

Family Tariff



**Legal
Services
Society**

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Revision history (July 2009)

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1. Organization of This Section (November 2006)

The Family section is organized as follows:

- **General Tariff Information** provides information about the terms of the family tariff retainer.
- The **Family Tariff** lists the tariff items and is divided into three sections: **Emergency Services**, **Dispute Resolution Services (DRS)**, and **Extended Services**.
- The **Family Tariff Guide to Billing** contains information and instructions on completing the family billing forms and submitting your account to LSS. Following the instructions carefully will ensure that your account is processed as quickly as possible.
- Disbursements are listed separately in this guide in the **Disbursements for All Tariffs** section.

2. General Tariff Information (July 2009)

The family tariff has three parts: Emergency Services, Dispute Resolution Services, and Extended Services. As of April 1, 2009, LSS no longer issues Dispute Resolution Services referrals.

The **Emergency Services** section provides for representation up to and including court applications for clients needing urgent legal help in situations such as the following:

- They need an initial, or a change to the current, custody or access order where there is a risk of harm or violence to the client or their child or children.
- They have custody of a child or children who have been unlawfully held by the access parent/party.
- They have been permanently or repeatedly denied access to a child or children.
- They need a physical restraining order or other legal assistance to protect themselves or their child or children from harm or violence.
- They require a child support or spousal support order (or variation) that would have a significant impact on their basic ability to feed clothe and house themselves or their children, *and* they have a mental or physical disability, or a significant injustice can only be avoided by representation.
- They need a non-removal order to prevent the other parent from permanently moving their child or children out of the province. The threat must be real and imminent, and involve a permanent change of residence.

The **Dispute Resolution Services (DRS)** section applies to referrals issued prior to April 1, 2009. Counsel must bill for all work performed and disbursements incurred on DRS referrals with a pre-April 1, 2009 date of assignment within the six month billing rule (see General Terms & Conditions section 26(3)) or by March 31, 2010, whichever is sooner. LSS will not pay accounts received after March 31, 2010.

An **Extended Services** referral provides for additional time to negotiate or litigate beyond what is provided in an Emergency Services referral, and is offered where the case meets established criteria and funding remains available in the budget. Extended Services referrals are case managed, which means that coverage is based on an opinion letter/questionnaire from counsel, and all preparation hours must be specifically authorized by LSS within the limits of available funding. Extended Services referrals can only be issued after a client has received an Emergency referral.

In deciding whether an Extended Family Services referral should be granted, key considerations will be whether:

- a reasonable person of modest means would expend funds to pursue the case;
- the client has made good faith efforts to negotiate a settlement where appropriate;
- the resolution will have a significant impact on the client's ability to maintain their or their children's safety, or the client's basic ability to feed, clothe, and house themselves or their children;
- existing interim orders (that are not *ex parte*) do not provide sufficient stability for the client's situation so that it is necessary, rather than merely desirable, to obtain a final order;
- there is a reasonable likelihood of success;

- the underlying issues that entitled the client to the Emergency Services referral remain unresolved;
- hours available under the Emergency Services tariff have been (a) reasonably used to address the issues that entitled the client to Emergency Services, and (b) as fully used as is reasonable for the case; and
- there is budget available to fund the case.

For information about coverage and eligibility for family cases, see the relevant sections of the **Introduction** to the *Guide to Legal Aid Tariffs*. For information about family appeals, see the relevant section of the **Appeals and Judicial Reviews Tariff**. For billing information, see the **Family Tariff Guide to Billing** at the end of this section. For information about billing disbursements, see the **Disbursements for All Tariffs** section. For general contractual information relating to the terms of your contract with LSS, see the **General Terms and Conditions** at the beginning of this guide.

Guidelines for lawyers (November 2006)

Scope of the retainer

The issues identified on the family law referral are not intended to limit the scope of your retainer — these issues were identified by the referring office for the purpose of making an initial determination of coverage. As counsel, you have conduct of the case and may handle all your client’s family law problems, within the limits of the Emergency Services or Dispute Resolution Services referral. You are not retained, however, to enforce child or spousal maintenance orders or agreements.

3. Family Tariff (Emergency Services)

Important

- For requests for extra fees or additional preparation, see **General Terms and Conditions**, items 41 and 42.

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

General preparation (July 2008)

- | | | |
|--|-----------------------|-------------|
| <ul style="list-style-type: none">• Billable per hour for general preparation (e.g., interviewing the client, taking instructions, preparing correspondence, preparing and filing court documents, negotiating a settlement).• Record the actual time spent as specified in your time records.• If hours are exhausted under other specific tariff items, bill the outstanding hours as general preparation. | Up to 14 hours | 4110 |
|--|-----------------------|-------------|

Preparation for a case or settlement conference (November 2006)

- | | | |
|--|---------------------|-------------|
| <ul style="list-style-type: none">• Billable per hour when you prepare for a case or settlement conference convened by the Provincial or Supreme Court.• Billable per case conference or each new date for a continuation of a case conference.• Record the actual time spent as specified in your time records. | Up to 1 hour | 1160 |
|--|---------------------|-------------|

Attendance at a case or settlement conference (November 2006)

- | | | |
|--|--------------------|-------------|
| <ul style="list-style-type: none">• Billable per hour for attending a case or settlement conference convened by the Provincial or Supreme Court.• Bill the actual time spent as specified in your time records, from the time the conference was scheduled to begin to its conclusion, excluding meal breaks. | Actual time | 1165 |
|--|--------------------|-------------|

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

Preparation for mediation (November 2006)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you prepare your client for mediation. • Record the actual time spent as specified in your time records. | Up to 5 hours | 1170 |
|--|----------------------|-------------|

Caution

- ➡ Conditions for retaining a mediator are contained in the **Disbursements for all Tariffs**. The cost of a mediator is to be shared between the parties unless prior authorization has been granted by the Case Management Section.
- ➡ You may not bill this item and **Preparation for collaborative processes** without prior authorization from the Case Management Section.

Attendance at mediation (November 2006)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending a mediation session. • Record the actual time spent as specified in your time records. | Up to 8 hours | 1175 |
|---|----------------------|-------------|

Caution

- ➡ If mediation is scheduled for more than 8 hours, seek prior authorization from the Case Management Section. If mediation scheduled for less than 8 hours exceeds that limit, explain why additional time was required when you bill.
- ➡ You may not bill this item and **Attendance at collaborative meetings** without prior authorization from the Case Management Section.

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

Preparation for collaborative processes (November 2006)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you prepare your client for collaborative settlement meetings including formal collaborative meetings or other interest-based settlement meetings conducted in the presence of your client, opposing counsel, and the opposing party. • Record actual time spent as in your time records. | Up to 5 hours | 1055 |
|---|----------------------|-------------|

Caution

- ➡ You may not bill this item and **Preparation for mediation** without prior authorization from the Case Management Section.

Attendance at collaborative meetings (November 2006)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending collaborative settlement meetings, including formal collaborative meetings or other interest-based settlement meetings where negotiations are conducted in the presence of your client, opposing counsel, and the opposing party. • Record actual time spent as in your time records. | Up to 8 hours | 1060 |
|--|----------------------|-------------|

Caution

- ➡ You may not bill this item and **Attendance at mediation** without prior authorization from the Case Management Section.

Tariff item	Rates/Maximum billable hours	Tariff code
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Preparation for Supreme Court cases (July 2008)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for preparation for Supreme Court cases for work not specifically covered by another tariff item such as drafting pleadings and document disclosure, and if hours are exhausted under other specific tariff items. • Billable in addition to the 14 hours available for general preparation. • Record actual time spent as specified in your time records. | Up to 5 hours | 4140 |
|--|----------------------|-------------|

Caution

- ➡ Preparation for Supreme Court is billable where the matter is already before the Supreme Court or where the issues cannot be adequately addressed in Provincial Court.

Preparation for a hearing in Supreme Court (July 2008)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you prepare for or respond to a Supreme Court application to establish interim orders. • Provide the court file number and the delivery date for each motion for which you claim preparation. • Record actual time spent as specified in your time records. | Up to 5 hours | 4120 |
|--|----------------------|-------------|

Cautions

- ➡ Preparation is payable for each notice of motion delivered, not for each application within each notice of motion.
- ➡ The notice of motion must be delivered before you can claim preparation.
- ➡ If you apply for more than one motion on the same day under the same court file number, do not bill preparation for each motion separately. Claim up to the maximum hours only once.
- ➡ If you apply for more than one motion on the same day in separate court actions with different court file numbers, bill preparation for each motion separately.
- ➡ Bill separate preparation time for each motion to which you respond. If the motion is heard on the same day as another motion, indicate on the billing form that you are the respondent. Claim up to the maximum hours as a respondent only once for each delivery date.

Tariff item	Rates/Maximum billable hours	Tariff code
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Preparation for a hearing in Provincial Court (June 2004)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you prepare for or respond to a Provincial Court hearing to establish interim orders. • Record the actual time spent as specified in your time records. | Up to 3 hours | 4220 |
|---|----------------------|-------------|

Cautions

- ➡ Preparation is payable for each Provincial Court application to obtain an order, not for each claim within each application.
- ➡ The application must be filed and a hearing date set before you can claim preparation.
- ➡ If you file more than one application on the same day under the same court file number, do not bill preparation for each application separately. Claim up to the maximum hours only once.
- ➡ If you file more than one application on the same day in separate court actions with different court file numbers, bill preparation for each application separately.
- ➡ Bill separate preparation time for each application to which you respond. If the application is filed on the same day as another application, indicate on the billing form that you are the respondent. Claim up to the maximum hours as a respondent only once for each filing date.

Attendance at a hearing in Provincial or Supreme Court (June 2004)

- | | | |
|--|--------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you appear in court for the hearing of interim applications. • Provide the hearing date and the time spent in court. • Bill the actual time spent as specified in your time records, from the time the hearing was scheduled to begin to its conclusion, excluding meal breaks. | Actual time | 4375 |
|--|--------------------|-------------|

Caution

- ➡ If hearings are set on the same day for more than one client, distribute waiting time in court equally between clients. Do not bill waiting time more than once.

Additional preparation with expert witnesses (June 2004)

- | | | |
|---|--|--------------------|
| <ul style="list-style-type: none"> • Billable per hour for preparation with each expert witness who is called, or intended to be called, to offer opinion evidence; or for preparation for cross-examining an expert witness, including reviewing the expert's report and interviewing the expert. • Provide the expert's name and area of expertise in the Description of Service box on the Family Billing Form. • Record the actual time spent as specified in your time records. | <p>Up to 3 hours
per expert</p> | <p>1035</p> |
|---|--|--------------------|

Cautions

- ➔ You must have prior authorization, as set out in the **Disbursements for All Tariffs** section of this guide, before retaining an expert.
- ➔ LSS does not consider family justice counsellors as experts for the purpose of this billing item.
- ➔ This item does not apply to social workers, child access supervisors, or family support workers, unless they are accepted by the court as experts.
- ➔ LSS may require that you provide one or more of the following to support your billing:
 - confirmation that the person was presented as an expert and accepted as such, or confirmation that the person's written report was accepted
 - a curriculum vitae showing the expert's qualifications
 - a summary of the expert's area of expertise
 - a summary of the expert's opinion

If this information is not available upon request, LSS will not pay your bill for this item.

Tariff item	Rates/Maximum billable hours	Tariff code
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Financial statements (November 2006)

- Billable per hour for preparing, demanding, and reviewing financial statements or statements of finance. **Up to 2 hours** **1010**
- Record the actual time spent as specified in your time records.

Cautions

- ➡ LSS may request a copy of the financial statement or the statement of finance to support billing this item.
- ➡ This item may be billed up to the maximum amount on each referral.

Written arguments (June 2004)

- Billable for preparing written arguments for a hearing at the court's request. **Up to 3 hours** **1030**
- Record the actual time spent as specified in your time records.

Caution

- ➡ LSS may request a copy of the written argument to support billing this item.

Separation agreements (November 2006)

- Billable per hour for preparing a separation agreement. **Up to 3 hours** **1020**
- Record the actual time spent as specified in your time records.

Cautions

- ➡ Bill under this item only for preparing documentation for an executed agreement. Bill negotiation time under **General preparation**.
- ➡ LSS may request a copy of the executed separation agreement to support billing this item.

Tariff item	Rates/Maximum billable hours	Tariff code
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Minutes of settlement (November 2006)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for preparing and executing the minutes of settlement. • Record the actual time spent as specified in your time records. | Up to 3 hours | 1149 |
|---|----------------------|-------------|

Cautions

- ➡ Bill under this item only for preparing documentation for an executed agreement. Bill negotiation time under **General preparation**.
- ➡ LSS may request a copy of the executed minutes of settlement to support billing this item.

Consent orders (November 2006)

- | | | |
|---|---------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for preparing a consent order. • Record the actual time spent as specified in your time records. | Up to 1 hour | 1134 |
|---|---------------------|-------------|

Cautions

- ➡ Bill under this item only for preparing documentation for a consent order. Bill negotiation time under **General preparation**.
- ➡ LSS may request a copy of the entered consent order to support billing this item.

Tariff item	Rates/Maximum billable hours	Tariff code
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Appeal from a master's order (June 2004)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable only with authorization from the Appeals Section at the Vancouver Regional Centre for preparing an appeal of a master's order and attending in court to argue the matter. • Record the actual time spent as specified in your time records. | Up to 6 hours | 1100 |
|---|----------------------|-------------|

Cautions

- ➡ The Appeals Section at the Vancouver Regional Centre will consider authorizing an appeal when the appeal has a reasonable chance of success.
- ➡ When requesting an authorization, ensure that you include the following attachments: the order to be appealed, the notice of appeal outlining the grounds of appeal, and your opinion of the appeal's merit.

Travel (June 2004)

- | | | |
|---|------------------------------|-------------|
| <ul style="list-style-type: none"> • Billable per half day of travel to or from a hearing or to interview a client in custody if the trip exceeds 160 km per round trip. | \$180 (travel) | 1040 |
| <ul style="list-style-type: none"> • Billable for each half day you remain at the hearing location. | \$180 (out of office) | 1045 |
| <ul style="list-style-type: none"> • Provide your destination and travel date. | | |

Cautions

- ➡ To bill travel fees, you must have prior authorization. If "authorized" does not appear beside "Travel" under the "Conditions of Referral" on your referral form, apply to the Case Management Section for authorization.
- ➡ The maximum travel and out-of-office fee on one date is \$360, unless you bill other services for the same day.
- ➡ The maximum travel and out-of-office fee for a day for which you bill other services is \$180.
- ➡ Travel fees are paid per trip, not per client.

Tariff item	Rates/Maximum billable hours	Tariff code
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Administration fee (April 2009)

- | | | |
|--|-------------|-------------|
| <ul style="list-style-type: none"> • This item is eliminated and cannot be billed on referrals with a date of assignment after March 31, 2009. • Billable once per referral to compensate for the administrative tasks associated with opening a file that are not otherwise covered under the tariff. | \$40 | 1075 |
|--|-------------|-------------|

Opinion regarding the merits of an appeal (October 2005)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for preparing an opinion letter regarding the merit of appealing a court or tribunal decision. • Record the actual time spent as specified in your time records. • Please provide any materials you have to support your opinion. • Fax the completed form to the LSS Appeals Section at the Vancouver Regional Centre at 604-682-0956. | Up to 2 hours | 3607 |
|--|----------------------|-------------|

Cautions

- ➡ Bill this item if the LSS Appeals Section at the Vancouver Regional Centre asks you to provide an opinion or if you believe the appeal has merit.
- ➡ You may submit either an Appeal Opinion Letter Questionnaire or provide a letter that addresses the issues in the questionnaire. Opinion letter questionnaires are available at www.lss.bc.ca under Lawyers→Forms & questionnaires.

Tariff item**Rates/Maximum
billable hours****Tariff
code****Opinion for Extended Family Services** (July 2009)

- Billable per hour for preparing and submitting an opinion letter/questionnaire to apply for Extended Family Services. **Up to 1 hour** **1050**
- Please provide any relevant documents you have to support your opinion, such as pleadings, interim orders, or offers to settle.
- Fax the completed form to the Case Management Section at the Vancouver Regional Centre at 604-681-7963. Provide the date you sent the opinion to the Case Management Section.
- An Extended Family Services Opinion Letter is available at www.lss.bc.ca under Lawyers → Forms & questionnaires.
- Record the actual time spent as specified in your time records.

Cautions

- ➔ Bill this item if the Case Management Section asks you to provide an opinion, or:
- if you believe your client's case meets the criteria set out in the General Tariff Information on page 2; and
 - you have submitted an up-to-date account under the Emergency Services referral.

4. Family Tariff (Dispute Resolution Services)

Important (July 2009)

- Dispute Resolution Services referrals have been eliminated and are not issued to clients who applied after March 31, 2009. You must bill for all work performed and disbursements incurred on DRS referrals with a pre-April 1, 2009 date of assignment within the six month billing rule or by March 31, 2010, whichever is sooner.
- **Dispute Resolution** referrals cover mediation, collaborative, and pre-litigation services including attendance at judicial case conferences but not including attendance in court.
- If counsel chooses to act in a limited capacity, counsel should be aware of the requirements to disclose this to third parties in compliance with Rule 10, Chapter 10 of the Professional Conduct Handbook.
- Changes of counsel will only be granted in exceptional circumstances and must be authorized by a manager at the Vancouver Regional Centre.
- To bill items under this tariff, tick the box for “Non-emergency” on the Family Billing Form.
- Counsel should submit only a final account for services under this tariff. Please do not interim bill.
- For requests for extra fees or additional preparation, see **General Terms and Conditions**, items 41 and 42.

Tariff item**Rates/Maximum
billable hours****Tariff
code****General preparation** (July 2008)

- Billable per hour for general preparation (e.g., providing general legal advice; helping clients draft pleadings, affidavits, and correspondence; negotiating with opposing parties; supporting clients in negotiation; assisting clients to use self-help materials; drafting or reviewing separation agreements, offers of settlement, or consent orders; supporting clients in alternative dispute resolution processes; providing collaborative law services; coaching clients to represent themselves in court). **Up to 8 hours** **4210**
- Record the actual time spent as specified in your time records.
- If hours are exhausted under other specific tariff items, bill the outstanding hours as general preparation.

Preparation for a case or settlement conference (November 2006)

- Billable per hour when you prepare for a case or settlement conference convened by the Provincial or Supreme Court. **Up to 1 hour** **4225**
- Billable per case conference or each new date for a continuation of a case conference.
- Record the actual time spent as specified in your time records.

Attendance at a case or settlement conference (November 2006)

- Billable per hour for attending a case or settlement conference convened by the Provincial or Supreme Court. **Actual time** **4242**
- Bill the actual time spent as specified in your time records, from the time the conference was scheduled to begin to its conclusion, excluding meal breaks.

Preparation for mediation (November 2006)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you prepare your client for mediation. • Record the actual time spent as specified in your time records. | Up to 5 hours | 4260 |
|--|----------------------|-------------|

Caution

- Conditions for retaining a mediator are contained in the **Disbursements for all Tariffs**. The cost of a mediator is to be shared between the parties unless prior authorization has been granted by the Case Management Section.
- You may not bill this item and **Preparation for collaborative processes** without prior authorization from the Case Management Section.

Attendance at mediation (November 2006)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending a mediation session. • Record the actual time spent as specified in your time records. | Up to 8 hours | 4265 |
|---|----------------------|-------------|

Caution

- If mediation is scheduled for more than 8 hours, seek prior authorization from the Case Management Section. If mediation scheduled for less than 8 hours exceeds that limit, explain why additional time was required when you bill.
- You may not bill this item and **Attendance at collaborative meetings** without prior authorization from the Case Management Section.

Preparation for collaborative processes (November 2006)

- Billable per hour when you prepare your client for collaborative settlement meetings including formal collaborative meetings or other interest-based settlement meetings conducted in the presence of your client, opposing counsel, and the opposing party.
- Record actual time spent as in your time records.

Up to 5 hours**4250****Caution**

- ➡ You may not bill this item and Preparation for mediation without prior authorization from the Case Management Section.

Attendance at collaborative meetings (November 2006)

- Billable per hour for attending collaborative settlement meetings, including formal collaborative meetings or other interest-based settlement meetings where negotiations are conducted in the presence of your client, opposing counsel, and the opposing party.
- Record actual time spent as in your time records.

Up to 8 hours**4255****Caution**

- ➡ You may not bill this item and **Attendance at mediation** without prior authorization from the Case Management Section.

Financial statements (November 2006)

- Billable per hour for preparing, demanding, and reviewing financial statements or statements of finance.
- Record the actual time spent as specified in your time records.

Up to 2 hours**4230****Cautions**

- ➡ LSS may request a copy of the financial statement or the statement of finance to support billing this item.
- ➡ This item may be billed up to the maximum amount on each referral.

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

Separation agreements, minutes of settlement, or consent orders (November 2006)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for preparing and executing a separation agreement, minutes of settlement, or consent order. • Record the actual time spent as specified in your time records. | Up to 2 hours | 4235 |
|---|----------------------|-------------|

Cautions

- ➡ Bill under this item only for preparing documentation for an executed agreement. Bill negotiation time under **General preparation**.
- ➡ LSS may request a copy of the executed separation agreement or minutes of settlement or entered consent order to support billing this item.

Administration fee (April 2009)

- | | | |
|--|-------------|-------------|
| <ul style="list-style-type: none"> • This item is eliminated and cannot be billed on referrals with a date of assignment after March 31, 2009. • Billable once per referral to compensate for the administrative tasks associated with opening a file that are not otherwise covered under the tariff. | \$40 | 4200 |
|--|-------------|-------------|

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

Travel (July 2008)

- | | | |
|---|------------------------------|-------------|
| <ul style="list-style-type: none"> • Billable per half day of travel to or from mediation or a collaborative location if the trip exceeds 160 km per round trip. | \$180 (travel) | 4270 |
| <ul style="list-style-type: none"> • Billable for each day you remain at the mediation or collaborative location. | \$180 (out of office) | 4272 |
| <ul style="list-style-type: none"> • Provide your destination and travel date. | | |

Cautions

- ➡ To bill travel fees, you must have prior authorization. If “authorized” does not appear beside “Travel” under the “Conditions of Referral” on your referral form, apply to the Case Management Section for authorization.
- ➡ The maximum travel and out-of-office fee on one date is \$360, unless you bill other services for the same day.
- ➡ The maximum travel and out-of-office fee for a day for which you bill other services is \$180.
- ➡ Travel fees are paid per trip, not per client.

5. Family Tariff (Extended Services)

Important

- Authorization is required for all **Extended Services** items.
- **Extended services** will allow counsel to combine litigation and use of mediation or collaborative processes to obtain resolutions. Additional time and services authorized are at the discretion of LSS and as authorized by the Case Management Section.
- To apply for **Extended Services**, please submit an Extended Family Services Opinion Letter to the Case Management Section at the Vancouver Regional Centre by fax at 604-681-7963. An Extended Family Services Opinion Letter is available at www.lss.bc.ca under Lawyers → Forms and questionnaires.
- To bill items under this tariff, tick the box for “Approved services” on the Family Billing Form.
- Changes of counsel will only be granted in exceptional circumstances and must be authorized by the Case Management Section.
- For requests for extra fees or additional preparation, see **General Terms and Conditions**, items 41 and 42.

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

General preparation (March 2005)

- | | | |
|--|---|-------------|
| <ul style="list-style-type: none"> • Billable per hour for general preparation (e.g., interviewing the client, taking instructions, preparing correspondence, preparing and filing court documents, negotiating a settlement). • Record the actual time spent as specified in your time records. | Up to the amount of hours authorized | 4310 |
|--|---|-------------|

Preparation for mediation (November 2006)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you prepare your client for mediation. • Record the actual time spent as specified in your time records. | Up to 5 hours | 3180 |
|--|----------------------|-------------|

Caution

- ➡ Conditions for retaining a mediator are contained in the **Disbursements for all Tariffs**. The cost of a mediator is to be shared between the parties unless prior authorization has been granted by the Case Management Section.
- ➡ You may not bill this item and **Preparation for collaborative processes** without prior authorization from the Case Management Section.
- ➡ If the parties in the case have previously used collaborative processes or mediation, you may not bill this item without prior authorization from the Case Management Section.

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

Attendance at mediation (November 2006)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending a mediation session. • Record the actual time spent as specified in your time records. | Up to 8 hours | 3185 |
|---|----------------------|-------------|

Caution

- ➔ If mediation is scheduled for more than 8 hours, seek prior authorization from the Case Management Section. If mediation scheduled for less than 8 hours exceeds that limit, explain why additional time was required when you bill.
- ➔ You may not bill this item and **Attendance at collaborative meetings** without prior authorization from the Case Management Section.
- ➔ If the parties in the case have previously used collaborative processes or mediation, you may not bill this item without prior authorization from the Case Management Section.

Preparation for collaborative processes (November 2006)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour when you prepare your client for collaborative settlement processes, including formal collaborative processes or other interest-based settlement meetings conducted in the presence of your client, opposing counsel, and the opposing party. • Record actual time spent as in your time records. | Up to 5 hours | 3170 |
|--|----------------------|-------------|

Caution

- ➔ You may not bill this item and **Preparation for mediation** without prior authorization from the Case Management Section.
- ➔ If the parties in the case have previously used collaborative processes or mediation, you may not bill this item without prior authorization from the Case Management Section.

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

Attendance at collaborative meetings (November 2006)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending collaborative settlement meetings, including formal collaborative process meetings or other interest based settlement meetings where negotiations are conducted in the presence of your client, opposing counsel and the opposing party. • Record actual time spent as in your time records. | Up to 8 hours | 3175 |
|---|----------------------|-------------|

Caution

- ➔ You may not bill this item and **Attendance at mediation** without prior authorization from the Case Management Section.
- ➔ If the parties in the case have previously used collaborative processes or mediation, you may not bill this item without prior authorization from the Case Management Section.

Preparation for hearings in Provincial or Supreme Court (March 2005)

- | | | |
|--|---|-------------|
| <ul style="list-style-type: none"> • Billable per hour for preparation (e.g., interviewing and preparing witnesses, preparing for cross-examination of witnesses, researching cases, and negotiating a settlement) before and during a court hearing. • A court hearing includes conferences, chamber applications, and trial. • Provide the court file number and the filing dates. • Record the actual time spent as specified in your time records. | Up to the number of hours authorized | 4340 |
|--|---|-------------|

Caution

- ➔ If you exceed the maximum preparation hours under this item, bill for the additional hours under General preparation, if hours are available under that tariff item.

Tariff item

**Rates/Maximum
billable hours**

**Tariff
code**

Attendance in Provincial or Supreme Court (March 2005)

- Billable per hour when you appear in court for conferences, chambers applications, and trial when evidence is led, witnesses are called, an argument is made, or an order or judgment is made.
- Provide the date(s) and time spent in court.
- Bill the actual time spent as specified in your time records, from the time court was scheduled to begin to its conclusion, excluding meal breaks.

Actual time

4335

Caution

- ➡ If hearings are set on the same day for more than one client, distribute the waiting time in court equally between clients. Do not bill waiting time more than once.

Preparation for an examination for discovery or a cross-examination on an affidavit (March 2005)

- Billable per hour when you prepare for an examination for discovery or a cross-examination on an affidavit, or for preparing your client for an examination for discovery or a cross-examination on an affidavit.
- Provide the examination date.
- Record the actual time spent as specified in your time records.

**Up to the
number of
hours
authorized**

3050

Caution

- ➡ The examination date must be set before you can bill this item.

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

Attendance at an examination for discovery or a cross-examination on an affidavit (March 2005)

- | | | |
|--|--------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending an examination for discovery or a cross-examination on an affidavit. • Provide the examination date and the time spent in the examination. • Bill the actual time spent as specified in your time records, from the time the examination or cross-examination was scheduled to begin to its conclusion, excluding meal breaks. | Actual time | 3055 |
|--|--------------------|-------------|

Travel (March 2005)

- | | | |
|---|------------------------------|-------------|
| <ul style="list-style-type: none"> • Billable per half day of travel to or from a hearing or to interview a client in custody if the trip exceeds 160 km per round trip. | \$180 (travel) | 3090 |
| <ul style="list-style-type: none"> • Billable for each half day you remain at the hearing location. | \$180 (out of office) | 3095 |
| <ul style="list-style-type: none"> • Provide your destination and travel date. | | |

Cautions

- ➡ To bill travel fees, you must have prior authorization. If “authorized” does not appear beside “Travel” under the “Conditions of Referral” on your referral form, apply to the Case Management Section for authorization.
- ➡ The maximum travel and out-of-office fee on one date is \$360, unless you bill other services for the same day.
- ➡ The maximum travel and out-of-office fee for a day for which you bill other services is \$180.
- ➡ Travel fees are paid per trip, not per client.

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

Administration fee (April 2009)

- | | | |
|--|-------------|-------------|
| <ul style="list-style-type: none"> This item has been eliminated and cannot be billed on referrals with a date of assignment after March 31, 2009. Billable once per referral to compensate for the administrative tasks associated with opening a file that are not otherwise covered under the tariff. | \$40 | 3025 |
|--|-------------|-------------|

Opinion regarding the merits of an appeal (October 2005)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> Billable per hour for preparing an opinion letter/questionnaire regarding the merit of appealing a court or tribunal decision. Record the actual time spent as specified in your time records. Please provide any materials you have to support your opinion. Fax the completed form to the LSS at the Appeals Section at the Vancouver Regional Centre 604-682-0956. | Up to 2 hours | 3609 |
|--|----------------------|-------------|

Cautions

- ➡ Bill this item if the LSS Appeals Section at the Vancouver Regional Centre asks you to provide an opinion or if you believe the appeal has merit and is likely to succeed.
- ➡ You may submit either a Family Appeal Opinion Letter Questionnaire or provide a letter that addresses the issues in the questionnaire. Opinion letter questionnaires are available at www.lss.bc.ca under Lawyers → Forms & questionnaires.

Tariff item

**Rates/Maximum
billable hours**

**Tariff
code**


Opinion for Extended Family Services (July 2009)

- Billable per hour for preparing and submitting an opinion letter/questionnaire to apply for further Extended Family Services.
- Please provide any relevant documents you have to support your opinion, such as pleadings and interim orders.
- Fax the completed form to the Case Management Section at the Vancouver Regional Centre at 604-681-7963. Provide the date you sent the opinion to the Case Management Section.
- An Extended Family Services Opinion Letter is available at www.lss.bc.ca under Lawyers→Forms and questionnaires.
- Record the actual time spent as specified in your time records.

Up to 1 hour

3130

Caution

-  Bill this item if the Case Management Section asks you to provide an opinion, or:
 - if you believe your client's case meets the criteria set out in the General Tariff Information section on page 2; and
 - you have submitted an up-to-date account for work under the referral.



6. Family Tariff Quick Reference

This is a quick reference guide only. For complete instructions, see the *Guide to Legal Aid Tariffs*.

Tariff service provided (alphabetical listing)	Tariff code and up to maximum hours billable — for Extended Family Services, bill with Case Management authorization only				Service date & am/pm req'd	Hearing (filing #) details req'd	Important — Selected cautions Note: See tariff guide for complete caution instructions	
	Dispute Resolution Services (DRS)	Emergency	Extended Family Services (EFS)					
	Tariff code	Hours	Tariff code	Hours				
Case or settlement conference — preparation	4225	1.0 hour	1160	1.0 hour	n/a	√	When convened by the court	
Case or settlement conference — attendance	4242	Actual time	1165	Actual time	n/a	√	Bill actual hearing time	
Collaborative processes — preparation	4250	5.0 hours	1055	5.0 hours	3170	5.0 hours	√	Not billable with mediation without prior auth
Collaborative meetings — attendance	4255	8.0 hours	1060	8.0 hours	3175	8.0 hours	√	Bill actual time
Consent orders Separation agreements Minutes of settlement	4235	2.0 hours	1134	1.0 hour 1020	3.0 hours 1149	3.0 hours	n/a	Billable for entered consent orders/executed agreements or settlement minutes
Examination for discovery — preparation	n/a	n/a	n/a	n/a	3050	# of hours auth	√	Bill when examination date is set
Examination for discovery — attendance	n/a	n/a	n/a	n/a	3055	Actual time	√	Bill actual time
Expert witnesses — preparation	n/a	n/a	1035	3.0 hours	n/a	n/a	√	Per expert: provide name & area of expertise
Financial statements	4230	2.0 hours	1010	2.0 hours	n/a	n/a	n/a	Billable for preparing, demanding, and/or reviewing
General preparation	4210	8.0 hours	4110	14.0 hours	4310	# of hours auth	n/a	Bill for work not specifically covered by another tariff item or when other tariff items have been used to the maximum
Mediation — preparation	4260	5.0 hours	1170	5.0 hours	3180	5.0 hours	√	To prepare your client for mediation
Mediation — attendance	4265	8.0 hours	1175	8.0 hours	3185	8.0 hours	√	Bill actual time
Minutes of settlement	See consent orders	See consent orders	See consent orders	See consent orders	n/a	n/a	n/a	Bill for settlement minutes
Opinions	n/a	n/a	1050	1.0 hour	3130	1.0 hour	√	To prepare & submit an O/L for EFS and/or subsequent EFS services
Preparation — Supreme Court	n/a	n/a	4140	5.0 hours	n/a	n/a	n/a	Billable in addition to general preparation
Provincial Court — hearing preparation	n/a	n/a	4220	3.0 hours	4340	# of hours auth	√	Bill when application filed or responded to — only one prep fee for applications on same date
Provincial Court — hearing attendance	n/a	n/a	4375	Actual time	4335	Actual time	√	Bill actual hearing time
Separation agreements	See consent orders	See consent orders	See consent orders	See consent orders	n/a	n/a	n/a	Bill for executed agreements
Supreme Court — hearing preparation	n/a	n/a	4120	5.0 hours	4340	# of hours auth	√	Bill for all Notices of Motion filed or responded to — one fee on same date (or as auth by EFS)
Supreme Court — hearing attendance	n/a	n/a	4375	Actual time	4335	Actual time	√	Bill actual hearing time
Travel — per ½ day to or from a hearing or to visit a client in custody. DRS cases: travel to mediation or collaborative sessions only.	4270	\$180	1040	\$180	3090	\$180	√	Travel auth req'd; max billable per date is \$180 when other fees claimed (including remaining out of office)
Travel — remaining out-of-office for the purpose of a hearing. DRS cases: for mediation or collaborative sessions only.	4272	\$180	1045	\$180	3095	\$180	√	Travel auth req'd; max billable per date is \$180 when other fees claimed (including travel)
Written arguments	n/a	n/a	1030	3.0 hours	n/a	n/a	√	As requested by the court



Understanding the Family Tariff Quick Reference

Section	Explanation
Disclaimer	The quick reference is a summary of items billable, codes, maximums, and selected cautions. It is for reference purposes only, and is not the official guide. Refer to the Family Tariff section of the <i>Guide to Legal Aid Tariffs</i> for complete instructions. LSS will not be liable or responsible for damages of any kind arising out of the use of this reference.
Tariff service provided	This is an alphabetical list of all the tariff items (services) contained in the Dispute Resolution, Emergency, and Extended Services sections of the Family Tariff. In some cases, services have been described slightly differently than they appear in the guide in order to make them easier to locate in this list.
Tariff code and maximum hours billable	This section is subdivided into three columns: Dispute Resolution, Emergency, and Extended Services (the three subsections of the Family Tariff). The first number in each box is the tariff code that you record on the billing form for services you have provided. Where 'n/a' appears, the service is not billable for that tariff. Beside the code are the flat rates or the maximum hours billable for each item — you can bill up to this maximum. Where 'actual time' appears, you can bill the actual time you spent providing the service (no maximum exists). Bill all time in hours and tenths of hours. For all items in the Extended Services column, you must have prior authorization from Case Management to proceed.
Service date and am/pm req'd	When a '✓' appears in this column, you must record the date the service was provided on the billing form, along with whether it was am, pm, or both.
Hearing (filing #) details req'd	When a '✓' appears in this column, you must record all the details of the filing in the hearing section of the billing form.
Important — selected cautions	Items in the tariff guide often have multiple 'cautions'. In this column, we are highlighting some of the more important cautions; however, these notes are not meant to exclude all other cautions. It is very important that you become familiar with all cautions before billing for services.

7. Family Tariff Guide to Billing (November 2006)

Important

- If you use our E-billing service to bill your legal aid accounts online, go to the Lawyer e-services login on the LSS website at www.lss.bc.ca under Lawyers→Lawyer e-services. If you don't already have an online account and would like one, go to the Lawyers section of the LSS website.
- A master copy of all the billing forms and the official version of the *Guide to Legal Aid Tariffs* are available in PDF on the LSS website at www.lss.bc.ca in the Lawyers section. A copy of the **Family Billing Form — Fees Summary** and the **Family Billing Form — Final Results Report** appears at the end of this **Guide to Billing**. All billing and authorization forms and completion instructions for the forms can also be found at www.lss.bc.ca under Lawyers→Forms & questionnaires.
- Please submit a Family Final Results Report form, even if you are not claiming legal fees or disbursements, to inform LSS of the result for your client and allow LSS to close the case on the computer system.
- You may submit interim accounts on Emergency Services referrals if:
 - the legal fees total \$500 or more;
 - disbursements total \$300 or more; or
 - you have changed law firms.
- Do not bill for initial Emergency or Dispute Resolution Services referrals on the same billing form as Extended Services. Submit separate billing forms.
- Enter the correct tariff codes on the billing form to speed the processing of your account.
- Enter dollars and cents for all amounts.
- The underlined letter/number combination before each instruction corresponds to a circled letter/number on the sample billing form shown on the page opposite the instructions.
- Make sure you enter all court file numbers on the billing form.
- Legal fees are billable at the LSS hourly rate except where a block fee applies. Claim the Tier 1 rate on your billing form. When processing your account, LSS will automatically adjust the amount if you are eligible for Tier 2 or 3 rates.
- Provide the actual time spent for each item, even if it exceeds the maximum time billable. This information is used for possible tariff revisions. (The maximum limits are not minimum fees.)



Legal Services Society

British Columbia www.lss.bc.ca

FAMILY BILLING FORM FEES SUMMARY

FORM 1

Case no. **FS-1** Referral no. **FS-2**
 Lawyer **FS-3** Lawyer vendor no. **FS-4**
 Client name **FS-5**
 Date of assignment (dd/mm/yyyy) **FS-6**

Tick one

1. Emergency call **FS-7** Approved services
 2. Non-emergency 4. Appeal

- | | |
|----------------------|----------------------------------|
| 1 Provincial | 1 Applicant/Petitioner Plaintiff |
| 2 BC Supreme | 2 Respondent/Defendant |
| 3 BC Court of Appeal | 3 Appellant |
| 4 S.C.C. | |

Hearing #	Court file	Delivery/Filing date (dd/mm/yyyy)	Court location #	Level	Client role	Outcome
1						
2	FS-8	FS-9		FS-11		FS-13
3			FS-10		FS-12	

- 1 Consent
 2 Court order
 3 Unresolved

Final billing — Complete and attach FINAL RESULTS REPORT **FS-14**

Service date (dd/mm/yyyy)	1/2 days		Service provider **		Description of service	Tariff code	Hearing #			Time		Fees claimed
	am ✓	pm ✓	Status	Vendor #			1 ✓	2 ✓	3 ✓	Hrs	10ths	
FS-15		FS-16		FS-18	FS-19	FS-20					FS-22	FS-23
				FS-17				FS-21				

** If not the lawyer named at the top of the page

I certify that I have performed and correctly described the services billed for according to the tariff contract, unless the account notes specify otherwise, and that I delivered the services as a member in good standing of the Law Society of BC, and that I hold a practising certificate.
 Signature **FS-29**

Lawyer's GST reg. number:

FS-32

Date of last service to client

(dd/mm/yyyy) **FS-30**

Billing date

(dd/mm/yyyy) **FS-31**

Lawyer use only (optional)

LSS total: \$ _____
 Adjustment: (\$ _____)
 Subtotal: \$ **FS-28**
 GST: \$ _____
 Net total: \$ _____

Total hrs.

FS-24
 Subtotal \$ **FS-25**
 Less costs collected (\$ **FS-26**)
 LSS total \$ **FS-27**

Do not include GST or holdbacks/reductions in above total. Use Lawyer use only box for GST/holdback/reduction calculations.

Family Billing Form — Fees Summary (November 2006)

- FS-1 Case no.:** The Case Management System (CMS) assigns this seven-digit number and prints it in the top right corner of the referral form. Copy the case number from your referral form. Use this number on all correspondence with LSS.
- FS-2 Referral no.:** The Case Management System assigns this number and prints it in the top left corner of the referral form. Copy the referral number printed under “REF. NO.” (second item from the left under “Reference”) on your referral form. Use this number on all correspondence with LSS.
- FS-3 Lawyer:** Enter your name. This name should be the same as the one printed on the upper left side of your referral form (under “Reference”).
- FS-4 Lawyer vendor no.:** Enter your six-digit LSS vendor number. Your vendor number also appears beside “Counsel” under your name, address, and telephone/fax numbers on your referral form. If the vendor number here does not match the one on your referral form, your account will not be paid.
- FS-5 Client name:** Enter your client’s name. Verify that the name matches the client name printed on the upper right side of your referral form. If it does not match, contact the referring office before billing.
- FS-6 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- FS-7 Emergency/Non-emergency/Extended Services/Appeal:** Tick one of these boxes to indicate which section of the Family Tariff you are authorized to bill for. To bill for Dispute Resolution Services, tick the box for “Non-emergency;” for Extended Services, tick the box for “Approved services.” See the top of your referral form, where your retainer is defined. LSS will not pay for unauthorized services.
- FS-8 Court file #:** Enter the court file number for the hearing you are attending or preparing for. LSS requires this number for auditing purposes.
- FS-9 Delivery/Filing date:** Enter the date that the notice of motion or process was delivered/filed, as well as the dates of any notices you are responding to, on the appropriate line (hearing #1, 2, or 3). LSS requires this information to verify hearing preparation and/or attendance.
- FS-10 Court location #:** Enter the court location code on the appropriate line. See **Court location codes** at the end of this **Guide to Billing** for the correct number. LSS requires this number to verify court attendance and preparation.
- FS-11 Level:** Enter the number of the option that corresponds to the court level you attended from the box above this column.
- FS-12 Client role:** Enter the number of the option that corresponds to your client’s role in the proceedings from the box above this column.
- FS-13 Outcome:** Enter 1 for consent, 2 for court order, or 3 for unresolved.



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FAMILY BILLING FORM FEES SUMMARY

FORM 1

Case no. **FS-1** Referral no. **FS-2**
 Lawyer **FS-3** Lawyer vendor no. **FS-4**
 Client name **FS-5**
 Date of assignment (dd/mm/yyyy) **FS-6**

Tick one

1. Emergency case **FS-7** Approved services
 2. Non-emergency 4. Appeal

- | | |
|----------------------|----------------------------------|
| 1 Provincial | 1 Applicant/Petitioner Plaintiff |
| 2 BC Supreme | 2 Respondent/Defendant |
| 3 BC Court of Appeal | 3 Appellant |
| 4 S.C.C. | |

Hearing #	Court file	Delivery/Filing date (dd/mm/yyyy)	Court location #	Level	Client role	Outcome
1						
2	FS-8	FS-9		FS-11		FS-13
3			FS-10		FS-12	

- 1 Consent
 2 Court order
 3 Unresolved

Final billing — Complete and attach FINAL RESULTS REPORT **FS-14**

Service date (dd/mm/yyyy)	1/2 days		Service provider **		Description of service	Tariff code	Hearing #			Time		Fees claimed
	am ✓	pm ✓	Status	Vendor #			1 ✓	2 ✓	3 ✓	Hrs	10ths	
FS-15		FS-16		FS-18	FS-19	FS-20					FS-22	FS-23
				FS-17				FS-21				

** If not the lawyer named at the top of the page

I certify that I have performed and correctly described the services billed for according to the tariff contract, unless the account notes specify otherwise, and that I delivered the services as a member in good standing of the Law Society of BC, and that I hold a practising certificate.
 Signature **FS-29**

Lawyer's GST reg. number:

FS-32

Date of last service to client (dd/mm/yyyy)
FS-30

Billing date (dd/mm/yyyy)
FS-31

Lawyer use only (optional)
 LSS total: \$ _____
 Adjustment: (\$ _____)
 Subtotal: \$ **FS-28**
 GST: \$ _____
 Net total: \$ _____

Total hrs. **FS-24**
 Subtotal \$ **FS-25**
 Less costs collected (\$ **FS-26**)
 LSS total \$ **FS-27**

Do not include GST or holdbacks/reductions in above total. Use Lawyer use only box for GST/holdback/reduction calculations.

- FS-14 **Final billing:** Tick this box *only* if this is your final billing for this case. If it is, you must attach a completed **Family Billing Form — Final Results Report**. (See the next section of this **Guide to Billing** for how to fill out this form.) If you tick this box, LSS will not accept any further billings from you on this case.
- FS-15 **Service date:** If applicable, enter the date you performed the service you are listing. Enter only one date per line.
- Note:* This form has enough space to list eight items; if you have more than eight items, submit separate forms to complete your billing.
- FS-16 **½ days/am/pm:** Tick am, pm, or both to indicate when you performed the service.
- FS-17 **Service provider* — Status:** If someone other than the assigned lawyer performed the service, enter an initial to indicate his or her status (e.g., lawyer [L], articling student [A], mentor [M], or apprentice [P]). If you are not the lawyer to whom the referral was issued, contact the referring office before billing.
- FS-18 **Service provider* — Vendor #:** If a lawyer other than the assigned lawyer performed the service, enter his or her LSS vendor number. If you are not the lawyer to whom the referral was issued, contact the referring office before billing.
- FS-19 **Description of service:** Enter a description of the service performed. Use the descriptions in the tariff section, wherever possible, to avoid confusion.
- FS-20 **Tariff code:** Enter the appropriate tariff code for the service you are billing for. The codes are listed beside the tariff descriptions in the **Family Tariff**.
- FS-21 **Hearing # (1, 2, or 3):** Tick the appropriate hearing number for the service you are billing for. Ensure that this number corresponds to the hearing number line used in the upper box.
- FS-22 **Time (Hrs/10ths):** Record the actual time spent, in hours and tenths of hours, but bill only up to the maximum hours allowed by the appropriate tariff item.
- FS-23 **Legal fees claimed:** Multiply the hourly rate by the time spent (see also FS-22) and enter the totals for each item in this column. Claim the Tier 1 rate on your billing form. When processing your account, LSS will automatically adjust the amount if you are eligible for Tier 2 or 3 rates.
- FS-24 **Total hrs.:** Add all hours and tenths listed in the column above and enter the total.
- FS-25 **Subtotal:** Add all **legal fees claimed** listed in the column above and enter the total.
- FS-26 **Less costs collected:** Enter any costs collected for the client.
- FS-27 **LSS total:** Subtract any **costs collected** from the **Subtotal** and enter the LSS total.
- FS-28 **Lawyer use only:** (optional) Copy the **LSS total** to the top of this box to calculate GST and adjustments (for your records only — the LSS computer automatically calculates GST/adjustments). Do not deduct these amounts from the LSS total in FS-27.



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FAMILY BILLING FORM FEES SUMMARY

FORM 1

Case no. **FS-1** Referral no. **FS-2**
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 Client name **FS-5**
 Date of assignment (dd/mm/yyyy) **FS-6**

Tick one

1. Emergency case **FS-7** Approved services
 2. Non-emergency 4. Appeal

- | | |
|----------------------|------------------------|
| 1 Provincial | 1 Applicant/Petitioner |
| 2 BC Supreme | 2 Plaintiff |
| 3 BC Court of Appeal | 2 Respondent/Defendant |
| 4 S.C.C. | 3 Appellant |

Hearing #	Court file	Delivery/Filing date (dd/mm/yyyy)	Court location #	Level	Client role	Outcome
1						
2	FS-8	FS-9		FS-11		FS-13
3			FS-10		FS-12	

- 1 Consent
 2 Court order
 3 Unresolved

Final billing — Complete and attach
FINAL RESULTS REPORT

Service date (dd/mm/yyyy)	1/2 days		Service provider **		Description of service	Tariff code	Hearing #			Time		Fees claimed
	am ✓	pm ✓	Status	Vendor #			1 ✓	2 ✓	3 ✓	Hrs	10ths	
FS-15		FS-16		FS-18	FS-19	FS-20					FS-22	FS-23
				FS-17				FS-21				

** If not the lawyer named at the top of the page

I certify that I have performed and correctly described the services billed for according to the tariff contract, unless the account notes specify otherwise, and that I delivered the services as a member in good standing of the Law Society of BC, and that I hold a practising certificate.
 Signature **FS-29**

Lawyer's GST reg. number:

FS-32

Date of last service to client

(dd/mm/yyyy)
FS-30

Billing date

(dd/mm/yyyy)
FS-31

Lawyer use only (optional)

LSS total: \$ **FS-28**
 Adjustment: (\$)
 Subtotal: \$ **FS-28**
 GST: \$
 Net total: \$

Total hrs. **FS-24**
 Subtotal \$ **FS-25**

Less costs collected (\$ **FS-26**)

LSS total \$ **FS-27**

Do not include GST or holdbacks/reductions in above total. Use Lawyer use only box for GST/holdback/reduction calculations.

FS-29 **Signature:** Read the statement and sign the declaration. Your signature is your representation that, among other things, you performed the services billed on the dates indicated and that you are entitled to payment. See the **General Terms and Conditions** for more information. LSS will return the billing form if you have not signed it.

FS-30 **Date of last service to client:** Enter the date on which you performed the last billable service for your client. You must bill for services within six months of the last service date or you will not be paid.

FS-31 **Billing date:** Enter the date on which you are submitting this account.

FS-32 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.



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FAMILY BILLING FORM FINAL RESULTS REPORT

Completing this form closes the LSS file for this case. No further billings will be accepted from you.

FORM 2

Case no. **FR-1** Referral no. **FR-2**
 Lawyer **FR-3** Lawyer vendor no. **FR-4**
 Client name **FR-5**
 Date of assignment (dd/mm/yyyy) **FR-6**

Result codes:

- | | |
|---------------------------|-----------------------|
| 1 = Negotiation | 6 = Final court order |
| 2 = Mediation | 7 = Unresolved |
| 3 = Interim consent order | 8 = Appeal allowed |
| 4 = Interim court order | 9 = Appeal dismissed |
| 5 = Final consent order | |

Early termination

- 1 Case abandoned **FR-7**
 2 Change of lawyer
 3 Client proceeding alone
 4 Client no-show

Costs awarded \$ **FR-8**

1 To client **FR-9** Against client

Costs collected? If not, are costs recoverable?

1 Yes 2 No 1 Yes 2 No

FR-10

FR-11

↕ Enter result codes into the spaces below ↕

Issues:	Access	Custody	Divorce	Child maintenance	Spousal maintenance	Possession of home	Property division	Restraining order — assets	Restraining order — person
1 Court file no. _____ <div style="text-align: center; margin-top: 20px;">FR-12</div>	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)
2 Court file no. _____									
3 Court file no. _____									

Signature **FR-14**

Billing date (dd/mm/yyyy) **FR-15**

Family Billing Form — Final Results Report (June 2004)

Note: We ask you to fill out **Family Billing Forms — Final Results Reports** on family cases for several reasons. LSS uses the information in this form to gather statistics and determine, for forecasting and budgeting purposes, which cases remain open. Completing this form allows LSS to avoid follow-up calls to you that deplete resources for paying tariff accounts.

- FR-1 Case no.:** The Case Management System (CMS) assigns this seven-digit number and prints it in the top left corner of the referral form. Copy the case number from your referral form. Use this number on all correspondence with LSS.
- FR-2 Referral no.:** The Case Management System assigns this number and prints it in the top left corner of the referral form. Copy the referral number printed under “REF. NO.” (second item from the left under “Reference”) on your referral form. Use this number on all correspondence with LSS.
- FR-3 Lawyer:** Enter your name. This name should be the same as the one printed on the upper left side of your referral form (under “Reference”). If you are not the lawyer to whom the referral was issued, contact the referring office before billing.
- FR-4 Lawyer vendor no.:** Enter your six-digit LSS vendor number. Your vendor number also appears beside “Counsel” under your name, address, and telephone/fax numbers on your referral form. If the vendor number here does not match the one on your referral form, your account will not be paid.
- FR-5 Client name:** Enter your client’s name. Verify that the name matches the client name printed on the upper right side of your referral form. If it does not match, contact the referring office before billing.
- FR-6 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- FR-7 Early termination:** If the case terminated early, tick the box that most accurately describes the reason for early termination. “Client no-show” includes the client’s failure to contact you.
- FR-8 Costs awarded:** If costs have been awarded in the case, enter the amount.
- FR-9 To client/Against client:** Tick 1 if your client will receive costs; tick 2 if your client must pay costs.
- FR-10 Costs collected?** Tick 1 for yes or 2 for no.
- FR-11 If not, are costs recoverable?** Tick 1 for yes or 2 for no.
- FR-12 Court file no.** Enter the court file number for each hearing you attended.



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FAMILY BILLING FORM FINAL RESULTS REPORT

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FORM 2

Case no. **FR-1** Referral no. **FR-2**
 Lawyer **FR-3** Lawyer vendor no. **FR-4**
 Client name **FR-5**
 Date of assignment (dd/mm/yyyy) **FR-6**

Result codes:

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Early termination

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Costs awarded \$ **FR-8**

1 To client **FR-9** Against client

Costs collected? If not, are costs recoverable?

1 Yes 2 No 1 Yes 2 No

FR-10

FR-11

↕ Enter result codes into the spaces below ↕

Issues:	Access	Custody	Divorce	Child maintenance	Spousal maintenance	Possession of home	Property division	Restraining order — assets	Restraining order — person
1 Court file no. _____ <div style="text-align: center;">FR-12</div>	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)	(Enter result code)
2 Court file no. _____									
3 Court file no. _____									

Signature **FR-14**

Billing date (dd/mm/yyyy) **FR-15**

FR-13 **Result codes:** Enter into each appropriate issue column the result code from the “Result codes” box that corresponds to the outcome for your client of each hearing you attended. Ensure that these results correspond to the appropriate hearing.

FR-14 **Signature:** Sign the form. Your signature is your representation that you have accurately recorded the results. LSS will return the final results form if you have not signed it.

FR-15 **Billing date:** Enter the date on which you are submitting this account to LSS.

Court location codes (November 2006)

Court description	Court code	Court description	Court code	Court description	Court code
100 Mile House	1917	Gold River	1057	Penticton	1628
Abbotsford	1354	Golden	1487	Port Alberni	1099
Agassiz	3020	Grand Forks	1495	Port Coquitlam	1297
Alert Bay	1008	Greenwood	1503	Port Hardy	1107
Alexis Creek	1701	Hope	1313	Powell River	1214
Anahim Lake	1719	Houston	1826	Prince George	1933
Ashcroft	1404	Hudson Hope	1834	Prince Rupert	1941
Atlin	1727	Invermere	1511	Princeton	1636
Bella Bella	1164	Kamloops	1529	Queen Charlotte City	1958
Bella Coola	1172	Kaslo	1537	Quesnel	1966
Blue River	1412	Kelowna	1545	Revelstoke	1644
Burns Lake	1735	Kimberley	1552	Richmond	1222
Campbell River	1016	Kitimat	1842	Rossland	1651
Cassiar	1743	Klemtu	3012	Salmo	1669
Castlegar	1420	Ladysmith	1065	Salmon Arm	1677
Chase	1438	Langley	1339	Sechelt	1230
Chetwynd	1750	Lillooet	1560	Sidney	1115
Chilliwack	1289	Lower Post	1859	Smithers	1974
Clearwater	1446	Lytton	1578	Sparwood	1685
Colwood	1321	Mackenzie	1867	Squamish	1248
Courtenay	1024	Maple Ridge	1347	Stewart	1982
Cranbrook	1453	Massett	1875	Surrey	1388
Creston	1461	McBride	1883	Terrace	1990
Dawson Creek	1768	Merritt	1586	Tofino	1131
Dease Lake	1776	Mission	1362	Tumbler Ridge	3038
Delta	1305	Nakusp	1594	Ucluelet	1149
Duncan	1032	Nanaimo	1073	Valemont	2006
Fernie	1479	Nelson	1602	Vancouver	1255
Fort Nelson	1784	New Aiyansh	1891	Vanderhoof	2014
Fort Simpson	1925	New Hazelton	1909	Vernon	1693
Fort St. James	1792	New Westminster	1370	Victoria	1156
Fort St. John	1800	North Vancouver	1180	West Vancouver	1263
Fort Ware	3046	Ocean Falls	1198	White Rock	1396
Fraser Lake	1818	Oliver	1610	Whitehorse	3053
Ganges	1040	Parksville	1081	Williams Lake	2022
		Pemberton	1206		
Outside British Columbia					
Supreme Court of Canada	4010	All other out-of- province matters	4050		