

# Instructions for using Report of Lawyer 2019

This form was created in excel and because of it there was some limitations. The one way to move around the form is either by **tabbing** or by using the mouse and clicking on the appropriate cells. If you use the return key, it will take you to the next down field and may skip over some other critical fields.

There are some critical fields that will require careful attention in order to complete the Report of Lawyer:

- Section A – General
  - All the fields are basically freeform fields. The reference number is your reference number that will be used for the EFT payment
  - LAS has a client service standard metric to determine how long it is taking a lawyer to meet with an eligible applicant. Consequently a first meeting with applicant date field has been add to this form. A meeting is defined as a telephone call or in-person meeting with applicant by the assigned lawyer
  - The form should be signed and dated and the check box Yes ticked for acknowledging the certificate of remuneration
  
- Section B – Present Status
  - Cell A25 is a drop down menu that one item needs to be selected
  - Cell A26 is a freeform field in the event A25 Other is selected or if additional info is required
  
- Section C – Account summary
  - The most import part is entering the effective date so that the correct tariff date is used in cell B32. The format of the cell is **yyyy-mm-dd**.
    - **Note:** *If you get a #N/A in the tariff amount, it means that the control settings on your computer are set at a different default. If that is the case, use your computer control setting and the calculations will still work.*
  - The information for the effective date comes from the engagement letter
  - Once the date is entered is should populate the proper hourly fees
  - If a fixed fee is considered for remuneration, then cell B34 has a drop down menu for determining the proper fixed fee, you can either tab over the cell if n/a or select n/a
  - The prep hours and the court hours should be the total from the time determined from your in-house time tracking system
  - If there this travel disbursements, then information is populated from page 2 as outlined below
  - If the file is final, then yes needs to be checked in field C39 and it will populate the closure fee
  - If you happen to have the LAS PB file number handy, you can list it in field B47
  
- Section D – Legal Services Rendered
  - This section is a summary of any compensation that the firm may have received on the file. It is likely blank in most cases
  
- Section E – Most Serious Charge/problem
  - This is a freeform field and we need to have the most serious charge problem identified in order to determine the max prep hours available
  - For the next three sections you can add a line by pressing the <alt><enter> key at the same time
  - These sections should be self-explanatory
  - Copy and Paste from other documents can be done in this section and the only solution identified is click in the formula bar and do a right click and choose paste or do Ctrl V. Press enter when finished and the section will be filled. Note if too much gets pasted, some information may be truncated

- Section F- Disbursements

- Absence fees is dependent on the hours listed and will transfer itself to the first page
  - As space is limited for travel, we encourage the reporting of absence travel for the same day be reported as one entry for a return trip. It should be indicated in cells H102-H106 with either a Yes/No response
- On occasion there are other lawyers within the same firm that travel on behalf of the lawyer assigned to handle or speak to the matters on hand. If that is the case, the initials or name of the lawyer should be listed on the absence fee section
- Travel disbursements are date dependent, therefore like account summary, the date field needs to be completed in cells A111-A118
  - The rate will be populated based on the date field above
  - The travel type needs to be completed as well, A for regular/ordinary travel, N for travel north of the 54<sup>th</sup>, P for own airplane, and PA for own airplane travel north of the 54<sup>th</sup>
  - Like Absence fee above, the total travel should be coordinated for a return trip travel. We will assume if the absence fee travel is a return trip, the mileage reimbursement will be the same as well
- For sustenance and accommodation, the meals are a drop down menu. There are several combinations that can be considered

A Breakfast	\$ 8.00
B Dinner	\$ 14.00
C Supper	\$ 19.00
D Breakfast/Dinner	\$ 22.00
E Dinner/Supper	\$ 33.00
F Per Diem	\$ 41.00

- Part B, should include travel expenditures. Don't use part C for any travel related expenditures

Sustenance, Accommodation and Other Travel (B)							
Date	Meals	Hotel	Parking	Air travel	Other	Other - Explanation	Fees
If claiming meals for a full day, please use the per diem rate							
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
<b>Total Sustenance, Accommodation and other travel</b>							<b>0.00</b>

*Disbursements should be listed net of GST as Legal Aid is GST Exempt. GST #R107684258*

*Use Drop down menu to choose meals*

- Part C, other disbursements are self-explanatory. For photocopies and fax, indicate the number of pages and the amount will self-populate. Please note that as a result of transcript services only providing electronic transcripts, if a printed transcript is required, the costs for all printing/photocopying is calculated on the first 400 pages at \$0.25/page and next page thereafter at \$0.05/page to a total maximum of \$200.

A copy of your in-house time summary should be provided in order to support the amount of prep and court hours if using the hourly fee tariff. This will assist for audit purposes