

Form 51 Civil Certificate Account Form

If you do not fully complete this form, it may be returned to you.

1. Certificate	Number (no dashes)	Issue Date (mm/dd/yyyy)	Effective Date (mm/dd/yyyy)	Your Invoice #
Northern Ont. <input type="checkbox"/>				
Billing Period	First Date of Service (mm/dd/yyyy)	Last Date of Service (mm/dd/yyyy)		

2. Client Name	Initials	Surname

3. Lawyer Information	Solicitor Number (no dashes)	Initials	Surname

4. Fees and Disbursements	Total Fees Billed	+	Total Disbursements Billed	=	Total Billed

5. GST Information and Amounts Billed	Amount of GST Billed on	Total GST Billed
GST Registration #	Fees	Disbursements

6. Account Information	Account Type	Interim <input type="checkbox"/>	Final <input type="checkbox"/>	Supplementary <input type="checkbox"/>
Has the work authorized by this certificate been completed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If the answer is no, why was it not completed?				

Will any further accounts be rendered for services or disbursements authorized by this certificate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If opinion only is authorized, are you recommending additional services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was this proceeding conducted under the case management rules?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Refugee Protection Division – did the case proceed to conclusion on an expedited basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Settlement and Judgment Details	Was a settlement made or judgment obtained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer is yes, complete A) through E) below			

A) Award/Settlement Lump Sum Amount of which remains unpaid.
and is in my trust account.
Periodic payments of each
Interest in property
Other

B) Costs Awarded of which remains unpaid and is in my trust account.

C) Has the judgment been approved by a legal accounts officer? Yes No

D) A writ of seizure and sale and assignment of judgment for costs were filed with the sheriff of:
And the interest rate on the writ of execution is: %
The full name and last known address of the judgment debtor is: _____

E) Included are copies of the following:

Judgment or order <input type="checkbox"/>	Assignment of costs <input type="checkbox"/>	Written notice to judgment debtor <input type="checkbox"/>	Taxed bill of costs <input type="checkbox"/>	Writ of seizure and sale <input type="checkbox"/>
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8. Costs	Were costs awarded against your legally aided client? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what amount? <input type="text"/>
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9. Private Retainer Information	<input type="checkbox"/> I was not retained by the client to perform services with respect to the same or any ongoing matter prior to the effective date of this certificate.
<input type="checkbox"/> I was retained by the client to perform services with respect to the same or an ongoing matter prior to the effective date of this certificate, and received a total of: <input type="text"/>	
on account of fees and disbursements or am acting on certificate number: <input type="text"/>	

10. Services Provided	For all certificates acknowledged on or after May 1, 2004, the administrative fee will be paid with the first account on the certificate.
Did you acknowledge this certificate on or after May 1, 2004?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this your first account on this certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Line	Date (mm/dd/yyyy)	Description of Service	Work Done By (Solicitor #)	Rate \$/hr	Time From: To:	Hours in 10 ^{ths}	Fee \$
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

11.							
12.							
13.							
14.							

If you need more rows, please continue in section 10b of this form. Make sure "Total Fees Billed" includes the total of all rows.

	Letters sent and received at 0.1 hour per letter		
Sub-Total Fees (carried from section 10b)			
Total Fees Billed			

11. Summary of Hours Billed

Count each hour of clerk/student time as 1/3 of an hour

Initials (include solicitor # - no dashes)	Surname	Hours Billed	Travel Hours Billed (if authorized)
Total Hours Billed			

12. Civil Proceedings Authorized

Additional maximums for specifically authorized court proceedings

Some certificate authorizations including FLA/CLRA, CFSA and RPD proceedings, administrative board matters, appeals and trial authorizations allow additional tariff maximums for the actual attendance time at the hearing or trial. In some cases, additional tariff allowances for preparation are available based on the number of days of attendance. Please review your authorizations to determine if you are entitled to these additional maximums.

In FLA/CLRA and CFSA proceedings, authorization may be available for second and subsequent pretrials, settlement conferences, case conferences or issues hearings. Do not include your attendance at the *first* pretrial, settlement conference, case conference or issues hearing as that attendance is covered by separate certificate wordings and/or amendments.

In the space below, check the authorization(s) you have for attendance time in addition to preparation time. Indicate the number of days of attendance to which it applies, and the total number of hours for those attendances.

Number of Days of Attendance	Total Number of Hours for Attendance

Subsequent pretrials, settlement and case conferences: 2 hrs preparation/day + attendance time

Trial: 15 hrs preparation + 4 hrs preparation/day after first day + attendance time

Refugee and Administrative Boards Hearings: preparation + attendance time

Appeals: preparation time + attendance time

Other:

13. Disbursements

Attach receipts and authorizations

Line	Description	Amount (without GST)	PST incl.	GST Amount
	Faxes at \$0.25 per page			
	Photocopies made at \$0.10 per page			
1.			<input type="checkbox"/>	
2.			<input type="checkbox"/>	
3.			<input type="checkbox"/>	
4.			<input type="checkbox"/>	
5.			<input type="checkbox"/>	
6.			<input type="checkbox"/>	
7.			<input type="checkbox"/>	
8.			<input type="checkbox"/>	
9.			<input type="checkbox"/>	
10.			<input type="checkbox"/>	

If you need more rows, please continue in section 13b of this form. Make sure "Total Disbursements" includes the total of all rows.

Sub-Total Disbursements (carried from section 13b)

Total Disbursements

This account is submitted in compliance with the legal aid tariff and no increase is claimed which will require the exercise of discretion by a legal accounts officer.

Discretion is not required Discretion is required

If you are seeking a discretionary increase, you must submit a detailed written request with this account explaining why a discretionary increase is justified.

I certify that the legal aid services were provided by me or by any other person described in this document. The disbursements described were paid or liability for them was incurred, and they were necessary and proper. I have duly performed all my duties under sections 19 through 23 of the Legal Aid Ontario Regulation 106/99 and I have taken all steps to obtain payment on behalf of my client and Legal Aid Ontario.

I acknowledge that I am required by the *Legal Aid Services Act* and regulations to send a copy of this account to my client.

14. Lawyer's Signature

Date of Account (mm/dd/yyyy)

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10b. Services Provided (continued from section 10)

Line	Date (mm/dd/yyyy)	Description of Service	Work Done By (Solicitor #)	Rate \$/hr	Time		Hours in 10 ^{ths}	Fee \$
					From:	To:		
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								

Sub-Total Fees Billed (this page only)
Carry this to Sub-Total Fees Billed in section 10

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13b. Disbursements (continued from section 13)

Line	Description	Amount (without GST)	PST incl.	GST Amount
	Faxes at \$0.25 per page			
	Photocopies made at \$0.10 per page			
11.			<input type="checkbox"/>	
12.			<input type="checkbox"/>	
13.			<input type="checkbox"/>	
14.			<input type="checkbox"/>	
15.			<input type="checkbox"/>	
16.			<input type="checkbox"/>	
Sub-Total Disbursements (this page only) Carry this to Sub-Total Disbursements in section 13				

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