



**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)

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

<b>Style of proceedings:</b> Regina vs	
<b>Court location</b>	<b>Court level</b> PROVINCIAL
<b>Presiding judge</b>	<b>Date(s) of hearing (dd/mm/yyyy)</b>
<b>Court file no.</b>	<input type="checkbox"/> <b>Bail hearing</b> <input type="checkbox"/> <b>Preliminary inquiry</b> <input type="checkbox"/> <b>s. 11 (b) application</b>

**Pay to:** (please tick one)

J.C. WordAssist Ltd

M. McEachern & Associates Ltd

Verbatim Words West

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

<b>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.</b>	<b>Signature</b>
	<b>Date (dd/mm/yyyy)</b>

<b>1st charge</b>	<b>2nd charge</b>	<b>3rd charge</b>
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(To be completed by vendor)

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

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

<b>Signature</b>	<b>LSS TOTAL DISBURSEMENT</b> \$
<b>Vendor no. of reporter/co.</b>	
<b>Vendor's GST reg. no.</b>	<i>* Include this completed form when invoicing LSS.</i>
	<b>Billing date (dd/mm/yyyy)</b>

**Other instructions to vendor (e.g. method of delivery)**