause:	Justice/Judge/Master:

Description of Orders:

- ☐ Oral reasons for judgement
- ☐ Rulings
- ☐ Excerpt of proceedings at trial (provide description of excerpt)
- ☐ Jury charges
- ☐ Proceedings at trial (full day)
- ☐ Reasons for sentence
- ☐ Proceedings at sentence
- ☐ Other: explain

Type of service (when transcript is required):

- ☐ Daily
- ☐ Expedited (within 3 days)
- ☐ Ordinary (within 22 days)
- ☐ Delayed (over 22 days)

Type of proceedings:

- ☐ Supreme ☐ Provincial
- ☐ Civil chambers
- ☐ Criminal chambers
- ☐ Preliminary hearings
- ☐ Summary conviction appeal
- ☐ Trial
- ☐ Other _____

Transcript format:

- ☐ Paper ☐ Electronic
- ☐ Appeal book format (for Court of Appeal)

Number of copies required:

- ☐ Original
- ☐ Copies, how many? _____
- ☐ Bound ☐ Unbound

Deliver transcript to:	Send bill to:
	Legal Services Society **Tariff Department** **400 – 510 Burrard Street** **Vancouver, BC V6C 3A8**

Legal Services Society

British Columbia
www.lss.bc.ca

Criminal Transcript Order Form

Billable to Legal Services Society

(Shaded areas to be completed by lawyer)

Case no.	**Referral no.**
Lawyer	**Lawyer vendor no.**
Client name	
Date of assignment (dd/mm/yyyy)	

Style of proceedings: **Regina vs**	
Court location	**Court level** **PROVINCIAL**
Presiding judge	**Date(s) of hearing** (dd/mm/yyyy)
Court file no.	❑ **Bail hearing** ❑ **Preliminary inquiry** ❑ **s. 11 (b) application**

1st charge	2nd charge	3rd charge

Pay to: (please tick one)

- ☐ J.C. WordAssist Ltd
- ☐ M. McEachern & Associates Ltd
- ☐ Verbatim Words West

(To be completed by vendor)

Item description	Date(s) of service	Units/ hours	Code	Amount
*** Please check applicable description**				
☐ Bail hearing – ordinary – first party plus one copy				
☐ Preliminary inquiry – delayed – first party				
☐ s. 11 (b) application – delayed – first party plus one copy				

***Only one preliminary hearing transcript is authorized per court file number**

Deliver transcript to: (Lawyer's name and address)

Signature	**LSS TOTAL DISBURSEMENT** **$**
Vendor no. of reporter/co.	**** Include this completed form when invoicing LSS.***
Vendor's GST reg. no.	**Billing date** (dd/mm/yyyy)
Other instructions to vendor (e.g. method of delivery)	

I declare that my client remains financially eligible for legal aid coverage and that the transcript is required in accordance with the LSS tariff guide.	**Signature**
	Date (dd/mm/yyyy)

Legal Services Society

British Columbia
www.lss.bc.ca

Civil Transcript Order Form

(Ordinary only)

Billable to Legal Services Society

(Shaded areas to be completed by lawyer)

Case no.	**Referral no.**
Lawyer	**Lawyer vendor no.**
Client name	
Date of assignment (dd/mm/yyyy)	

Pay to:

Name of reporter/company

Style of proceedings

vs.

Registry/court file no.

Vendor no. of reporter/co.

(To be completed by vendor)

Item description	Date(s) of service	Units/ Hours	Code	Amount

Items required: (please tick)

Transcripts —27 line format

- ☐ room rental - 5149
- ☐ attendance fee - 5108
- ☐ cancellation w/notice - 5116
- ☐ cancellation w/o notice - 5124
- ☐ disk - 5272
- ☐ ordinary - 1st party - 5207
- ☐ ordinary - 2nd party - 5215
- ☐ copies - 5298
- ☐ application to set aside ex parte order - ordinary - 1st party - 5207

Miscellaneous

- ☐ retyping & cover pages - 5405
- ☐ meterage - 5504
- ☐ exhibits & pleadings - 5623
- ☐ accommodation/meals - 5512 (only as authorized by disbursements co-ordinator)

Special instructions:

Signature

LSS TOTAL DISBURSEMENT $

Include this completed form when invoicing LSS.

Vendor's GST reg. no.

I declare that my client remains financially eligible for legal aid coverage.

Signature

Date (dd/mm/yyyy)

Billing date (dd/mm/yyyy)

Legal Services Society

British Columbia
www.lss.bc.ca

Transcript
Service Providers

Service area	Location	Transcript service provider (see over for contact info)
South Island District:		
1.0	Duncan, Ganges, Sidney, Victoria, and Western communities	JC WordAssist
North Island District:		
2.0	Campbell River, Courtney, Gold River, Nanaimo, Port Alberni, Port Hardy, Powell River, Tahsis, Tofino, and Ucluelet	JC WordAssist
South Fraser District:		
3.0	Abbotsford, Richmond, and Surrey	Verbatim Words West
North Fraser District:		
4.0	Chilliwack, New Westminster, and Port Coquitlam	McEachern & Associates
Vancouver Law Courts:		
5.0	Vancouver Law Courts	JC WordAssist
Robson Square:		
5.1	Robson Square	JC WordAssist
Vancouver Provincial Court District:		
6.0	Bella Bella, Bella Coola, JJP Centre, Klemtu, Vancouver Provincial Court (222 Main)	JC WordAssist
Vancouver Coastal District:		
6.1	North Vancouver, Pemberton, Sechelt	JC WordAssist
Kamloops/Kootenays District:		
7.0	Ashcroft, Castelgar, Chase, Clearwater, Cranbrook, Creston, Fernie, Golden, Grand Forks, Invermere, Kamloops, Lillooet, Merritt, Naksup, Nelson, Rossland, and Sparwood	JC WordAssist
Okanagan District:		
8.0	Kelowna, Penticton, Princeton, Revelstoke, Salmon Arm, and Vernon	JC WordAssist
Northern District:		
9.0	100 Mile House, Alexis Creek, Anahim Lake, Atlin, Burns Lake, Chetwynd, Dease Lake, Dawson Creek, Fort St. James, Fort St. John, Fort Nelson, Fort Ware, Fraser Lake, Good Hope Lake, Houston, Hudson Hope, Kitimat, Lower Post, Mackenzie, McBride, Masset, New Aiyanish, New Hazelton, Prince George, Prince Rupert, Queen Charlotte City, Quesnel, Smithers, Stewart, Terrace, Tumbler Ridge, Tsay Keh Dene, Valemont, Vanderhoof, and Williams Lake	JC WordAssist

Transcription company		Service area
JC WordAssist Ltd. 111 Skinner Street Nanaimo, BC V9R 5E8 614 – 808 Nelson Street Vancouver, BC V6Z 2H2 101 – 821 Burdett Avenue Victoria, BC V8W 1B3 229 Tabor Plaza 100 Tabor Boulevard South Prince George, BC V2M 5T4 4415 29th Street Vernon, BC V1T 5B7	Tel: (250) 754-7822 Fax: (250) 754-3245 Toll free: 1-888-811-9882 E-mail: jana@jcword.com Tel: (604) 669-6550 Fax: (604) 669-6512 Tel: (250) 477-8080 Fax: (250) 477-1339 Tel: (250) 564-7970 Fax: (250) 564-7977 Tel: (250) 260-3496 Fax: (250) 260-3462 Toll free: 1-888-679-5599	1.0, 2.0, 5.0, 5.1, 6.0, 6.1, 7.0, 8.0, 9.0
M. McEachern and Associates Ltd. 2390 Kensington Avenue Burnaby, BC V5B 4E2	Tel: (604) 299-3595 Fax: (604) 299-3545 Toll free: 1-866-366-2202 E-mail: mceachern@lightspeed.ca	4.0
Verbatim Words West Ltd. 260 – 13711 72nd Avenue Surrey, BC V3W 2P2	Tel: (604) 591-6677 Fax: (604) 591-1567 E-mail: info@verbatimwords.ca	3.0