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## Billing for travel disbursements on multiple cases

LSS would like to confirm the billing procedure for travel disbursements (e.g., airfare, hotel, meals) when counsel is on travel status and travelling to a location for multiple cases during the same trip:

- For **multiple legal aid referrals**, share travel disbursements across the referrals and split the disbursements equally between each referral for which you have a court appearance that day.
- For **both LSS referrals and private files**, only bill LSS for the prorated portion of travel costs that apply to the legal aid files for which you have a court appearance that day.

## Messages from Audit and Investigation

### Articling Students

To clarify the legal services articled students can provide, we want to highlight changes made to section 34 of the General Terms and Conditions of the *Guide to Legal Aid Tariffs* in July 2008. An articled student cannot act in:

- the role of duty counsel;
- indictable offence trials;
- preparing final separation agreements;
- any hearing, conference, mediation, or negotiation that would result in a final FRA order;
- committal hearings; or
- any application for continuing custody; and
- refugee hearings.

Your client must consent to the articled student providing legal services and the articled student must act according to Law Society rules.

If you have any questions about using an articled student for a legal aid matter, please phone Nancy Lis, Investigator/Analyst, at 604-601-6023 or e-mail [nancy.lis@lss.bc.ca](mailto:nancy.lis@lss.bc.ca).

### Conversions to Private Retainer

Responsibility for conversions to private retainers has moved from Tariff Operations to the Collections-Audit Clerk in the Audit and Investigation Department. Referral lawyers must immediately notify LSS upon receipt of settlement funds or if they believe an LSS client will receive a settlement that will not be processed through the referral lawyer's trust account. Please contact Leslie Gault, Collections-Audit Clerk, at

604-601-6016, fax 604-682-0979, or e-mail [helpdesk.cpr@lss.bc.ca](mailto:helpdesk.cpr@lss.bc.ca).

## Lawyer e-services updates

### My Profile

Thank you to the 700 lawyers who have already updated their profiles through Lawyer e-services. If you have not updated your profile, LSS cannot issue referrals to you and you will not be able to e-bill until you do so. Please log in and update your information soon — it is quick and easy to do so.

If you are not registered with Lawyer e-services, we also need to update your profile. Thank you to the 44 lawyers who have provided updates. If you have not provided your information, please submit a completed Vendor Application and Change Form, as LSS cannot issue referrals to you until an update has been done.

For more information regarding updating your profile, please see the October 2008 *Legal Aid Fax*.

### My Profile — Disable Assistants options

If your assistant will no longer be working for you, please ensure you disable his or her access to Lawyer e-services:

1. Log in to *Lawyer e-services*.
2. Click *My Profile*.
3. Go to the *Settings* tab. Do one of the following:
  - a. If you are disabling the assistant only for yourself (e.g., you have left the office or the assistant is going to work for another lawyer within your office), click *Disable for me only*.
  - b. If the assistant has left the office, click *Disable from system*. The assistant will no longer have access to Lawyer e-services.

## New conflict rules

The Law Society of BC has amended its *Professional Conduct Handbook* to exempt lawyers who deliver short-term services in court-annexed or non-profit programs or clinics from some conflicts rules in limited circumstances. See new Rules 7.01 to 7.04 and Footnote 4 in Chapter 6.

If you have any questions regarding the new rules, please contact Law Society Practice Advisor, Jack Olsen, at [jolsen@lsbc.org](mailto:jolsen@lsbc.org), 604-443-5711, or 1-800-903-5300 (free of charge, outside of the Lower Mainland).