Legal Aid Tariff of Fees
Schedule B4
Immigration & Refugee Services

Updated September 15, 2026

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1. **Refer to Legal Aid Tariff of Fees Schedule A** – General Conditions

2. **Hourly Fees**: A solicitor may receive compensation up to the maximum amount established in this tariff (Schedule B4-1) by providing a detailed listing which gives a fully itemized statement of each and every service rendered both by way of preparation and Court, showing among other things, the date of, and precise time involved in rendering each service.

3. **Initial Interview Only / No Contact** - Where no further services are provided after an initial interview, or where a file has been received and the solicitor has been unable to contact the client or obtain instructions, the fee for this service shall not exceed $115.

4. **Briefs of Law** – Where a brief of law is prepared, the commission may require that a copy of the brief of law be submitted.

5. **Absence Fees for Travelling Time**– Absence fees are charged at a rate of $92 per hour.

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

    b. Travel to interview a client must be approved, in advance, by the Chief Executive Officer or designate.

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

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 or designate.

7. **Interpreting and Translation services** – are to be utilized through Interpretation & translation Services Canada | CanTalk Canada

    a. Interpretation Costs

        i. Actual and reasonable disbursements to a maximum of $600 (receipts required).

        ii. Services exceeding $600 must have prior approval by the Chief Executive Officer or designate.

        ii. To be billable, interpretation services must be performed under the

lawyer's supervision by a professional third-party interpreter who has experience interpreting in a court or legal environment. Interpretation services provided by employees, relatives, or friends will not be reimbursed.

b. Translation Costs

i. Actual and reasonable disbursements to a maximum of $300 (receipts required).

ii. Services exceeding $300 must have prior approval by the Chief Executive Officer or designate.

iii. Translation of any document back into the client's language will only be authorized in exceptional circumstances and requires prior approval of the Chief Executive Officer or designate.

8. Disbursements:

a. Travel expenses for solicitors, who are not Saskatchewan residents must be approved, in advance, by the Chief Executive Officer or designate.

b. Where travel by private vehicle or airplane is necessary to attend court in a municipality other than where the solicitor resides, travelled kilometers 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 designate.

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

d. 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 legalaid.sk.ca in April and October.

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

i. Postage – actual disbursements to a maximum of $50

ii. Printing/Photocopying – to a maximum of $200 calculated at $0.25/page

for first 400 pages and then $0.05/page thereafter

iii. Courier – actual disbursements

iv. Facsimile - $0.25/page to a maximum of $50

v. Long Distance – actual disbursements to a maximum of $75

vi. Process Servers – actual and reasonable disbursements (receipts required)

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

f. Any other proper disbursements with the approval of the Chief Executive Officer or designate.

9. **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 is available for all referrals and is to be included on the final account submitted.

10. **Research Material** – The Commission will not pay for any research material, including on-line research costs unless authorized by the Chief Executive Officer or designate. Ontario Legal Aid Plan Research papers are available, upon request, through the Head Office of the Saskatchewan Legal Aid Commission. Time spent by a solicitor doing research is considered preparation time.