



The Legal Aid Fax

December 2010

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December/January cheque run dates

Please note the following update from our Finance Department regarding cheque run dates during the holiday season:

- **December 21, 2010** (moved up)
- **December 30, 2010** (cancelled)
- **January 6, 2011** (resume regular schedule)

Holiday staffing — Tariff Services

Over the holidays we will have fewer staff in our Tariff Accounts and Case Management sections. Staff will be available for helpdesk calls or e-mails, and we will continue processing accounts and authorization requests as quickly as possible; however, you may experience minor delays over this period.

All you ever wanted to know about Administrative offences

LSS recently announced that effective December 8, 2010, the new simplified Criminal tariff will be expanded to include standard coverage for all clients facing charges that formerly fell under Category 1. We are working hard to complete all the necessary tasks to implement this important change:

- An updated Criminal Tariff guide will be online December 8th reflecting the new Administrative fees for applicable services and the new offence codes for Administrative offences.
- The new tariff applies to referrals with a date of assignment on or after December 8, 2010, and to billable services provided on or after December 8, 2010.
- Coverage will be considered for clients with new charges and also for those who currently have outstanding (that is, not resolved) Administrative charges. **We are unable to extend coverage to charges that were resolved/complete by December 8th.**
- If you have a client with an outstanding Administrative offence that is not currently covered by your referral, the client can be re-assessed in one of the following (usual) ways:
 - For an existing referral that as of December 7th is less than 90 days old (i.e., the date of assignment is September 9th or later), complete an "Authorization for Additional Charges" form (found on our website under

Lawyers — Forms and questionnaires) and send it to the office that issued the referral.

- For an existing referral that is 90 or more days old (i.e., with a date of assignment on or before September 8th), please have the client apply through our offices.
- For the next three months, we will be issuing a new case when we approve an Administrative charge for an existing referral (instead of attaching the charge, as usual).

Billing details

- As of December 8th, LSS will be ready to assess clients for coverage for Administrative offences, and, where approved, to issue referrals. As well, system changes will be in place to allow lawyers to use e-billing to bill and submit accounts for services provided to clients on new referrals with Administrative offences.
- Necessary changes to our account processing systems are being finalized and are a priority. Any delays to payments should be minimal.
- You may want to submit accounts for Administrative offences separately from other offences. (Note that accounts for the other offence levels are not affected by the system changes).
- There is no change to billings for referrals issued prior to December 8, 2010, that included a "least serious summary offence" (formerly known as a Category 1 offence) made for youth or by exception review for adults with serious mental or physical disabilities.
- Watch the "What's new" page on Lawyer e-services to know when all changes are complete.

Immigration budget update

LSS has received confirmation of additional funds from the federal government that will allow us to continue to provide extensive duty counsel services for Tamil refugee claimants held in detention. LSS is reviewing current and projected expenditures to determine how to best use the additional funding during the balance of this fiscal year. Referrals are being issued to some claimants for the completion of Personal Information Forms, Judicial Reviews of release orders, Admissibility Hearings, and Submissions to the Minister.