



**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)

<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>	

**Pay to:**

**Name of reporter/company**

**Style of proceedings**

vs.

**Items required:** (please tick)

<b>Transcripts —27 line format</b>	
<input type="checkbox"/> room rental - 5149	<input type="checkbox"/> disk - 5272
<input type="checkbox"/> attendance fee - 5108	<input type="checkbox"/> ordinary - 1st party - 5207
<input type="checkbox"/> cancellation w/notice - 5116	<input type="checkbox"/> ordinary - 2nd party - 5215
<input type="checkbox"/> cancellation w/o notice - 5124	<input type="checkbox"/> copies - 5298
	<input type="checkbox"/> application to set aside ex parte order - ordinary - 1st party - 5207
<b>Miscellaneous</b>	
<input type="checkbox"/> retyping & cover pages - 5405	<input type="checkbox"/> exhibits & pleadings - 5623
<input type="checkbox"/> meterage - 5504	<input type="checkbox"/> accommodation/meals - 5512 (only as authorized by disbursements co-ordinator)

**Special instructions:**

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

**Signature**

**Date (dd/mm/yyyy)**

**Registry/court file no.**

**Vendor no. of reporter/co.**

(To be completed by vendor)

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

**Signature**

**LSS TOTAL  
DISBURSEMENT**

**\$**

*\*Include this completed form when invoicing LSS.*

**Vendor's GST reg. no.**

**Billing date (dd/mm/yyyy)**