



Employment opportunity:

Manager, Audit & Investigation

LSS is accepting applications for the position of manager, Audit & Investigation, reporting to the director, Finance and Corporate Services. The successful candidate will have a law degree. This position manages and co-ordinates LSS audit and investigation services and provides leadership to departmental staff.

The manager establishes and maintains quality control, investigation, and complaint response programs and procedures pertaining to tariff services and billing; advises on tariff policies; participates in internal reviews; develops audit standards and plans; and assesses risks, service quality, compliance, and consistency in the application of tariff and eligibility guidelines. The closing date for applications is July 6, 2005.

Go to www.lss.bc.ca and click on Jobs for more details.

Duty/circuit counsel e-billing

We thank all the lawyers and assistants who participated in our pilot group in June, and used e-billing to submit their duty/circuit counsel fees and disbursement accounts. Initial feedback has been very positive.

In the meantime, we are pleased to announce that as of July 6, duty/circuit counsel services will be billable through e-billing for all users. Please note that the user guide (found under the Help tab) provides instructions on how to use this new service.

Supreme Court family duty counsel

Supreme Court family duty counsel is now up and running in Kamloops, Kelowna, Prince George, Victoria, Vernon, and Salmon Arm, as well as Vancouver (where it began as a pilot project in October 2004). This service will be available soon in Terrace, Chilliwack, Penticton, Duncan, and Nanaimo. It will also be implemented in other Supreme Courts throughout the year, including New Westminster this fall.

The Supreme Court Family Duty Counsel Guidelines form part of the tariff contract for this service. If you need a copy of the guidelines, contact Sherry MacLennan at 604-601-6017 or sherry.maclennan@lss.bc.ca. The *Guide to Legal Aid Tariffs* is available on the LSS website under the For Lawyers button.

Holdback payments

On Monday, June 13, 2005, LSS mailed out 1,020 holdback payment cheques totalling approximately \$3.4 million. These cheques were full payment for all amounts held back on accounts paid from April 1, 2004, to March 31, 2005.

Cheque run cancelled July 28

Please note that the July 28 cheque run is cancelled, as staff will be testing the new LSS financial system that week. We will resume our regular cheque run schedule August 4.

Expert search

LSS launched its new expert database on May 24, 2005. It contains responses from experts who have previously worked for and were surveyed by LSS. We will continue to contact experts in an effort to expand the resources available in this database.

In our survey, we asked experts to provide us with the names of up to three lawyers who were familiar with their work. These names have been listed in the database to better assist other lawyers who are looking for experts. We trust that counsel will not mind being contacted by other lawyers on occasion for feedback on experts. However, if anyone objects to being listed in this way, please contact shirley.li@lss.bc.ca and we will remove your name from the database.

Expert search is accessible to all lawyers and assistants who are registered for e-billing. If you have not registered, go to www.lss.bc.ca, click For lawyers, then Lawyer e-services login. At the top of the page, click Register now! for the Lawyer e-services security access request form. Complete, print, sign, and fax the form to Tariff Helpdesk at 604-681-5796.

For further information about e-services, see the May 2005 issue of the Legal Aid Fax on the LSS webpage.

Billing tips

- When you are e-billing a travel fee (\$180) on a criminal matter, attach an e-bill note advising when the fee is for interviewing a client in custody (billable for a 160-km round trip) and include the in-custody location. **Reminder:** this fee is billable once without prior authorization.
- Lawyers providing family duty counsel services (where a 4-hour minimum is billable) are not eligible to bill for any other tariff services for other clients performed during that time.