Hearing File No: [insert file no.]

Citation issued: [insert date]

**LAW SOCIETY OF BRITISH COLUMBIA TRIBUNAL**

**HEARING DIVISION**

*[Insert appropriate style of cause – e.g. for disciplinary proceedings use:]*

BETWEEN:

LAW SOCIETY OF BRITISH COLUMBIA

AND:

*[INSERT LAWYER/ARTICLING STUDENT/LAW FIRM’S NAME]*

RESPONDENT

## COSTS *Legal Profession Act,* s. 46; Rule5-11 and Schedule 4 of Law Society Rules

Schedule 4 Tariff Items – At Unit Value of *[$100 or $150 per unit]*

| Item # | Description | Units Claimed | Amount Claimed |
| --- | --- | --- | --- |
| 1. | Preparation/amendment of Citation, correspondence, conferences, instructions, investigations or negotiations after the authorization of the Citation to the completion of the discipline hearing, for which provision is not made elsewhere | Minimum 1 Maximum 10 | $.00 |
| 2. | Proceeding under s. 39 and Rule 4-23 and any application to rescind or vary an order under Rule 4-26, for each day of hearing | 30 | $.00 |
| 3. | Disclosure under Rule 5-4.6 | Minimum 5 Maximum 20 | $.00 |
| 4. | Application for particulars/preparation of particulars under Rule 5-4.7 | Minimum 1 Maximum 5 | $.00 |
| 5. | Application to adjourn under Rule 5-5.2   * If made more than 14 days prior to the scheduled hearing date * If made less than 14 days prior to the scheduled hearing date | 1  3 | $.00 |
| 6. | Pre-Hearing Conference | Minimum 1 Maximum 5 | $.00 |
| 7. | Preparation of agreed statement of facts   * If signed more than 21 days prior to hearing date * If signed less than 21 days prior to hearing date * Delivered to Respondent and not signed | Min. 5 to Max. 15  Min. 10 to Max. 20  Min. 10 to Max 20 | $.00 |
| 8. | Preparation of affidavits | Minimum 5 Maximum 20 | $.00 |
| 9. | Preparation of Notice to Admit | Minimum 5 Maximum 20 | $.00 |
| 10. | Preparation of Response to Notice to Admit | Minimum 5 Maximum 20 | $.00 |
| 11. | All process and correspondence associated with retaining and consulting an expert for the purpose of obtaining opinion(s) for use in the proceeding | Minimum 2 Maximum 10 | $.00 |
| 12. | All process and communication associated with contacting, interviewing and issuing summons to all witnesses | Minimum 2 Maximum 10 | $.00 |
| 13. | Interlocutory or preliminary motion for which provision is not made elsewhere, for each day of hearing | 10 | $.00 |
| 14. | Preparation for interlocutory or preliminary motion, per day of hearing | 20 | $.00 |
| 15. | Attendance at hearing, for each day of hearing, including preparation not otherwise provided for in tariff | 30 | $.00 |
| 16. | Written submissions, where no oral hearing held | Minimum 5 Maximum 15 | $.00 |

Disbursements (Rule 5-11(5))

|  |  |  |
| --- | --- | --- |
| Description | Actual Cost | Amount Claimed |
| Court Reporter Fees - Attendance at Hearing[[1]](#footnote-1)   * Hearing: [date] (X days at $550.00 + 27.50 GST per day)[[2]](#footnote-2) | $.00 | $.00 |
| \*\* | $.00 | $.00 |
| \*\* | $.00 | $.00 |
|  | | |
| Subtotal | | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TOTAL CLAIMED: | | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. 5-11(6) In the tariff in Schedule 4,

   (a) one day of hearing includes a day in which the hearing or proceeding takes 2 and one-half hours or more, and

   (b) for a day that includes less than 2 and one-half hours of hearing, one-half the number of units or amount payable applies. [↑](#footnote-ref-1)
2. Estimated cost – not yet occurred [↑](#footnote-ref-2)