



Legal Services Society
of British Columbia

Pro Bono Tariff

November 1985

This booklet should be used as a guide by counsel in billing the Legal Services Society for disbursements, and in forms completion in pro bono matters. It contains excerpts from the standard tariff booklet of the Society, modified in part to reflect the situations pro bono counsel may encounter. If the directions do not adequately address any questions you might have, please feel free to contact the referring or head office of the Legal Services Society. Counsel is reminded that no fee is paid by the Society in pro bono matters.

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GENERAL INFORMATION ON FINANCIAL ELIGIBILITY AND LEGAL AID COVERAGE

1. Financial Eligibility

Before clients are referred to lawyers, the clients must demonstrate to **the Society**, through an eligibility test, that they are financially eligible for assistance. The Society is quite prepared to review its decision at any time.

Where counsel consider that clients may be able to pay some or all fees, or should no longer be receiving legal aid, they should contact the referring office to ask that the legal aid appointment be reviewed, revoked or modified.

2. Private Billing

Counsel are reminded that when a referral from the Legal Services Society is accepted, Ruling G-8 of the Professional Conduct Handbook strictly limits:

- a) Any fees counsel may receive from the client;
- b) Entering into any fee arrangement with the client;
- c) The disposition of funds received on the client's behalf.

Nonetheless, counsel are encouraged to discuss contingency or other fee agreements with the client. Requests for authorization to bill privately should be directed to the nearest Legal Services Society branch office or Head Office. The request should specify the reason why a private retainer is appropriate. The Legal Services Society requires that any amount recovered will be applied to disbursements incurred on the file prior to any distribution of proceeds.

Any funds paid over to counsel on behalf of a client should be held in trust until final authorization to bill privately is obtained. Counsel should be aware that clients are normally allowed 30 days within which to appeal a decision of the Legal Services Society to allow private billing.

It is not intended to deny the client or counsel the right to tax a private account before the Registrar, pursuant to the Barrister and Solicitors' Act, once the consent of the Society has been given.

3. Claiming Costs

Where provided for, costs must be claimed and are not to be waived in any action without the written consent of the referring office. When claiming costs please include disbursements which have been paid directly by the Legal Services Society (e.g. transcripts) and disbursements paid to counsel on all previous L.S.S. tariff bills. The amounts paid may be ascertained from the Tariff Accounts Department.

4. Taxing and Collecting Costs

All reasonable efforts should be made to collect costs which are awarded. If costs are awarded a copy of the Certificate of costs must accompany the completed billing form.

Notwithstanding Section 12 of the Legal Services Society Act, which deems costs to be the property of the Society, counsel acting on behalf of a legally aided client for the entire case may elect to collect and retain costs. If you wish to retain costs, please deposit the funds received for costs in your trust account and render your completed billing form to the Society with a written request to Legal Services Society to retain costs. We will advise you in writing if and when the funds may be released.

5. Appeals and Extraordinary Remedies in Civil Matters

Legal aid is not automatically granted for appeals or extraordinary remedies. Each application for an appeal or extraordinary remedy is reviewed to determine whether there is substantial merit to the application.

Applications for extraordinary remedies, or for appeals should be made to the Appeals Committee, Legal Services Society, Suite 300, Box 3, 1140 W. Pender St., Vancouver, B.C. V6E 4G1, telephone 660-4600.

B. INFORMATION ON TARIFF ACCOUNTS

1. Disbursements in Exceptional Circumstances

Amounts allowed by this tariff for disbursements may be varied in exceptional circumstances not otherwise provided for by this publication. Requests for variations must be made in writing to the Tariff Accounts Department. All requests for increased disbursements must be made before the disbursements are incurred.

2. Disbursements: Contribution by Client

Clients will be advised by the Legal Services Society that they will be required to pay for whatever portion they can of the disbursements in their case. They will be told to make any payments for disbursements to counsel handling the case.

3. Authorization for Transcripts or Court Reporter's Attendance

Prior written authority to order transcripts or to authorize the attendance of the Court Reporter must be obtained from the Legal Services Society. For authority to order a daily transcript of a trial or expedited transcripts, you must contact Jacine Levan at the Legal Services Society head office, phone 660-4600. Authorization must be obtained from the local referring office for the original transcript and a copy of an Examination For Discovery of another party, as well as for a copy of the transcript of the Examination of your own client. For requests in relation to appeals, call the Appeals Coordinator at Legal Services Society head office (660-4600).

4. File Number

Because of the large number of accounts handled by the Legal Services Society the client file number located at the top of the referral form is very important. Please ensure that a record of this number is kept and referred to in all correspondence with the Society.

5. Effective date of Referral

The Society will not pay for disbursements incurred prior to the date of assignment shown at the top of the referral form except where such disbursements have been authorized in writing by the referring office.

Please ensure that written authorization for disbursements incurred prior to the date of assignment of the referral is included with your billing form.

6. Interim Accounts

Interim Accounts for disbursements in Pro Bono matters will be processed by the Legal Services Society at the request of counsel. Subsequent billing forms should be requested from original referring office.

7. Submission of Referral Forms

Please submit your final account for payment of disbursements within 6 months of the last service date. The Legal Services Society must be able to forecast its expenditures with a reasonable degree of accuracy in order to ensure that funds are available to pay accounts in a timely manner.

8. Referrals Involving Travel

Disbursements for meals, meterage and accommodation may be billed as set out in the DISBURSEMENTS section where counsel are required to travel outside their community.

9. Information and Assistance

For information and assistance concerning any matter please contact the nearest Legal Services Society office.

10. Private Process Serving

Please refer to the Legal Services Society Notice to Referral Counsel for standard Process Serving billing procedures which will be included with your billing form.

11. User Fee

In many cases, the referring office will request that the client pay a User Fee to that office. This will be either \$10.00 if the client is on Social Assistance or \$30.00 if the client's income is higher. You are not expected to collect the user Fee.

12. Extent of Authorization

Normally, counsel are authorized to incur disbursements for those matters listed at the top of the referral form. If more work needs to be done, contact the referring office. If you are given authorization for the disbursements for additional work, the referring office will advise you on how to bill.

13. Change of Lawyer

The referring office should be contacted where the lawyer submitting the bill is not the lawyer named at the top of the form otherwise payment will be made to the lawyer named at the top of the form.

14. Billing Procedures

For information or assistance on tariff accounts generally please contact the Tariff Accounts Department of the Legal Services Society, Suite 300, Box 3, 1140 W. Pender Street, Vancouver, B.C. V6E 4G1. Assistance is available between the hours of 10:00 a.m. and 4:00 p.m. at 660-4600.

PLEASE REMEMBER:

- Attach all letters of authorization to the billing form and all receipts for disbursements greater than \$100.00 (except meterage and photocopying) when you are submitting it to the L.S.S. for payment.
- Please return ALL referral forms whether used or not, to L.S.S. head office, indicating why no account is being rendered.
- Quote the L.S.S. 7 digit file number on ALL correspondence with offices of the Legal Services Society or its funded agencies.
- Ensure that the lawyer number that appears at the top of the referral form is your lawyer number.

C. DISBURSEMENTS1. Notes

- A) In general counsel may incur necessary and usual disbursements up to a total of \$200 (beyond those under Item 7, below) without prior authorization of the Society. Totals in excess will require the prior authorization of the Tariff Accounts Department.
- B) Counsel will be responsible for paying all disbursements associated with each case - as well as insuring that all have been entered on the billing form when it is rendered. **THE SOCIETY CANNOT GUARANTEE REIMBURSEMENT FOR ITEMS OMITTED FROM THE BILLING.** Copies of receipts for items exceeding \$100 and copies of special authorization letters must accompany the account.

2. Travel

[Code]

At 16¢ per km. for automobile travel only when the destination is outside the city or municipality where counsel practices.

(Provide date, destination, and distance)

[968]

Bus, Train, Ferry and Air Fares - Prevailing economy rates apply

[562]

3. Accommodation

Actual cost up to \$40.00 per night

[661]

4. Meals

Up to \$5.00 for breakfast

[463]

\$6.00 for lunch

\$11.00 for dinner,

May be claimed only if case is out of town (80 kilometers one way) or if late-sitting is required.

5. Transcripts & Court Reportersa) Authorization for Transcripts and Court Reporters Attendance

You must obtain authorization to incur transcript disbursements prior to incurring disbursement. For authority to order daily transcripts of a trial or expedited transcripts, you must contact Jacine Levan at the L.S.S. head office, phone 660-4600. Authorization must be obtained from the **Total**

referring office for the original transcript and a copy of the Examination for Discovery of another party as well as for a copy of the transcript of the Examination of your own client. For requests in relation to appeals, call the **Appeals Coordinator** at L.S.S. head office (660-4600).

- b) Transcript proceedings outside of B.C. - Accounts should be paid by counsel and claimed as a disbursement. If the cost will exceed \$100, obtain prior authorization from the Tariff Accounts Department [646]

6. Service of Documents

- a) For service in B.C. please refer to enclosed Notice to Counsel [240]
 b) For service of documents outside of B.C., use local government service if possible. Otherwise, use private process serving. [174]

7. Experts' Reports

Authority for Reports - One medical report or one medical specialist's report may be obtained without prior authority (the author of the report may testify without prior authorization). Subsequent reports and all reports of other experts require prior authority from the Tariff Accounts Department.

a) Medical Examinations, Reports and Opinions

- i. **Medical Specialists** - examination and preparation of report, \$50 per hour up to a maximum of \$250, plus \$50 if subject is examined in an institution [638]

- ii. **General Practitioner** - examination and report, \$40 per hour to a maximum of \$200, plus \$50 if subject is examined in an institution [125]

- b) Medical Testimony at Trial - Authority of the Tariff Accounts Department required except as specified under (a)

- i. **Medical Specialists** - \$50 per hour to a maximum of \$250 per day [232]

- ii. **General Practitioner** - \$40 per hour to a maximum of \$200 per day [372]

- c) Other Experts' Reports - Authority for reports, fees and court appearances should be obtained from the Tariff Accounts Department [257]

- d) Proceedings Out of Town - Where an expert must attend proceedings out of town, authority for reports, fees and travel disbursements should be obtained from the Tariff Department [588]

8. Skip Tracing

Accounts should be paid by counsel and claimed as a disbursement. If the cost will exceed \$100, obtain prior authorization from the Tariff Accounts Department [356]

9. Interpreting

A) Language Interpretation

- a) For plaintiff or respondent in Provincial Court: Free on notice to Court Administrator.
- b) For parties in County or Supreme Court, and for other individuals at all court levels:
- i) Greater Vancouver Area: Apply for free or nominal charge service to [877]

MOSAIC,
1161 Commercial Drive
Vancouver, B.C.
254-9626

- ii. Elsewhere: Contact the Certified Legal Interpreters of B.C. or the B.C. Professional Legal Interpreters and ask for legal aid rate, or other local agency and pay fee. If the fee is to exceed \$80, obtain prior authorization from the Tariff Accounts Department [877]

B) Hearing Impaired

- i. Greater Vancouver Area Apply to
Western Institute for the Deaf,
2125 West 4th Ave,
Vancouver, B.C. V6K 1X9
736-7391
- ii. Elsewhere: Retain local expert and pay fee and claim as a Disbursement. If the fee is to exceed \$80, obtain prior authorization from the Tariff Accounts Department. [877]

10. Photocopying
25¢ per page [471]
11. Special Delivery/Registered Mail
Claim at cost for Special Delivery or Registered Mail [869]
There is no reimbursement for normal post office mail charges.
12. Telephone Calls
Long distance calls only, at cost [836]
13. Courier Services
For emergencies only - claim at cost [893]
14. Word Processing
The Society is not able to accept word processing as a disbursement
15. Witness Fees or Expenses
Apply by letter to Tariff Accounts Department. No applications for lost wages will be considered [695]
16. Filing Fees
Fees required to be paid to court or tribunal for filing documents should be billed. This does not include fee of a filing agency. [398]
17. Substitutional Service
Tariff Accounts Department will approve minimum expenses necessary to comply with court order. (Attach copies of invoices.) [133]
18. Other
An expense not described above and exceeding \$50.00 requires prior authorization of the Tariff Accounts Department [737]

Pro Bono Civil Referral

LSS REFERS THIS MATTER TO YOU TO ACT ON AN SS PRO BONO BASIS. REFERRALS ARE SUBJECT TO TERMS AND CONDITIONS ESTABLISHED BY LSS.

CLIENT NAME: _____

CREDIT ADDRESS: _____

Photo No: _____

COURT LOCATION: _____

DATE OF ASSIGNMENT: _____

REFERRING OFFICE: _____

NOTE: Client must pay the amount to court as a non-refundable contribution \$ _____

FILE NUMBER: _____

Legal Services Branch

| LAWYER'S INSTRUCTIONS | | RECORD OF ACTION | RECORD OF ACTION | PROBLEM |
|--|---|---|--|---------|
| <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> | <p>SERVICES</p> <p><input type="checkbox"/> Interview</p> <p><input type="checkbox"/> Interview with Third Party</p> <p><input type="checkbox"/> Correspondence</p> <p><input type="checkbox"/> Research</p> <p><input type="checkbox"/> Negotiations</p> <p><input type="checkbox"/> Draft Documents</p> <p><input type="checkbox"/> Preparation of Submissions/Appeals</p> <p><input type="checkbox"/> Prepare Client to Litigate</p> <p><input type="checkbox"/> Other</p> | <p>SERVICES</p> <p><input type="checkbox"/> Interview</p> <p><input type="checkbox"/> Interview with Third Party</p> <p><input type="checkbox"/> Correspondence</p> <p><input type="checkbox"/> Research</p> <p><input type="checkbox"/> Negotiations</p> <p><input type="checkbox"/> Draft Documents</p> <p><input type="checkbox"/> Preparation of Submissions/Appeals</p> <p><input type="checkbox"/> Prepare Client to Litigate</p> <p><input type="checkbox"/> Other</p> | <p>141 Bankruptcy</p> <p>158 Complaint about Lawyer</p> <p>166 Complaint about Police</p> <p>174 Consumer</p> <p>182 Contracts, not Small Claims</p> <p>190 Creditor/Collection</p> <p>208 Debtor</p> <p>216 Estate</p> <p>224 Human Rights</p> <p>232 Immigration</p> <p>240 Income Tax</p> <p>257 Incorp - Non Profit Society</p> <p>285 Insurance</p> <p>273 Labour</p> <p>281 Landlord/Tenant</p> <p>299 Mental Health</p> <p>307 Motor Vehicle/ICBC</p> <p>315 Municipal</p> <p>323 Name Change</p> <p>331 Native Rights</p> <p>349 Notarizing</p> <p>356 Pension</p> <p>364 Prison</p> <p>372 Real Property</p> <p>380 School</p> <p>398 Small Claims</p> <p>406 Social Assistance</p> <p>414 Torts - not Small Claims</p> <p>422 UIC</p> <p>430 Wills</p> <p>448 Workers Compensation</p> <p>455 Other or use specific code in handbook</p> | |
| | <p>CLIENT STATUS</p> <p>Client was represented as</p> <p><input type="checkbox"/> Applicant/Petitioner/Plaintiff</p> <p><input type="checkbox"/> Respondent/Defendant</p> <p><input type="checkbox"/> Appellant</p> <p>OR Client was not formally represented</p> <p><input type="checkbox"/> Applicant/Petitioner/Plaintiff</p> <p><input type="checkbox"/> Respondent</p> <p><input type="checkbox"/> Appellant</p> | <p>CLIENT STATUS</p> <p>Client was represented as</p> <p><input type="checkbox"/> Applicant/Petitioner/Plaintiff</p> <p><input type="checkbox"/> Respondent/Defendant</p> <p><input type="checkbox"/> Appellant</p> <p>OR Client was not formally represented</p> <p><input type="checkbox"/> Applicant/Petitioner/Plaintiff</p> <p><input type="checkbox"/> Respondent</p> <p><input type="checkbox"/> Appellant</p> | <p>APPEALS</p> <p>513 Civil Appeals</p> | |
| | <p>LITIGATION DETAIL</p> <p>Forum</p> <p><input type="checkbox"/> Provincial Court</p> <p><input type="checkbox"/> County Court</p> <p><input type="checkbox"/> Supreme Court</p> <p><input type="checkbox"/> Court of Appeal</p> <p><input type="checkbox"/> Supreme Court of Canada</p> <p><input type="checkbox"/> Federal Court</p> <p><input type="checkbox"/> Administrative Tribunal</p> <p><input type="checkbox"/> Other</p> <p>Action</p> <p><input type="checkbox"/> Defended/Contested</p> <p><input type="checkbox"/> Undefended/Uncontested</p> <p>Extent of Proceedings</p> <p><input type="checkbox"/> Pleadings</p> <p><input type="checkbox"/> Discovery</p> <p><input type="checkbox"/> Interim/Pre-trial Applications</p> <p><input type="checkbox"/> Written Submissions</p> <p><input type="checkbox"/> Trial/Hearing</p> <p><input type="checkbox"/> D</p> <p><input type="checkbox"/> M</p> <p><input type="checkbox"/> V</p> <p>First Hearing Date (if represented) _____</p> <p>Total 1/2 days of Hearing representation _____</p> <p>Outcome of proceedings</p> <p><input type="checkbox"/> Settled Without Order</p> <p><input type="checkbox"/> Consent Order</p> <p><input type="checkbox"/> Petition/Application/Appeal Essentially Granted</p> <p><input type="checkbox"/> Petition/Application/Appeal Essentially Refused</p> <p><input type="checkbox"/> Other</p> | <p>LITIGATION DETAIL</p> <p>Forum</p> <p><input type="checkbox"/> Provincial Court</p> <p><input type="checkbox"/> County Court</p> <p><input type="checkbox"/> Supreme Court</p> <p><input type="checkbox"/> Court of Appeal</p> <p><input type="checkbox"/> Supreme Court of Canada</p> <p><input type="checkbox"/> Federal Court</p> <p><input type="checkbox"/> Administrative Tribunal</p> <p><input type="checkbox"/> Other</p> <p>Action</p> <p><input type="checkbox"/> Defended/Contested</p> <p><input type="checkbox"/> Undefended/Uncontested</p> <p>Extent of Proceedings</p> <p><input type="checkbox"/> Pleadings</p> <p><input type="checkbox"/> Discovery</p> <p><input type="checkbox"/> Interim/Pre-trial Applications</p> <p><input type="checkbox"/> Written Submissions</p> <p><input type="checkbox"/> Trial/Hearing</p> <p><input type="checkbox"/> D</p> <p><input type="checkbox"/> M</p> <p><input type="checkbox"/> V</p> <p>First Hearing Date (if represented) _____</p> <p>Total 1/2 days of Hearing representation _____</p> <p>Outcome of proceedings</p> <p><input type="checkbox"/> Settled Without Order</p> <p><input type="checkbox"/> Consent Order</p> <p><input type="checkbox"/> Petition/Application/Appeal Essentially Granted</p> <p><input type="checkbox"/> Petition/Application/Appeal Essentially Refused</p> <p><input type="checkbox"/> Other</p> | <p>COSTS AWARDED</p> <p><input type="checkbox"/> No Award</p> <p><input type="checkbox"/> Against Client</p> <p><input type="checkbox"/> To Client - against</p> <p>(Full name of party)</p> <p>(Street address)</p> <p>(City) (Prov.)</p> <p>(Postal Code) (Phone No)</p> <p>Total Awarded \$ _____</p> <p>(including disbursements)</p> <p>Amount Collected \$ _____</p> | |
| | <p>RESULT FOR CLIENT</p> <p><input type="checkbox"/> Matter Resolved</p> <p><input type="checkbox"/> Abandoned by Client</p> <p><input type="checkbox"/> Abandoned by Other State</p> <p><input type="checkbox"/> Service Terminated</p> <p><input type="checkbox"/> Returned Out</p> <p><input type="checkbox"/> Client to Assist Self</p> <p><input type="checkbox"/> Converted to Private Retainer</p> <p><input type="checkbox"/> Matter Unresolved</p> <p><input type="checkbox"/> Other</p> | <p>RESULT FOR CLIENT</p> <p><input type="checkbox"/> Matter Resolved</p> <p><input type="checkbox"/> Abandoned by Client</p> <p><input type="checkbox"/> Abandoned by Other State</p> <p><input type="checkbox"/> Service Terminated</p> <p><input type="checkbox"/> Returned Out</p> <p><input type="checkbox"/> Client to Assist Self</p> <p><input type="checkbox"/> Converted to Private Retainer</p> <p><input type="checkbox"/> Matter Unresolved</p> <p><input type="checkbox"/> Other</p> | | |

| DISBURSEMENTS | | TOTAL ACCOUNT | |
|---------------------------|--|--|--|
| LSS/CLO STAFF USE ONLY | Photocopying _____ pages x Storage _____ | Account is: Interim <input type="checkbox"/> Final <input checked="" type="checkbox"/> | Disbursements Sub Total \$ (18) |
| Case Time (Hours & 10ths) | Message 1.1 (m x file per line) | No Account: | Less Contributions \$ (18) |
| Lawyer | -Date _____ Destination _____ | Private Retainer (See ruling 6-6) | Less Costs Collected * \$ (20) |
| Articled Student | -Date _____ Destination _____ | Other <input type="checkbox"/> | TOTAL \$ (21) |
| LIC/Para Legal | Phone Calls (Long Distance only) | For Payment send top two copies to - | Hours of work required (22) hrs |
| Volunteer | | LEGAL SERVICES SOCIETY | NOTE: Awarded costs are subject to LSS approval, including transport |
| Sec'y/Legal Asst | | Box 6, Ste 300 | |
| Other | | 1140 W. Pender St. | |
| | NOTE: Submit additional disbursements on separate sheet | Vancouver, B.C. | |
| | Sub Total \$ (15) | V6E 4G1 | |
| | File Disposed <input type="checkbox"/> Yes <input type="checkbox"/> No | Signature: _____ | Lawyer or Staff Member |
| | Supervisor: _____ | Date: D / M / Y | |

D. COMPLETING PRO BOND REFERRAL FORM

Numbers match circled numbers on form on facing page.

RECORD OF ACTION

1. Problem Code

Please provide the appropriate code for the type of case from the list under the column headed "Problem"

2. Services

Tick the box which indicates the single most significant service.

3. Client Status

Tick the box which is most appropriate.

4. Litigation Detail

Tick the box which is most appropriate for "Forum", "Action", "Extent of Proceedings", and "Outcome of Proceedings".

5. Result for Client

Tick the box which most appropriately describes the result.

6. Court Location (Verify in all cases when court action occurred)

If court action occurred in a court different from the one indicated by the referring office, alter it appropriately.

7. Costs Awarded (Complete in all cases)

Counsel are expected to pursue costs in their clients' favour regardless of anticipated collection problems. The society may attempt to collect even if counsel can not. Enter the result of the costs decision as 'To Client', 'Against Client' or 'No Award'. If costs were awarded to client, enter the name, address and telephone number of the party against whom the costs were awarded. The Society asks that counsel pursue costs diligently and reserves the right to follow up on all uncollected awards.

Pro Bono Civil Referral

LSS REFERS THIS MATTER TO YOU TO ACT ON AN LSS INC. BASIS. REFERRALS ARE SUBJECT TO TERMS AND CONDITIONS ESTABLISHED BY LSS.

CLIENT ADDRESS _____

CLIENT NAME _____

FILE NO. _____

COURT LOCATION 6

DATE OF ASSIGNMENT: Day Week Year

REFERING OFFICE _____

NOTE: Client must pay the amount to court as a non-refundable contribution \$ _____

FILE NUMBER _____

Legal Services Society

LAWYER'S INSTRUCTIONS

| | RECORD OF ACTION | RECORD OF ACTION | PROBLEM |
|---|---|---|---|
| 1 | Problem Code: <u>1</u> | Problem Code: _____ | |
| 2 | SERVICES <input type="checkbox"/> Interview <input type="checkbox"/> Interview with Third Party <input type="checkbox"/> Correspondence <input type="checkbox"/> Research <input type="checkbox"/> Negotiations <input type="checkbox"/> Draft Documents <input type="checkbox"/> Preparation of Submissions/Apps <input type="checkbox"/> Prepare Client to Litigate <input type="checkbox"/> Other _____ | SERVICES <input type="checkbox"/> Interview <input type="checkbox"/> Interview with Third Party <input type="checkbox"/> Correspondence <input type="checkbox"/> Research <input type="checkbox"/> Negotiations <input type="checkbox"/> Draft Documents <input type="checkbox"/> Preparation of Submissions/Apps <input type="checkbox"/> Prepare Client to Litigate <input type="checkbox"/> Other _____ | 141 Bankruptcy 158 Complaint about Lawyer 166 Complaint about Police 174 Consumer 182 Contracts, not Small Claims 190 Creditor/Collection 208 Debtor 216 Estate 224 Human Rights 232 Immigration 240 Income Tax 257 Incorp.-Non Profit Society 285 Insurance 273 Labour 281 Landlord/Tenant 299 Mental Health 307 Motor Vehicle/ICBC 315 Municipal 323 Name Change 331 Native Rights 349 Notarizing 356 Pension 364 Prison 372 Real Property 380 School 398 Small Claims 406 Social Assistance 414 Torts - not Small Claims 422 UIC 430 Will 448 Workers Compensation 455 Other or use specific code in handbook |
| 3 | CLIENT STATUS Client was represented as: <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent/Defendant <input type="checkbox"/> Appellant OR Client was not formally represented: <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent <input type="checkbox"/> Appellant | CLIENT STATUS Client was represented as: <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent/Defendant <input type="checkbox"/> Appellant OR Client was not formally represented: <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent <input type="checkbox"/> Appellant | |
| 4 | LITIGATION DETAIL Forum: <input type="checkbox"/> Provincial Court <input type="checkbox"/> County Court <input type="checkbox"/> Superior Court <input type="checkbox"/> Court of Appeal <input type="checkbox"/> Superior Court of Canada <input type="checkbox"/> Federal Court <input type="checkbox"/> Administrative Tribunal <input type="checkbox"/> Other _____ Action: <input type="checkbox"/> Delinquent/Contested <input type="checkbox"/> Undelivered/Uncontested Extent of Proceedings: <input type="checkbox"/> Pleadings <input type="checkbox"/> Discovery <input type="checkbox"/> Interim Applications <input type="checkbox"/> Written Submissions <input type="checkbox"/> Trial/Hearing D M Y: _____ First Hearing Date (if represented): _____ Total 1/2 days of Hearing representation: _____ Outcome of proceedings: <input type="checkbox"/> Settled Without Order <input type="checkbox"/> Consent Order <input type="checkbox"/> Petition/Apps/Appeal Eventually Granted <input type="checkbox"/> Petition/Apps/Appeal Eventually Refused <input type="checkbox"/> Other _____ | LITIGATION DETAIL Forum: <input type="checkbox"/> Provincial Court <input type="checkbox"/> County Court <input type="checkbox"/> Superior Court <input type="checkbox"/> Court of Appeal <input type="checkbox"/> Superior Court of Canada <input type="checkbox"/> Federal Court <input type="checkbox"/> Administrative Tribunal <input type="checkbox"/> Other _____ Action: <input type="checkbox"/> Delinquent/Contested <input type="checkbox"/> Undelivered/Uncontested Extent of Proceedings: <input type="checkbox"/> Pleadings <input type="checkbox"/> Discovery <input type="checkbox"/> Interim Applications <input type="checkbox"/> Written Submissions <input type="checkbox"/> Trial/Hearing D M Y: _____ First Hearing Date (if represented): _____ Total 1/2 days of Hearing representation: _____ Outcome of proceedings: <input type="checkbox"/> Settled Without Order <input type="checkbox"/> Consent Order <input type="checkbox"/> Petition/Apps/Appeal Eventually Granted <input type="checkbox"/> Petition/Apps/Appeal Eventually Refused <input type="checkbox"/> Other _____ | APPEALS 513 Civil Appeals |
| 5 | RESULT FOR CLIENT <input type="checkbox"/> Matter Resolved <input type="checkbox"/> Abandoned by Client <input type="checkbox"/> Abandoned by Other State <input type="checkbox"/> Service Terminated <input type="checkbox"/> Referred Out <input type="checkbox"/> Client to Assist Bill <input type="checkbox"/> Converted to Private Retainer <input type="checkbox"/> Matter Unresolved <input type="checkbox"/> Other _____ | RESULT FOR CLIENT <input type="checkbox"/> Matter Resolved <input type="checkbox"/> Abandoned by Client <input type="checkbox"/> Abandoned by Other State <input type="checkbox"/> Service Terminated <input type="checkbox"/> Referred Out <input type="checkbox"/> Client to Assist Bill <input type="checkbox"/> Converted to Private Retainer <input type="checkbox"/> Matter Unresolved <input type="checkbox"/> Other _____ | COSTS AWARDED <input type="checkbox"/> No Award <u>7</u> <input type="checkbox"/> Against Client <input type="checkbox"/> To Client - against <u>7</u> (full name of party) _____ (street address) _____ (city) (Prov) _____ (Postal Code) <u>6</u> (Phone No) _____ Total Awarded \$ _____ (including disbursements) Amount Collected \$ <u>9</u> |

| DISBURSEMENTS | | | |
|--|--------------------------------------|-----------------------|--------------|
| | Case | Amount | |
| LSS/CLO STAFF USE ONLY | Photocopying _____ pages x \$/page | 471 | <u>10</u> |
| | Message <u>11</u> min x rate per min | | |
| Lawyer | -Date _____ Station _____ | 889 | <u>12</u> |
| | -Date _____ Station _____ | | |
| Articled Student | Photo Copy (Long Distance only) | 808 | <u>13</u> |
| LIC/Para Legal | | | <u>14</u> |
| Volunteer | | | <u>14</u> |
| Sec'y/Legal Asst | | | <u>14</u> |
| Other | | | <u>15</u> |
| NOTE: Submit additional disbursements on separate sheet | | Sub Total | \$ <u>15</u> |
| File Supervised <input type="checkbox"/> Yes <input type="checkbox"/> No | | SUPERVISOR Name _____ | |

| TOTAL ACCOUNT | |
|--|---|
| Account is: Inasm <input type="checkbox"/> <u>16</u> | Disbursements Sub Total \$ <u>18</u> |
| No Account: <input type="checkbox"/> <u>17</u> | Less Contributions \$ (<u>19</u>) |
| Private Retainer (See ruling G-8) | Less Costs Collected \$ (<u>20</u>) |
| Other <input type="checkbox"/> | TOTAL \$ <u>21</u> |
| For Payment send top two copies to - LEGAL SERVICES SOCIETY Box 5, Ste. 300 1140 W. Pender BL Vancouver, B.C. V6E 4Q1 | Hours of work required <u>22</u> hrs |
| Signature _____ | NOTE: Awarded costs are arbitrated first to LSS expenses, including transcripts |
| LAWYER OR STAFF MEMBER <u>23</u> | Date D M Y <u>24</u> |
| Name (print) _____ | <u>25</u> |

8. Total Awarded (Complete in all cases where costs were awarded)

Enter the total amount of costs awarded, including disbursements. Enter whole dollars only.

9. Amount Collected (Complete in all cases where costs have been awarded to the client and counsel has collected some or all of the award)

Enter the amount of costs and disbursements collected by counsel. This amount is to be deducted from counsel's account to the society; please complete and return the account to the Society even if the collected costs equal or exceed the amount otherwise payable by the society. The contained information is necessary for case closure purposes. Enter whole dollars only.

DISBURSEMENTS

10. Disbursements - Photocopying (Complete if claiming photocopying expenses reimbursement)

Enter the number of pages for which payment is being claimed and the amount claimed. The maximum allowable under the tariff is 25¢ per page. If your office normally charges less, use your office rate.

11. Disbursements - Meterage (Used to be called Mileage - Claim only where travel is necessary to the provision of referred services and where the destination is outside the city or municipality where counsel practices)

Enter the total number of kilometres travelled, the date(s) on which the trip(s) were undertaken and the destinations. The maximum allowable by the society is 16¢ per kilometre (25¢ per mile). Use your office rate if it is less. Enter the total amount in the space provided(12).

13. Disbursements - Phone Calls (Long Distance only - Claim when necessarily incurred to provide the referred service)

Enter the billed amount.

14. Other Disbursements (Claim when necessarily incurred to provide the referred service)

Refer to this booklet for allowable items, restrictions, codes and amounts. Enter dollars and cents. Items without codes will be rejected and will slow processing of the account. If space is insufficient, continue on an attached sheet ensuring that all required information is provided.

Pro Bono Civil Referral

LSS REFERS THIS MATTER TO YOU TO ACT ON AN LSS PRO BONO BASIS. REFERRALS ARE SUBJECT TO TERMS AND CONDITIONS ESTABLISHED BY LSS.

CLIENT ADDRESS _____

FILE NO. _____

COURT LOCATION: (6) _____

DATE OF ASSIGNMENT: _____

REFERRING OFFICE: _____

NOTE: Client must pay the amount in court as a non-refundable contribution \$ _____

FILE NUMBER: _____ For _____ Legal Services Society

LAWYER'S INSTRUCTIONS

| RECORD OF ACTION | RECORD OF ACTION | PROBLEM |
|--|--|--|
| <p>Problem Code: (1)</p> <p>SERVICES</p> <input type="checkbox"/> Interview <input type="checkbox"/> Interview with Third Party <input type="checkbox"/> Correspondence <input type="checkbox"/> Research <input type="checkbox"/> Negotiations <input type="checkbox"/> Draft Documents <input type="checkbox"/> Preparation of Submissions/Appals <input type="checkbox"/> Prepare Client to Litigate <input type="checkbox"/> Other <p>CLIENT STATUS</p> <p>Client was represented as</p> <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent/Defendant <input type="checkbox"/> Appellant <p>OR Client was not formally represented</p> <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent <input type="checkbox"/> Appellant <p>LITIGATION DETAIL</p> <p>Forum</p> <input type="checkbox"/> Provincial Court <input type="checkbox"/> County Court <input type="checkbox"/> Supreme Court <input type="checkbox"/> Court of Appeal <input type="checkbox"/> Supreme Court of Canada <input type="checkbox"/> Federal Court <input type="checkbox"/> Administrative Tribunal <input type="checkbox"/> Other <p>Action</p> <input type="checkbox"/> Definitive/Consented <input type="checkbox"/> Undecided/Unconsented <p>Extent of Proceedings</p> <input type="checkbox"/> Pleadings <input type="checkbox"/> Discovery <input type="checkbox"/> Interim Applications <input type="checkbox"/> Written Submissions <input type="checkbox"/> Trial/Hearing <p>D M Y _____ First Hearing Date (if represented)</p> <p>_____ Total 1/2 days of Hearing representation</p> <p>Outcome of proceedings</p> <input type="checkbox"/> Settled Without Order <input type="checkbox"/> Consent Order <input type="checkbox"/> Petition/Application/Appal Essentially Granted <input type="checkbox"/> Petition/Application/Appal Essentially Refused <input type="checkbox"/> Other <p>RESULT FOR CLIENT</p> <input type="checkbox"/> Matter Resolved <input type="checkbox"/> Abandoned by Client <input type="checkbox"/> Abandoned by Other Side <input type="checkbox"/> Service Terminated <input type="checkbox"/> Referred Out <input type="checkbox"/> Client to Assist Self <input type="checkbox"/> Converted to Private Retainer <input type="checkbox"/> Matter Unresolved <input type="checkbox"/> Other | <p>Problem Code: _____</p> <p>SERVICES</p> <input type="checkbox"/> Interview <input type="checkbox"/> Interview with Third Party <input type="checkbox"/> Correspondence <input type="checkbox"/> Research <input type="checkbox"/> Negotiations <input type="checkbox"/> Draft Documents <input type="checkbox"/> Preparation of Submissions/Appals <input type="checkbox"/> Prepare Client to Litigate <input type="checkbox"/> Other <p>CLIENT STATUS</p> <p>Client was represented as</p> <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent/Defendant <input type="checkbox"/> Appellant <p>OR Client was not formally represented</p> <input type="checkbox"/> Applicant/Petitioner/Plaintiff <input type="checkbox"/> Respondent <input type="checkbox"/> Appellant <p>LITIGATION DETAIL</p> <p>Forum</p> <input type="checkbox"/> Provincial Court <input type="checkbox"/> County Court <input type="checkbox"/> Supreme Court <input type="checkbox"/> Court of Appeal <input type="checkbox"/> Supreme Court of Canada <input type="checkbox"/> Federal Court <input type="checkbox"/> Administrative Tribunal <input type="checkbox"/> Other <p>Action</p> <input type="checkbox"/> Definitive/Consented <input type="checkbox"/> Undecided/Unconsented <p>Extent of Proceedings</p> <input type="checkbox"/> Pleadings <input type="checkbox"/> Discovery <input type="checkbox"/> Interim Applications <input type="checkbox"/> Written Submissions <input type="checkbox"/> Trial/Hearing <p>D M Y _____ First Hearing Date (if represented)</p> <p>_____ Total 1/2 days of Hearing representation</p> <p>Outcome of proceedings</p> <input type="checkbox"/> Settled Without Order <input type="checkbox"/> Consent Order <input type="checkbox"/> Petition/Application/Appal Essentially Granted <input type="checkbox"/> Petition/Application/Appal Essentially Refused <input type="checkbox"/> Other <p>RESULT FOR CLIENT</p> <input type="checkbox"/> Matter Resolved <input type="checkbox"/> Abandoned by Client <input type="checkbox"/> Abandoned by Other Side <input type="checkbox"/> Service Terminated <input type="checkbox"/> Referred Out <input type="checkbox"/> Client to Assist Self <input type="checkbox"/> Converted to Private Retainer <input type="checkbox"/> Matter Unresolved <input type="checkbox"/> Other | <p>141 Bankruptcy 158 Complaint about Lawyer 165 Complaint about Police 174 Consumer 182 Contracts, not Small Claims 190 Creditor/Collection 208 Debtor 218 Estate 224 Human Rights 232 Immigration 240 Income Tax 257 Incorp.-Non Profit Society 265 Insurance 273 Labour 281 Landlord/Tenant 299 Mental Health 307 Motor Vehicle/ICBC 315 Municipal 323 Name Change 331 Native Rights 349 Notarizing 356 Pension 364 Prison 372 Real Property 380 School 398 Small Claims 406 Social Assistance 414 Torts - not Small Claims 422 UNC 430 Wills 448 Workers Compensation 455 Other or use specific code in handbook</p> <p>APPEALS</p> <p>613 Civil Appeals</p> <p>COSTS AWARDED</p> <input type="checkbox"/> No Award (7) <input type="checkbox"/> Against Client <input type="checkbox"/> To Client - against (V) <p>(Full name of party) _____ (Print address) _____ (City) (Prov.) _____ (Postal Code) (6) (Phone No.) _____ Total Awarded \$ _____ (including disbursements) Amount Collected \$ (9) _____</p> |

| DISBURSEMENTS | | |
|------------------------------------|------|--------|
| Category | Cost | Amount |
| Photocopying _____ pages x \$/page | 471 | (10) |
| Storage 11 lbs x \$/lb per hr | 800 | (12) |
| -Date _____ Distribution _____ | | |
| -Date _____ Distribution _____ | | |
| Phone Calls (Long Distance only) | 800 | (13) |
| | | (14) |
| | | (14) |
| | | (14) |
| Sub Total | \$ | (15) |

NOTE: Submit additional disbursements on separate sheet

FILE SUPERVISOR: _____ Name _____ SUPERVISOR

Yes No

| TOTAL ACCOUNT | |
|--|-------------------------------------|
| Account No: Interim <input type="checkbox"/> (16) | Final <input type="checkbox"/> (16) |
| Disbursements Sub Total \$ (18) | |
| Less Contributions \$ (19) | |
| Less Costs Collected \$ (20) | |
| TOTAL \$ (21) | |
| Hours of work required (22) hrs | |
| NOTE: Assessed costs are attributed to LSS expenses, including transcripts | |
| Signature: _____ | DATE: D M Y _____ (24) |
| Name (print) _____ (25) | |

LAWYER: SEND TO L.S.S. TARIFF ACCOUNTS FOR PAYMENT

15. Sub-Total - Disbursements (Complete when any Disbursements have been claimed)

Enter the total of all disbursements claimed. Be sure to include those recorded on any attached sheet. Enter dollars and cents.

TOTAL ACCOUNT

16 - 21

16. Interim or Final

Indicate whether the billing is an interim or final account in box provided.

17. No Account

Tick where Result for Client (above on form) is "Converted to Private Retainer", attach copy of LSS authorization letter and mail form to LSS Tariff Accounts. Tick "Other" if no disbursements are being claimed but ensure Record of Action is completed.

18. Disbursements Sub Total

Enter sum of Disbursements (box 15).

19. Less Contributions

Enter any amounts collected from client.

20. Less Costs Collected

Enter awarded costs and disbursements counsel has collected from other party.

21. Total

Subtract boxes 19 and 20 from box 18 and record the difference.

22. Hours of Work Required/Equivalent Value

Enter the total number of hours counsel worked on the case. Hours and tenths can be accommodated. Future versions will also provide a space for counsel to indicate the dollar value of the services rendered. The amount can be entered above the "hrs." line until then.

Pro Bono Civil Referral

LSS REFERS THIS MATTER TO YOU TO ACT ON AN SS PRO BONO BASIS REFERRALS ARE SUBJECT TO TERMS AND CONDITIONS ESTABLISHED BY LSS

CLIENT NAME _____

CLIENT ADDRESS _____
Phone No _____

DATE OF ASSIGNMENT
By _____ Month _____ Year _____

COURT LOCATION # _____
Star # Location Designated _____

REFERRING OFFICE # _____

NOTE: Client must pay the amount to be coded as a non-reimbursable contribution \$ _____

FILE NUMBER _____
Per _____
Legal Services Society

LAWYER'S INSTRUCTIONS

RECORD OF ACTION

Problem Code: 1

SERVICES

Interview
 Interview with Third Party
 Correspondence
 Research
 Negotiations
 Draft Documents
 Preparation of Submissions/Appals
 Prepare Client to Litigate
 Other _____

CLIENT STATUS

Client was represented as
 Applicant/Petitioner/Plaintiff
 Respondent/Defendant
 Appellant

OR Client was not formally represented
 Applicant/Petitioner/Plaintiff
 Respondent
 Appellant

Forum

Provincial Court
 County Court
 Supreme Court
 Court of Appeal
 Supreme Court of Canada
 Federal Court
 Administrative Tribunal
 Other _____

LITIGATION DETAIL

Action

Defended/Contested
 Undefended/Uncontested

Extent of Proceedings

Pleadings
 Discovery
 Interim Applications
 Written Submissions
 Trial/Hearing
 D M Y _____

First Hearing Date (if represented) _____
 Total 1/2 days of Hearing representation _____

Outcomes of proceedings

Settled Without Order
 Consent Order
 Petition Application/Appal Essentially Granted
 Petition Application/Appal Essentially Refused
 Other _____

RESULT FOR CLIENT

Matter Resolved
 Abandoned by Client
 Abandoned by Other State
 Service Terminated
 Returned Out
 Client to Assist Self
 Converted to Private Retainer
 Matter Unresolved
 Other _____

RECORD OF ACTION

Problem Code: _____

SERVICES

Interview
 Interview with Third Party
 Correspondence
 Research
 Negotiations
 Draft Documents
 Preparation of Submissions/Appals
 Prepare Client to Litigate
 Other _____

CLIENT STATUS

Client was represented as
 Applicant/Petitioner/Plaintiff
 Respondent/Defendant
 Appellant

OR Client was not formally represented
 Applicant/Petitioner/Plaintiff
 Respondent
 Appellant

Forum

Provincial Court
 County Court
 Supreme Court
 Court of Appeal
 Supreme Court of Canada
 Federal Court
 Administrative Tribunal
 Other _____

LITIGATION DETAIL

Action

Defended/Contested
 Undefended/Uncontested

Extent of Proceedings

Pleadings
 Discovery
 Interim Applications
 Written Submissions
 Trial/Hearing
 D M Y _____

First Hearing Date (if represented) _____
 Total 1/2 days of Hearing representation _____

Outcomes of proceedings

Settled Without Order
 Consent Order
 Petition Application/Appal Essentially Granted
 Petition Application/Appal Essentially Refused
 Other _____

RESULT FOR CLIENT

Matter Resolved
 Abandoned by Client
 Abandoned by Other State
 Service Terminated
 Returned Out
 Client to Assist Self
 Converted to Private Retainer
 Matter Unresolved
 Other _____

PROBLEM

- 141 Bankruptcy
- 158 Complaint about Lawyer
- 166 Complaint about Police
- 174 Consumer
- 182 Contracts, not Small Claims
- 190 Creditor/Collection
- 208 Debtor
- 216 Estate
- 224 Human Rights
- 232 Immigration
- 240 Income Tax
- 257 Incorp.-Non Profit Society
- 285 Insurance
- 273 Labour
- 281 Landlord/Tenant
- 290 Mental Health
- 307 Motor Vehicle/CBC
- 315 Municipal
- 323 Name Change
- 331 Native Rights
- 349 Notarizing
- 356 Person
- 364 Prison
- 372 Real Property
- 380 School
- 396 Small Claims
- 408 Social Assistance
- 414 Torts - not Small Claims
- 422 UIC
- 430 Wills
- 448 Workers Compensation
- 455 Other or use specific code in handbook

APPEALS

613 Civil Appeals

COSTS AWARDED

No Award 7 Against Client

To Client - agreed 7

(Full name of party) _____

(Street address) _____

(City) _____ (Prov.) _____

(Postal Code) 6 (Phone No.) _____

Total Awarded \$ _____ (including disbursements)

Amount Collected \$ 9

DISBURSEMENTS

| Category | Code | Amount |
|--|------|--------------|
| Photocopying _____ pages x \$16/page | 471 | <u>10</u> |
| Message <u>11</u> min x rate per min _____ | 608 | <u>12</u> |
| Phone Calls (Long Distance only) | 606 | <u>13</u> |
| Arts and Student | | <u>14</u> |
| LIC/Pers Legal | | <u>14</u> |
| Volunteer | | <u>14</u> |
| Sec'y/Legal Ass. | | <u>14</u> |
| Other | | <u>15</u> |
| Sub Total | | \$ <u>15</u> |

NOTE: Submit additional disbursements on separate sheet.

File Supervised Yes No

Name _____ SUPERVISOR

TOTAL ACCOUNT

Account is: Interim 16 Final 16

No Account: 17 Private Retainer (See ruling G-8) Other

For Payment send top two copies to -
LEGAL SERVICES SOCIETY
 Box 6, Ste 300
 1140 W. Pender St.
 Vancouver, B.C.
 V6E 4G1

Disbursements Sub Total \$ 18

Less Contributors \$ (19)

Less Costs Collected * \$ (20)

TOTAL ▶ \$ 21

Hours of work required 22 hrs

NOTE: Awarded costs are attributed first to LSS expenses including reimbursements

Signature _____ LAWYER OR STAFF MEMBER _____ Date D M Y _____ 24

Name (print) _____ 25

LAWYER: SEND TO L.S.S. TARIFF ACCOUNTS FOR PAYMENT

23 - 25

Lawyer

Print the lawyer's name in the space indicated. Enter the date that the bill/report is rendered (24). Sign the account where indicated (23). Leave space (25) blank.

Other Boxes on Form

LSS/CLO Use Only and **File Supervised** - these boxes are for LSS/CLO Use Only.

SUBMISSION OF ACCOUNT

Forms are to be completed and returned even if no account is being rendered. Mail the top two copies of the form to the head office of the Society:

Legal Services Society of B. C.
Box 3, #300 - 1140 W. Pender Street
Vancouver, B. C.
V6E 4G1 660-4600

DIRECTORY

BRANCH OFFICES

| | | | |
|--|-------------------|--|-----------------|
| <u>BURNABY</u> 120 - 5021 Kingsway, Burnaby, B.C. V5H 4A5 | <u>437-4432</u> | <u>NANAIMO</u> 2 - 149 Wallace Street, Nanaimo, B.C. V9R 5B2 | <u>753-0271</u> |
| <u>CAMPBELL RIVER</u> #2 - 912 Island Highway, P.O. Box 157, Campbell River, B.C. V9W 5A7 | <u>287-9521</u> | <u>NELSON</u> 550 Stanley Street, Nelson, B.C. V1L 1N2 | <u>352-3147</u> |
| <u>CHILLIWACK</u> #5 - 9360 Mill Street, Chilliwack, B.C. V2P 4N2 | <u>792-7264</u> | <u>PRINCE GEORGE</u> #202 - 1378 Fifth Avenue, Prince George, B.C. V2L 3L4 | <u>562-4445</u> |
| <u>DAWSON CREEK</u> Unit 9 - 1405 102nd Avenue, Dawson Creek, B.C. V1G 2E1 | <u>782-5911/2</u> | <u>PRINCE RUPERT</u> 737 West 2nd Avenue, Prince Rupert, B.C. V8J 1H4 | <u>627-1364</u> |
| <u>FORT ST. JOHN</u> B9822 - 101 Avenue, Fort St. John, B.C. V1J 2B2 | <u>785-5674/5</u> | <u>SURREY</u> 308 - 15225 - 104th Avenue, Surrey, B.C. V3R 6Y8 | <u>584-8535</u> |
| <u>KAMLOOPS</u> 200 - 142 Victoria Street, Kamloops, B.C. V2C 1Z7 | <u>374-7777</u> | <u>VANCOUVER</u> 2 - 195 Alexander Street, Vancouver, B.C. V6A 1N3 | <u>687-1831</u> |
| <u>KELOWNA</u> 1262 St. Paul Street, Kelowna, B.C. V1Y 2C9 | <u>763-8804</u> | <u>WILLIAMS LAKE</u> 316 - 540 Borland Street Williams Lake, B.C. V2G 1R8 | <u>392-2941</u> |

COMMUNITY LAW OFFICES/AREA DIRECTORSABBOTSFORD COMMUNITY
SERVICES SOCIETY

(toll free)
2406 Montrose Avenue
Abbotsford, B.C. V2S 3S9

859-7681
530-3514

PENTICTON LEGAL SERVICES

103 - 304 Martin Street
Penticton, B.C. V2A 5K4

493-0210

POWELL RIVER
LEGAL SERVICES

7053 Glacier Street
Powell River, B.C.
V8A 5J7

485-9871

NATIVE COMMUNITY LAW OFFICES/AREA DIRECTORSBURNS LAKE YINKADINEE KEYAKH
LAW CENTRE SOCIETY

P.O. Box 8000,
492 Yellowhead Highway #16
Burns Lake, B.C. V0J 1E0

692-7534

CONAYT FRIENDSHIP SOCIETY

1988 Quilchena Avenue
P.O. Box 1989,
Merritt, B.C. V0K 2B0

378-5107

QUESNEL HUMAN RIGHTS &
CIVIL LIBERTIES ASSOCIATION

121 Barlow Avenue
Quesnel, B.C. V2J 2B8

992-8391

THE LAW CENTRE ASSOCIATION
OF VICTORIA

3rd Floor, 1221 Broad Street
Victoria, B.C. V8W 2A4

388-4516

UPPER SKEENA COUNSELLING AND
LEGAL ASSISTANCE SOCIETY

P.O. Box 130
Hazelton, B.C. V0J 1Y0

842-5218

