

**Tariff of Fees
for Family Matters**
*Effective for referrals after
January 1, 1991*



Legal Services Society
of British Columbia

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Preface

to 1991 Family Tariff

1. Background

The 1988 Family Tariff was a result of extensive discussions between representatives of the Bar (appointed by the Canadian Bar Association, B.C. Branch) and the Legal Services Society. Its final form and structure were suggested by Bar representatives, although the Legal Services Society and Bar representatives were jointly involved in the detailed drafting.

The agreed intention was to produce a better tariff within the available budget. Because the cost of a new tariff is uncertain until it has been in place for some time, the Legal Services Society and Bar representatives agreed to review the overall cost of the new tariff on a regular basis after it was implemented.

If the new tariff cost less than the budgeted amount it was agreed that the tariff would be adjusted upward to pay more for services that counsel perform. If the new tariff cost more than the budgeted amount, the tariff would be adjusted downward in a similar manner. Details of any adjustments that must occur would be agreed upon by the Legal Services Society and Bar representatives.

In consultation with Bar representatives the 1991 Family Tariff incorporates an increase of 6% for files referred after January 1, 1991, an increase of 5% for files referred after October 1989, and an increase of 10% for files referred after October 1, 1988.

2. Structure

The tariff attempts to take better account of where counsel actually spend their time on family cases and includes increased preparation fees for longer trials. It eliminates distinctions between court levels, types of proceedings, contested and uncontested matters, and interim and final applications.

3. Discretionary Fees

As a result of this restructured tariff and the tariff increases extra fees will rarely be granted, and should be requested only in exceptional circumstances.

4. Use of Tariff

The tariff has two parts: a basic tariff text and a set of "Notes". The Notes define and give detailed instructions about terms that are in bold and underlined in the tariff text. They are arranged alphabetically.

Tariff items should only be billed after reference to relevant parts of the Notes.

5. Billing Forms

A new version of the family referral form was designed for use with the 1988 tariff. Several small changes have been made since then. Please refer to the forms completion instructions in this book for information on how to complete the form.

6. Tariff Book Content

This book contains the family and disbursement tariffs as well as family referral form completion instructions. It does not include the criminal tariff. A new tariff booklet for criminal matters referred after January 1, 1991 has been published and may be obtained from referring offices. Do not discard previous booklets until you have billed all referrals assigned to you before the tariff changes came into effect.

7. Continuing Consultation and Complaint Procedures

The Legal Services Society and Bar representatives expect that changes to the tariff will be agreed upon from time to time in an effort to make it fairer and easier to use. Comments on the tariff structure or detail should be directed to the CBA/LSS Tariff Committee, c/o Legal Services Society, 300 - 1140 West Pender, Vancouver, B.C. V6E 4G1.

Introduction

Instructions on referral forms appear at the back of this booklet. Careful entry of codes, tariff item numbers, dates, court levels, issues pursued and other items on the form will speed up the processing and payment of bills, so it is a good investment of time to refer to the instructions the first few times you use referral forms.

A. *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

Your request for authority to bill privately will be dealt with more promptly if you tell us your clients' current financial situation.

No payments by clients to counsel are proper unless they are authorized by the Legal Services Society in writing (see Law Society Professional Conduct Handbook, Ruling G8). A written request to the referring office should be made in order to obtain authority to bill the client privately. Area directors who are private counsel do not have the authority to authorize private billings and if the client was referred from an area director, counsel may contact the nearest branch office or community law office. In emergency situations, telephone approval of a private billing arrangement may be obtained subject to the client's right to appeal the private fee authorization to the Legal Services Society.

3. Family Law Coverage

Counsel appointed on a family law matter may perform all necessary work related to issues of divorce, maintenance, show causes, custody/access, F.C.S.A. matters, division of property, restraining orders and other F.R.A. matters.

However, the Legal Services Society (LSS) referral does not cover work relating to conveyancing, wills, or to the enforcement of maintenance, whether or not it relates to other matrimonial matters.

4. Other Civil Matters (Pro Bono)

While assistance is provided for civil matters, no tariff fee is available to pay lawyers to provide such assistance, although disbursements are covered by the Legal Services Society. Pro Bono cases are referred to interested lawyers on rotation. A separate Pro Bono Tariff booklet and referral form are available from referral offices.

Staff of the Legal Services Society and its funded agencies may also handle civil matters.

5. Articled Students

Articled students may act at any time in accordance with the rules of the Law Society and with the consent of the client.

6. Appeals and Extraordinary Remedies

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 appeals to Supreme Court from orders of the Family Court should be made to the nearest branch office (see page 21) of the Legal Services Society. Applications for extraordinary remedies and for any other appeals should be made to the Appeals Committee, Legal Services Society, Suite 300, Box 3, 1140 West Pender Street, Vancouver, B.C. V6E 4G1.

B. *General Notes on Accounts*

1. Payment on Applicable Tariff

Payment will be based on the tariff of fees and disbursements that is in effect on the Date of Assignment for the file.

Unless the file is renewed by a FAMILY TARIFF RENEWAL FORM, General Preparation Item 1 (a) will be allowed for 4 hours for all clients referred on or after April 1, 1988 and before October 1, 1988 and for 6 hours for all clients referred on or after October 1, 1988 and before October 1, 1989. And for 7 hours for all clients referred on or after October 1, 1989 and before January 1, 1991. For all clients referred after

January 1, 1991 General Preparation Item 1(a) will be allowed for 8 hours.

The user fee, contribution or costs indicated on the referral form will be deducted from the account, if collected by counsel.

2. Family Tariff Renewal

The Legal Services Society recognizes that some family law cases are particularly lengthy and time-consuming. In order to compensate referral lawyers involved in such cases more adequately, we have developed a new referral practice for family legal aid cases, called the "One Year Rule".

This means that a family legal aid referral now lasts for one year and covers all family problems (except F.M.E.A.) existing at the time of referral and any new problems which arise within a year.

If a new problem arises within the period of the one-year referral, clients are requested to contact your office first. If you have already used your referral form, you can get another referral on the same file number by calling the referring office. If you do not want to act on a new problem arising within the year, send the client back to the referring office.

One year after the date of assignment on the referral form, you can "renew" the file and receive a new referral form with a new file number and a new date of assignment. The new file number will entitle you to additional preparation time (if required) and to any increased tariff rates for all future work.

A referral may not be renewed retroactively and only work performed after the date of renewal may be billed on the new file number. Use a bring forward system.

All of a client's family law problems are covered by one file number. If you currently have referral forms with different file numbers for the same client, the effect of a renewal will be to amalgamate these file numbers into one file. You must bill out or return referrals on all file numbers before "renewing" any one of the outstanding files.

FAMILY TARIFF RENEWAL FORM

(see sample form on page 34)

If you want to "renew" a family legal aid file, the following criteria must be met:

- ◆ at least one year must have passed since the Date of Assignment.
- ◆ the client must continue to be eligible for legal aid. The test to apply on renewal is: can the client afford

to pay the private fees for this case without impairing his or her ability to feed, clothe and shelter him/herself and his or her dependents. If in your opinion the client is now in a position to pay legal fees privately, you should request a private fee authorization by writing to the nearest branch office setting out the change in your client's circumstances. If you are in doubt about the client's eligibility, send the client to the referring office for a reassessment.

- ◆ some issues are not yet resolved; these may include issues which arose during the one year period following the Date of Assignment.
- ◆ you must bill out all work performed to date on all outstanding files for the client.

If the file meets the above criteria, complete the Family Tariff Renewal Form on page 34 and return it to the referring office.

You will then receive a referral form with a new worksheet number and a new Date of Assignment. (The new Date of Assignment will be the date on which the Family Tariff Renewal Form was received in the referring office.) You may bill all work performed after the new Date of Assignment on the tariff applicable on that date.

3. Fees and Disbursements in Exceptional Circumstances

Fees and disbursements may only be varied in exceptional circumstances not otherwise provided for by this tariff. 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.

As a result of this restructured tariff, extra fees will rarely be granted, and should be requested only in exceptional circumstances.

Requests for additional fees add to payment processing time.

4. Authorization for Transcripts or Court Reporter's Attendance

Prior written authority to order transcripts, to authorize the attendance of the Court Reporter, or to pay cancellation fees to the reporter must be obtained from the Legal Services Society referring branch offices. If the referral is from an area director or community law office, please contact the transcript coordinator at LSS head office, telephone 660 - 4600. Transcript costs are paid directly by the society and **may not** be billed on the referral.

For authority to order a daily transcript, expedited transcripts, an original transcript other than for an examination for discovery, payment of cancellation fees,

you must contact the **Transcript Coordinator** at the Legal Services Society head office, phone 660-4600.

For requests in relation to transcripts for appeal matters, call the Appeals Coordinator at Legal Services Society head office, 660-4600.

5. Claiming Costs in Family Law Matters

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 LSS tariff bills. The amounts paid may be ascertained from the Tariff Accounts Department. The Legal Services Society does not pay costs awarded against legal aid clients.

6. Taxing and Collecting Costs

All reasonable efforts should be made to collect costs which are awarded. Such costs are deemed to be the property of the Legal Services Society, pursuant to Section 12 of the Legal Services Society Act. 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, counsel acting on behalf of a legally aided client for the entire case may elect to collect and retain costs by submitting the usual account to the Legal Services Society showing billable fees and disbursements, but deducting costs (even if greater than the billable total) and showing a nil balance owing. A lawyer who has acted on a case throughout, but interim billed, must deduct the amount of interim fees and disbursements (including transcripts) from the costs retained. A lawyer who has collected costs, but was not counsel of record throughout the entire case, should contact the Tariff Accounts Department (660-4600) to determine the amount of costs which may be retained in lieu of tariff fees.

Remember, the referral forms should always be returned to the Tariff Accounts Department regardless of which option is exercised.

7. File Number

Because of the large number of accounts handled by the Legal Services Society the seven digit 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.

8. Effective Date of Referral

The effective date of referral is the date of assignment. The Society will not pay for services rendered prior to the date of assignment shown at the top of the referral form, except where such services have been authorized by the referring office, or where a Legal Services Society office

or Area Director has made a prior agreement with a lawyer to represent any qualified applicants in remote areas of the province.

9. Interim Accounts

Generally speaking, the Society is not able to accept family law accounts until all services on a case have been completed. Interim accounts will be accepted only in the following circumstances:

- a) following the granting of interim relief in a family case where the trial will not commence for at least 6 months;
- b) where a case has not yet been completed but unbilled fees and disbursements have accumulated to an amount of \$1,000.00 or unbilled disbursements alone total \$250.00 or more;
- c) one year after the date of the "Date of Assignment" or after the last interim account was submitted;
- d) upon receipt of a Family Tariff Renewal form indicating that all work on behalf of a client has been billed out on all family legal aid file numbers relating to that client. A sample form may be found on page 34.
- e) the Tariff Accounts Department may allow interim billing in other exceptional circumstances.

10. Submissions of Referral Forms

You must submit your final bill for payment within 6 months of the last service date.

11. Referral Signature

A signature is required on the referral form and is your representation that the services were performed by yourself or your agent on the dates indicated. Be sure that your correct lawyer number is by your name near the top of the form. Errors in this number could result in payment to the wrong lawyer.

12. Billing for Travel

Out-of-town counsel will be paid on a "no travel" basis (no travel fees or disbursements for meals and meterage) when local counsel are available. Out-of-town counsel will be paid travel fees and disbursements where no local counsel are available.

13. Change of Lawyer/Change of Address

The referring office must be contacted where the lawyer billing is not the one named at the top of the form. The computer will pay the lawyer named at the top, if the referring office is not notified of the change.

Advise the accounts payable department in writing and the referring office of your change of address.

Please note that payment is made to individual lawyers and to the last address that LSS has on file. Payment is not made to law firms.

14. User Fee

Clients continue to be assessed a non-refundable user fee at the time of application. The amount is shown on the referral forms as "client must pay \$ to counsel as contribution to tariff." The amount collected by counsel must be deducted from your account.

On payment of user fee, you must give the client a receipt, indicating that you have rendered services for which tariff fees are payable. **The user fee may then be deposited in your general account. The user fee does not have to be deposited in or processed through your trust account.**

15. Billable Items

This tariff booklet specifies all billable tariff items and the amounts that are payable. Where the tariff is silent and in matters of interpretation the decision of the Legal Services Society is final.

16. Agents

If you require an agent for work outside B.C., contact the reciprocals coordinator at head office, 660-4600.

If you require an agent for work within B.C., away from where you usually practice, contact the local

referring office who will look after the appointment of an agent (of your choice if you wish). A billing form will be forwarded directly to the agent. If you choose your own agent make sure they know that it is a legal aid case, that they must bill on the legal aid tariff, and on the legal aid referral form. Otherwise, we will be unable to accept their account.

17. Correspondence by Fax

You may correspond with LSS by Fax. The LSS Fax number is 660 - 9578. Please include your own Fax number with any correspondence sent by Fax. Referral Forms will **not** be accepted by Fax.

18. Multiple Clients

When acting for more than one client on a single file, no additional general preparation is payable.

19. Information and Assistance

For information and assistance concerning fees, disbursements and billing procedures, contact the Tariff Accounts Department. Assistance is available between the hours of **10:00 a.m.** and **4:00 p.m.** at 660-4600. Staff of the Society will make every effort to process your accounts in a timely manner. They will only be able to answer inquiries about the payment of a specific account if it has been unduly delayed. For any other matters, refer to the listing on page 20. All addresses and phone numbers are on page 21.

Family Law Tariff

Please bill all fee amounts followed by code numbers as "Other Fees" in boxes labelled "B" on the billing form. Include the code number from this tariff book. Bill items without code numbers in the appropriate boxes labelled "A" on the form.

Read this first

- Fees are allowed at the rate of \$50 per hour.
- Maximum hours are not to be considered minimum fees, and counsel should bill according to actual time spent up to the listed maximum within each item heading.
- General preparation is billable within all items.
- All items may be billed in conjunction with each other if appropriate, unless stated otherwise.
- All items except items 1 and 2 are billed as **OTHER FEES**.
- **Bold and underlined** items are defined in alphabetical order in **NOTES p. 15 and 16**.

	Rates/ Maximum Billable Hrs.	Code
1. GENERAL PREPARATION		
(a) All instructions including interviews, letters, investigations, review when there is a change of counsel and all <u>process</u> necessary to commence or defend all matters referred to counsel: Total allowed per client for referrals from		
April 1, 1988 to September 30, 1988	up to 4 hours	()
October 1, 1988 to September 30, 1989	up to 6 hours	()
October 1, 1989 to December 31, 1990	up to 7 hours	()
January 1, 1991	up to 8 hours	()
(b) If counsel files or defends new <u>process</u> more than six months after the last filing of <u>process</u> , then an additional fee may be claimed	up to 2 hours	

All **bold and underlined** terms are defined in alphabetical order in the NOTES following Item 16.
See NOTES for explanations, billing instructions, and limitations.

Rates/ Maximum Billable Hrs.	Code
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2. COURT HEARINGS

(a) Preparation

When counsel speaks to a **new matter** in Family court or a **new matter** has been set on the Supreme Court Chambers list or Supreme Court trial list, fees may be claimed for preparation and for drafting, settling, entering and serving the Order after the hearing:

Per **new matter**

for referrals from April 1, 1988 to December 31, 1990

up to 3 hours ()

for referrals from January 1, 1991

up to 5 hours ()

Counsel may bill up to a total of 18 hours for one client under Items 2(a) and 3.

(b) Court Time

For each **half-day** attendance in court on which evidence is heard, argument is made, or a consent order is spoken to

Counsel time

up to 2.5 hours ()

All **bold and underlined** terms are defined in alphabetical order in the NOTES following Item 16. See NOTES for explanations, billing instructions, and limitations.

	Rates/ Maximum Billable Hrs.	Code
<p>3. PREPARATION FOR HEARINGS WITH EXPERT WITNESSES</p> <p>When an <u>expert report</u> has been received fees may be claimed for preparation per report</p> <p>Counsel may bill up to a total of 18 hours for one client under Items 2(a) and 3.</p>	up to 3 hours	(4218)
<p>4. ADDITIONAL PREPARATION FEES FOR LONG HEARINGS</p> <p>Counsel may bill additional preparation time if a hearing continues for four or more <u>half-days</u> for which <u>counsel time</u> is billable under 2(b).</p> <p>For the fourth <u>half-day</u> and each subsequent <u>half-day</u> thereafter counsel may bill</p>	up to 1 hour	(4259)
<p>5. ADJOURNMENTS</p> <p>Where Item 2(b) is not applicable, and</p> <p>i) counsel is required to attend at court for at least one hour, and</p> <p>ii) all matters are adjourned to another <u>half-day</u> or generally, and</p> <p>iii) no other fee is claimed on that <u>half-day</u>,</p> <p>Counsel may bill, for all clients represented at the same location</p>	\$50.00	(4283)

All bold and underlined terms are defined in alphabetical order in the NOTES following Item 16. See NOTES for explanations, billing instructions, and limitations.

		Rates/ Maximum Billable Hrs.	Code
6.	PRE-TRIAL CONFERENCES IN SUPREME COURT OR CONFERENCES ORDERED BY FAMILY COURT PURSUANT TO: <i>FAMILY RELATIONS ACT</i> RULES AND REGULATIONS S.13		
	For each half day of attendance at pre-trial conference or conference ordered by Family Court		
	<u>Counsel time</u>	up to 1 hour	(4317)
7.	REGISTRAR'S HEARING (except for TAXING COSTS see Item 11)		
	a) Preparation	up to 2 hours	(4341)
	b) For each <u>half-day</u> of Registrar's hearing on which evidence is heard or argument is made		
	<u>Counsel time</u>	up to 2.5 hours	(4374)
8.	DISCOVERIES, EXAMINATIONS ON AFFIDAVITS, INTERROGATORIES		
	a) Preparation for each party being discovered at Examination for Discovery, per party not per Discovery	up to 2 hours	(4408)
	b) Attendance per <u>half-day</u> at Examination for Discovery when discovery proceeds		
	<u>Counsel time</u>	up to 2.5 hours	(4424)
	c) Attendance per <u>half-day</u> at Examination on Affidavits when examination proceeds		
	<u>Counsel time</u>	up to 2.5 hours	(4473)

All bold and underlined terms are defined in alphabetical order in the NOTES following Item 16.
See NOTES for explanations, billing instructions, and limitations.

	Rates/ Maximum Billable Hrs.	Code
d) Drafting list of documents and all work incidental to exchange and examination of documents and to preparation of interrogatories	up to 2 hours	(4499)
9. DESK ORDERS		
a) All work relating to a "Desk Order Divorce" including any corollary relief up to and including entry of Order	up to 2 hours	(4507)
b) All work relating to other desk orders pursuant to Supreme Court Rules including rule 41 registrar's orders	up to 1 hour	(4515)
10. SEPARATION AGREEMENT(S)		
a) When a separation agreement has been prepared for execution, counsel may claim for all negotiations, drafting, and review: Total allowed per client	up to 3 hours	(4523)
b) When a separation agreement has been executed, and an amended separation agreement is prepared by the same counsel, counsel may claim for all negotiations, drafting review	up to 1 hour	(4549)
11. TAXING COSTS (Certificate of Costs must accompany account)		
a) For all preparation, including preparing Bill of Costs and taking out Appointment to Tax, together with entry of Certificate of Costs	up to 1 hour	(4564)

All **bold and underlined** terms are defined in alphabetical order in the NOTES following Item 16. See NOTES for explanations, billing instructions, and limitations.

	Rates/ Maximum Billable Hrs.	Code
b) Appearance before the Registrar to tax costs <u>Counsel time</u>	up to 2.5 hours	(4580)

12. TRAVEL

a) <u>Half-day of travel</u> to or from a hearing or to interview a client in custody where the trip exceeds 160 km round trip	\$100.00	(4713)
b) For each <u>half-day</u> counsel remains at such place for purpose of hearing	\$100.00	(4747)
c) For date of <u>travel</u> less than 160 km to a hearing but requiring an overnight stay	\$100.00	(4762)

NOTE: See billing limits in Notes under TRAVEL FEES

13. APPEALS (where authorized)

a) Preparation for appeal		
i) Appeals to Supreme Court and applications for judicial review to Supreme Court	up to 5 hours	(4804)
ii) Appeals to the Court of Appeal	up to 8 hours	(4838)
iii) Additional preparation time, per <u>half-day</u> of hearing	up to 1 hour	(4853)
b) Preparation for applications		
i) To stay an Order	up to 3 hours	(4861)
ii) To pay into Court	up to 2 hours	(4879)

All bold and underlined terms are defined in alphabetical order in the NOTES following Item 16. See NOTES for explanations, billing instructions, and limitations.

	Rates/ Maximum Billable Hrs.	Code
iii) To extend time c) Court time For each <u>half-day</u> on which evidence or argument is heard <u>Counsel time</u>	up to 1 hour up to 2.5 hours	(4895) (4937)
14. LATE SITTINGS		
Additional fees are allowed for <u>counsel time</u> after 5:30 p.m.	up to 2 hours	(4986)
15. VISITS TO CLIENTS IN CUSTODY		
All visits to clients in custody on a single date regardless of the number of clients visited or number of visits made (on per fee per location per day):	\$75.00	(1040)
16. WRITTEN ARGUMENT		
Written argument requested by judge (one fee: copy of argument may be requested	up to 3 hours	(4994)

All **bold and underlined** terms are defined in alphabetical order in the NOTES following Item 16.
 See NOTES for explanations, billing instructions, and limitations.

Notes on Family Law Tariff

Counsel Time

Counsel time means hourly fees allowed under Items 2(b), 6, 7(b), 8(b), 8(c), 11(b), 13(c) and 14.

Counsel time is allowed from the time all files are set to commence on any **half-day** until all files are concluded for that **half-day** up to the prescribed limits.

Minimum counsel time of a total of one half-hour will be allowed for all legal aid files on any **half-day**.

Counsel time actually spent under Items 2, 7, 8 and 13, up to 2.5 hours per **half-day**, may be allocated among all files spoken to on that **half-day**. Counsel may not duplicate bill the same time on more than one file.

Expert Report

Any expert report includes the first report obtained by counsel from a qualified medical practitioner or medical specialist, any other expert report previously authorized by the Legal Services Society or any report tendered to counsel as an expert report by the opposing party. The Legal Services Society may require that counsel furnish a copy of any expert report.

However, an expert report does not include the report of a social worker which is presented to the court pursuant to s.11(1) of the *Family and Child Service Act*.

Half-day

Half-day means a court sitting either before or after the lunch adjournment.

New Matters

In **Supreme Court**, a new matter is one which requires a new Notice of Motion or Notice of Trial and is set on the court list. A continuation is not a new matter and may be billed only under Item 2(b) court time.

In **Family Court**, if counsel addresses issues not previously addressed, or new **process** is required to set the matter on the court list, it is a new matter. When counsel only addresses issues previously dealt with, and there is no new **process**, or an application is only of a procedural nature (for example, substituted service, trial directions, etc.), it is not a new matter and may only be billed under 2(b) court time.

Issue means any matrimonial cause as between the same parties. Custody, access and guardianship are a single issue. All issues set to be heard on one **half-day** constitute a single matter.

Preparation fees for a new matter are allowed once for a single matter regardless of the number of issues unless issues under the F.R.A. and the F.C.S.A. are heard together in a single hearing, then counsel may claim preparation fees up to 6 hours total.

When making interim applications, counsel should seek relief on all issues wherever practicable rather than making different applications for each type of relief. For example when applying for interim relief, counsel should seek orders for custody/access, maintenance, and restraining orders for spouses and all children at the same time rather than making separate applications.

For purposes of the *Family and Child Service Act (FCSA)*:

- 1) A presentation hearing under s.11 is a new matter. The application for a temporary s.13 order is a continuation of the presentation hearing.
- 2) An application under s.14 for a permanent order is a new matter.
- 3) An application under s.13(7) to extend is a new matter.
- 4) An application under s.13(6) to vary or to rescind is a new matter.

Process

Process means the filing or receipt of:

- a) all new applications in Family Court;
- b) applications to vary existing final orders in Family Court or Supreme Court; and
- c) Writs of Summons, Petitions and Originating Applications pursuant to the Supreme Court Rules in Supreme Court.

New process under Item 1(b) does not include applications under the *F.C.S.A.*

Travel

Where other fees are billed for a day when a travel fee claim is made, the maximum travel fee is \$100 on that day. Otherwise the maximum travel fee is \$200 on one day.

Travel fees are paid per trip, not per client. Travel disbursements may also be billed subject to the limitations in the disbursement tariff.

Disbursements

1. Notes

- a) 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 or invoices for items exceeding \$100 and copies of special authorization letters must accompany the account.
- b) Counsel is not authorized to bind the Legal Services Society for any contract for disbursements.

2. Travel

At 26¢ per km. for automobile travel **only when** [968]
the destination is outside the city or municipality
where counsel practises. (Provide date,
destination, and distance)

Bus, Train, Ferry and Taxi - (Provide date, [562]
destination)

Air Fare - Prevailing economy rates apply. [455]
(Provide date, destination)

Highway tolls [745]

3. Accommodation

Actual cost up to \$65.00 per night [661]

4. Meals

Up to \$6.50 for breakfast, [463]
\$8.00 for lunch,

\$14.00 for dinner.

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

5. Transcripts & Court Reporters

Counsel will not be billed for Transcripts and
the attendance of Reporters if the following
procedures are followed:

**In advance of each service required counsel
should obtain a Transcript Authority from:**

a) The nearest LSS Branch office for:

♦ the original and first copy of the
Examination for Discovery of either party,
including attendances, or

♦ a second copy of any proceedings.

b) The Transcript Coordinator at Head Office (660-4600) for anything other than the above including:

♦ expedited or daily transcripts of any
proceedings;

♦ the original and first copy of a trial or
interlocutory proceedings; or

♦ Court Reporter cancellation fee.

c) For transcript requests in relation to Appeals, call the Appeals Coordinator (660-4600).

**NOTE: Failure to obtain prior consent from
LSS will result in LSS refusing to honour any
disbursement billings for transcripts.**

6. Service of Documents [240]

a) In B.C. private process servers may be used.
If the fee for service of an individual [174]
exceeds \$75.00, include invoice with billing

b) Outside B.C., local government service
should be used if possible. Otherwise, use
private process serving.

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 above.
- 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 Accounts Department. [588]

8. Skip Tracing

Accounts should be paid by counsel and claimed as a disbursement. If the cost will exceed \$195, obtain prior authorization from the Tariff Accounts Department. [356]

9. Interpreting

9. Interpreting continued

Outside services required. Contact the following groups for assistance.

Language Interpretation

i) **Greater Vancouver Area:** Apply for free or nominal charge service to MOSAIC, 254-9626.

ii) **Elsewhere:** Contact the Certified Legal Interpreters of B.C., 689-3611, or the B.C. Professional Legal Interpreters, 879-0414, and ask for legal aid rate, or contact other local agency and pay fee. If the fee is to exceed \$150, obtain prior authorization from the Tariff Accounts Department. [877]

Hearing Impaired

Greater Vancouver Area:

Apply to:
 Western Institute for the Deaf,
 2125 West 7th Avenue, Vancouver, B.C.
 V6K 1X9
 736-7391

10. Photocopying

25¢ per page at the office [471]

30¢ per page at the courthouse [497]

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.

Disbursements for Interpreting — Languages and Hearing Impaired					
	CRIMINAL PROCEEDINGS		CIVIL PROCEEDINGS		
	For Accused in court	For Accused for interviews	For Witnesses (court and interviews)	For Respondent or Plaintiff	For Witnesses (court and interviews)
PROVINCIAL COURTS	FREE*	Outside services	Outside services	FREE**	Outside services
SUPREME AND APPEAL COURTS	FREE*	Outside services	Outside services	Outside services	Outside services

* On notice to Crown Counsel or Court Administrator. ** On notice to Court Administrator

12. Telephone Calls

Long distance calls only, at cost. [836]

Provide log where total being billed exceeds \$100.00.

13. Fax

For emergencies only — office rate or cost paid to a third party. [1313]

14. Courier Services

For emergencies only — claim at cost. [893]

15. Witness Fees or Expenses

Apply by letter or telephone 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 claimed as a disbursement. **Indicate agency filing fees separately under item 26.** [398]

17. Property Appraisal

Apply by letter or telephone to Tariff Account Department.

18. Substitutional Service

Authorization is required from the Tariff Accounts Department for minimum expenses necessary to comply with court order. (Attach copies of invoices.) [133]

19. Real Property Title Search

Claim as a disbursement at cost. [2204]

20. Western Legal Publication

[489]

21. Parking

Claim only when lawyer travels to court out of the city where he/she practices. [2014]

22. Car Rental

Prior approval is required from the Tariff Accounts Department. [2022]

23. Hearing Fees

[992]

24. Computer Assisted Legal Research

Prior approval is required from the Tariff Accounts Department.. [2212]

25. Paternity Testing

Prior approval is required from the Tariff Accounts Manager.

26. Other

An expense not described above and exceeding \$50.00 requires prior authorization of the Tariff Accounts Department. **Please describe disbursement.** [737]

Authorizations / Information

(updated January 1991)

Subject	Contact
Appeals	
♦ from Family Court orders	Nearest Branch Office
♦ to All Other Courts	Appeals Comm. (H.O.)**
Change of Counsel	Referring Office*
Conversion to Private Retainer	Nearest Branch Office or C.L.O.
Costs	
♦ authorization to waive	Referring Office
♦ election to retain	Referring Office
(in lieu of tariff)	<i>(N.B. Referral form must be mailed to Tariff Accounts Dept.)</i>
Disbursement in Excess of Tariff	Tariff Accounts Dept. (H.O.)
Eligibility Review	Referring Office
Extraordinary Remedies (prerog. writs)	Appeals Committee (H.O.)
Junior Counsel / Co-Counsel.....	Tariff Manager (H.O.)
Retroactive Referrals (emergency).....	Referring Office
Transcripts	
♦ in relation to appeals.....	Appeals Coordinator (H.O.)
♦ all other transcripts.....	Nearest Branch Office or
♦ see page 5, No.4 in this book.....	Transcript Coordinator (H.O.)
Other Matters (except accounts).....	Referring Office
Accounts, fees and billing procedures.....	Tariff Accounts Dept. (H.O.)

*Referring Office - Office shown on Referral Form

**H.O. - Head Office

Directory of the Legal Services Society

January 1991

HEAD OFFICE: 660-4600

Suite 300 - 1140 W. Pender St. Vancouver, B.C. V6E 4G1

Branch Offices

Abbotsford

Prison Legal Services
2406 Montrose Avenue
V2S 3S9 853-8712

Burnaby

344 — 5021 Kingsway
V5H 4A5 437-4432

Campbell River

208 — 1040 Shoppers Row
V9W 2C6 287-9521

Chilliwack

9315 Nowell Street
V2P 4V8 792-7264

Dawson Creek

1101 — B — 103rd Avenue
V1G 2G8 782-5911/2

Fort St. John

#3 — 10230 — 100th Street
V2J 3Y9 785-5674/5

Kamloops Regional Law Centre

510 — 175 Second Avenue
V2C 5W1 374-7777

Kelowna

1262 St. Paul Street
V1Y 2C9 763-8804

Langley Paralegal Project

201 — 20189 — 56th Avenue
V3A 3Y6 530-5811

Nanaimo

Upper Floor
10 Esplanade
V9R 4Y7 755-2550

Nelson

550 Stanley Street
V1L 1N2 352-3147

Prince George

302 — 1488 Fourth Avenue
V2L 4Y2 562-4445

Prince Rupert

737 West 2nd Avenue
V8J 1H4 627-1364

Surrey

102 — 15225 — 104th Avenue
V3R 6Y8 584-8535

Vancouver

2 — 195 Alexander Street
V6A 1N3 687-1831

Williams Lake

208 — 197 North 2nd Avenue
V2G 1Z5 392-2941

Community Law Offices

Abbotsford Community Services Society

2406 Montrose Avenue
V2S 3S9 859-2755
or toll free 530-3514

Fort Nelson Paralegal Project

Bag 399
V0C 1R0 774-6707

Kootenay Community

Law Centre
202 — 1113 Baker Street
Cranbrook
V5C 1A7 489-3375

Maple Ridge/Pitt Meadows

Legal Services
22701 — 119th Avenue
Maple Ridge
V2S 8S5 467-3011

Nanaimo Community Assistance Society

Upper Floor — 10 Esplanade
V9R 4Y7 755-2550

Penticton Legal Services

103 — 304 Martin Street
V2A 5K4 493-0210

Powell River Legal Services

4746 Joyce Avenue
V8A 3B6 485-9871

Quesnel Human Rights & Civil Liberties Association

283 Barlow Avenue
V2J 2B9 992-8391

Westminster Community Legal Services Society

805 — 12th Street
New Westminster
V3M 4K2 524-0381

The Law Centre Association of Victoria

3rd floor — 1221 Broad Street
V8W 2A4 388-4516

Native Community Law Offices and Funded Friendship Centres

Burns Lake Yinkadinee Keyakh Law Centre Society

PO Box 8000
412 Government Street
V0J 1E0 692-7534

Carrier Sekani Tribal Council Native Family Duty Court Counsel

1460 — 6th Avenue
Prince George
V2C 3N2 562-3591

**Fort St. John Indian
Friendship Centre**
10208 — 95th Avenue
V1J 1J2 785-8566

**Haida Counselling and Legal
Assistance Society**
PO Box 37 Skidegate Village
Queen Charlotte City
V0T 1S0 559-8811

and

PO Box 130
Block N, Lot 7
Masset Reserve #1
Masset
V0T 1M0 626-3925

**L'ax Ghels Community
Law Centre Society**
3313 Kalum Street
Terrace
V8G 2N7 635-2133

**Nicola Valley Native Community
Legal Assistance Society**
1955 Quilchena Avenue
Bag 4400
Merritt
V0K 2B0 378-6112

Port Alberni Friendship Centre
3555 4th Avenue
V9Y 4H3 723-8281

**Upper Skeena Counselling and
Legal Assistance Society**
Omenica Street
PO Box 130
Hazelton
V0J 1Y0 842-5218

**Wedzen Qua Community
Law Office**
1235 Main Street
PO Box 2118
Smithers
V0J 2N0 847-2600

Area Directors

Abbotsford
Chris Maddock
Barrister and Solicitor
2406 Montrose Avenue
Abbotsford
V2S 3S9 859-7681

Burns Lake
Warren Chapman
Barrister and Solicitor
412 Government Street
Burns Lake
V0J 1E0 692-7534

Chetwynd
Glen Stasiuk
Barrister and Solicitor
#202—4713 51st Street
Chetwynd
V0C 1J0 788-3113

Cranbrook
Cathy Mahon
Kootenay Community Law Centre
202—1113 Baker Street
Cranbrook
V5C 1A7 489-3375

Duncan
Yvonne Pink
Barrister and Solicitor
209—255 Canada Avenue
Duncan
V9L 1T6 748-6565

Fort Nelson
Olive Loberg
Bag 399
Fort Nelson
V0C 1R0 774-6707

Golden
Glen Ewan
Barrister and Solicitor
515 Ninth Avenue North
PO Box 429
Golden
V0A 1H0 344-5258

Hazelton
Upper Skeena Counselling and
Legal Assistance Society
Omenica Street
PO Box 130
Hazelton
V0J 1Y0 842-5218

Invermere
Barnim Kluge
Barrister and Solicitor
2—1206 7th Avenue
PO Box 2647
Invermere
V0A 1K0 342-4447

Kaslo
Tom Humphries
Barrister and Solicitor
404 Front Street
P.O. Box 636
Kaslo
V0G 1M0 353-2292

Ladysmith
David O'Connor
Barrister and Solicitor
22 High Street
PO Box 1890
Ladysmith
V0R 2E0 254-7141

Langley
Langley Paralegal Project
201—20189 56th Avenue
Langley
V3A 3Y6 530-5811

Lillooet
R. Kendel Kaser
Barrister and Solicitor
416 Main Street
PO Box 1449
Lillooet
V0K 1V0 256-7519

Maple Ridge
Maple Ridge/Pitt Meadows
Legal Services
22701—119th Avenue
Maple Ridge
V2X 8S5 467-3011

Masset

Haida Counselling and
Legal Assistance Society
PO Box 130
Masset
V0T 1M0 626-3925

Merritt

Nicola Valley Community
Legal Office
1955 Quilchena Avenue
Bag 4400
Merritt
V0K 2B0 378-6112

Nakusp

Kenneth R. Watson
Barristor and Solicitor
87 Second Avenue South
PO Box 668
Nakusp
V0G 1R0 265-3641

New Westminster

Westminster Community
Legal Services Society
805 12th Street
New Westminster
V3M 4K2 524-0381

North Vancouver

Deirdre Potheary
Barrister and Solicitor
102—145 West 15th Street
North Vancouver
V7M 1R9 980-7000

Parksville

Steven Barnwell
Barrister and Solicitor
PO Box 1840
4—196 Morrison Avenue
Parksville
V0R 2S0 248-5751

Penticton

Penticton Legal Services
103—304 Martin Street
Penticton
V2A 5K4 493-0210

Powell River

Gary Cowell
Powell River Legal Services
4746 Joyce Avenue
Powell River
V8A 3B6 485-9871

Quesnel

Quesnel Community Law Office
283 Barlow Avenue
Quesnel
V2J 2B9 992-8391

Revelstoke

Robert A. Lundberg
Barrister and Solicitor
119 Campbell Street
Revelstoke
V0E 2S0 837-5196

Richmond

Bob Parsonage
Barristor and Solicitor
204—8055 Anderson Road
Richmond
V6Y 1A1 273-9311

Salmon Arm

Jonathon Payne
Barrister and Solicitor
90 Lakeshore Drive N.W.
Salmon Arm
V0E 2T0 832-8021

Sechelt

Lorne Paton
Barrister and Solicitor
Box 1310
Sechelt
V0N 3A0 885-2626

Skidegate

Haida Counselling and
Legal Assistance Society
Skidegate Village
PO Box 37
Queen Charlotte City
V0T 1S0 559-8811

Smithers

Lila Wallace
Wedzen Qua Community
Law Office
1235 Main Street
PO Box 2118
Smithers
V0J 2N0 847-2600

Sparwood

Glen Purdy
Barrister and Solicitor
203—112 Centennial Square
PO Box 1618
Sparwood
V0B 2G0 425-7216

Squamish

Don Moon
Barrister and Solicitor
PO Box 1850
Squamish
V0N 3G0 892-5254

Terrace

L'ax Ghels Community Law Centre
3313 Kalum Street
Terrace
V8G 2N7 635-2133

Ucluelet

James Roth
PO Box 909
243 Main Street
Ucluelet
V0R 3A0 726-4307

Vernon

William Wagner
Barrister and Solicitor
4th floor, 3201 30th Avenue
Vernon
V1T 2C9 542-5353

LEGAL SERVICES SOCIETY Family Law Referral

TO COUNSEL: Your acceptance of this referral constitutes your agreement to provide the legal services specified below at the Legal Services Society for up to 12 months or until the date of assignment to the law society. The Society will continue to fund the cost of the legal services for up to 12 months or until the date of assignment to the law society. The Society will not fund the cost of the legal services for more than 12 months or until the date of assignment to the law society. The Society will not fund the cost of the legal services for more than 12 months or until the date of assignment to the law society.

CLIENT NAME: _____ CLIENT ADDRESS: _____ Phone No. _____

FILE NUMBER: _____

Per _____

DATE OF ASSIGNMENT: _____

COURT LOCATION: _____

REFERRING OFFICE: _____

NOTE: Client must pay to Counsel a non-refundable contribution of: \$ _____

LAWYER INSTRUCTIONS

CLIENT STATUS

Applicant/Petitioner/Plaintiff Respondent
 Other (No Court Action)
 Appellant

Early Termination

Checking an outcome, why not?
 Case abandoned Client proceeding alone
 Change of lawyer Client no-show Other

Appeals

COURT LEVEL: County Supreme Court of Appeal Supreme Court of Canada

APPEAL WAIVED: Allowed Dismissed Other _____

Costs Awarded

To Client - against name: _____ phone: _____ Total Awarded \$ _____
 Against Client _____
 No Award _____

NOTE: AWARDED COSTS ARE ATTRIBUTED FIRST TO LSS EXPENSES, INCLUDING TRANSCRIPTS. Amount Collected \$ _____

General Preparation (Shift Item 1)

Initial form (14) Time _____ Fee \$50 per hour

New Process form (15) (where address) Time _____ Fee \$50 per hour

Court File Numbers

Number _____

Court Hearings (Shift Item 2)

Check issues addressed:
 Procedure Only FCSA s 11 or 12 (11)
 Maintenance Division of Property Other

Preparation for Hearing (Item 21A) Fee \$50 per hour

OTHER FEES (Shift Item 3-11)

Category	Code	Fee	Description	Code	Fee	Description
Photocopying	18	471	Pages 1-100 to 250 (per page)			
Message	19	868	Ln + 246 per hr			
Phone Calls (Long Distance Only)	20	835				

DISBURSEMENTS

471
868
835

TOTAL ACCOUNT

Send top two copies to:
 LEGAL SERVICES SOCIETY
 Box 8, Fax 330
 1155 W. Pender St.
 Vancouver, B.C.
 V6E 4G1

CLIENT STATUS

Applicant/Petitioner/Plaintiff Respondent
 Other (No Court Action)
 Appellant

Early Termination

Checking an outcome, why not?
 Case abandoned Client proceeding alone
 Change of lawyer Client no-show Other

Appeals

COURT LEVEL: County Supreme Court of Appeal Supreme Court of Canada

APPEAL WAIVED: Allowed Dismissed Other _____

Costs Awarded

To Client - against name: _____ phone: _____ Total Awarded \$ _____
 Against Client _____
 No Award _____

NOTE: AWARDED COSTS ARE ATTRIBUTED FIRST TO LSS EXPENSES, INCLUDING TRANSCRIPTS. Amount Collected \$ _____

CLIENT NAME: _____ CLIENT ADDRESS: _____ Phone No. _____

Per _____

FILE NUMBER: _____

DATE OF ASSIGNMENT: _____

COURT LOCATION: _____

REFERRING OFFICE: _____

NOTE: Client must pay to Counsel a non-refundable contribution of: \$ _____

RESULTS	CLIENT STATUS	Outcome	ISSUE								Other - Describe		
			DIVORCE	MAINTENANCE	SHOW CAUSE	CUSTODY ACCESS	FCSA	DIVISION OF PROPERTY	RESTRAINING ORDER				
6	5	Outcome for each	Consent Order										
			Application/Petition essentially granted										
6	5	Outcome for each	Application/Petition essentially refused										
			Different order made										
6	5	Outcome for each	Resolved without Court Order (included separation agreement)										
			Unresolved										

Family Law Referral Form

Completion Instructions

All **bold and underlined** words are found in Notes on Family Law Tariff
Please consult that section for definitions

TOP PORTION: Completed by office. Do not make any changes except to:

- Court Location:** 1. Check court location and change if incorrect.
- Lawyer Number:** 2. Check lawyer number. If you are named on the top of the form, check that your lawyer number is correct; if your number is not correct, change it. If you are not the lawyer named at the top of the form you must contact the referring office to arrange transfer.
- Contribution:** 3. Deduct amount collected from total bill and give receipt to client.
- Lawyer Instructions:** 4. Lawyer Instructions may limit tariff items that may be billed, eg., "Examination for Discovery Only", "Separation Agreement Only", "Custody/Access". If limited you must obtain written consent from referring office to expand your instructions.

RESULTS

- Client Status:** 5. Complete as appropriate.
- Outcomes:** 6. If issue is not listed, briefly describe other issues and tick their outcomes.
- Early Termination:** 7. If there is no outcome, tick one box which most appropriately describes the reason for the early termination of the referral. No-show includes failure by client to contact lawyer.
- Appeals:** 8. May only be billed if set out in Lawyer Instructions.
- Indicate the court level and the result of the appeal.
- Costs Awarded:** 9. Must be completed for all Supreme Court matters where costs may be awarded or not and if so, the amount of the award and the amount collected.
- If costs have been collected, they must be deducted in TOTAL ACCOUNT section of form.
 - Even if collected costs are greater than allowable fees and disbursements, the form must still be completed and returned. See Introduction, paragraph B6.

LEGAL SERVICES SOCIETY

Family Law Referral

NO CREDIT: Your signature on this return constitutes your agreement to provide the legal services described below on the Legal Services Society's behalf as provided in the program's Terms and Conditions, which are available at the Legal Services Society's website, www.lss.org, or by contacting the Legal Services Society at (416) 593-2222. The fee for this service is \$15. The fee for the initial consultation is \$15. The fee for the initial consultation is \$15. The fee for the initial consultation is \$15. The fee for the initial consultation is \$15.

CLIENT NAME: _____ CLIENT ADDRESS: _____

Phone No. _____ FAX NUMBER: _____

Lawyer Number: _____ (Search this number to locate)

DATE OF ASSIGNMENT: _____ COURT LOCATION: _____

REVENUE OFFICE: _____

CLIENT STATUS: _____

APPEALS: _____

COURT: _____

GENERAL PREPARATION: _____

COURT FILE NUMBERS: _____

COURT HEARINGS: _____

OTHER FEES: _____

DISBURSEMENTS: _____

TOTAL ACCOUNT: _____

SEND TOP TWO COPIES TO: LEGAL SERVICES SOCIETY, Box 6, 3rd Floor, 1100 St. Patrick St., Vancouver, B.C. V6Z 1K1

10 General Preparation (Tariff Item 1)

Initial Item 1(a) _____ Time _____ x \$50 per hour Date process filed (if any) _____ \$ _____

New Process Item 1(b) (where allowed) _____ Time _____ x \$50 per hour Date new process filed _____ \$ _____

11 Court File Numbers Number _____ Number _____

12 Court Hearings (Tariff Item 2)

HEARING 1

Check issues addressed: Procedure Only FCSA s 11 or 13 (1) Divorce FCSA s 13(6), (7) or 14 Maintenance Division of Property Show Cause Restraining Order Custody Access Other issue _____

Court Order: Family Supreme Interim Final

Preparation for Hearing (Item 2(a)) Filing date _____ Preparation Time _____ x \$50 per hour \$ _____

Court Time (Item 2(b)) Total number of 1/2 days this hearing _____ First date of hearing _____ Total time at this hearing _____ x \$50 \$ _____

HEARING 2

Check issues addressed: Procedure Only FCSA s 11 or 13 (1) Divorce FCSA s 13(6), (7) or 14 Maintenance Division of Property Show Cause Restraining Order Custody Access Other issue _____

Court Order: Family Supreme Interim Final

Preparation for Hearing (Item 2(a)) Filing date _____ Preparation Time _____ x \$50 per hour \$ _____

Court Time (Item 2(b)) Total number of 1/2 days this hearing _____ First date of hearing _____ Total time at this hearing _____ x \$50 \$ _____

Fees Subtotal \$ _____

BILLING

Only tariff items 1 and 2 are billed in this section. All other items are billed in OTHER FEES.

Report actual time spent, even if it is more than the maximum billable time. This information will be used for possible tariff revisions.

General Preparation - Tariff Item 1 Only:

10. Initial item 1(a) - indicate actual time spent in hours and tenths of hours. Bill at \$50 per hour to a maximum of \$400.00 depending on the date of assignment. If process filed, enter date.
11. New process item 1(b) - indicate actual time spent in hours and tenths of hours. Bill at \$50 per hour to a maximum of \$100. You must enter date that new process was filed and a date under 1a. Both dates must be later than the Date of Assignment.

Court Hearings - Tariff Items 2(a) and (b) Only:

A hearing includes all court appearances on all dates, and ends when there is an interim or final order. There is room to report two hearings on this form. For additional hearings use additional sheet on page 32.

12. Be sure to check "issues addressed." This will determine if there was a new matter.
 - Examples of "Procedure Only" are substituted services, trial directions, etc.
13. Even if no court was attended, Supreme Court must be ticked if you are claiming fees for preparation of a new matter on the Supreme Court trial or Chambers list. You must indicate the date that new process was filed in Family Court or that a notice of motion or notice of trial was filed in Supreme Court.
14. If an order was made, indicate if it was "interim" or "final". Do not indicate a "final" order unless all issues addressed are concluded. For example, if an interim order and a final order are obtained at the same time, indicate interim order only.

Preparation For Hearing:

15. Fees for time spent in preparation for hearings are only allowed for new matters spoken to in Family Court or set on the Supreme Court trial or Chambers list.
 - Enter the actual amount of time spent on preparation of new matters in hours and tenths of hours. Bill at \$50 per hour to a maximum of \$250 per new matter. Bill your preparation time for each new matter, up to 5 hours, to the first hearing even if it is attributable to more than one hearing.
 - Fees for preparation may be claimed to a combined maximum of 18 hours under Tariff Items 2(a) and 3. Item 3 (preparation for hearings with expert witnesses) must be billed under OTHER FEES.
 - Bill under OTHER FEES all other hearing preparation (ie., with expert witnesses, additional fees for long hearings, Registrar's hearing, discoveries, taxing costs, appeal matters).

Court Hearings (Tariff Item 2)

Check issues addressed

Procedure Only FCSSA s 11 or 13 (1)

Divorce FCSSA s 13(6), (7) or 14

Maintenance Division of Property

Show Cause Restraining Order

Custody Access Other Issue _____

Court Order Family Supreme Interim Final

Preparation for Hearing (Item 2(a)) For New Matters Only

Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial: Day: _____, Month: _____, Year: _____

Preparation Time: _____ hr _____ min x \$50 per hour = \$_____ (max \$150) ⓐ

Court Time (Item 2(b))

Total number of 30 days this hearing: _____

First date of hearing Use date schedule for additional dates. Ph photocopy last page of tariff book: Day: _____, Month: _____, Year: _____

First date of time at Court: _____ hr _____ min

Total time at this hearing: _____ hr _____ min

Total: _____ x \$50 = \$_____ (max \$125 for each 1/2 day) ⓐ

Check issues addressed

Procedure Only FCSSA s 11 or 13 (1)

Divorce FCSSA s 13(6), (7) or 14

Maintenance Division of Property

Show Cause Restraining Order

Custody Access Other Issue _____

Court Order Family Supreme Interim Final

Preparation for Hearing (Item 2(a)) For New Matters Only

Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial: Day: _____, Month: _____, Year: _____

Preparation Time: _____ hr _____ min x \$50 per hour = \$_____ (max \$150) ⓐ

Court Time (Item 2(b))

Total number of 30 days this hearing: _____

First date of hearing Use date schedule for additional dates. Ph photocopy last page of tariff book: Day: _____, Month: _____, Year: _____

First date of time at Court: _____ hr _____ min

Total time at this hearing: _____ hr _____ min

Total: _____ x \$50 = \$_____ (max \$125 for each 1/2 day) ⓐ

Description		Hours and time	D	M	Y	Code	Fee	Description	Hours and time	D	M	Y	Code	Fee
							\$							\$
							\$							\$
							\$							\$
							\$							\$
							\$							\$
							\$							\$
							\$							\$

Note: Use separate sheet if necessary. Please indicate hours and tenths.

Other Fees Subtotal ⓐ \$ _____

Family Law Referral

CLIENT NAME: _____ CLIENT ADDRESS: _____ PHONE NO.: _____

FILE NUMBER: _____

COURT LOCATION: _____ REFERRED OFFICE: _____

CLIENT STATUS (4)

Application/Response/Counter: _____

Other the Court Order: _____

Early Submission (5)

Application/Response/Counter: _____

Other: _____

Appeals (6)

COURT LEVEL: _____

COSTS (7)

Court Preparation (8)

Court File Numbers (9)

Court Hearings (10)

DISBURSEMENTS (11)

OTHER FEES (12)

TOTAL ACCOUNT

Account: Interim Final No account Private Retainer Use LRS Referral Other

Fee Sub Total ⓐ _____

Other Fees Sub Total ⓐ _____

Disbursements Sub Total ⓐ _____

LESS: Other Less Costs Collected ⓐ _____

TOTAL ▶ \$ _____

Send top two copies to:
LEGAL SERVICES SOCIETY
Box 4, Stn 300
Vancouver, B.C.
V6E 4G1

DISBURSEMENTS (11) table

TOTAL ACCOUNT (12) table

DISBURSEMENTS (11) table

TOTAL ACCOUNT (12) table

Item	Code	Amount
Photocopying (16) pages x up to 256 page	471	
Meterage - Date (19) km x 26c per km	968	
- Date (19) Destination _____		
Phone Calls (Long Distance Only)	836	

Note: Use separate sheet if necessary. Attach documentation for amounts over \$100.

Disbursements Subtotal ⓐ (20) \$ _____

Court Time:

16. Indicate total number of half-days per hearing.
 - If hearing lasts more than one date, submit a schedule of dates with the referral form. The form on page 32 of this book should be photocopied and used for this purpose.
 - Indicate whether hearing began in a.m. or p.m.
 - Report **counsel time** in hours and tenths of hours in the space marked "Time in Court". Fees can be claimed to a maximum of \$125 per half-day. It is important that you read and understand the definition of **counsel time**.
 - All fees for other hearings (Registrar's hearing or appeals) are billable under OTHER FEES.

OTHER FEES

17. All tariff items except Items 1 and 2 are billed here.
 - For all items enter brief description, code and fee claimed. **Items without codes will show processing of your account.**
 - Bill half-days as separate items. Indicate a.m. or p.m.
 - If applicable enter hours, tenths of hours, and date. If you run out of space, use a separate sheet. The form on page 33 should be photocopied and used for this purpose.

DISBURSEMENTS

See **DISBURSEMENTS** section of this book for all billable items, restrictions, codes and amounts.

- Items without codes will slow processing of your account.
 - If you run out of space, use separate sheet. The form on page 33 should be photocopied and used for this purpose.
 - Attach receipts for amounts over \$100.
 - Phone calls - where total is over \$100, photocopies of a log for telephone calls are acceptable.
18. Photocopying - office rate or actual cost, up to 25 cents per page at the office and up to 30 cents per page at the Courthouse.
 19. Travel - 26 cents per kilometre.
 20. Amount - enter dollars and cents.

TO COMPLETE: Your use of any of the optional procedures your attorney is permitted to use is not intended to constitute an admission of liability for the purposes of the Family Law Referral Form. The use of any of the optional procedures is not intended to constitute an admission of liability for the purposes of the Family Law Referral Form. The use of any of the optional procedures is not intended to constitute an admission of liability for the purposes of the Family Law Referral Form.

Family Law Referral

CLIENT NAME _____ PHONE NO. _____
 CLIENT ADDRESS _____
 COURT LOCATION _____
 REFERRING OFFICE _____

CLIENT STATUS
 Applicant
 Respondent
 Other (Specify Court Order) _____

Early Termination
 Meeting in advance, only half fee
 Fee waived
 Change of lawyer
 Check no other _____

APPEARANCE
 In Court
 By Agent
 By Attorney
 By Other (Specify) _____

COURT FEES
 Court Fee _____
 Filing Fee _____
 Sheriff's Fee _____

COURT REPORTING
 Court Reporter _____
 Stenographer _____

COURT TRANSPORTATION
 Court Transporter _____
 Other _____

COURT TRAVEL
 Court Travel _____
 Other _____

OTHER FEES (Insert Name & Fee)

Date	Fee	Description	Date	Fee	Description

Disbursement	Amount	Date	Description

TOTAL ACCOUNT
 Fees Sub Total \$ _____
 Other Fees Sub Total \$ _____
 Disbursements Sub Total \$ _____
 Less Contributions \$ _____
 Less Costs Collected \$ _____
TOTAL \$ _____

TOTAL ACCOUNT

Account is: Interim Final (21)
 No account Private Retainer (See G-6) See LSS file # _____ (22)
 Other

Fees Sub Total \$ _____
 Other Fees Sub Total \$ (23)
 Disbursements Sub Total \$ _____
 Sub Total \$ _____
 Less Contributions \$ _____
 Less Costs Collected \$ _____
TOTAL \$ _____

Send top two copies to -
LEGAL SERVICES SOCIETY
 Box 6, Sls. 300
 1140 W. Pender St.
 Vancouver, B.C.
 V6E 4G1

Name (Print) _____ LAWYER _____ Signature _____ (25)
 Day Month Year _____
 If your name is not shown at top of form, be sure local office has noted transfer. Billing Date _____

TOTAL ACCOUNT

- Please submit form even if no fees or disbursements are being claimed.
21. If you wish to submit an interim account, please see the rules in the Introduction.
 22. If no claim is made because these services have been billed under another referral number, indicate "see LSS file #".
 23. Enter dollars and cents in all spaces. Show Contributions and Costs actually collected.
 24. The lawyer's name and number must match the name and lawyer number in the top portion of the form. If you have arranged to have this referral transferred, enter you number.
 - Unless your number is correct, payment may be made to the wrong lawyer.
 - Make sure the referring office has approved a change of lawyer or your account will be rejected.
 25. If you do not sign your account, it will be returned.

Family Law Referral Date/Hearing Schedule

Client Name _____ File Number _____

Lawyer Name _____ Lawyer Number _____

Date Schedule — to be used when billing for subsequent dates of Item 2b hearings.

Hearing No. _____

Hearing No. _____

Day	Month	Year	am / pm	Hours/Tenths Counsel Time
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	

Day	Month	Year	am / pm	Hours/Tenths Counsel Time
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	
			<input type="checkbox"/> am	
			<input type="checkbox"/> pm	

Additional Hearings — to be used when billing more than the two hearings provided for on the billing form

COURT HEARINGS [TARIFF ITEM 2]

H E A R I N G	Check issues addressed 91 <input type="checkbox"/> Procedure only 42 <input type="checkbox"/> FCSA s.11 or 13 (1) 83 <input type="checkbox"/> Divorce 46 <input type="checkbox"/> FCSA s.13(6), (7) or 14 75 <input type="checkbox"/> Maintenance 34 <input type="checkbox"/> Division of Property 67 <input type="checkbox"/> Show Cause 26 <input type="checkbox"/> Restraining Order 59 <input type="checkbox"/> Custody Access 18 <input type="checkbox"/> Other issue _____	Court 1 <input type="checkbox"/> Family 9 <input type="checkbox"/> Supreme Order 1 <input type="checkbox"/> Interim 9 <input type="checkbox"/> Final	Preparation for Hearing [Item 2(a)] Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial Day _____ Month _____ Year _____ Preparation Time _____ Hrs. _____ 100ths _____ x \$50 per hour → \$ _____ (A)	For New Matters Only Court Time [Item 2(b)] Total number of 1/2 days this hearing _____ First date of hearing Day _____ Month _____ Year _____ First date time in Court _____ am _____ pm Total time at this hearing _____ Hrs. _____ 100ths _____ x \$50 → \$ _____ (A) (max \$125 for each 1/2 day)	Total \$ _____
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H E A R I N G	Check issues addressed 91 <input type="checkbox"/> Procedure only 42 <input type="checkbox"/> FCSA s.11 or 13 (1) 83 <input type="checkbox"/> Divorce 46 <input type="checkbox"/> FCSA s.13(6), (7) or 14 75 <input type="checkbox"/> Maintenance 34 <input type="checkbox"/> Division of Property 67 <input type="checkbox"/> Show Cause 26 <input type="checkbox"/> Restraining Order 59 <input type="checkbox"/> Custody Access 18 <input type="checkbox"/> Other issue _____	Court 1 <input type="checkbox"/> Family 9 <input type="checkbox"/> Supreme Order 1 <input type="checkbox"/> Interim 9 <input type="checkbox"/> Final	Preparation for Hearing [Item 2(a)] Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial Day _____ Month _____ Year _____ Preparation Time _____ Hrs. _____ 100ths _____ x \$50 per hour → \$ _____ (A)	For New Matters Only Court Time [Item 2(b)] Total number of 1/2 days this hearing _____ First date of hearing Day _____ Month _____ Year _____ First date time in Court _____ am _____ pm Total time at this hearing _____ Hrs. _____ 100ths _____ x \$50 → \$ _____ (A) (max \$125 for each 1/2 day)	Total \$ _____
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H E A R I N G	Check issues addressed 91 <input type="checkbox"/> Procedure only 42 <input type="checkbox"/> FCSA s.11 or 13 (1) 83 <input type="checkbox"/> Divorce 46 <input type="checkbox"/> FCSA s.13(6), (7) or 14 75 <input type="checkbox"/> Maintenance 34 <input type="checkbox"/> Division of Property 67 <input type="checkbox"/> Show Cause 26 <input type="checkbox"/> Restraining Order 59 <input type="checkbox"/> Custody Access 18 <input type="checkbox"/> Other issue _____	Court 1 <input type="checkbox"/> Family 9 <input type="checkbox"/> Supreme Order 1 <input type="checkbox"/> Interim 9 <input type="checkbox"/> Final	Preparation for Hearing [Item 2(a)] Filing date of Family Court Process or Supreme Court Notice of Motion or Notice of Trial Day _____ Month _____ Year _____ Preparation Time _____ Hrs. _____ 100ths _____ x \$50 per hour → \$ _____ (A)	For New Matters Only Court Time [Item 2(b)] Total number of 1/2 days this hearing _____ First date of hearing Day _____ Month _____ Year _____ First date time in Court _____ am _____ pm Total time at this hearing _____ Hrs. _____ 100ths _____ x \$50 → \$ _____ (A) (max \$125 for each 1/2 day)	Total \$ _____
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Disbursements

To be used when there is not enough space on the referral

Disbursement	units	code	amount

Disbursement	units	code	amount

Other Fees — to be used when there isn't enough space on the referral.

Description	Hours & Tenths	Date			Code	Fee
		D	M	Y		
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$
					<input type="checkbox"/> am <input type="checkbox"/> pm	\$

Family Tariff Renewal Form

Client Name _____ LSS File Number(s) _____ Date of Assignment _____

1. *My client cannot afford to pay the private fees for this case without impairing his or her ability to feed, clothe or shelter him/herself and his or her dependents.*
2. *Some issues are not yet resolved; these may include issues which arose during the one-year period following the Date of Assignment. The outstanding issues are:*

3. *I have billed out all the work on behalf of my client on all family legal aid file numbers relating to this client.*

Lawyer's Signature

Lawyer's Name (Please print)

Date

Lawyer's Address

Client's Name

Client's Address

Client's Phone Number