

Submitting certificate accounts



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Docketing

When billing an hourly fee account, roster members shall provide a detailed account, consisting of dockets providing proof and justification of the services billed, to be attached contemporaneously to the online account upon submission.

When billing a block fee account, the roster member shall retain in their file a detailed account docketing all work done on the client's proceeding to be provided to LAO upon request. Hours docketed are not required to be equivalent to the hourly tariff maximum for the proceeding.

Payment on block fee accounts is for attendance to conduct and complete a block fee service. Payment includes notional preparation and discretion, in addition to some regular disbursements.

Roster members shall provide dockets or other information as requested by LAO, which may include court informations, endorsements, audio recordings or transcripts to support the hourly or block fee account paid as a result of the roster member's online account submitted to LAO.

Roster members shall ensure that all dockets submitted to LAO:

1. are computer generated (not handwritten)
2. list services provided in chronological order
3. describe the services provided in detail (e.g., what service, where the service was provided, who provided the service)
4. include dates and actual time spent for all services recorded in tenths of an hour. Times of day are required for all services of a half-hour or more; and
5. specify the times of court attendances and the nature of court attendances