Legal Aid Tariff of Fees
Schedule B4-1
Immigration & Refugee Services – Maximum Preparation Time for Files calculated on an Hourly Fee Basis

Updated September 15, 2026

Refer to Legal Aid Tariff of Fees Schedule B4 – Immigration & Refugee Services

PREPARATION and COURT time: $92 per actual hour (or portion thereof)

The maximum preparation time noted below is determined by the nature of proceeding and service authorized on the appointment of solicitor and is calculated from the effective date of the appointment until the conclusion of the authorized service.

In the discretion of the Chief Executive Officer or designate, additional preparation time at $92 per hour may be paid considering extremely exceptional circumstances as outlined in Schedule A of the Tariff.

Proceeding / authorized service	Preparation Maximum	Court / Hearing
Response to Procedural fairness letter		
Preparation of written submissions	Up to 3 hours	
Refugee Protection Division		
Portal application	Up to 3 hours	
Preparation of Basis of Claim (BOC)	Up to 7 hours	
Preparation for and attendance at hearing	Up to 10 hours	actual
BOC amendment – amendment to narrative	Up to 4 hours	
Preparation of BOC – additional narrative	Up to 5 hours	
Preparation for and attendance at subsequent sitting	Up to 3 hours	actual
Preparation of written submissions	Up to 3 hours	
Representation Minister's intervention	Up to 4 hours	
Representation designated representative	Up to 4 hours	

Refugee Appeal Division		
Preparation and filing of submissions	Up to 20 hours	
Preparation for and attendance at oral hearing	Up to 5 hours	actual
Preparation for and attendance at subsequent sitting	Up to 3 hours	actual
Preparation of merit opinion and file notice of appeal with Federal Court	Up to 5 hours	
Immigration Appeal Division		
Preparation of removal order appeal / attending appeal	Up to 20 hours	actual
Preparation for and attendance at subsequent sitting	Up to 4 hours	actual
Federal Court Stay Applications		
Preparation of motion to stay deportation and attending Stay application	Up to 20 hours	actual
Federal Court Judicial Review Applications		
Preparation of merit opinion for seeking leave and filing notice	Up to 5 hours	
Preparation of application for leave	Up to 20 hours	
Preparation of application (where leave granted)	Up to 15 hours	
Humanitarian & Compassionate Applications		
Preparation of application for permanent residence	Up to 20 hours	

Pre-Removal Risk Assessment Applications		
Preparation of application (BOC completed)	Up to 12 hours	
Preparation of application (no BOC completed)	Up to 18 hours	
Preparation for and attendance at hearing	Up to 8 hours	actual
Detention Review		
Preparation for and attending detention review	Up to 5 hours	actual
Preparation for and attendance at subsequent detention review	Up to 5 hours	actual
Preparation for and attendance at subsequent sitting	Up to 3 hours	actual