

Legal Aid Online User Guide



LEGAL AID ONTARIO
AIDE JURIDIQUE ONTARIO

www.legalaidonline.on.ca

www.legalaidonline.on.ca



Welcome to
Legal Aid Online
Bienvenue à
Aide juridique en ligne

[Back to
Legal Aid Ontario
Website](#)

[Retour au
site Web d'Aide
juridique Ontario](#)

Messages

Sign In / Accès au site

Welcome to registered users! [Please let us know what you think of Legal Aid Online.](#)

The system may be unavailable weeknights between 7:00 p.m. and 9:00 p.m. and between 8:00 a.m. and noon on Sundays for emergency maintenance. We will post notices of when the system will be down here in this area, whenever possible.

Bienvenue parmi les utilisateurs inscrits! [Veuillez nous faire savoir ce que vous pensez d'Aide juridique en ligne.](#)

Il se peut que le système ne soit pas accessible entre 19 h et 21 h les jours de semaine et entre 8 h et midi le dimanche pour l'entretien d'urgence. Chaque fois que possible, nous afficherons un avis dans cette section pour vous prévenir.

User ID/Code d'utilisateur :

Password/Mot de passe :

Need help? For registered *Legal Aid Online* users, call the *Legal Aid Online* Service Centre at 416-979-9934 (toll-free: 1-866-979-9934).

Besoin d'aide? Pour les utilisateurs inscrits d'*Aide juridique en ligne*, appeler le centre de service au 416-979-9934 (sans frais : 1-866-979-9934).

[Forgot your Password?](#)

[Vous avez oublié votre mot de passe?](#)

Legal Aid Ontario is committed to providing better tools for lawyers to make doing legal aid work easier.

Legal Aid Online is a secure website that allows lawyers to:

- Submit criminal and civil certificate accounts and duty counsel statements;
- Review status of submitted accounts and statements;
- Update contact information.

The **Lawyer Service Centre** is available to help lawyers and legal office staff using *Legal Aid Online*. To respond to your needs, we commit to the following quality standards:

- Voicemail messages will be returned as quickly as possible;
- If your request requires additional research, we will call you back to provide an estimated resolution time;
- Updates on *Legal Aid Online* availability will be provided whenever possible in the message centre on the sign in page.



For more information and for help,
call the Lawyer Service Centre at
(416) 979-9934 (toll-free: 1-866-979-9934)

The Tariff and Billing Handbook is available online at
www.legalaid.on.ca/en/info/resources

TABLE OF CONTENTS

QUICK TIPS	6
Accessing <i>Legal Aid Online</i>	6
Getting around PeopleSoft®	6
Additional menu bar	6
Moving from field to field	6
Blank or flashing screen	6
Save your work	7
Prompts and additional fields	7
Printer friendly versions	7
Timed out session	7
Attaching documents	7
Certificate numbers	7
Name format	8
Date and time formats	8
Required field	8
Sign out	8
PASSWORD TIPS	9
About your password	9
Changing your password on <i>Legal Aid Online</i> :	9
Setting up or change a password challenge question and response:	10
Sharing your password	10
Adding additional users to access your <i>Legal Aid Online</i> account	11
Law firms with more than three lawyers	11
SEARCHING	12
Add a new account or duty counsel statement	12
Find an existing account	12
BILLING CERTIFICATES	13
Acknowledgement fee	13
Adding another lawyer to your account	13
Agent accounts	13
Big case management	14

Co-accused	14
Criminal authorizations	15
Discretionary increase	15
Disbursements	15
GST	16
Interim billing	16
Junior counsel	16
Parole hearings	16
Selecting charges/authorizations	16
Student/law clerk hours	16

CHECK STATUS OF CERTIFICATE ACCOUNTS	17
Filter options	17

SELECTING CRIMINAL AUTHORIZATIONS	18
Were the charges heard separately?	18
How many separate trial or proceedings were held?	19
Select charges	19
Select plea/outcome	19
# of additional days of proceedings	20
Hours in court	21
Examples: Billing multiple criminal charge	21

DUTY COUNSEL BILLING	25
Purchase order (PO #)	25
Selecting a purchase order	25
Buyer	25
Submitting your statement for payment	25
Statements requiring revision	25
Rejected statements	25
Client names, date of birth, financial eligibility	25
Financial eligibility	26
Client service details	26

CHECK STATUS OF DUTY COUNSEL STATEMENT	27
--	----

• QUICK TIPS

Accessing *Legal Aid Online*

To access *Legal Aid Online* enter www.legalaidonline.on.ca.

Getting around PeopleSoft®



Never use the back, forward or refresh buttons. *Legal Aid Online* uses PeopleSoft programming and although it works somewhat like a website, you may find some functions a little different. The back button takes you outside of *Legal Aid Online* and your work will be lost.

From the help screens, click on to return to your account page.



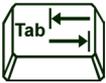
If you need to return to a different screen, save your work as draft first, then use the top menu bar to return to the main *Legal Aid Online* page or expand the blue menu on the left of your screen to select another option.

Additional menu bar



After you sign in and click on your choice (e.g.: submit a new certificate account or modify a certificate account, etc.) the next page that appears includes a blue menu bar on the left hand side of your screen. To hide this menu bar, click on the button in the top right hand corner of that box to collapse the menu. Click to open the menu again if you need it.

Moving from field to field



Use the tab key to move to the next field. Once you tab, or click into a new field, the system processes any new information that's been entered. The word 'Processing' flashes in the top right corner of the screen.

Blank or flashing screen

The system often refreshes itself which results in a blank screen. Users with slower internet connections (i.e.: dial up), may see the cursor flash or jump around on the page. Do not panic, your information is not lost. Just a wait a few seconds and the screen will reappear. Your cursor returns to the last field you were working in.

Save your work



Save information you have entered as often as possible. To save, simply scroll to the bottom of the page and click on the 'Save' button. If you have to take a break from entering information, remember to scroll down to the bottom of the account page and click 'Save'. You can return to this account by using the 'View/Modify Account' function.

Prompts and additional fields

Depending on what you enter, the system brings up various options and explanations. For example, if you answer 'Yes' to whether there was a co-accused, more text and fields to be completed appear.

Printer friendly versions

Printer Friendly Version

Printer Friendly Version for Client

The system allows you to print two different versions of submitted accounts. The 'Printer Friendly Version' is the detailed version with summary information you should keep for your files. The 'Printer Friendly Version for Client' omits any comments or additional comments you enter (e.g.: request for discretionary increase), and is to be sent to your client.

Timed out session

Your session will time out after 20 minutes of inactivity. Any work in progress will be lost, unless you have previously saved it. If your session times out, type your User ID and password again to re-enter the system.

Attaching documents



In the comment section: click on the paper clip to attach a document.

In the review status section: click on the paper clip to get more details on your account.

Certificate numbers



When entering certificate numbers (for old and new certificates) always type "CE" in front of the number.

Name format

Client name and solicitor name may be typed using either upper or lower case letters.

Date and time formats



Type the date using mm/dd/yyyy format, or use the handy calendar available. Type the letter 't' to automatically enter today's date. For times of day (duty counsel statements only), make sure you type am or pm. Time can also be typed using military format (e.g.: 15:30).

Required field



The asterisk (*) preceding a field name indicates that this is a required field and must be completed before you can save.

Sign out

When you are finished, click 'Sign out' on the top right of your screen to exit.

• PASSWORD TIPS

About your password

- The first time you sign in, your password must be changed. You will automatically be directed to the 'Change your password' screen, where you can create a new password.
- You must change your password every 90 days in order to continue accessing *Legal Aid Online*. You can, however, change your password at any time.
- You will receive warning messages for 10 days prior to the password expiring.
- Any password chosen must be at least eight characters long and must include at least one digit.
- Select a password that is different than your Username (also called User ID).

Changing your password on *Legal Aid Online*:

From the *Legal Aid Online* home page, click the 'Change your password' link to access the General Profile Information page. Make sure that we have your most up to date email address.

1. Click the 'Change password' link.

General Profile Information

Demonstration

Password

[Change password](#)

[Change or set up forgotten password help](#)

[Edit Email Addresses](#)

[Return to home page](#)

2. Enter your current, new and confirmed new passwords in their respective fields.
3. Click the 'OK' button to return to the General Profile Information page.
4. Click the 'Save' button to save the password changes, then click the 'Return to home page' link.

Setting up or change a password challenge question and response:

If you forget your password, the challenge question makes it easy for you to get a new password. Click the 'Forgot your password?' link on the sign in page and correctly answer the question you set up. We will immediately email you a new randomly generated password.

1. From the General Profile Information page, click the 'Change or set up forgotten password help' link.
2. In the 'Question' field, enter a question of your choice, or click the magnifying glass to select from a list of standard questions.
3. In the 'Response' field, enter the answer to the question.
4. Click the 'OK' button and return to the General Profile Information page.
5. Click the 'Save' button to save the question and answer, then the 'Return to home page' link.

You have now successfully set up a challenge question and response. In the future, change the challenge question and response by overwriting the existing question and response.

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions, or enter your own question.

Response:

Sharing your password

You can share your password with your bookkeeper or support staff to assist with your account billing. However, sharing your password is your responsibility. You are responsible for any activity that is done on your account either by yourself or by any person you have shared your password with.

If you want to change your password it is up to you to give it to the persons with whom you have shared it.

Adding additional users to access your *Legal Aid Online* account Law firms with more than three lawyers

Legal Aid Online makes it easy for law firms with more than three lawyers. By adding an additional user, your bookkeeper can have access to multiple accounts through one User ID. This saves them the hassle of having to sign into four or more accounts one at a time: every account will be at their fingertips. A firm must have more than three lawyers to add an additional user. For more information visit the Legal Aid Ontario website at www.legalaid.on.ca or call the Lawyer Service Centre at 416-979-9934 or toll free at 1-866-979-9934.

The Authorization Form for Additional Users lets you assign a person(s) to have full access to your *Legal Aid Online* account(s) and all related functions of *Legal Aid Online*. This includes the ability to submit accounts for payment, review account activity including fees paid to date and amounts owing on accounts, and to change your contact information and address.

It takes up to 10 business days to set up a new person for second party access.

Legal Aid Ontario is not responsible for any activity on *Legal Aid Online* by the person(s) you have authorized to access your *Legal Aid Online* account. You agree to accept responsibility and liability for all transactions or activities that occur under your account whether made by you or any other designated person(s).

To get a copy of the Authorization Form for Additional Users, visit the Legal Aid Ontario website at www.legalaid.on.ca or call the Lawyer Service Centre at 416-979-9934 or toll free at 1-866-979-9934.

• SEARCHING

Add a new account or duty counsel statement



Type the certificate number (always include “CE” before the number) (or your duty counsel purchase order number, if you know it) to add a new account or click on the 'Lookup' button (the magnifying glass) to search through a list of all your certificates (or duty counsel purchase orders).

Once you find the right certificate, click on the certificate number, then click 'Add'.

Find an existing account

If you know the certificate number, client name, and/or solicitor number

You can search by entering information into only one field (e.g.: cert. #) or into two or more fields (e.g.: client name and solicitor number).

Search all certificates or all clients or all solicitor numbers

You can leave the fields blank and click on the 'Lookup' button (the magnifying glass) to search through a complete list. You can search by certificate, by client name, by account date or by solicitor number.

Search all

Click on 'Search' to view a list of all existing accounts.

• BILLING CERTIFICATES

Acknowledgement fee

The acknowledgement fee is automatically added to your first account.

Adding another lawyer to your account

The procedure is similar to entering time for a Student or Law Clerk. In the 'Total Hours Billed' section, click on the + (plus) button to add a line to allow for input of the additional lawyer's time.

Total Hours Billed ? Enter the total number of hours. Enter the solicitor number or type "student" or "law clerk".

Customize | Find | First | 1-2 of 2 | Last

*Solicitor Number	Hours Worked	Hours Billed	
1 9999999 Smith, John	4.0000	4.5000	[+] [-]
2			[+] [-]

Note: An Acknowledgment 'Fee' of 0.5 hours has been added to total hours.

Total Hours Billed ? 4.50

Agent accounts

Billing for work done by other lawyers as your agent

An agent must submit his or her account to the lawyer who acknowledged the certificate, who then submits it with his or her own account to LAO. LAO pays the lawyer who acknowledged the certificate for both his or her own account and for the agent's account.

Billing agent fees and disbursements

Do not bill the fees portion of the agent's account as a disbursement on your own account. You may record the agent's account in your own books and records as a disbursement but for legal aid purposes, the amount paid to the agent for time worked is considered fees not disbursement. This is because the number of hours billed by the agent is included in the maximum fees allowed by the tariff for the services authorized by the certificate.

If the total number of hours billed by the agent and by the lawyer who acknowledged the certificate is greater than the tariff maximum, a discretionary increase may be requested. The tariff maximum is allotted first to the acknowledging lawyer's account.

The agent's disbursements should be billed in the disbursements area of the account form along with your own disbursements.

Agent accounts (cont'd) —

Agent accounts - calculating the tariff maximum

In the account form, under 'Calculating Tariff Maximum', if the tariff allows you to bill for actual court time in addition to preparation time, you need to enter the court time for yourself and all other lawyers who worked on the file, including any agents. You are not allowed to bill court time for more than one lawyer attending at the same time in the same proceeding unless the area director has authorized you for additional counsel.

In the account form, under 'Total Hours Billed', enter the total hours worked for yourself and all other lawyers who worked on the file, including all court time entered in the previous section. Click on the plus sign to add another lawyer to add the name and the hours worked for each lawyer who worked on the file.

Detailed information concerning payment of agents' accounts can be found in Chapter 2 of the Tariff and Billing Handbook.

Big case management

For cases that fall under the big case management (BCM) program, attach all your account details before sending your account. Use the 'Attachments' section and click on the paperclip to attach your details.

Use the 'Comments' section to clearly mark your account as big case management.

Co-accused

When you act for two or more persons charged with the same offence or a similar offence arising out of the same occurrence, and the proceedings are heard in the same court at approximately the same time, you are entitled to bill up to the tariff maximum for one client plus an additional 40%.

If you represented legally aided co-accused, submit an identical account for each, billing on each account all the time actually spent for the two clients combined. Be sure to indicate on each account that you represented the co-accused, and give the certificate number of the other client. Check off that you are requesting a discretionary increase as well, and enter in the discretion box "see co-accused account". This will bring your account to the attention of legal aid staff. Staff will manually adjust both accounts prior to payment to divide the fees equally between the two certificates.

Criminal authorizations

It is very easy to make a mistake in this section ('Select Charges'). This section is used only to determine the tariff maximum which is the total number of hours you can bill without requesting a discretionary increase. It is not used to record all the services provided.

Please read the next section on "Selecting criminal authorizations" for more information.

Discretionary increase

When requesting a discretionary increase, use the comment box to provide an explanation or attach a separate document/letter to explain the reasons for the request. In addition, attach your account details by clicking on the attachment button.

Disbursements

When selecting disbursements, extra fields open up to allow you to enter the quantity (e.g.: # of photocopies), the number of hours spent (e.g.: assessments), or the total cost of the disbursements (e.g.: hospital records). **To make sure your account is properly calculated and processed, you must complete every field that shows for each disbursement.**

Special disbursements

Disbursements that have been specifically authorized after January 24, 2005 by legal accounts or the area director in big case management cases. For instructions on how to bill special disbursements authorized prior to January 24, 2005, please consult the Help text online.

Regular disbursements

Disbursements that do not need special authorization from legal accounts and can be billed in accordance with the restrictions and guidelines set out in the Tariff and Billing Handbook. Each disbursement on the list is not available for all cases and you must familiarize yourself with the circumstances in which it can be billed.

Disbursement invoices

In general, invoices are not required. However, if disbursements are for a significant amount, you should either attach a scanned copy of the invoices or send them in and include a description of the disbursements in the comment box. Invoices can be sent to the Lawyer Service Centre by mail to 40 Dundas Street West, Suite 200, Toronto, ON M5G 2H1 or by fax to (416) 979-7326.

Disbursements (cont'd) —

Disbursement only accounts

For disbursement only accounts, you must select one charge or authorization even if you only want to bill disbursements and not fees.

Reviewing disbursements paid

When reviewing your accounts, most disbursements paid before January 24, 2005 read as 'other' for the disbursement description.

GST

Do not include GST on any of your accounts. The system automatically adds GST to all applicable amounts.

Interim billing

The system performs optimally when only a single account on a certificate is open and awaiting payment at any given time. If you interim bill, it is advisable to allow your first account to clear before submitting a subsequent account. Wait until you have received your direct deposit advice indicating the interim account has been paid before submitting your next account on that certificate.

Junior Counsel

The system does not automatically calculate junior counsel rates. Enter the time actually spent by junior counsel, and **attach your account details describing their services**, including a breakdown of their trial time and preparation time. Staff will manually adjust the account prior to payment to reflect the correct payment rates for preparation time and court time for junior counsel.

Parole hearings

Parole hearings must be billed under the civil tariff. If you try to bill a parole hearing under a criminal certificate, you will receive an error message.

Selecting charges/authorizations

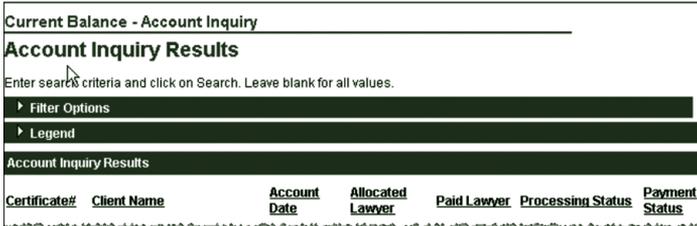
Always select at least one charge or authorization, even if you are only billing for disbursements only or for travel only.

Student/law clerk hours

Enter the total number of hours worked by students and/or law clerks. The system automatically recalculates their time at 1/3 of the amount that you entered. The recalculation is necessary to ensure that the right number of hours worked is calculated and applied to the tariff maximum.

• CHECK STATUS OF CERTIFICATE ACCOUNTS

You can sort your accounts by certificate #, client name, account date, payment status, etc. by clicking on any one of the headings in this section.



Filter options

▼ Filter Options

You can use the filter option to search for specific types of accounts using criteria such as payment or processing status, account date, certificate numbers, certificate dates or client names.

Under 'Processing Status' you may see any of the following:

Submitted Not Processed	<ul style="list-style-type: none"> • An account you have completed and submitted for payment. • This account has not yet been processed by the system.
Under Consideration	<ul style="list-style-type: none"> • Account requires further manual processing prior to payment. • This could be because a discretionary increase is requested, or because you have billed for more than the tariff maximums.
Processed	<ul style="list-style-type: none"> • Account has been processed and will be paid into your account by direct deposit in the next scheduled payment from Legal Aid Ontario (generally every Thursday).

• SELECTING CRIMINAL AUTHORIZATIONS

The information that you enter in this section allows the system to calculate the tariff maximum applicable to this case.

More detailed information about the criminal tariff is available in the Legal Aid Tariff and Billing Handbook.

Calculating Tariff Maximum ?

This section is used only to determine the tariff maximum while a discretionary increase. It is not used to record all the services rendered. Even though you may have worked on or disposed of other charges within each group of charges that proceed separately. This will ensure you are entitled to the highest number of hours for each charge. You consult the help text before completing this section. If coverage for more than one charge is authorized, were the charges heard separately?

Yes/Oui
 No/Non
 Not applicable (coverage is for more than one charge)

TIP

Because criminal tariff maximums depend on the outcome of the case (e.g.: guilty plea vs. trial, charges disposed of separately vs. together), you may find it easier to complete your account once the outcome is known, (i.e.: once a set of charges has been fully disposed of). If you decide to do this, remember that you must submit accounts within the billing deadlines.

Were the charges heard separately?

Select 'No' if:

- account is final and all charges proceeded to disposition together.
- account is interim, no charges have been disposed of.

If it is likely that charges will proceed separately to disposition but have not yet done so, select 'No'. Do not select 'Yes' at this time. In complex cases in which a lot of preparation time is being spent, a discretionary increase can be requested in order to allow for payment of hours in excess of the tariff maximum.

Select 'Yes' if:

- account is final, all charges have been disposed of, and charges proceeded separately to disposition. Select the most serious charge in each group of charges that proceeded.
- account is interim, some charges have been disposed of, some charges remain outstanding and will proceed separately to disposition. Select the most serious charge in the group of charges that has been disposed of. Also select the most serious charge in each group of outstanding charges that is proceeding separately, and for those charges, select 'No Plea Entered' under plea/outcome.

How many separate trials or proceedings were held?

Enter two to five depending on the number of separate proceedings.

For subsequent accounts, you can change the election and plea/outcome to reflect how the case has proceeded.

Select charges

Even though you may have worked on more than one charge during the period of this account, you must select only the most serious charge(s) that proceed separately, on separate days. This ensures you are entitled to the highest number of hours. See below for examples of how you should bill if you are billing for multiple criminal charges.

Select plea/outcome

The plea/outcome choices vary, depending on the category of charge and the election that you indicate in the previous column.

TIP

You can change the selection made on a previous account for "Election" or for "Plea/Outcome" depending on how the case is proceeding. When you bill your second interim account, the charge appears selected (checked off) and the choices previously selected under "Election or Type of Offence" and under "Plea/Outcome" appear.

As the case proceeds, you should change that selection to reflect the plea entered or other outcome. For example, when billing preparation time as in the first example above, always select "No Plea" under plea outcome until a plea has been formally entered. When a plea has been entered, on a subsequent account, you need to make a different selection under "Plea/Outcome". Likewise, it may be necessary to change the selection under "Election or Type of Offence" if there is a re-election or change in how the case is proceeding.

Select plea/outcome (cont'd) —

Short forms are used in the drop down list of selections. Depending on the charges, you may see any of the following options:

Contested Trial	Contested Trial
Contested up to 1st day < 10	Contested trial, up to end of the first day, less than 10 days of hearing
Contested up to 1st day > 10	Contested trial, up to end of 1st day, more than 10 days of hearing
Contested up to 2-1/2 D crt	Contested trial, up to two half days in court
Guilty plea	Guilty plea
Guilty 1/2 D crt < 5 hrs prep	Guilty plea, one half day in court, less than five hours of preparation time
Guilty 1/2 D crt > 5 hrs prep	Guilty plea, one half day in court, more than five hours of preparation time
Guilty plea > = 2-1/2D crt	Guilty plea, 2 or more half days in court
No plea entered	No plea entered
Withdrawal of one or more charges	Withdrawal of one or more charges
Withdrawal of all charges	Withdrawal of all charges

of additional days of proceedings

The tariff provides for maximum hours based on the category of charge and the election. The various tariff maximums are shown under plea/outcome. Many of the tariff maximums include a basic number of half-day attendances. If the tariff refers to half-days, then that is the quantity of court time that is used as a measure for these cases. For every additional half-day beyond what is allowed by the tariff maximum, you should enter that number of half-days under '# of Additional Days'.

For example, the tariff maximum shown as 'Guilty Plea > = 2 1/2 day court', includes two half-days of attendance in court. In this situation, if you are required to re-attend at court on another date after you have completed two half-days in court, you should enter the number of additional half days of attendance. If you attend for one additional half-day, then enter **1**. If you attend for a full day, then enter **2** to reflect that you attended for two additional half-days, which is the measure used by the tariff for this kind of case.

Likewise, the tariff maximum shown as 'Contested up to 1st day > 10' includes preparation time up to the end of one trial date. If the trial lasts more than one day, enter the number of days in excess of one. Do not enter the total number of days of trial. Take the total number of days of trial, subtract one, and enter the remainder.

If the column headed 'Hours in Court' opens up, you must also enter the actual number of hours you attended in court in addition to entering the number of additional full days or half-days.

Hours in court

Based on the options you selected for 'Election or Type of Offence' and 'Plea/Outcome', the tariff may allow you to bill for preliminary hearing or trial attendance in addition to the basic tariff maximum.

Enter the total of the actual hours spent in court for the preliminary hearing or trial. Do not include time in court for remands, adjournments, attendances where the case is not reached, set dates, bail hearings or pretrials.

For authorizations that are not charge specific, (e.g. opinions, appeals, bail reviews, prerogative remedies, Ontario Review Board hearings, travel) select the authorization and complete the relevant columns such as 'Extra Days of Proceedings' and 'Hours in Court'. These columns only display if additional hours are available for that type of authorization.

Examples: Billing multiple criminal charge

Scenario 1

Type of Account: Final

Charges: Robbery, assault, fail to appear

Scenario: Guilty plea to robbery from 10:00 a.m. - 11:30 a.m.; assault and fail to appear withdrawn during same hearing

1. Select only the most serious charge (robbery). Because all charges proceeded together, there is only one group of charges. The most serious charge in the group is robbery
2. Select the election displayed (Indictable)
3. Select guilty plea
4. Enter number of hours of trial time (1.5)

Here, tariff maximum is 14.5 hours (13 hours for Type 2 Indictable guilty plea plus 1.5 hours trial time).

Scenario 1 (cont'd) —

The withdrawal of the other two charges does not affect the tariff maximum, as only one maximum applies, the highest applicable, if all charges proceed together.

To complete the fees portion of the account, enter the number of hours worked for each lawyer, law clerk or student who worked on the case. Include the number of hours in court as part of the number of hours worked.

Scenario 2

Type of Account: Interim

Charges: Fraud over, theft over (unrelated matters)

Scenario for 1st acct: Guilty plea to fraud taking one full day, remanded thereafter for sentence; Trial date set for theft charge, some work done to prepare for trial

1. Select both charges - two sets of charges are proceeding separately, neither charge has been disposed of on a final basis
2. Select the election displayed (Indictable I) for each
3. Select guilty plea 2 half days for the fraud charge
4. Select no plea entered for the theft charge

Here, tariff maximum on the fraud charge is 13 hours for Type I indictable guilty plea with 2 half days or one full day in court. Since the theft charge is incomplete, you are allowed up to 8.5 hours for a Type I indictable incomplete matter on that charge (max is allowed as equivalent to guilty plea).

To complete the fees portion of the account, enter the number of hours worked for each lawyer, law clerk or student who worked on the case. Include the number of hours in court as part of the number of hours worked.

Scenario for 2nd acct: Half-day attendance on Oct. 25 for sentence on fraud; Attendance on Nov. 14 for trial on theft charge - charge withdrawn.

1. Both charges should appear pre-selected on the billing form. Both charges have now been disposed of on a final basis.
2. On fraud charge, enter 1 for additional half day.
3. On theft charge, change plea from "No plea entered" to withdrawal of all charges.

Scenario 2 (cont'd) —

Here, tariff maximum is 2.5 hours for additional half day attendance on the fraud charge, plus 4.5 hours on the withdrawal (13 hours for Type I indictable withdrawal less the 8.5 hours already claimed on the interim account).

To complete the fees portion of the account, enter the number of hours worked for each lawyer, law clerk or student who worked on the case for both sets of charges. Include the number of hours in court as part of the number of hours worked.

Scenario 3

Type of Account: Final

Charges: Robbery, assault, fail to appear

Scenario: Contested trial held on robbery charge on June 16, lasting 4 hours; Assault and fail to appear charges proceed together on July 20 - Crown proceeds summarily, contested trial is held lasting 1 hour

Select the most serious charge from each set of charges that proceeded separately. There are two groups of charges that proceeded separately:

1) robbery, and 2) assault, fail to appear. Select the most serious charge in each group of charges:

For the robbery:

1. Select indictment
2. Select contested trial
3. Enter trial time (4 hours)

For the assault, fail to appear:

1. Select assault
2. Select summary conviction
3. Select contested trial

Here, tariff maximum is 29.5 hours (robbery = 15 hours for Type 2 Indictable contested trial plus 4 hours trial time, assault = 10.5 hours as capped hourly limit for summary conviction contested trial).

The fact that the trial included the fail to appear charge does not affect the tariff maximum, as only one maximum applies, the highest applicable, if all charges proceed together.

Scenario 4

Type of Account: Final

Charges: Theft under, possession under (same merchandise)

Scenario: Crown elects summarily, plea to theft, possession is withdrawn on *Kienapple* principle

1. Select only one charge - the most serious charge can be either one in this case because they both have the same tariff maximum. There is only one group of charges
2. Select summary conviction
3. Select guilty plea*

* This is a special tariff situation. Even though the possession charge was withdrawn, the tariff allows only the maximum for a guilty plea in the circumstances. Where the accused pleads guilty to theft or possession and the alternate charge arising out of the same set of circumstances is withdrawn, the capped hourly limit is equivalent to a guilty plea. This rule also applies to impaired/over 80 charges.

Here, tariff maximum is 6 hours for summary conviction guilty plea, which includes all court time. There is no additional tariff maximum for time in court.

To complete the fees portion of the account, enter the number of hours worked for each lawyer, law clerk or student who worked on the case including all time in court for the guilty plea.

• DUTY COUNSEL BILLING

Purchase order (PO #)

Legal Aid Ontario creates a purchase order for each area in which you do work. In some cases you may have two or three purchase orders (PO) listed under your solicitor number depending on the area of the province you do work in. Although your PO # can be used as a reference to look up the status of your statements on *Legal Aid Online* there is no reason for any duty counsel to have to learn these numbers.

Selecting a purchase order

It is very important that you select the purchase order that corresponds with the location where the service was provided. Selecting the right one ensures that you receive the correct rate of pay and prevent the rejection of your statement. If you do not see a purchase order in an area you do work you must contact the supervisory duty counsel or area director for that area.

Buyer

The term buyer appears throughout the duty counsel and GDR submission pages. The term is related to your purchase order and indicates the area office number where the work has been assigned. For example, Buyer: AO-40D refers to the Thunder Bay area office.

Submitting your statement for payment

Once you submit the statement for payment, the statement becomes available online for review by the supervisory duty counsel or an otherwise appointed approver. The approver either approves, rejects, or indicates that the statement requires revision.

Statements requiring revision

If your statement status indicates that revisions are required, you must amend and resubmit your account in accordance with the approver's comments. If you disagree with the comments, contact the approver directly.

Rejected statements

If your statement status indicates that your statement has been rejected, it cannot be re-submitted. Review the comments by the approver and if you disagree, contact the approver directly.

Client names, date of birth, financial eligibility

Entering client names, date of birth or financial eligibility is optional in *Legal Aid Online*, however, you are required to maintain a paper record of the name of each client you assisted.

Financial eligibility

Select "Eligible" or "Not eligible" only if test performed. Otherwise, select "No test".

Client service details

You must complete at least one service type for each duty counsel client. A list of services is available by using the lookup button.

Details

As counsel I assisted the following persons:

Customize | Find | View All |

Service Description	Client	First Name	Last Name	Date of Birth (mm/dd/yy)	Financial Eligibility	Service
1 DC Criminal Adult	DC Client				No Test	

• CHECK STATUS OF DUTY COUNSEL STATEMENT

You can review the status of your duty counsel statements by selecting 'View/Modify Statement' from the home page.

Then use the drop down menu to select the specific status (e.g.: submitted for approval, rejected, etc.).

Find an Existing PO or Statement Add a New Statement

DC Statement#: begins with [text box]

PO#: begins with [text box]

Solicitor#: begins with [text box]

Name: begins with [text box]

Service Date: [=] [text box] [calendar icon]

Status: [=] Submitted for approval [dropdown menu]

Duty Counsel Type: begins with [text box] [search icon]

Status Descriptions

Status Code	Description
Draft	<ul style="list-style-type: none"> An account that you have started to enter, saved, but not yet submitted for approval
Submitted	<ul style="list-style-type: none"> An account that you have completed and submitted for approval
Approved	<ul style="list-style-type: none"> Approved for payment. Payment for this account will be made in the next direct deposit.
Revision	<ul style="list-style-type: none"> Revisions needed - your account may contain errors or other problems that need to be corrected before it can be approved. Click on this account to open it, then click on 'View Comments by Approver' in the top right corner to find out what needs to be fixed. If you disagree with the comments by the approver, contact the approver directly.
Rejected	<ul style="list-style-type: none"> Rejected for payment - your account cannot be paid as submitted. Click on this account to open it, then click on 'View Comments by Approver' in the top right corner to find out why the account cannot be paid. You must complete a new original account in accordance with the approver's comments. If you disagree, contact the approver directly.



www.legalaidonline.on.ca