

Revised Immigration Tariff

Effective for referrals issued **March 1, 2004** and after, the following changes apply.

Further to earlier Notices to Counsel about the changes to immigration services, we regret that the reduced level of funding available to LSS requires substantial changes to the **Immigration Tariff**, both to the items that will be permitted and the amount of time that will be authorized.

Immigration Tariff changes

The following are the revised Immigration Tariff items and a list of the deleted tariff items. Updated pages for your tariff binder will be sent out by June 2004 with the next tariff update.

Changes of counsel will only be granted in exceptional circumstances and must be authorized by a Field Operations manager at the Vancouver Regional Centre. Extra fees will not be available.

The service stop date for immigration referrals will always be noted on your referral. Please ensure that you provide all services before that date, and bill us as soon as possible after you have completed the services. Note the reductions to the available billable hours and the changes to the items:

Tariff item	Rates/Maximum billable hours	Tariff code
--------------------	---	--------------------

General preparation — refugee cases

- | | | |
|--|-----------------------------|--------------------|
| <ul style="list-style-type: none"> • Billable per hour for general preparation (e.g., interviewing the client, taking instructions, attending interviews with the client and Canada Immigration, and completing the Personal Information Form[PIF]). • Record the actual time spent as specified in your time records. | <p>Up to 8 hours</p> | <p>4010</p> |
|--|-----------------------------|--------------------|

Cautions

- ➡ To bill this item, you must file the PIF with the Refugee Protection Division (RPD) and submit a copy of the narrative to LSS when you bill.

Preparation for a hearing — refugee cases

- | | | |
|--|-----------------------------|--------------------|
| <ul style="list-style-type: none"> • Billable per hour for preparing for an RPD hearing. • Record the actual time spent as specified in your time records. | <p>Up to 5 hours</p> | <p>4028</p> |
|--|-----------------------------|--------------------|

Cautions

- ➡ A hearing date must be set before you can claim preparation time.
- ➡ Preparation and attendance at a hearing requires specific authorization from the manager of Tariff Services.

Attendance at a hearing — refugee cases

- Billable per hour for attending an RPD hearing. **Up to 5 hours 4168**
- Provide the attendance date.
- Bill the actual time spent as specified in your time records, from the time the hearing was scheduled to begin to its conclusion, excluding meal breaks.

Cautions

- ➡ Preparation and attendance at a hearing requires specific authorization from the manager of Tariff Services.

Preparation for a hearing — non-refugee cases

- You must have a referral from the LSS Appeals Division at the Vancouver Regional Centre. **Up to 5 hours 4044**
- Billable per hour for preparing for a non-refugee hearing in the Immigration Appeal Division.
- Record the actual time spent as specified in your time records.

Cautions

- ➡ A hearing date must be set before you can claim preparation time.

Attendance at a hearing — non-refugee cases

- You must have a referral from the LSS Appeals Division at the Vancouver Regional Centre. **Up to 5 hours 4188**
- Billable per hour for attending hearings.
- Provide the attendance date.
- Bill the actual time spent as specified in your time records, from the time the hearing was scheduled to begin to its conclusion, excluding meal breaks.

Attendance at an expedited hearing

- Billable per hour for attending an expedited hearing. **Up to 3 hours 4159**
- Provide the attendance date.
- Bill the actual time spent as specified in your time records, from the time the expedited hearing was scheduled to begin to its conclusion, excluding meal breaks.

Cautions

- ➡ Preparation and attendance at a hearing requires specific authorization from the manager of Tariff Services.

Judicial review applications, stay applications, appeals, and submissions to the Minister

Please see *Notice to Counsel #33 — Immigration Tariff Changes*, faxed out on February 6, 2004, for information on judicial review applications, stay applications, appeals, and submissions to the Minister.

The following items from the **Immigration Tariff** are not billable for referrals issued after February 29, 2004. For referrals issued before that date, these items must be billed by March 31, 2004:

- Preparation or attendance at an inquiry
- Abandonment hearings under the Refugee Protection Division (RPD) Rules
- Preparation for a non-refugee inquiry
- Attendance at a preliminary conference
- Additional preparation for an adjourned hearing
- Additional preparation with expert witnesses
- Detention hearings
- Detention reviews
- Written arguments
- Visits to clients in custody
- Travel

We regret having to make these changes and appreciate the commitment of the Immigration and Refugee bar over the years.

James Deitch
Manager of Tariff Services