

Family Tariff (Extended Services)

Further to Notice to Counsel #41, the following are the revised Family Tariff (Extended Services) tariff items. A copy of this revision is available at www.lss.bc.ca under “For lawyers — Guide to the Legal Aid Tariffs — What’s new.”

Please note that the Opinion Letter Questionnaire has been updated. The revised questionnaire is available at www.lss.bc.ca under “For lawyers — Forms and resources.”

5. Family Tariff (Extended Services)

This replaces the Family Tariff (Approved Services).

- Authorization is required for all **Extended Services** items.
- Before applying for **Extended Services**, use the hours provided under **Emergency Services**.
- Only referrals with a date of assignment after January 1, 2004, are eligible for **Extended Services**.
- **Extended Services** will allow counsel to bill up to 40 hours for preparation time and all attendances.
- One hour to prepare an opinion letter for **Extended Services** may be billed as general preparation under **Emergency Services**.
- To apply for **Extended Services**, please submit an Extended Family Services Opinion Letter questionnaire to the Manager of Tariff Services at the Vancouver Regional Centre by fax at (604) 681-7963. The questionnaire is available at www.lss.bc.ca. Click on “For lawyers — Forms and resources.”
- Changes of counsel will only be granted in exceptional circumstances and must be authorized by the Manager of Tariff Services.

Tariff item	Rates/Maximum billable hours	Tariff code
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General preparation

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| <ul style="list-style-type: none"> • Billable per hour for general preparation or other work not covered by another tariff item (e.g., interviewing the client, taking instructions, preparing correspondence, preparing and filing court documents, negotiating a settlement). • Record the actual time spent as specified in your time records. | <p>Up to the amount of hours authorized</p> | <p>4310</p> |
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Caution

- ➡ Do not bill for preparation of an opinion letter for **Extended Services** under this item. You may bill up to one hour for providing an opinion under general preparation on the **Emergency Services** referral.

Preparation for hearings in Provincial or Supreme Court

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| <ul style="list-style-type: none"> • Billable per hour for preparation (e.g., interviewing and preparing witnesses, preparing for cross-examination of witnesses, researching cases, and negotiating a settlement) before and during a court hearing. • A court hearing includes conferences, chamber applications, and trial. • Provide the court file number and the filing dates. • Record the actual time spent as specified in your time records. | <p>Up to the number of hours authorized</p> | <p>4340</p> |
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Caution

- ➡ If you exceed the maximum preparation hours under this item, bill for the additional hours under **General preparation**, if hours are available under that tariff item.

Attendance at hearings in Provincial or Supreme Court

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| <ul style="list-style-type: none"> • Billable per hour when you appear in court for conferences, chamber applications, and trial when evidence is led, witnesses are called, an argument is made, or an order or judgment is made. • Provide the date(s) and time spent in court. • Bill the actual time spent as specified in your time records, from the time court was scheduled to begin to its conclusion, excluding meal breaks. | <p>Actual time</p> | <p>4335</p> |
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Caution

- ➡ If hearings are set on the same day for more than one client, distribute the waiting time in court equally between clients. Do not bill this time more than once.

Preparation for an examination for discovery or a cross-examination on an affidavit

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| <ul style="list-style-type: none"> • Billable per hour when you prepare for an examination for discovery or a cross-examination on an affidavit, or for preparing your client for an examination for discovery or a cross-examination on an affidavit. • Provide the examination date. • Record the actual time spent as specified in your time records. | <p>Up to the number of hours authorized</p> | <p>3050</p> |
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Caution

- ➡ The examination date must be set before you can bill this item.

Attendance at an examination for discovery or a cross-examination on an affidavit

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| <ul style="list-style-type: none"> • Billable per hour for attending an examination for discovery or a cross-examination on an affidavit. • Provide the examination date and the time spent in the examination. • Bill the actual time spent as specified in your time records, from the time the examination or cross-examination was scheduled to begin to its conclusion, excluding meal breaks. | <p>Actual time</p> | <p>3055</p> |
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Travel

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| <ul style="list-style-type: none"> • Billable per half day of travel to or from a hearing or to interview a client in custody if the trip exceeds 160 km per round trip. | <p>\$180 (travel)</p> | <p>3090</p> |
| <ul style="list-style-type: none"> • Billable for each half day you remain at the hearing location. | <p>\$180 (out of office)</p> | <p>3095</p> |
| <ul style="list-style-type: none"> • Provide your destination and travel date. | | |

Cautions

- ➡ To bill travel fees, you must have prior authorization. If “authorized” does not appear beside “Travel” under the “Conditions of Referral” on your referral form, apply for travel authorization to the Manager of Tariff Services.
- ➡ The maximum travel and out-of-office fee on one date is \$360, unless you bill other services for the same day.
- ➡ The maximum travel and out-of-office fee for a day for which you bill other services is \$180.
- ➡ Travel fees are paid per trip, not per client.