

CFCSA Tariff



**Legal
Services
Society**

British Columbia
www.lss.bc.ca

Revision history (April 2009)

Date issued	Replaced pages	Effective date
03/09	ii, iii, 14	04/09
07/08	all pages	07/08
11/06	Guide to Billing, Court location codes	11/06
06/06	all pages, Guide to Billing, CFCSA Billing Form	06/06
01/06	ii, iii, 11– 14, Guide to Billing, CFCSA Billing Form	01/06
02/05	ii, iii, 13 – 20, CFCSA Billing Form	02/05
06/04	all pages	06/04
06/03	i/ii, 9/10, 13 – 20, CFCSA Billing Form	01/99
11/02	all pages	01/99
10/01	section title page, 3 – 8, 13 – 18, CFCSA Billing Form	01/99
04/01	3/4	01/99
12/99	13 – 20, CFCSA Billing Form	01/99
05/99	iii, 3 – 8, 15 – 18, CFCSA Billing Form	01/99

Contents

- 1. **Organization of This Section** (June 2004) 1
- 2. **General Tariff Information** (June 2004)..... 2
- 3. **CFCSA Tariff** 3
 - General preparation (July 2008) 4
 - Preparation for a presentation hearing (June 2004) 4
 - Attendance at a presentation hearing (June 2004)..... 5
 - Attendance at pre-hearing and post-hearing applications (July 2008)..... 5
 - Pre-trial conferences (June 2004) 6
 - Preparation for a case conference (June 2004)..... 6
 - Attendance at a case conference (June 2004) 6
 - Preparation for hearing stages (July 2008)..... 6
 - Attendance at a hearing (other than the commencement date or presentation hearing) (June 2004) 7
 - Additional preparation for lengthy hearings (June 2004) 7
 - Additional preparation with expert witnesses (June 2004)..... 8
 - Written arguments (June 2004) 8
 - Consent orders (June 2004) 9
 - Preparation for an application for leave to cancel a continuing custody order (June 2004)..... 9
 - Attendance at an application for leave to cancel a continuing custody order (June 2004) 9
 - Preparation for an application to cancel a continuing custody order (June 2004)..... 10
 - Attendance at an application to cancel a continuing custody order (June 2004) 10
 - Preparation for mediation (July 2008)..... 11
 - Attendance at mediation (July 2008) 11
 - Preparation for consensual dispute resolution processes (July 2008)..... 11
 - Attendance at consensual dispute resolution meetings (July 2008) 11
 - Travel (June 2004) 12
 - Additional preparation if an FRA application is required to resolve the underlying CFCSA case (July 2008) 12
 - Collateral issues (July 2008)..... 13
 - Administration fee (April 2009) 14
 - Opinion regarding the merits of an appeal (October 2005)..... 14
 - Articling student additional preparation (July 2008) 14
- 4. **CFCSA Tariff Guide to Billing** (November 2006) 15

CFCSA Billing Form — Fees Summary (February 2005)	17
Court location codes (November 2006)	22

1. Organization of This Section (June 2004)

The CFCSA section is organized as follows:

- **General Tariff Information** provides information about the tariff and its use.
- The **CFCSA Tariff** lists the tariff items.
- The **CFCSA Tariff Guide to Billing** contains information and instructions on completing the **CFCSA Billing Form** and submitting your account to LSS. Following these instructions carefully will ensure that your account is processed as quickly as possible.
- Disbursements are listed separately in this guide in the **Disbursements for All Tariffs** section.

2. General Tariff Information (June 2004)

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

3. CFCSA Tariff

Important

- A CFCSA referral ends when:
 - the child(ren) has/have been returned to the client or “been placed with other” and all supervision orders have expired;
 - a continuing custody order is made regarding the child(ren); or
 - the Director files a Form B withdrawing all applications.

You will need a new referral if any of the above circumstances have occurred and the child(ren) is/are subsequently removed or is/are at risk of removal. Your client will have to reapply for legal aid so a new referral can be issued to you.

- If during the life of the referral, there is the initiation of a new presentation hearing under s. 33.2 or s. 35 for any reason other than a loss of jurisdiction, including:
 - a removal of your client’s child(ren) while under a supervision order without removal;
 - a re-removal of your client’s child(ren) (*a subsequent removal*); or
 - a removal of a different child of the client (*a separate removal*);

LSS will consider this as a new *issue*, which entitles you to bill all items anew under your existing CFCSA apprehension *referral*, except where noted otherwise.

- Even if there are separate referrals for separate apprehensions of your client’s children, if the matters are set down for a joint hearing, LSS considers the situation akin to the situation of multiple clients. You may bill full preparation time for only one of the children, half the preparation time for a second child, and no further time for any other children. This means that no matter how many children you deal with, if the hearings have been joined, you can claim only up to one and a half blocks of preparation time.
- For requests for extra fee or additional preparation, see **General Terms and Conditions**, items 41 and 42.

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

General preparation (July 2008)

- | | | |
|--|-----------------------------|--------------------|
| <ul style="list-style-type: none"> • Billable per hour for general preparation (e.g., interviewing the client, taking instructions, preparing correspondence, preparing and filing pre-hearing and post-hearing applications, negotiating a settlement or plan of care agreement, providing advice to the client before and after he or she attends a mediation session, court attendance on commencement date). • Record the actual time spent as specified in your time records. • If hours are exhausted under other specific tariff items, bill the outstanding hours as general preparation. | <p>Up to 5 hours</p> | <p>5010</p> |
|--|-----------------------------|--------------------|

Preparation for a presentation hearing (June 2004)

- | | | |
|---|-----------------------------|--------------------|
| <ul style="list-style-type: none"> • Billable per hour for hearing preparation, including meeting and preparing with the client, reviewing the report to court, researching case law, interviewing witnesses, and meeting and negotiating with the social worker. • Record the actual time spent as specified in your time records. | <p>Up to 2 hours</p> | <p>5015</p> |
|---|-----------------------------|--------------------|

Cautions

- Ü If the hearing exceeds five hours of court time, bill for the additional preparation time under **Additional preparation for lengthy hearings**.
- Ü If you exceed the maximum preparation hours, bill for the additional hours under **General preparation**, if hours are available under that tariff item.

Tariff item

Rates/Maximum
billable hours

Tariff
code

Attendance at a presentation hearing (June 2004)

- | | | |
|---|---------------------------|--------------------|
| <ul style="list-style-type: none">• Billable per hour for appearing in court for the presentation hearing.• Provide the hearing date and the time spent in court.• Bill the actual time spent as specified in your time records, from the time the hearing was scheduled to begin to its conclusion, excluding meal breaks. | <p>Actual time</p> | <p>5025</p> |
|---|---------------------------|--------------------|

Caution

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

Attendance at pre-hearing and post-hearing applications (July 2008)

- | | | |
|--|---------------------------|--------------------|
| <ul style="list-style-type: none">• Billable per hour for appearing in court to make representations at an application.• Provide the date and the time spent in court.• Bill the actual time spent as specified in your time records, from the time the application was scheduled to begin to its conclusion, excluding meal breaks. | <p>Actual time</p> | <p>5050</p> |
|--|---------------------------|--------------------|

Cautions

Ü Do not bill under this item when the pre-hearing application is heard on the same day as the hearing. Any applications made before the trial judge are treated as part of the hearing and are paid as attendance at the hearing.

Ü Do not bill court attendance for the commencement date under this item.

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

Ü Bill preparation for the application under **General preparation**.

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

Pre-trial conferences (June 2004)

- Billable per hour when preparing for and attending a pre-trial conference convened by the court. **Up to 2 hours** **5060**
- Record the actual time spent as specified in your time records.

Preparation for a case conference (June 2004)

- Billable per hour when preparing for a case conference convened by the court. **Up to 1 hour** **5137**
- Record the actual time spent as specified in your time records.

Attendance at a case conference (June 2004)

- Billable per hour when attending a case conference convened by the court. **Actual time** **5158**
- Bill the actual time spent in court as specified in your time records, from the time the conference was scheduled to begin to its conclusion, excluding meal breaks.

Preparation for hearing stages (July 2008)

- Billable per hour for hearing preparation (e.g., meeting and preparing for a hearing with the client, reviewing a report to court, meeting and negotiating with a social worker, preparing for the hearing, researching case law, interviewing witnesses, negotiating a settlement) for any stage of the proceeding, except for the commencement date and presentation hearing. **Up to 6 hours** **5170**
- Record the actual time spent as specified in your time records.

Cautions

- Ü Bill preparation time for each stage of the proceeding, including section 40 (protection), section 44 (extension[s]), and section 49 (continuing custody). If hearing stages are combined, bill preparation time for only one stage (i.e., up to six hours).
- Ü If the hearing exceeds five hours of court time, bill for additional preparation time under **Additional preparation for lengthy hearings**.

Attendance at a hearing (other than the commencement date or presentation hearing) (June 2004)

- | | | |
|--|--------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for appearing in court at any stage of the hearing, except the commencement date or presentation hearing. • Provide the hearing date and the time spent in court. • Bill the actual time spent as specified in your time records, from the time the hearing was set to begin to its conclusion, excluding meal breaks. | Actual time | 5148 |
|--|--------------------|-------------|

Caution

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

Additional preparation for lengthy hearings (June 2004)

- | | | |
|--|---|-------------|
| <ul style="list-style-type: none"> • When a hearing lasts more than five hours, additional preparation time is available. Bill up to half an hour of preparation time for each additional full hour of hearing time. • Record the actual time spent as specified in your time records. | Up to ½ hour
per qualifying
hour of hearing
time | 5020 |
|--|---|-------------|

Caution

- This item is not applicable for **Attendance at pre-hearing or post-hearing applications**.

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

Additional preparation with expert witnesses (June 2004)

- | | | |
|---|--|--------------------|
| <ul style="list-style-type: none"> • Billable per hour for preparation with each expert witness called, or intended to be called, to offer opinion evidence; or for preparation for cross-examining an expert witness, including reviewing the expert’s report and interviewing the expert. • Provide the expert’s name and area of expertise in the Description of Service box on the CFCSA Billing Form. • Bill under this item if the opposing party seeks to have a witness qualified as an expert. • Record the actual time spent as specified in your time records. | <p>Up to 3 hours
per expert</p> | <p>5040</p> |
|---|--|--------------------|

Cautions

Ü You must have prior authorization, as set out in the **Disbursements for All Tariffs** section of this guide, before retaining an expert.

Ü This item does not apply to social workers, child access supervisors, or family support workers, unless they are accepted by the court as experts.

Ü LSS may require that you provide one or more of the following to support your billing:

- confirmation that the person was presented as an expert and accepted as such, or confirmation that the person’s written report was accepted
- a curriculum vitae showing the expert’s qualifications
- a summary of the expert’s area of expertise
- a summary of the expert’s opinion

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

Written arguments (June 2004)

- | | | |
|---|-----------------------------|--------------------|
| <ul style="list-style-type: none"> • Billable for preparing written arguments for a hearing at the court’s request. • Record the actual time spent as specified in your time records. | <p>Up to 3 hours</p> | <p>5080</p> |
|---|-----------------------------|--------------------|

Caution

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

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

Consent orders (June 2004)

- | | | |
|---|---------------------|-------------|
| <ul style="list-style-type: none"> • Billable for each stage resolved by a consent order. • Record the actual time spent as specified in your time records. | Up to 1 hour | 5095 |
|---|---------------------|-------------|

Caution

Ü Bill under this item only if you have used all the preparation time available for this hearing stage under **Preparation for hearing stages**.

Preparation for an application for leave to cancel a continuing custody order (June 2004)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for general preparation (e.g., meeting and preparing for a hearing with the client, reviewing court documents, meeting and negotiating with the social worker, preparing for a hearing, researching case law, interviewing witnesses, negotiating a settlement). • Record the actual time spent as specified in your time records. | Up to 4 hours | 5115 |
|---|----------------------|-------------|

Caution

Ü Bill under this item only if your referral form authorizes you to apply to cancel a continuing custody order.

Attendance at an application for leave to cancel a continuing custody order (June 2004)

- | | | |
|--|--------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending at an application for leave to cancel a continuing custody order hearing. • Provide the hearing date and the time spent in court. • Bill the actual time spent as specified in your time records, from the time the hearing was scheduled to begin to its conclusion, excluding meal breaks. | Actual time | 5164 |
|--|--------------------|-------------|

Cautions

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

Ü Bill under this item only if your referral form authorizes you to apply to cancel a continuing custody order.

Preparation for an application to cancel a continuing custody order (June 2004)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for general preparation (e.g., meeting and preparing for a hearing with the client, reviewing court documents, meeting and negotiating with the social worker, preparing for a hearing, researching case law, interviewing witnesses, negotiating a settlement). • Record the actual time spent as specified in your time records. | Up to 6 hours | 5110 |
|---|----------------------|-------------|

Cautions

- Ü Bill under this item only if your referral form authorizes you to apply to cancel a continuing custody order.
- Ü If the hearing exceeds five hours, bill for additional preparation time under **Additional preparation for lengthy hearings**.

Attendance at an application to cancel a continuing custody order (June 2004)

- | | | |
|--|--------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for attending at an application to cancel a continuing custody order hearing. • Provide the hearing date and the time spent in court. • Bill the actual time spent as specified in your time records, from the time the hearing was scheduled to begin to its conclusion, excluding meal breaks. | Actual time | 5120 |
|--|--------------------|-------------|

Cautions

- Ü If hearings are set on the same day for more than one client, distribute the waiting time in court equally between the clients. Do not bill waiting time more than once.
- Ü Bill under this item only if your referral form authorizes you to apply to cancel a continuing custody order.

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

Preparation for mediation (July 2008)

- Billable per hour for preparing for a mediation session with a mediator on the “approved mediator” roster. **Up to 5 hours** **5090**
- Record the actual time spent as specified in your time records.

Attendance at mediation (July 2008)

- Billable per hour for attending a mediation session with a mediator on the “approved mediator” roster. **Actual time** **5230**
- Record the actual time spent as specified in your time records.

Preparation for consensual dispute resolution processes (July 2008)

- Billable per hour when you prepare your client for consensual dispute resolution meetings (e.g., preparing for four-way meetings, family group conferencing, family meetings, and other forms of consensual dispute resolution processes). **Up to 5 hours** **5100**
- Record the actual time spent as specified in your time records.

Attendance at consensual dispute resolution meetings (July 2008)

- Billable per hour for attending consensual dispute resolution meetings (e.g., four-way meetings, family group conferencing, family meetings, and other forms of consensual dispute resolution processes). **Up to 8 hours** **5125**
- Record the actual time spent as specified in your time records.

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

Travel (June 2004)

- | | | |
|---|--------------|-------------|
| <ul style="list-style-type: none"> • Billable per half day of travel to or from a hearing or to interview a client in custody if the trip exceeds 160 km per round trip. | \$180 | 5070 |
| <ul style="list-style-type: none"> • Billable for each half day you remain at the hearing location. | \$180 | 5075 |
| <ul style="list-style-type: none"> • Provide your destination and travel date. | | |

Cautions

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

Travel fees are paid per trip, not per client.

Additional preparation if an FRA application is required to resolve the underlying CFCSA case (July 2008)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> • Billable per hour for general preparation or other work when an FRA application is required to resolve the underlying CFCSA case and LSS has not issued a separate FRA referral. • Billable once per issue for all referrals that have not been final billed as of October 1, 2005. (See the Important box on page 3 for the definition of “issue.”) • Record the actual time spent as specified in your time records. • Provide the date the application was filed or delivered as the service date for billing purposes. | Up to 7 hours | 5022 |
|---|----------------------|-------------|

Caution

- Ü Bill under this item only if you are responding to an FRA application filed in a CFCSA case or if an FRA application is required to resolve the underlying CFCSA case.

Collateral issues (July 2008)

- | | | |
|---|-----------------------------|--------------------|
| <ul style="list-style-type: none"> • Billable per hour to assist clients with collateral issues where the assistance will likely help resolve the CFCSA matter. • Billable for assistance with issues such as: <ul style="list-style-type: none"> – income (e.g., income assistance, disability benefits, CPP disability, Employment Insurance, Workers' Compensation, Employment Standards); – housing (landlord/tenant disputes, accessing BC Housing, co-op housing); – immigration status in Canada; – drug and alcohol issues; – mental health issues; – residential schools compensation, band membership, housing and income support on reserve; and – access to health care and other benefit programs and services. • Bill the actual time spent as specified in your time records. • Examples of services that could be provided are interviewing a client to identify issues, researching and advising on remedy, helping to fill out forms, advocating for a client directly with an administering agent or agency (e.g., income assistance worker, landlord, creditor, or Aboriginal band), representing a client in having an adverse decision reviewed/appealed, or linking a client with a non-lawyer advocate and working with the advocate to resolve the client's collateral issues. | <p>Up to 4 hours</p> | <p>5191</p> |
|---|-----------------------------|--------------------|

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

Administration fee (April 2009)

- | | | |
|---|-------------|-------------|
| <ul style="list-style-type: none"> This item has been eliminated and cannot be billed on referrals with a date of assignment after March 31, 2009. | \$40 | 5001 |
| <ul style="list-style-type: none"> Billable once per referral to compensate for the administrative tasks associated with opening a file that are not otherwise covered under the tariff. | | |

Opinion regarding the merits of an appeal (October 2005)

- | | | |
|--|----------------------|-------------|
| <ul style="list-style-type: none"> Billable per hour for preparing an opinion letter/questionnaire regarding the merit of appealing a court or tribunal decision. Record the actual time spent as specified in your time records. Please provide any materials you have to support your opinion. Fax the completed form to the LSS Appeals Section at 604- 682-0956. | Up to 2 hours | 5501 |
| | | |

Cautions

- Ü Bill this item if the LSS Appeals Section asks you to provide an opinion or if you believe the appeal has merit and is likely to succeed.
- Ü You may submit either an Appeal Opinion Letter Questionnaire ([PDF](#)) or provide a letter that addresses the issues in the questionnaire. The opinion letter questionnaires are available at www.lss.bc.ca (click “Lawyers,” then “Forms and questionnaires.”)

Articling student additional preparation (July 2008)

- | | | |
|---|----------------------|-------------|
| <ul style="list-style-type: none"> Billable per hour in addition to other tariff items when an articling student works on a file. Refer to item 34 in the General Terms and Conditions for articling student restrictions. | Up to 5 hours | 5144 |
| | | |

4. 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. If you don't already have an online account and would like one, go to the Lawyers section of the LSS website at www.lss.bc.ca.
- A master copy of all the billing forms and the official version of the *Guide to Legal Aid Tariffs* are available in PDF on the LSS website at www.lss.bc.ca in the Lawyers section. A copy of the **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 in the Lawyers section under "Forms and 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)

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