



In This Issue ▶ ▶ ▶

Trial Lawyers Association's Family Law Litigation Group listserv; Disbursement authorization tips; Lawyer e-services — access for assistants; Direct deposit — have you signed up?

Trial Lawyers Association's Family Law Litigation Group listserv

LSS is pleased to announce that lawyers who agree to accept 12 or more legal aid referrals in the next 12 months will get their enrollment fee for the Trial Lawyers Association of BC Family Law Litigation Group listserv paid by LSS! To sign up, fax a completed application form to LSS at 604-681-7963. The application form is available at www.lss.bc.ca (Lawyers→Practice resources). LSS also continues to offer to pay enrollment fees for the Criminal Defence Litigation Group listserv; the application form is on the same page of our website.

Disbursement authorization tips

Some transcripts and many disbursements do not require prior authorization. Please check the Disbursement section of the *Guide to Legal Aid Tariffs* before submitting an authorization request for transcripts or a disbursement. If the disbursement you need requires authorization (or is not listed in the tariff), please complete all sections of the request forms. This will help to avoid delays in processing your request while we follow up with you (more information is always helpful!). Common omissions include:

- Experts — please provide the expert's name, a cost estimate and breakdown, and an explanation of why the report is required and how it will help advance the client's case.
- Translation — please provide a cost estimate from the translation company (up to \$0.19 per word).
- Video-conferencing — please provide a cost estimate, including both venues.
- Witnesses — please include where the witness resides, why he/she is important to the case, and why video-conferencing is not an option.
- Transcripts — please provide the date and type of the proceeding (e.g., preliminary inquiry, trial, etc.); if the transcript is 1st or 2nd party; and on what basis the transcript is required (delayed, ordinary, expedited, or daily). Provide the next hearing date.

The request forms are in the Disbursement sections of the *Guide to Legal Aid Tariffs* (Appendix #1 and Appendix #2), which is on our website on the Lawyers page. You can also fill out the forms on the LSS site and print and fax them to us (go to the Lawyers page and click Forms & questionnaires).

Lawyer e-services — access for assistants

Lawyers and assistants can both sign up for and use Lawyer e-services. Assistants are able to:

- search and print cheque details in My Payments;
- use Experts Search to locate an expert in a different community;
- view details in My Profile; and
- draft and check the status of accounts for lawyers using E-billing.

For security reasons, it is important to ensure your assistant has his/her own user ID and password; your assistant should not use your ID. Note that lawyers are required to also be registered, and to log in with their ID and password to submit and certify accounts and send them to LSS. It is also important that you comply with the Disclaimer Statement on the E-billing Account Summary screen.

Direct deposit — have you signed up?

With direct deposit, your payments are electronically sent directly to your bank account. Direct deposit is timely and efficient, cutting down on processing and mailing time. If you use direct deposit and want to review and print a report like your payment (cheque) remittances, you can log into Lawyer e-services and use My Payments by entering search criteria such as:

- | | |
|-------------------------------|---------------------------|
| • Client name | • LSS case/file number |
| • Cheque (payment) number | • Payment date |
| • Payment description | • Vendor reference number |
| • Payment by E-bill ID number | |

Your My Payment report shows the same details as the ones we mail you, such as:

- | | |
|---------------------|-----------------|
| • Vendor name | • Cheque date |
| • Adjustment number | • Vendor number |
| • Payment number | • Payment total |

You can save and print your payment report at any time.

Are you ready to sign up?

Go to www.lss.bc.ca and download the Lawyer e-services Security Access Request form and the Lawyer Direct Deposit form (Lawyers→Forms & questionnaires→Vendor forms).