

# Guide to Paper Billing

---



**Legal  
Services  
Society**

British Columbia  
[www.lss.bc.ca](http://www.lss.bc.ca)



# Appeals and Judicial Reviews 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](http://www.lss.bc.ca) (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 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](http://www.lss.bc.ca) in the Lawyers section. A copy of the **Criminal Appeal Billing Form** 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](http://www.lss.bc.ca) under Lawyers→Forms & questionnaires.
- Please submit a billing form, even if you are not claiming fees or disbursements, to inform LSS of the result for your client and allow LSS to close the case on the computer system.
- Use the **Criminal Appeal Billing Form** described in this section for all criminal appeals. For other types of appeals, use the forms and **Guides to Billing** that appear at the end of the appropriate tariff.
- You may submit interim accounts if:
  - the fees total \$500 or more; or
  - disbursements total \$300 or more; or
  - you have changed law firms.
- 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 the circled letter/number(s) on the sample billing form shown on the page opposite the instructions.

### **Make sure you enter all hearing 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.)
- A new application for legal aid is required for all appeals, judicial reviews, or submissions. Apply directly to the LSS Appeals Section at the Vancouver Regional Centre.



## **Criminal Appeal Billing Form** (February 2005)

---

- CA-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.
- CA-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.
- CA-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”).
- CA-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.
- CA-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 or the LSS Appeals Section before billing.
- CA-6 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- CA-7 Co-accused case no(s):** Although you may have clients who have been separately referred, if they are jointly charged on a single Information/Indictment, they are considered co-accused. See the rules concerning co-accused in the **General Tariff Information** section of the **Criminal Tariff**.
- Copy the seven-digit CMS case number of any co-accused you are representing from the top right corner of the co-accused’s referral form.
- Individuals who are jointly charged remain co-accused through all sentencing and disposition review hearings, except when you provide services to only one co-accused on separate half days. Full legal fees are payable for the first client, and a maximum of a single half fee is payable for all additional co-accused, regardless of how many additional co-accused there are.
- CA-8 Court level:** Enter the appropriate court level number from the box above this column.
- CA-9 Court file #:** Enter the court file number for the hearing you are attending or preparing for. LSS requires this number for auditing purposes.
- CA-10 Offence code:** Enter the offence code. See **Categories of Offences** in the **Criminal Tariff** for the correct codes.
- CA-11 Offence date:** It is very important that you enter the day, month, and year.



CA-12 **Court location:** Enter the court location code. See **Court location codes** at the end of this **Guide to Billing** for the appropriate number. LSS requires this number to verify court attendance.

CA-13 **Results — Leave to appeal:** Enter the appropriate result code number from the “Result codes” box above this column.

CA-14 **Results — Appeal:** Enter the appropriate result code number from the “Result codes” box above this column.

CA-15 **Early termination:** If the case terminated early, tick the box that most accurately describes the reason for the referral’s early termination. “Client no-show” includes the client’s failure to contact you.

CA-16 **Service date:** If applicable, enter the date you performed the service you are listing.

*Note:* This form has enough space to list eight items; if you have more than eight items, submit separate forms to complete your billing.

CA-17 **½ days/am/pm:** Tick am, pm, or both to indicate when you performed the service.

CA-18 **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] or articling student[A]). If you are not the lawyer to whom the referral was issued, contact the referring office or the LSS Appeals Section before billing.

CA-19 **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 or the LSS Appeals Section before billing.

CA-20 **Description of service:** Enter a description of the service performed. Use the descriptions given in the tariff section, wherever possible, to avoid confusion.

CA-21 **Tariff code:** Enter the appropriate tariff code for the service you are billing for. The tariff codes are listed beside the tariff descriptions in the **Appeals and Judicial Reviews Tariff**.

CA-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.

CA-23 **Fees claimed:** Enter the appropriate tariff rate (see the **Appeals and Judicial Reviews Tariff** for rates) or multiply the time spent by the hourly rate, whichever applies. 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.

CA-24 **Total hrs.:** Add all hours and tenths listed in the column above and enter the total.

CA-25 **LSS total:** Add all legal fees listed under **Fees claimed** and enter the LSS total.

CA-26 **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 CA-25.



CA-27 **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.

CA-28 **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.

CA-29 **Billing date:** Enter the date on which you are submitting this account.

CA-30 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.

## Court location codes (November 2006)

<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>
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		
<b>Outside British Columbia</b>					
Supreme Court of Canada	4010	All other out-of- province matters	4050		

# CFCSA 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](http://www.lss.bc.ca) (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](http://www.lss.bc.ca) in the Lawyers section. A copy of the **CFCSA Billing Form** also 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](http://www.lss.bc.ca) (click Lawyers→Forms & questionnaires).
- Please submit a billing form, even if you are not claiming 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 if:
  - the fees total \$500 or more; or
  - disbursements total \$300 or more; or
  - you have changed law firms.
- 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 the circled letter/number(s) 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 the 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.)



## CFCSA Billing Form — Fees Summary (February 2005)

---

- CF-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.
- CF-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.
- CF-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”).
- CF-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.
- CF-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.
- CF-6 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- CF-7 Hearing type:** Enter the number of the appropriate option that corresponds to the hearing type from the box above this column.
- CF-8 Court file #:** Enter the court file number for the hearing you are attending or preparing for. LSS requires this number for auditing purposes.
- CF-9 Location #:** Enter the court location code number on the appropriate line. See **Court location codes** at the end of this **Guide to Billing** for the appropriate number. LSS requires this number to verify court attendance and preparation.
- CF-10 Level:** Enter the number of the option that corresponds to the court level you attended from the box above this column.
- CF-11 Client role:** Enter the number of the option that corresponds to your client’s role in the proceedings from the box above this column.
- CF-12 Issue #:** Enter the issue number that appears on your referral form under “Case Details.”
- CF-13 Child #:** Enter a number for the child, depending on where the child’s name appears in your referral form (e.g., if the child’s name appears at the bottom of a list of three names, the child’s number is 3).
- CF-14 Name of child:** Enter the child’s name *beside* that child’s number (see CF-13).



- CF-15 Result:** Enter the number of the option that corresponds to the result for your client from the box above this column. List the result number *beside* the name of the child it applies to.
- CF-16 Service date:** If applicable, enter the date you performed the service you are listing.
- Note:** This form has enough space to list eight items; if you have more than eight items, submit separate forms to complete your billing.
- CF-17 ½ days/am/pm:** Tick am, pm, or both to indicate when you performed the service.
- CF-18 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] or articling student [A]). If you are not the lawyer to whom the referral was issued, contact the referring office before billing.
- CF-19 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.
- CF-20 Description of service:** Enter a description of the service performed. Use the descriptions in the tariff section, wherever possible, to avoid confusion.
- CF-21 Tariff code:** Enter the appropriate tariff code for the service you are billing for. The tariff codes are listed beside the tariff descriptions in the **CFCSA Tariff**.
- CF-22 Hearing # (1, 2, or 3):** Tick the appropriate hearing number(s) for the service you are billing for. Ensure that this number corresponds to the hearing number line used in the upper box.
- CF-23 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.
- CF-24 Fees claimed:** Multiply the hourly rate by the time spent (see also CF23) 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.
- CF-25 Total hrs.:** Add all hours and tenths listed in the column above and enter the total.
- CF-26 LSS total:** Add all legal fees listed under **Fees claimed** and enter the LSS total.
- CF-27 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 CF-26.
- CF-28 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.



**CF-29 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.

**CF-30 Billing date:** Enter the date on which you are submitting this account.

**CF-31 Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.

## Court location codes (November 2006)

<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>
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		
<b>Outside British Columbia</b>					
Supreme Court of Canada	4010	All other out-of- province matters	4050		

# Criminal 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 of the LSS website at [www.lss.bc.ca](http://www.lss.bc.ca) (Lawyers→Lawyer e-services). If you don't already have an online account and would like one, go to the Lawyers section of the 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](http://www.lss.bc.ca) in the Lawyers section. A copy of the **Criminal Billing Form** and the **CC Section 278 Victim Representation Billing Form** appear 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](http://www.lss.bc.ca) (click Lawyers→Forms & questionnaires).
- Please submit a billing 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 if:
  - the preliminary hearing in a criminal case has concluded and the trial will not start within three months;
  - the legal fees total \$500 or more;
  - disbursements total \$300 or more; or
  - you have changed law firms.
- 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 the circled letter/number(s) on the sample billing form shown on the page opposite the instructions.
- Make sure you enter all hearing file numbers on the billing form.
- 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. Tier 2 and 3 rates do not apply to legal fees for Category I and II offences or enhanced fee cases.



Legal Services Society

British Columbia  
www.lss.bc.ca

CRIMINAL BILLING FORM

Case no. **C-1** Referral no. **C-2**  
 Lawyer **C-3** Lawyer vendor no. **C-4**  
 Client name **C-5**  
 Date of assignment (dd/mm/yyyy) **C-6**  
 Co-accused case no(s) **C-7**

<b>Stage:</b>	<b>Result codes:</b>			
1 Prior to hearing	1 Client proceeding alone	5 Stay	9 Discharge	13 Found guilty
2 Prelim. hearing	2 No charge sworn	6 Diversion	10 Incomplete	14 Peace bond
3 Trial	3 Failure to appear	7 Consent committal	11 Guilty plea	15 Mistrial
4 Sentencing	4 Change of lawyer	8 Committed to trial	12 Acquitted	16 Cond Sent Order

Info	Court information/Indictment #		Offence code(s)			Offence date (dd/mm/yyyy)	Court location #	Level	Stage	Results			Sentencing		Jail time	
	Provincial	Supreme	1st	2nd	3rd					1st charge	2nd	3rd	1 <input type="checkbox"/> fine 2 <input type="checkbox"/> probation 3 <input type="checkbox"/> jail	4 <input type="checkbox"/> time served 5 <input type="checkbox"/> conditional sentence		
1st			<b>C-8</b>	<b>C-9</b>		<b>C-10</b>	<b>C-11</b>	<input type="checkbox"/> You <input type="checkbox"/> Ad	<b>C-13</b>							<b>C-16</b>
2nd									<b>C-12</b>		<b>C-14</b>			<b>C-15</b>		

Enter time & units:  
for example:  
30 D (days)  
14 M (mos)  
2 Y (yrs)

Service date (dd/mm/yyyy)	1/2 days		Service provider**		Description of service	Tariff code	Info		Fees claimed
	am <input type="checkbox"/>	pm <input type="checkbox"/>	Status	Vendor #			1st <input checked="" type="checkbox"/>	2nd <input checked="" type="checkbox"/>	
<b>C-17</b>		<b>C-18</b>			<b>C-21</b>	<b>C-22</b>		<b>C-23</b>	<b>C-24</b>
				<b>C-19</b>					
				<b>C-20</b>					

\*\* 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 **C-27**

Date of last service to client  
(dd/mm/yyyy) **C-28**

Billing date  
(dd/mm/yyyy) **C-29**

**Lawyer use only (optional)**

LSS total: \$ **C-26**

Adjustment: (\$ )

Subtotal: \$ **C-26**

GST: \$

Net total: \$

LSS total \$ **C-25**

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

Lawyer's GST reg. number:  
**C-30**

## Criminal Billing Form (February 2005)

---

- C-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.
- C-2    **Referral no.:** The Case Management System (CMS) 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.
- C-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”).
- C-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.
- C-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.
- C-6    **Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- C-7    **Co-accused case no(s):** Although you may have clients who have been separately referred, if they are jointly charged on a single Information/Indictment, they are considered co-accused. See the rules concerning co-accused in the **General Tariff Information** section of the **Criminal Tariff**.

Copy the seven-digit CMS case number of any co-accused you are representing from the top right corner of the co-accused’s referral form.

Individuals who are jointly charged remain co-accused through all sentencing and disposition review hearings, except when you provide legal services to only one co-accused on separate half days. Full legal fees are payable for the first client, and a maximum of a single half fee is payable for all additional co-accused, regardless of the number of additional co-accused.

- C-8    **Court Information/Indictment #:** Enter the court Information/Indictment number for each charge under either Provincial or Supreme and provide a copy of the Information/Indictment. Legal fees may depend on the number of Informations/Indictments. Do not use the police file number. For waived charges, indicate the Information/Indictment number of the registry to which the charge was waived.

**Note:** If you have been referred more than two Informations/Indictments, submit separate forms to complete your billing. Ensure that all Informations/Indictments listed here also appear on your referral form(s).



Legal Services Society

British Columbia  
www.lss.bc.ca

# CRIMINAL BILLING FORM

FORM 7

Case no. **C-1** Referral no. **C-2**  
 Lawyer **C-3** Lawyer vendor no. **C-4**  
 Client name **C-5**  
 Date of assignment (dd/mm/yyyy) **C-6**  
 Co-accused case no(s) **C-7**

Stage:	Result codes:			
1 Prior to hearing	1 Client proceeding alone	5 Stay	9 Discharge	13 Found guilty
2 Prelim. hearing	2 No charge sworn	6 Diversion	10 Incomplete	14 Peace bond
3 Trial	3 Failure to appear	7 Consent committal	11 Guilty plea	15 Mistrial
4 Sentencing	4 Change of lawyer	8 Committed to trial	12 Acquitted	16 Cond Sent Order

Info	Court information/Indictment #		Offence code(s)			Offence date (dd/mm/yyyy)	Court location #	Level	Stage	Results			Sentencing		Jail time	
	Provincial	Supreme	1st	2nd	3rd					1st charge	2nd	3rd	1 <input type="checkbox"/> fine 2 <input type="checkbox"/> probation 3 <input type="checkbox"/> jail	4 <input type="checkbox"/> time served 5 <input type="checkbox"/> conditional sentence		
1st			<b>C-8</b>	<b>C-9</b>		<b>C-10</b>	<b>C-11</b>	1 <input type="checkbox"/> You 2 <input type="checkbox"/> Ad	<b>C-13</b>							<b>C-16</b>
2nd									<b>C-12</b>		<b>C-14</b>			1 <input type="checkbox"/> fine 2 <input type="checkbox"/> probation 3 <input type="checkbox"/> jail	4 <input type="checkbox"/> time served 5 <input type="checkbox"/> conditional	

Enter time & units:  
for example:  
30 D (days)  
14 M (mos)  
2 Y (yrs)

Service date (dd/mm/yyyy)	1/2 days		Service provider**		Description of service	Tariff code	Info		Fees claimed
	am <input checked="" type="checkbox"/>	pm <input checked="" type="checkbox"/>	Status	Vendor #			1st <input checked="" type="checkbox"/>	2nd <input checked="" type="checkbox"/>	
<b>C-17</b>		<b>C-18</b>			<b>C-21</b>	<b>C-22</b>		<b>C-23</b>	<b>C-24</b>
				<b>C-19</b>					
				<b>C-20</b>					

\*\* 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 **C-27**

Date of last service to client  
(dd/mm/yyyy) **C-28**

Billing date  
(dd/mm/yyyy) **C-29**

**Lawyer use only (optional)**

LSS total: \$ **C-26**

Adjustment: (\$ )

Subtotal: \$ **C-26**

GST: \$

Net total: \$

LSS total \$ **C-25**

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

Lawyer's GST reg. number:  
**C-30**

- C-9 **Offence code(s):** Enter the offence code(s) under O (original). (See **Categories of Offences** for the correct codes.)
- C-10 **Offence date:** It is very important that you enter the day, month, and year.
- C-11 **Court location #:** Enter the court location code for each Information/Indictment. See **Court location codes** at the end of this **Guide to Billing** for the appropriate number. LSS requires this number to verify court attendance.
- C-12 **Level:** Tick either 1 for youth or 2 for adult.
- C-13 **Stage:** Indicate the stage of each of the charges by entering the number of the appropriate option from the “Stage” box above (and to the left of) this column.
- C-14 **Results:** Enter the number of the appropriate code from the “Result codes” box under each of the charge columns to indicate the outcome(s) for your client for each charge.
- C-15 **Sentencing:** Tick the appropriate box to indicate your client’s sentence, if applicable.
- C-16 **Jail time:** Enter the jail time your client has been sentenced to. Indicate the amount of time (no. of days/months/years) in the first space and the units of time (days/months/years) in the second space. Write two years less a day as 729 days.
- C-17 **Service date:** If applicable, enter the date you performed the service you are listing.
- Note:* This form has enough space to list eight items; if you have more than eight items, submit separate forms to complete your billing.
- C-18 **½ days/am/pm:** Tick am, pm, or both to indicate when you performed the service.
- C-19 **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.
- C-20 **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.
- C-21 **Description of service:** Enter a description of the service performed. Use the descriptions given in the tariff section, wherever possible, to avoid confusion.
- C-22 **Tariff code:** Enter the appropriate tariff code for the service you are billing for. The tariff codes are listed beside the tariff descriptions in the **Criminal Tariff**.
- C-23 **Info:** Tick the appropriate **Info** number for the service you are billing for. Ensure that this number corresponds to the **Info #** line (i.e., **1st** or **2nd**) used in the upper box.
- C-24 **Legal fees claimed:** Enter the appropriate tariff rate (see the **Criminal Tariff** for tariff rates). 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. Tier 2 and 3 rates do not apply to legal fees for Category I and II offences or enhanced fee cases.



Legal Services Society

British Columbia  
www.lss.bc.ca

# CRIMINAL BILLING FORM

FORM 7

Case no. **C-1** Referral no. **C-2**  
 Lawyer **C-3** Lawyer vendor no. **C-4**  
 Client name **C-5**  
 Date of assignment (dd/mm/yyyy) **C-6**  
 Co-accused case no(s) **C-7**

<b>Stage:</b>	<b>Result codes:</b>			
1 Prior to hearing	1 Client proceeding alone	5 Stay	9 Discharge	13 Found guilty
2 Prelim. hearing	2 No charge sworn	6 Diversion	10 Incomplete	14 Peace bond
3 Trial	3 Failure to appear	7 Consent committal	11 Guilty plea	15 Mistrial
4 Sentencing	4 Change of lawyer	8 Committed to trial	12 Acquitted	16 Cond Sent Order

Info	Court information/Indictment #		Offence code(s)			Offence date (dd/mm/yyyy)	Court location #	Level	Stage	Results			Sentencing		Jail time	
	Provincial	Supreme	1st	2nd	3rd					1st charge	2nd	3rd	1 <input type="checkbox"/> fine 2 <input type="checkbox"/> probation 3 <input type="checkbox"/> jail	4 <input type="checkbox"/> time served 5 <input type="checkbox"/> conditional sentence		
1st			<b>C-8</b>	<b>C-9</b>		<b>C-10</b>	<b>C-11</b>	<input type="checkbox"/> You <input type="checkbox"/> Ad	<b>C-13</b>							<b>C-16</b>
2nd									<b>C-12</b>		<b>C-14</b>		<b>C-15</b>			

Enter time & units:  
for example:  
30 D (days)  
14 M (mos)  
2 Y (yrs)

Service date (dd/mm/yyyy)	1/2 days		Service provider**		Description of service	Tariff code	Info		Fees claimed
	am <input type="checkbox"/>	pm <input type="checkbox"/>	Status	Vendor #			1st <input checked="" type="checkbox"/>	2nd <input checked="" type="checkbox"/>	
<b>C-17</b>		<b>C-18</b>			<b>C-21</b>	<b>C-22</b>		<b>C-23</b>	<b>C-24</b>
				<b>C-19</b> <b>C-20</b>					

\*\* 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 **C-27**

Date of last service to client  
(dd/mm/yyyy) **C-28**

Billing date  
(dd/mm/yyyy) **C-29**

**Lawyer use only (optional)**

LSS total: \$ **C-26**

Adjustment: (\$ )

Subtotal: \$ **C-26**

GST: \$

Net total: \$

LSS total \$ **C-25**

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

Lawyer's GST reg. number:  
**C-30**

- C-25 **LSS total:** Add all legal fees listed under **Legal Fees claimed** and enter the LSS total.
- C-26 **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 C-25.
- C-27 **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.
- C-28 **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.
- C-29 **Billing date:** Enter the date on which you are submitting this account.
- C-30 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.



## Important

- Use the **CC Section 278 Victim Representation Billing Form** only to bill the tariff items that appear under **Victim/witness representations under section 278 of the Criminal Code**.

## CC Section 278 Victim Representation Billing Form (November 2006)

---

- CC-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.
- CC-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.
- CC-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”).
- CC-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.
- CC-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, notify the referring office or your account will not be paid.
- CC-6 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- CC-7 Court location #:** Enter the court location code. See **Court location codes** at the end of this **Guide to Billing** for the appropriate number. LSS requires this number to verify court attendance.
- CC-8 Level:** Tick either 1 for youth or 2 for adult.



CC-9 **Results:** Enter one of the four result codes listed in the box above this column to indicate the outcome for your client.

CC-10 **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.

CC-11 **Service date:** If applicable, enter the date you performed the service you are listing.

*Note:* This form has enough space to list eight items; if you have more than eight items, submit separate forms to complete your billing.

CC-12 **½ days/am/pm:** Tick am, pm, or both to indicate when you performed the service.

CC-13 **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] or articling student[A]). If you are not the lawyer to whom the referral was issued, notify the referring office to explain the circumstances or your account will not be paid.

CC-14 **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, notify the referring office to explain the circumstances or your account will not be paid.

CC-15 **Description of service:** Enter a description of the service performed. Use the descriptions given in the tariff section, wherever possible, to avoid confusion.

CC-16 **Tariff code:** Enter the appropriate tariff code for the service you are billing for. The tariff codes are listed beside the tariff descriptions in the **Criminal Tariff**.

CC-17 **Time (Hrs/10ths):** Enter the actual time spent, in hours and tenths of hours, but bill only up to the maximum hours allowed by the tariff item.

CC-18 **Legal fees claimed:** Enter the appropriate tariff rate. See the **Criminal Tariff** for tariff rates. 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. Tier 2 and 3 rates do not apply to legal fees for Category I and II offences or enhanced fee cases.

CC-19 **Total hrs:** Add all hours and tenths listed in the column above and enter the total.

CC-20 **LSS total:** Add all legal fees listed under **Legal fees claimed** and enter the LSS total.

CC-21 **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 CC-23.



CC-22 **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.

CC-23 **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.

CC-24 **Billing date:** Enter the date on which you are submitting this account.

CC-25 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.

## Court location codes (November 2006)

<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>
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	Masset	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		
<b>Outside British Columbia</b>					
Supreme Court of Canada	4010	All other out-of- province matters	4050		

# Disbursements for All Tariffs 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](http://www.lss.bc.ca) (Lawyers→Lawyer e-services). If you don't already have an online account and would like one, go to the Lawyers section of the website.
- A master copy of 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](http://www.lss.bc.ca) in the Lawyers section. A copy of the **Disbursements Billing Form** 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](http://www.lss.bc.ca) (under Lawyers→Forms & questionnaires).
- You may submit interim accounts if:
  - the fees total \$500 or more; or
  - disbursements total \$300 or more; or
  - you have changed law firms.
- Enter the correct tariff codes on the billing form to speed the processing of your account.
- Enter dollars and cents for all amounts.
- Attach any required receipts and authorizations.
- The underlined letter/number combination before each instruction corresponds to the circled letter/number(s) on the sample billing form shown on the page opposite the instructions.



## Disbursements Billing Form (June 2004)

---

- D1     **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 (or file number, for duty counsel services) from your referral form. Use this number on all correspondence with LSS.
- D2     **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 form. Use this number on all correspondence with LSS.
- D3     **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.
- D4     **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.
- D5     **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.
- D6     **Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- D7     **Item description:** Enter a description of the disbursement you are billing for. Wherever possible, use the descriptions in the **Disbursement items** list to avoid confusion.
- Note:* This form has enough space to list ten items; if you have more than ten items, submit separate forms to complete your billing.
- D8     **Date:** Enter the date corresponding to the disbursement, if applicable.
- D9     **Units:** If the disbursement consists of more than one unit (e.g., photocopying multiple pages), enter the number of units.
- D10    **Code:** Refer to the **Disbursement items** list to find the appropriate code and enter the code for each disbursement in this column.
- D11    **Auth I.D.:** The Case Management System assigns this letter/number combination, when it authorizes disbursements, and prints it on the authorization form you receive from LSS. Copy this I.D. from your authorization form.
- D12    **Amount:** Enter the amount of the disbursement. Use dollars and cents for all amounts.
- D13    **Subtotal:** Add the amounts in the column above and enter the total.



Legal Services Society

British Columbia  
www.lss.bc.ca

# DISBURSEMENTS BILLING FORM

(Please attach all required receipts)

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

\*Indicates a required field.

Itemized disbursements:

Copy I.D. from authorization

Item description	Date (if applicable) dd / mm / yyyy	Units	Code	Auth I.D.	Amount
<b>D-7</b>	<b>D-8</b>			<b>D-11</b>	<b>D-12</b>
		<b>D-9</b>		<b>D-10</b>	

Subtotal \$ **D-13**

Hourly experts:

Date of service **D-14** Fees: Hrs. **D-18** = \$ \_\_\_\_\_  
 Auth. I.D. no. **D-15** Travel fees: Hrs. \_\_\_\_\_ Code **D-19** = \$ \_\_\_\_\_  
 Expert's name: **D-16** Travel expenses: Code \_\_\_\_\_ = \$ **D-20**  
 Field: **D-17**

Date of service \_\_\_\_\_ Fees: Hrs. \_\_\_\_\_ Code \_\_\_\_\_ = \$ \_\_\_\_\_  
 Auth. I.D. no. \_\_\_\_\_ Travel fees: Hrs. \_\_\_\_\_ Code \_\_\_\_\_ = \$ \_\_\_\_\_  
 Expert's name: \_\_\_\_\_ Travel expenses: Code \_\_\_\_\_ = \$ \_\_\_\_\_  
 Field: \_\_\_\_\_

Hourly experts subtotal \$ **D-21**

Meterage:

Date ( dd / mm / yyyy )	Kms.	Travel from	Destination
<b>D-22</b>	<b>D-23</b>	<b>D-24</b>	<b>D-25</b>

Total kms. **D-26** Code **D-27** Meterage subtotal \$ **D-28**

I certify that the disbursements have been billed according to the tariff contract, were satisfactorily delivered, and that they are correctly described here.

Signature **D-33**

Date of last service to client ( dd / mm / yyyy ) \* **D-34**

Billing date ( dd / mm / yyyy ) \* **D-35**

Lawyer's GST reg. number: **D-36**

Lawyer use only (optional)  
 LSS total: \$ \_\_\_\_\_  
 GST: \$ **D-32**  
 Net total: \$ \_\_\_\_\_

Total disbursements this page \$ **D-29**  
 Less costs collected (\$ **D-30**)  
 LSS total \$ **D-31**

Do not include GST in above total. Use Lawyer use only box for GST calculations.

- D14 Date of service:** Enter the date on which the expert performed the service you are billing for, if applicable.
- D15 Auth. I.D. no.:** Enter the authorization I.D. number for that expert, if applicable. The Case Management System assigns this number and prints it on the authorization form you receive from LSS. Copy this number from your authorization form.
- D16 Expert's name:** Enter the expert's name.
- D17 Field:** Enter the expert's area of expertise.
- D18 Fees/Travel fees — Hrs.:** Enter the number of hours the expert spent.
- D19 Fees/Travel fees/Travel expenses — Code:** See the **Disbursement items** list for the codes and enter the appropriate code for the expert's fees, travel fees, or travel expenses.
- D20 Fees/Travel fees/Travel expenses — \$:** Enter the total cost of the expert's service in dollars and cents.
- D21 Hourly experts subtotal:** Add the amounts in the column above and enter the total.
- D22 Meterage — Date:** Enter the date of travel.
- D23 Meterage — Kms.:** Enter the number of kilometres travelled.
- D24 Meterage — Travel from:** Enter the place you are travelling from.
- D25 Meterage — Destination:** Enter your destination.
- D26 Meterage — Total kms.:** Add the number of kilometres in the column above and enter the total.
- D27 Code:** Enter the appropriate code for the kind of travel you are billing for.
- D28 Meterage subtotal:** Multiply the total kilometres by the current rate (See Travel costs for lawyers — [Meterage](#) for the current LSS rate), and enter the total.
- D29 Total disbursements this page:** Enter the total of all disbursements listed on this page in dollars and cents.
- D30 Less costs collected:** Enter any costs collected from other sources.
- D31 LSS total:** Subtract any costs collected from the total disbursements and enter the LSS total.
- D32 Lawyer use only:** (optional) Copy the **LSS total** to the top of this box to calculate GST (for your records only — the LSS computer automatically calculates GST). Do not deduct GST from the LSS total in D31.
- D33 Signature:** Read the statement and sign the declaration. Your signature is your representation that the disbursements billed for have been satisfactorily delivered and are correctly described on the billing form. LSS will return the billing form if you have not signed it.



Legal Services Society

British Columbia  
www.lss.bc.ca

# DISBURSEMENTS BILLING FORM

(Please attach all required receipts)

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

\*Indicates a required field.

Itemized disbursements:

Copy I.D. from authorization

Item description	Date (if applicable) dd / mm / yyyy	Units	Code	Auth I.D.	Amount
<b>D-7</b>	<b>D-8</b>			<b>D-11</b>	<b>D-12</b>
		<b>D-9</b>		<b>D-10</b>	

Subtotal \$ **D-13**

Hourly experts:

Date of service <b>D-14</b>	Fees: Hrs. <b>D-18</b> = \$
Auth. I.D. no. <b>D-15</b>	Travel fees: Hrs. Code <b>D-19</b>
Expert's name: <b>D-16</b>	Travel expenses: Code = \$ <b>D-20</b>
Field: <b>D-17</b>	
Date of service	Fees: Hrs. Code = \$
Auth. I.D. no.	Travel fees: Hrs. Code = \$
Expert's name:	Travel expenses: Code = \$
Field:	

Hourly experts subtotal \$ **D-21**

Meterage:

Date ( dd / mm / yyyy )	Kms.	Travel from	Destination
<b>D-22</b>	<b>D-23</b>	<b>D-24</b>	<b>D-25</b>

Total kms. **D-26** Code **D-27** Meterage Subtotal \$ **D-28**

I certify that the disbursements have been billed according to the tariff contract, were satisfactorily delivered, and that they are correctly described here.

Signature **D-33**

Lawyer's GST reg. number: **D-36**

Date of last service to client ( dd / mm / yyyy ) \* **D-34**

Billing date ( dd / mm / yyyy ) \* **D-35**

Lawyer use only (optional)  
 LSS total: \$  
 GST: \$ **D-32**  
 Net total: \$

Total disbursements this page \$ **D-29**  
 Less costs collected (\$ **D-30**)  
 LSS total \$ **D-31**

Do not include GST in above total. Use Lawyer use only box for GST calculations.

- D34 **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 and disbursements within six months of the last service date or you will not be paid.
- D35 **Billing date:** Enter the date on which you are submitting this account.
- D36 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.

# Duty Counsel Tariff Guide to Billing (July 2009)

---

## 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](http://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 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](http://www.lss.bc.ca) in the Lawyers section. A copy of each of the **Duty Counsel Billing Forms** 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](http://www.lss.bc.ca) under Lawyers→Forms & questionnaires.
- Use the **Duty Counsel Billing Forms** for criminal (including youth), family, and immigration duty counsel.
- Complete one form for each date.
- Use the **Disbursements Billing Form** in the **Disbursements for All Tariffs** section to bill any duty counsel disbursements.
- Submit billing forms within two months of each service date.
- 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. Criminal duty counsel are not eligible for Tier 2 or 3 increases.
- To bill for travel, look for the tariff code under the Criminal, Family, or Immigration sections of this guide.
- If you are obliged to work beyond the time stated on your Duty Counsel referral, provide the service, and write to the Case Management Section to request extra legal fees. In support, provide detailed time records for work performed.
- Submit all billing forms to:  
Legal Services Society  
400 – 510 Burrard Street  
Vancouver, BC V6C 3A8
- Enter dollars and cents for all amounts.
- The underlined letter/number combination before each instruction corresponds to the circled letter/number(s) on the sample billing form shown on the page opposite the instructions.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# CRIMINAL DUTY COUNSEL BILLING FORM

FORM 14

Duty counsel file number **CD-1** \* Referral no. **CD-2** \*

Lawyer **CD-3** \* Lawyer vendor no. **CD-4** \*

Date of assignment ( dd / mm / yyyy ) **CD-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **CD-6**

Location **CD-7** Location code **CD-8**

Total hours authorized **CD-9**

## Alternate service provider (emergencies only)

Lawyer **CD-10** Lawyer vendor no. **CD-11**

Hours **CD-12**

## Result details

Description of service	Service code	No. of clients <b>CD-13</b>	Results <b>CD-14</b>					Time <b>CD-15</b>	
			# Detained	# Released	# Plea/Sentence	# Advice	# Other	Hrs	10ths
Adults in custody	1001								
Adults out of custody	1002								
Youth in custody	1003								
Youth out of custody	1004								

Enter no. of clients for each result above.

Total hours **CD-17**

Fees claimed <b>CD-16</b>

Subtotal \$ **CD-18**

Travel fee (If authorized) \$ **CD-19**

LSS total \$ **CD-20**

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 **CD-22**

Billing date ( dd / mm / yyyy ) \* **CD-23**

Lawyer use only (optional) **CD-21**

LSS total: \$

Adjustment: (\$ )

Subtotal: \$

GST: \$

Net total: \$

Lawyer's GST reg. number: **CD-24** \*

## **Criminal Duty Counsel Billing Form** (April 2008)

---

- CD-1 Duty counsel file number:** The Case Management System (CMS) assigns this seven-digit number and prints it in the top right corner of the referral. Copy the file number from your referral. Use this number on all correspondence with LSS.
- CD-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.
- CD-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.
- CD-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.
- CD-5 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- CD-6 Service date:** Enter the date you performed the services.
- CD-7 Location:** Enter the location where you performed the services shown on your referral.
- CD-8 Location code:** Enter the location code for the courthouse where you performed the services shown on your referral. See court location codes at the end of this tariff for the correct number.
- CD-9 Total hours authorized:** Enter the number of hours you have been authorized to bill for. See “Maximum hours authorized” on your billing form and copy the total listed there to your billing form.
- CD-10 Lawyer (Alternate service provider):** If another lawyer performed some or all of the services on this billing form, enter his or her name here.
- CD-11 Lawyer vendor no. (Alternate service provider):** If another lawyer performed some or all of the services on this billing form, enter his or her vendor number here.
- CD-12 Hours:** Enter the number of hours that the alternate service provider spent providing services.
- CD-13 No. of clients (Result details):** In this column, enter the number of clients you saw, in each service category shown on your referral, in the appropriate row (Adults in custody, Adults out of custody, etc.)
- CD-14 Results:** Enter the number of clients in the appropriate row for each result (Detained, Released, etc.)



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# CRIMINAL DUTY COUNSEL BILLING FORM

FORM 14

Duty counsel file number **CD-1** \* Referral no. **CD-2** \*

Lawyer **CD-3** \* Lawyer vendor no. **CD-4** \*

Date of assignment ( dd / mm / yyyy ) **CD-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **CD-6**

Location **CD-7** Location code **CD-8**

Total hours authorized **CD-9**

## Alternate service provider (emergencies only)

Lawyer **CD-10** Lawyer vendor no. **CD-11**

Hours **CD-12**

## Result details

Description of service	Service code	No. of clients <b>CD-13</b>	Results <b>CD-14</b>					Time <b>CD-15</b>	
			# Detained	# Released	# Plea/Sentence	# Advice	# Other	Hrs	10ths
Adults in custody	1001								
Adults out of custody	1002								
Youth in custody	1003								
Youth out of custody	1004								

Enter no. of clients for each result above.

Total hours **CD-17**

Fees claimed <b>CD-16</b>

Subtotal \$ **CD-18**

Travel fee (If authorized) \$ **CD-19**

LSS total \$ **CD-20**

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 **CD-22**

Billing date ( dd / mm / yyyy ) \* **CD-23**

Lawyer use only (optional) **CD-21**

LSS total: \$

Adjustment: (\$  )

Subtotal: \$

GST: \$

Net total: \$

Lawyer's GST reg. number: **CD-24** \*

CD-15 **Time (Hrs/10ths):** Record the actual time spent for each service type in the appropriate row, in hours and tenths of hours, but bill only up to the maximum hours allowed.

CD-16 **Legal fees claimed:** Multiply the hourly rate by the time spent, up to the maximum hours authorized, and enter the totals for each service type in this column. Claim the Tier 1 rate on your billing form.

CD-17 **Total hours:** Add all hours and tenths listed in the column above and enter the total.

CD-18 **Subtotal:** Add all **legal fees claimed** listed in the column above and enter the total.

CD-19 **Travel fee:** Enter your travel fee, if travel is authorized and applicable. Refer to the travel item in the Criminal Tariff. Your referral will show whether travel was authorized.

CD-20 **LSS total:** Add the **Subtotal** to the **Travel fee** and enter the **LSS total**.

CD-21 **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 CD-20.

CD-22 **Signature:** Read the statement and sign the declaration. Your signature is your representation that, among other things, you performed the services billed on the date 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.

CD-23 **Billing date:** Enter the date on which you are submitting this account.

CD-24 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# FAMILY DUTY COUNSEL BILLING FORM

**FORM 16**

Duty counsel file number **FD-1** \* Referral no. **FD-2** \*

Lawyer **FD-3** \* Lawyer vendor no. **FD-4** \*

Date of assignment ( dd / mm / yyyy ) **FD-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **FD-6**

Location **FD-7** Location code **FD-8**

Description of service **FD-9** Service code **FD-10**

Total hours authorized **FD-11**

## No. of clients and primary issue

Type of case	Issues <b>FD-12</b>				
	# Custody/Access	# Maintenance	# Restraining order	# Property	# Other
FRA — Applicants					
FRA — Respondents					
CFCSA					
FMEA					

Enter no. of clients with each issue on the appropriate lines (i.e., FRA, CFCSA, etc.).

## Result details **FD-13**

# Negotiation		# Case Conference		# Appearance / Hearing	
Resolved		Resolved		Adjournment	
Unresolved		Unresolved		Interim order	
				Final order	

Enter no. of clients for each result above.

Total clients

**FD-14**

Advice only

**FD-15**

**FD-16**

Time		Fees claimed
Hrs	10ths	<b>FD-17</b>

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

**FD-21**

Billing date

( dd / mm / yyyy ) \*

**FD-22**

## Lawyer use only (optional) **FD-20**

LSS total: \$

Adjustment: (\$  )

Subtotal: \$

GST: \$

Net total: \$

Travel fee  
(If authorized)

\$ **FD-18**

LSS total

\$ **FD-19**

Lawyer's GST reg. number:

**FD-23** \*

## Family Duty Counsel Billing Form (April 2008)

---

- FD-1 Duty counsel file number:** The Case Management System (CMS) assigns this seven-digit number and prints it in the top right corner of the referral form. Copy the file number from your referral form. Use this number on all correspondence with LSS.
- FD-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.
- FD-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.
- FD-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.
- FD-5 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- FD-6 Service date:** Enter the date you performed the services you are listing.
- FD-7 Location:** Enter the location where you performed the services shown on your referral.
- FD-8 Location code:** Enter the location code for the location where you performed the services shown on your referral. See court location codes at the end of this tariff for the correct number.
- FD-9 Description of service:** Enter the type of service you provided (e.g., FALP, FDC, or SC Advice). See “Description of service” on your referral and copy the description given there to your billing form.
- FD-10 Service code:** Enter the code for the type of service you provided. See “Service code” on your referral and copy the code that is listed there to your billing form.
- FD-11 Total hours authorized:** Enter the number of hours you have been authorized to bill for. See “Maximum hours authorized” on your billing form and copy the total listed there to your billing form.
- FD-12 No. of clients and primary issue:** Under each heading, enter the number of clients, in the appropriate row (FRA — Applicants, FRA — Respondents, CFCSA, etc.), who had that issue as their primary one.
- FD-13 Result details:** Enter the number of clients, in the appropriate row, for each result (Negotiation — Resolved or Unresolved; Case Conference — Resolved or Unresolved, etc.)
- FD-14 Total clients:** Enter the total number of clients you saw in each service category shown on your referral on this particular service date.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# FAMILY DUTY COUNSEL BILLING FORM

FORM 16

Duty counsel file number **FD-1** \* Referral no. **FD-2** \*

Lawyer **FD-3** \* Lawyer vendor no. **FD-4** \*

Date of assignment ( dd / mm / yyyy ) **FD-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **FD-6**

Location **FD-7** Location code **FD-8**

Description of service **FD-9** Service code **FD-10**

Total hours authorized **FD-11**

## No. of clients and primary issue

Type of case	Issues <b>FD-12</b>				
	# Custody/Access	# Maintenance	# Restraining order	# Property	# Other
FRA — Applicants					
FRA — Respondents					
CFCSA					
FMEA					

Enter no. of clients with each issue on the appropriate lines (i.e., FRA, CFCSA, etc.).

## Result details **FD-13**

# Negotiation		# Case Conference		# Appearance / Hearing	
Resolved		Resolved		Adjournment	
Unresolved		Unresolved		Interim order	
				Final order	

Enter no. of clients for each result above.

Total clients

**FD-14**

Advice only

**FD-15**

**FD-16**

Time		Fees claimed
Hrs	10ths	<b>FD-17</b>

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

**FD-21**

Billing date

( dd / mm / yyyy )

**FD-22** \*

## Lawyer use only (optional) **FD-20**

LSS total: \$ \_\_\_\_\_

Adjustment: (\$ \_\_\_\_\_ )

Subtotal: \$ \_\_\_\_\_

GST: \$ \_\_\_\_\_

Net total: \$ \_\_\_\_\_

Travel fee  
(If authorized)

\$ **FD-18**

LSS total

\$ **FD-19**

Lawyer's GST reg. number:

**FD-23** \*

- FD-15 Advice only:** Enter the total number of clients to whom you gave advice only on this particular service date.
- FD-16 Time (Hrs/10ths):** Record your total time spent, in hours and tenths of hours, but you may bill the minimum authorized hours specified on your referral. Bill only up to the maximum authorized hours on your referral.
- FD-17 Legal fees claimed:** Multiply the hourly rate by the time billed, up to the maximum hours authorized, and enter the total in this box. 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.
- FD-18 Travel fee:** Enter your travel fee, if travel is authorized and applicable. Refer to the travel item in the Family Tariff. Your referral will show whether travel was authorized.
- FD-19 LSS total:** Add the **Legal fees claimed** to the **Travel fee** and enter the **LSS total**.
- FD-20 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 FD-19.
- FD-21 Signature:** Read the statement and sign the declaration. Your signature is your representation that, among other things, you performed the services billed on the date 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.
- FD-22 Billing date:** Enter the date on which you are submitting this account.
- FD-23 Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# IMMIGRATION DUTY COUNSEL BILLING FORM

**FORM 15**

Duty counsel file number **ID-1** \* Referral no. **ID-2**  
 Lawyer **ID-3** \* Lawyer vendor no. **ID-4** \*  
 Date of assignment ( dd / mm / yyyy ) **ID-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **ID-6**  
 Location Vancouver Location code 9077  
 Total hours authorized **ID-7**

## Alternate service provider (emergencies only)

Lawyer **ID-8** Lawyer vendor no. **ID-9**  
 Hours **ID-10**

## Result details

Number of clients	48-hour hearings		7-day reviews		30-day reviews		# Admissibility hearing	# Summary advice	Time		Fees claimed
	# Detained	# Released	# Detained	# Released	# Detained	# Released			Hrs	10ths	
<b>ID-11</b>											

Enter no. of clients for each result above.

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 **ID-16**

## Billing date

( dd / mm / yyyy ) \*  
**ID-17**

**Lawyer use only (optional)** **ID-15**

LSS total: \$ \_\_\_\_\_  
 Adjustment: (\$ \_\_\_\_\_ )  
 Subtotal: \$ \_\_\_\_\_  
 GST: \$ \_\_\_\_\_  
 Net total: \$ \_\_\_\_\_

## Lawyer's GST reg. number:

**ID-18** \*

## Immigration Duty Counsel Billing Form (April 2008)

---

- ID-1 Duty counsel file number:** The Case Management System (CMS) assigns this seven-digit number and prints it in the top right corner of the referral form. Copy the file number from your referral form. Use this number on all correspondence with LSS.
- ID-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.
- ID-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.
- ID-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.
- ID-5 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- ID-6 Service date:** Enter the date you performed the services you are listing.
- ID-7 Total hours authorized:** Enter the number of hours you have been authorized to bill for. See “Maximum hours authorized” on your billing form and copy the total listed there to your billing form.
- ID-8 Lawyer (Alternate service provider):** If another lawyer performed some or all of the services on this billing form, enter his or her name here.
- ID-9 Lawyer vendor no. (Alternate service provider):** If another lawyer performed some or all of the services on this billing form, enter his or her vendor number here.
- ID-10 Hours:** Enter the number of hours that the alternate service provider spent providing services.
- ID-11 No. of clients (Result details):** Enter the total number of clients you saw on this particular service date.
- ID-12 48-hour hearings, 7-day reviews, etc. (Result details):** Enter the number of clients under each result (48-hour hearings — Detained or Released; 7-day reviews — Detained or Released, etc.)
- ID-13 Time (Hrs/10ths):** Record your total time spent for each service type in the appropriate row, in hours and tenths of hours, but bill only up to the maximum authorized hours on your referral.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# IMMIGRATION DUTY COUNSEL BILLING FORM

**FORM 15**

Duty counsel file number **ID-1** \* Referral no. **ID-2**  
 Lawyer **ID-3** \* Lawyer vendor no. **ID-4** \*  
 Date of assignment ( dd / mm / yyyy ) **ID-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **ID-6**  
 Location Vancouver Location code 9077  
 Total hours authorized **ID-7**

## Alternate service provider (emergencies only)

Lawyer **ID-8** Lawyer vendor no. **ID-9**  
 Hours **ID-10**

## Result details

Number of clients	48-hour hearings		7-day reviews		30-day reviews		# Admissibility hearing	# Summary advice	Time		Fees claimed
	# Detained	# Released	# Detained	# Released	# Detained	# Released			Hrs	10ths	
<b>ID-11</b>											

Enter no. of clients for each result above.

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 **ID-16**

## Billing date

( dd / mm / yyyy ) \*  
**ID-17**

**Lawyer use only (optional)** **ID-15**

LSS total: \$

Adjustment: (\$  )

Subtotal: \$

GST: \$

Net total: \$

## Lawyer's GST reg. number:

**ID-18** \*

**ID-14 Legal fees claimed:** Multiply the hourly rate by the time spent, up to the maximum hours authorized, and enter the total in this box. 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.

**ID-15 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 ID-13.

**ID-16 Signature:** Read the statement and sign the declaration. Your signature is your representation that, among other things, you performed the services billed on the date 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.

**ID-17 Billing date:** Enter the date on which you are submitting this account.

**ID-18 Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.

## 6. Circuit Counsel Tariff Guide to Billing (July 2009)

---

### 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](http://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 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](http://www.lss.bc.ca) in the Lawyers section. A copy of each **Circuit Counsel Billing Form** 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](http://www.lss.bc.ca) under Lawyers→Forms & questionnaires.
- Complete one **Circuit Counsel Billing Form** for each date authorized on your referral. Where LSS pays a block fee for the whole circuit, submit accounts for each day, but bill your legal fees on the first date of service only.
- Submit billing forms within two months of each service date.
- Claim the block fee on your billing form. When processing your account, LSS will automatically adjust the amount if you are eligible for Tier 2 or 3 rates.
- Use the **Disbursements Billing Form** in the **Disbursements for All Tariffs** section to bill any circuit counsel disbursements.
- Submit all billing forms to:  
Legal Services Society  
400 – 510 Burrard Street  
Vancouver, BC V6C 3A8
- Enter dollars and cents for all amounts.
- The underlined letter/number combination before each instruction corresponds to the circled letter/number(s) on the sample billing form shown on the page opposite the instructions.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# CIRCUIT COUNSEL BILLING FORM

**FORM 17**

Circuit counsel file number **CC-1** \* Referral no. **CC-2**  
 Lawyer **CC-3** \* Lawyer vendor no. **CC-4** \*  
 Date of assignment ( dd / mm / yyyy ) **CC-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **CC-6**  
 Location **CC-7** Location code **CC-8**

## Result details

Service	Service code	am <input checked="" type="checkbox"/>   pm <input checked="" type="checkbox"/>		No. of clients <b>CC-10</b>	Results <b>CC-11</b>				
		<b>CC-9</b>			# Bail	# Plea / Negotiated resolution	# Trial / Hearing	# Advice	# Other
Youth criminal	4001								
Adult criminal	4002								
CFCSA	4003								
Family	4004								

Enter no. of clients for each result above.

Preparation time allocated to this date

**CC-12**

Court hours this date

Time  
Hrs | 10ths

**CC-13**

Fees

\$ **CC-14**

Late sitting fee  
(If applicable)

\$ **CC-15**

Travel fee  
(If applicable)

\$ **CC-16**

LSS total

\$ **CC-17**

## Lawyer use only (optional) **CC-18**

LSS total: \$   
 Adjustment: (\$  )  
 Subtotal: \$   
 GST: \$   
 Net total: \$

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 **CC-19**

Billing date

( dd / mm / yyyy )

**CC-20** \*

Lawyer's GST reg. number:

**CC-21** \*

## Circuit Counsel Billing Form (April 2008)

---

- CC-1 Circuit counsel file number:** The Case Management System (CMS) assigns this seven-digit number and prints it in the top right corner of the referral form. Copy the file number from your referral form. Use this number on all correspondence with LSS.
- CC-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.
- CC-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.
- CC-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.
- CC-5 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- CC-6 Service date:** Enter the date you performed the services you are listing.
- CC-7 Location:** Enter the location where you performed the services.
- CC-8 Location code:** Enter the location code for the courthouse where you performed the services. See court location codes at the end of this tariff for the correct number.
- CC-9 am/pm:** Tick am, pm, or both to indicate when you performed the services. If you are billing for an afternoon and an evening sitting, enter a 2 in the pm box.
- CC-10 No. of clients:** Enter the total number of clients you saw on this particular service date.
- CC-11 Results:** Enter the number of clients under each result (Bail, Plea/Negotiated resolution, Trial/Hearing, etc.)
- CC-12 Preparation time allocated to this date:** Enter the number of hours you spent preparing for this service date.
- CC-13 Time (Hrs/10ths):** Enter the number of hours, in hours and tenths of hours, that you spent in court on this service date.
- CC-14 Legal fees:** Enter the block fee authorized by your referral. When processing your account, LSS will automatically adjust the amount if you are eligible for Tier 2 or 3 rates.
- CC-15 Late sitting fee:** Enter your late sitting fee, if authorized and applicable.
- CC-16 Travel fee:** Enter your travel fee, if authorized and applicable.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

# CIRCUIT COUNSEL BILLING FORM

**FORM 17**

Circuit counsel file number **CC-1** \* Referral no. **CC-2**  
 Lawyer **CC-3** \* Lawyer vendor no. **CC-4** \*  
 Date of assignment ( dd / mm / yyyy ) **CC-5** \*

\*Indicates a required field.

## Referral details

Service date ( dd / mm / yyyy ) **CC-6**  
 Location **CC-7** Location code **CC-8**

## Result details

Service	Service code	am <input checked="" type="checkbox"/>   pm <input checked="" type="checkbox"/>		No. of clients <b>CC-10</b>	Results <b>CC-11</b>				
		<b>CC-9</b>			# Bail	# Plea / Negotiated resolution	# Trial / Hearing	# Advice	# Other
Youth criminal	4001								
Adult criminal	4002								
CFCSA	4003								
Family	4004								

Enter no. of clients for each result above.

Preparation time allocated to this date **CC-12**

Court hours this date

Time  
Hrs | 10ths

**CC-13**

Fees

\$ **CC-14**

Late sitting fee  
(If applicable)

\$ **CC-15**

Travel fee  
(If applicable)

\$ **CC-16**

LSS total

\$ **CC-17**

## Lawyer use only (optional) **CC-18**

LSS total: \$   
 Adjustment: (\$  )  
 Subtotal: \$   
 GST: \$   
 Net total: \$

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 **CC-19**

Billing date

( dd / mm / yyyy )

**CC-20** \*

Lawyer's GST reg. number:

**CC-21** \*

CC-17 **LSS total:** Add together all **Legal fees** billed and enter the **LSS total**.

CC-18 **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 CC-17.

CC-19 **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.

CC-20 **Billing date:** Enter the date on which you are submitting this account.

CC-21 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.

# Court Location Codes (November 2006)

---

<b>Location</b>	<b>Location code</b>	<b>Location</b>	<b>Location code</b>
100 Mile House	9001	New Aiyansh	9048
Abbotsford	9002	New Hazelton	9049
Alert Bay	9003	New Westminster	9050
Alexis Creek	9004	North Vancouver	9051
Anahim Lake	9005	Northern Circuit	9084
Ashcroft	9006	Northwest Circuit	9086
Bella Circuit	9085	Pemberton	9052
Burns Lake	9010	Penticton	9053
Campbell River	9011	Port Alberni	9054
Castlegar	9012	Port Coquitlam	9055
Charlottes Circuit	9088	Port Hardy	9056
Chase	9013	Powell River	9057
Chetwynd	9014	Prince George	9058
Chilliwack	9015	Prince Rupert	9059
Clearwater	9016	Princeton	9060
Colwood	9017	Quesnel	9062
Courtenay	9018	Richmond	9063
Cranbrook	9019	Rossland	9064
Creston	9020	Salmon Arm	9065
Dawson Creek	9021	Sechelt	9066
Duncan	9023	Smithers	9067
Fernie	9024	Sparwood	9068
Fort Nelson	9087	Surrey	9070
Fort St. James	9026	Terrace	9072
Fort St. John	9027	Tofino	9073
Fort Ware	9028	Tumbler Ridge	9075
Fraser Lake	9029	Ucluelet	9076
Gold River	9030	Valemont	9079
Golden	9031	Vancouver	9077
Grand Forks	9033	Vanderhoof	9080
Hope	9034	Vernon	9081
Hudson's Hope	9035	Victoria	9078
Invermere	9036	Williams Lake	9082
Kamloops	9037	Willington	9083
Kelowna	9038		
Kitimat	9039		
Mackenzie	9042		
Masset	9043		
McBride	9044		
Merritt	9089		
Nakusp	9045		
Nanaimo	9046		
Nelson	9047		

# 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](http://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](http://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](http://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 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	<b>FS-8</b>	<b>FS-9</b>		<b>FS-11</b>		<b>FS-13</b>
3			<b>FS-10</b>		<b>FS-12</b>	

- 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	
<b>FS-15</b>		<b>FS-16</b>		<b>FS-18</b>	<b>FS-19</b>	<b>FS-20</b>					<b>FS-22</b>	<b>FS-23</b>
				<b>FS-17</b>				<b>FS-21</b>				

\*\* 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.



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 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	<b>FS-8</b>	<b>FS-9</b>		<b>FS-11</b>		<b>FS-13</b>
3			<b>FS-10</b>		<b>FS-12</b>	

- 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	
<b>FS-15</b>		<b>FS-16</b>		<b>FS-18</b>	<b>FS-19</b>	<b>FS-20</b>					<b>FS-22</b>	<b>FS-23</b>
				<b>FS-17</b>				<b>FS-21</b>				

\*\* 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.



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 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	<b>FS-8</b>	<b>FS-9</b>		<b>FS-11</b>		<b>FS-13</b>
3			<b>FS-10</b>		<b>FS-12</b>	

- 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	
<b>FS-15</b>		<b>FS-16</b>		<b>FS-18</b>	<b>FS-19</b>	<b>FS-20</b>					<b>FS-22</b>	<b>FS-23</b>
				<b>FS-17</b>				<b>FS-21</b>				

\*\* 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-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.



Legal  
Services  
Society

British Columbia  
www.lss.bc.ca

## 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
<b>1</b> Court file no. _____ <div style="text-align: center;"><b>FR-12</b></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)
<b>2</b> Court file no. _____									
<b>3</b> 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.



Legal Services Society

British Columbia  
www.lss.bc.ca

## 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
<b>1</b> Court file no. _____ <div style="text-align: center; margin-top: 20px;"><b>FR-12</b></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)
<b>2</b> Court file no. _____									
<b>3</b> 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)

<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>	<b>Court description</b>	<b>Court code</b>
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		
<b>Outside British Columbia</b>					
Supreme Court of Canada	4010	All other out-of- province matters	4050		

# Immigration Tariff Guide to Billing (July 2008)

---

## 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](http://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 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](http://www.lss.bc.ca) in the Lawyers section. A copy of the **Immigration Billing Form** 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](http://www.lss.bc.ca) under Lawyers→Forms & questionnaires.
- Please submit a billing form, even if you are not claiming 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 if:
  - the fees total \$500 or more; or
  - disbursements total \$300 or more; or
  - you have changed law firms.
- 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 the circled letter/number(s) on the sample billing form shown on the page opposite the instructions.
- Make sure you enter all hearing 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 the 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.)



## Immigration Billing Form — Fees Summary (July 2008)

---

- I-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.
- I-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.
- I-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”).
- I-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.
- I-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.
- I-6 Date of assignment:** Enter the date of assignment shown at the top of your referral form.
- I-7 Multiple client case file no(s):** Even if your clients have been separately referred, LSS considers them multiple clients if they are treated by the IRB as a family unit or joined matter. Enter the seven-digit case numbers (from the referral forms) of the clients you will be representing at a joint hearing. Attach a separate sheet if necessary.

You may bill full preparation time for only *one* of these clients. No matter how many additional clients you have, you may claim only up to an additional half block of preparation time.

Enter all full legal fees on one billing form and half fees claimed for multiple clients on another billing form. Submit additional billing forms to inform LSS of the result for each of your clients and allow LSS to close the case on the computer system.

Regardless of the number of clients, claim hearing attendance fees only once.

If any of the multiple clients are severed from the joint hearing, bill for them on a separate billing form and enclose a letter explaining the circumstances to avoid delays in processing your account.

If, in a joint hearing, you represent multiple clients whose claims are separate and distinct, bill as you would for multiple clients and enclose a letter stating the reasons for the separate claim and the additional legal fees.

Address your letter to the attention of the Case Management Section and submit it with your billing form.



# IMMIGRATION BILLING FORM FEES SUMMARY

- 1 Admissibility hearing
- 2 RPD
- 3 IAD
- 4 Detention
- 5 Post-determination submissions
- 6 Appeal

- 1 Detained
- 2 Released
- 3 Accepted
- 4 Denied
- 5 Stayed
- 6 Adjourned
- 7 Reserved
- 8 Case abandoned
- 9 Change of lawyer
- 10 Client proceeding alone
- 11 Client no-show
- 12 PIF filed

- 1 Applicant
- 2 Respondent

- 1 Refugee
- 2 Non-refugee

Hearing #	Hearing type	Issue type	Issue #	Hearing file #	Location	Results	Client status	Client role
1					1255			
2	I-8	I-9		I-11	1255		I-13	
3			I-10		1255	I-12		I-14

Case no. I-1 Referral no. I-2  
 Lawyer I-3 Lawyer vendor no. I-4  
 Client name I-5  
 Date of assignment (dd/mm/yyyy) I-6  
 Multiple client case file no(s) I-7

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	
I-15					I-19							
		I-16							I-21			
				I-17		I-20					I-22	I-23
				I-18								

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

Total hrs. I-24

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 I-27

Date of last service to client  
(dd/mm/yyyy) I-28

Billing date  
(dd/mm/yyyy) I-29

**Lawyer use only (optional)**

LSS total: \$ \_\_\_\_\_

Adjustment: (\$ \_\_\_\_\_ )

Subtotal: \$ I-26

GST: \$ \_\_\_\_\_

Net total: \$ \_\_\_\_\_

LSS total I-25

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

Lawyer's GST reg. number:  
I-30

- I-8     **Hearing type:** On the appropriate line (beside hearing #1, 2, or 3), enter the number of the option that corresponds to the hearing type from the box above this column.
- I-9     **Issue type:** Enter the initials of the issue type the client faces (e.g., DHR for detention hearing). The issue type and the corresponding initials appear on your referral form under “Case Details.”
- I-10   **Issue #:** Enter the issue number that appears on your referral form under “Case Details.”
- I-11   **Hearing file #:** Enter the tribunal/court file number for the hearing you are attending or preparing for. LSS requires this number for auditing purposes.
- I-12   **Results:** Enter the number of the option that corresponds to the result for your client from the box above this column.
- I-13   **Client status:** Enter 1 if your client has refugee status; enter 2 if your client does not have refugee status.
- I-14   **Client role:** Enter 1 if your client is the applicant; enter 2 if your client is the respondent.
- I-15   **Service date:** If applicable, enter the date you performed the service you are listing.
- Note:* This form has enough space to list eight items; if you have more than eight items, submit separate forms to complete your billing.
- I-16   ½ **days/am/pm:** Tick am, pm, or both to indicate when you performed the service.
- I-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] or articling student[A]). If you are not the lawyer to whom the referral was issued, contact the referring office before billing.
- I-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.
- I-19   **Description of service:** Enter a description of the service performed. Use the descriptions in the tariff section, wherever possible, to avoid confusion.
- I-20   **Tariff code:** Enter the appropriate tariff code for the service you are billing for. The tariff codes are listed beside the tariff descriptions in the **Immigration Tariff**.
- I-21   **Hearing # (1, 2, or 3):** Tick the appropriate hearing number(s) for the service you are billing for. Ensure that this number corresponds to the hearing number line used in the upper box.



# IMMIGRATION BILLING FORM FEES SUMMARY

- 1 Admissibility hearing
- 2 RPD
- 3 IAD
- 4 Detention
- 5 Post-determination submissions
- 6 Appeal

- 1 Detained
- 2 Released
- 3 Accepted
- 4 Denied
- 5 Stayed
- 6 Adjourned
- 7 Reserved
- 8 Case abandoned
- 9 Change of lawyer
- 10 Client proceeding alone
- 11 Client no-show
- 12 PIF filed

- 1 Applicant
- 2 Respondent

- 1 Refugee
- 2 Non-refugee

Hearing #	Hearing type	Issue type	Issue #	Hearing file #	Location	Results	Client status	Client role
1					1255			
2	I-8	I-9		I-11	1255		I-13	
3			I-10		1255	I-12		I-14

Case no. I-1 Referral no. I-2  
 Lawyer I-3 Lawyer vendor no. I-4  
 Client name I-5  
 Date of assignment (dd/mm/yyyy) I-6  
 Multiple client case file no(s) I-7

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	
I-15					I-19							
				I-17		I-20			I-21		I-22	I-23
				I-18								

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

Total hrs. I-24

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 I-27

Date of last service to client  
(dd/mm/yyyy) I-28

Billing date  
(dd/mm/yyyy) I-29

**Lawyer use only (optional)**

LSS total: \$ \_\_\_\_\_  
 Adjustment: (\$ \_\_\_\_\_ )  
 Subtotal: \$ I-26  
 GST: \$ \_\_\_\_\_  
 Net total: \$ \_\_\_\_\_

LSS total I-25

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

Lawyer's GST reg. number:  
I-30

- I-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.
- I-23 **Fees claimed:** Multiply the hourly rate by the time spent (see also I22) and enter the totals for each item in this column. Claim the Tier 1 rate on the billing form. When processing your account, LSS will automatically adjust the amount if you are eligible for Tier 2 or 3 rates.
- I-24 **Total hrs.:** Add all hours and tenths listed in the column above and enter the total.
- I-25 **LSS total:** Add all legal fees listed under **Fees claimed** and enter the LSS total.
- I-26 **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 I25.
- I-27 **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.
- I-28 **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.
- I-29 **Billing date:** Enter the date on which you are submitting this account.
- I-30 **Lawyer's GST reg. number:** Enter your GST registration number; the Canada Revenue Agency requires this.