

CIVIL AND FAMILY LEGAL AID TARIFF OF FEES
Schedule "B2"
Civil and Family Legal Aid Tariff of Fees

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

2. **Fees** - As detailed on Page Four

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 \$75

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** - if a certificate is attached to the appointment, 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, kilometrage 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) Costs of travel by means other than private automobile (such as scheduled airflights, taxi, bus, etc.) requires prior approval by the Chief Executive Officer and shall 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.

d) Witness fees and travelling expenses of witnesses in accordance with the provision of the Criminal Code. (If out of province witness fees, to 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 with the appointment and 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 - **\$0.10/page** to a maximum of \$75

Courier - actual disbursements

Facsimile - **\$0.10/page** to a maximum of \$30

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.

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. **Research Material** - The Commission will not pay for any research material, including on-line research costs unless authorized by the Chief Executive Officer.

9. **Absence Fees for Travelling Time** - Absence fees are charged at a rate of \$60 per hour as follows:

d) Travel to municipalities other than the place where the solicitor resides for court appearances.

d) Travel to interview a client must be explicitly approved, in advance, by the Chief Executive Officer or his/her designate.

e) 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.

10. **Briefs of Law** - Where a brief of law is prepared, the Commission may require that a copy of the brief of law be submitted.

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Page Four

1. Provincial Court and Court of Queen's Bench

The Family Maintenance Act
The Adoption Act
The Children's Law Act
The Child and Family Services Act
The Divorce Act

② If the matter is dealt with in **Chambers only** \$360

② Note: this rate includes all preparation time for the Chambers appearance.

② If the matter is further dealt with at a **Pre-Trial Settlement Conference** then:

Maximum 7 hours preparation at \$60 per actual hour (or a portion thereof) and pre-trial time at \$60 per actual hour (or a portion thereof) plus one hour preparation to each hour in pre-trial. Lawyers must provide a detailed listing which gives a fully itemized statement of each and every service rendered both by way of preparation and in pre-trial showing among other things, the precise time and date involved in rendering that service.

② If the matter further proceeds to **Trial** - \$60 per actual hour (or a portion thereof) for preparation time subsequent to the pre-trial conference that directs the matter to trial, to a **maximum** of 12 hours and \$60 per actual hour (or a portion thereof) for court time. Preparation time for the trial begins after the date of the pre-trial conference that directs the matter to trial.

When a solicitor represents an individual regarding more than one of the above noted Acts and dealt with in the same court at approximately the same time then the solicitor shall be entitled to fees as for **one Act only** except where he/she can demonstrate that he/she has rendered separate and distinct services with respect to the additional Act.

2. All Appeals \$960

The prior approval of the Chief Executive Officer or his/her designate is required.

In addition, the Chief Executive Officer or his/her designate will allow reasonable disbursements for printing of transcripts, factums, appeal books.

3. All other matters not described above as determined by the Chief Executive Officer or his/her designate at time of authorization.

