

Schedule "B2"

CIVIL AND FAMILY LEGAL AID TARIFF OF FEES

1. **Refer to Schedule "A"** - General Conditions

2. **Fees** - As detailed on Addendum "B2-1"

Where no further services are provided or where a file has been received and the solicitor has been unable to contact the client or obtain further instructions; the fee for this initial interview shall not exceed \$100.

3. **Claiming Costs in Family Matters** - where provided for, costs must be claimed and are not to be waived in any action without the written approval of the Chief Executive Officer or his/her designate.

4. **Taxing and Collection of Costs** - all reasonable efforts should be made to collect costs which are awarded. Such costs are the property of the Commission. If costs are awarded, a copy of the taxed bill of costs must accompany the completed billing forms.

5. **Needy Person's Certificate** - a certificate will be forwarded by the area office requesting the private bar appointment. If the client does not reside in Saskatchewan an NPC can not be issued. There will be NO reimbursement of any fees paid which would be waived by use of the certificate.

6. **Counsel Fees** - The Commission will pay for preparation and court fees for one counsel only. The Commission will not pay for fees of co-counsel or students-at-law unless authorized by the Chief Executive Officer.

7. **Disbursements:**

Travel time and expenses for solicitors, who are not Saskatchewan residents, must be explicitly approved, in advance, by the Chief Executive Officer or his/her designate.

a) Where travel by private vehicle is necessary to attend court in a municipality other than where the solicitor resides, travelled kilometres will be reimbursed at current Commission rates, plus reasonable expenses for parking. Rental of automobiles requires the prior approval of the Chief Executive Officer or his designate.

b) Travel costs by means other than private automobile (such as scheduled air flights, taxi, bus, etc.) must have prior approval by the Chief Executive Officer and must be supported by ticket or voucher.

c) Sustenance and accommodation allowance at centres other than the place where the solicitor resides: Accommodation for counsel only, per day - reasonable and actual receipts to be attached. Meal rates shall be in accordance with current Commission rates and shall be paid for counsel only. Rates are updated on our web page www.legalaid.sk.ca.

d) Witness fees and travelling expenses of witnesses in accordance with the provision of the Rules of Court. (Out of province witness fees must be approved by the Chief Executive Officer or his/her designate before incurred).

e) Court Reporter Fees - When requesting a transcript, the appointment letter should be provided to the reporting service so that they are aware that this is a legal aid client. A Needy Person's Certificate is provided by the area office requesting the private bar appointment, and when presented, the transcript fees should be waived. When court reporter fees cannot be waived, they are to be paid for by counsel. Attach a copy of the invoice as a receipt for the disbursement when submitting your account for payment.

f) Postage, photocopying, courier, telephone and facsimile expenses will be paid as follows (the Commission reserves the right to request copies of invoices):

- Postage - actual disbursements to a maximum of \$50
- Photocopying - **\$0.25/page** to a maximum of \$100
- Courier - actual disbursements
- Facsimile - **\$0.25/page** to a maximum of \$50
- Long Distance - actual disbursements to a maximum of \$75
- Process Servers - actual and reasonable disbursements (receipts required)

If charges for disbursements exceed the maximum specified, detailed and actual receipts will be required.

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- g) Any other proper disbursements with the approval of the Chief Executive Officer or his/her designate.
 - h) Goods and Services Tax - The Commission is GST exempt and therefore any fees and disbursements should not have the GST applied. See General Conditions Schedule "A".
 - i) Provincial Sales Tax - Legal services provided under **The Legal Aid Act** are not subject to the Provincial Sales Tax. See General Conditions Schedule "A".
8. **File Closure Fee** – The commission recognizes that the office administration inherent in accepting legal aid referrals is not fully captured by tariff items. A one time \$25 file closure fee is available for all referrals and is to be included on the final account submitted.
9. **Research Material** - The Commission will not pay for any research material, including on-line research costs unless authorized by the Chief Executive Officer. Time spent by a solicitor doing research is considered preparation time.
10. **Absence Fees for Travelling Time** - Absence fees are charged at a rate of \$80 per hour as follows:
- a) Travel to municipalities other than the place where the solicitor resides for court appearances.
 - b) Travel to interview a client must be explicitly approved, in advance, by the Chief Executive Officer or his/her designate.
 - c) Travel time and expenses for solicitors, who are not Saskatchewan residents, must be explicitly approved, in advance, by the Chief Executive Officer or his/her designate.
11. **Briefs of Law** - Where a brief of law is prepared, the Commission may require that a copy of the brief of law be submitted.