



The Legal Aid Fax

May 2006

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Lawyer e-services update

LSS is pleased to announce that in early June we will be upgrading our secure Lawyer e-services website to add a new service and make changes to existing services. Many of these changes were recommended by lawyers, their assistants, and LSS staff. Watch for a system alert announcing the specific date in June that these changes will appear. The changes you can look forward to are:

My payments

Once you are registered for electronic funds transfer (EFT), this new easy-to-use function will allow you to immediately review and print your cheque remittances electronically (you can even save them to your computer). "My payments" will store all your cheque remittances in case you need to refer to them at a later date. You can even search by client name, LSS file #, payment date, etc.

E-billing

The following changes are also being made to E-billing:

- From the Account Summary page of all forms you will now be able to continue billing for the same referral without having to re-enter the case/file & referral number. When selecting this option, the system will automatically copy certain case/file details into a new E-billing form for you
- You will be able to bill all hourly Criminal Tariff items (i.e. SCAP and YJCA) via the Criminal E-billing form
- You will be prompted to use tariff item e-notes to provide additional information on those few items with an [N] beside them in the drop-down lists (i.e. miscellaneous disbursements)
- The client's full name will now be shown throughout E-billing (rather than just the first three letters of the client's last name)
- All drop-down boxes will now display only active entries based on the case's date of assignment (i.e., offences, hearing types, etc.)
- The *Lawyer e-services user guide* (found under the HELP tab) will be updated to reflect the above enhancements

WHAT'S NEXT?

My profile

Changes to "My profile" will allow you to update your personal information, such as address and phone numbers, and to specify the court locations and specific types of referrals you would like to receive from LSS.

If you have any questions or comments about these or any other online services or resources, please contact Janice Staryk, Manager, CMS Lead and Operational Support, at (604) 601-6148 or by email at Janice.Staryk@lss.bc.ca.

Pre-register for electronic funds transfer (EFT) and beat the rush!

LSS is now accepting pre-registration applications for its new electronic funds transfer (EFT) service. This new direct-deposit payment option will allow lawyers to receive funds faster than waiting for a cheque to arrive in the mail.

After successfully testing with a pilot group of lawyers, LSS plans to go live with EFT by mid-July. **Pre-registration is recommended for this service**, as we anticipate receiving a high volume of applications. Once EFT is operating, lawyers registered will be advised via e-mail that payment has been deposited into their bank account (please ensure that your e-mail address is listed on the registration form, as this will be your only payment notification). Lawyers will no longer receive a cheque remittance in the mail, but will be able to access their remittance through the new "My payments" function.

The Lawyer Direct Deposit Form is accessible via our website at www.lss.bc.ca (under "For Lawyers," "Online resources") by e-mail at Helpdesk.Finance@lss.bc.ca, or by calling (604) 601-6111.

Transcript services changes

Please note that effective May 1, 2006, JC Word Assist took over the contract for Echo Services and will now be servicing the following Interior regions:

- 4.0 — Cranbrook, Golden, Grand Forks, Nakusp, Nelson, Rossland
- 4.1 — Kelowna, Penticton, Princeton, Vernon
- 4.2 — Chase, Clearwater, Kamloops, Salmon Arm

Please refer to the online version of the *Guide to Legal Aid Tariffs* at www.lss.bc.ca (under "For lawyers") for updated contact information.

Guide to Legal Aid Tariffs revision

LSS is beginning its next round of bi-annual changes to the *Guide to Legal Aid Tariffs*. If you have any recommendations, please e-mail us at lawyersresources@lss.bc.ca.