

Failure to provide dockets with sufficient detail **results in slower processing and payment** of your accounts. Please ensure dockets are detailed.

Your dockets must contain sufficient detail to allow LAO to determine what work was done on the date docketed.

In addition to being a best practice, detailed dockets are necessary for fiscal and client accountability. Below you'll find a sample detailed docket for criminal accounts.

Example: Charge of Robbery with a Firearm

Date	Description	Lawyer Number	Start Time	Finish Time	Hours	Billing Amount
2008-07-21	Review of audio-tapes of witnesses Smith, Smith and Smith	4800006	9:00am 1:00pm	12:00pm 7:00pm	9	872.55
2008-08-11	Visit scene at 000 Jarvis St. to assess the accuracy of security videotape	4800006	1:00pm	3:00pm	2	193.9
2008-08-12	Attend Don Jail to visit client, review statements made by crown witnesses on audiotape with client, client provides further instructions on cross-examination of witnesses and resolution discussions	4800006	12:50pm	2:10pm	1.3	126.04
2008-08-13	Review case law and LAO Law Memo regarding elements of offence and on admissibility of security videotapes. Prepare submissions for committal	4800006	12:00pm	5:00pm	5	484.75
2008-08-14	Court Time: Attend 225 Jarvis Court #XXX before Justice Harry for day two of preliminary inquiry. Crown J. Joe calls 2 witnesses, Smith and Smith, on cross examination, witnesses recant audio taped statements, fail to identify client as the offender, client discharged.	4800006	9:00am	11:00am	2	193.9

Further information regarding supporting documentation and detailed accounts is available:

1. in the Better Billing Bulletin at LAO's website at www.legalaid.on.ca/en/news/newsletters/b3_volume35_10october.asp
2. in Tariff and Billing Handbook LAO's website at www.legalaid.on.ca/en/info/tariff_billing.asp