

REQUEST FORM: AMENDMENT OF APPOINTMENT

If your client is facing additional charges and the file is still open, you can contact the Area Office that originally appointed you. Depending on the nature of the new charges, and the inability of LAS to maintain the file in-house, an amended letter may be sent to you confirming that the new charges will be covered under your original appointment.

If the casefile work has been concluded and you have completed the billing process, your client will need to re-apply for LAS services.

Date of request: _____

Request Information

Lawyer information

Name: _____

Solicitor #: _____

Phone: _____

Email: _____

Client information

Name: _____

Client #: _____

Reason for Requesting an Amendment to the Appointment

Additional charges

Other _____

Brief Synopsis of Case

Explain why you are seeking an amendment:

What services will be required:

For information on amending appointment requests see the Legal Aid Saskatchewan’s Billing and Payments Handbook, Chapter 1.5.

For assistance in completing this form please contact the Legal Aid Saskatchewan Private Bar Services at 1-306-933-5300 or email pboffice@legalaid.sk.ca.

I certify that the information included in this form is complete, true, and accurate.

Name: _____

Signature: _____

Date: _____

Please email the completed request form to your area director with the subject line **Request: Appointment Amendment.**