

Roster Program Disbursements Billing Form

Date: _____ Lawyer: _____

Firm: _____ Client: _____

ROSTER PROGRAM:

- Court of Appeal Barristers' Program (non-Court of Appeal) Family Program
 Wills and Estates Solicitors' Program

This is my _____ (#) disbursement request for this matter.

Itemize disbursements below (please attach all receipts). Please note that only third party photocopying costs may be reimbursed.

Item Description	Date (if applicable) dd/mm/yyyy	Units	Amount
SUBTOTAL			
Less costs collected from client			
Total			

GST Registration No.	
Date of last service to client (dd/mm/yyyy)	
Hours spent on file	

I certify that I am providing exclusively pro bono legal services to the client, and that the disbursements were satisfactorily delivered and correctly described here.

Lawyer Signature

Please send, fax or email this form to:

Director of Legal Services
 Access Pro Bono Society of BC
 300 - 845 Cambie Street
 Vancouver BC V6B 4Z9
 Email: hwojck@accessprobono.ca Fax: 604.893.8934

APB Roster Program – Info Sheet re Disbursement Coverage (as of July 2023)

All pro bono cases administered through the Roster Program involving poverty law issues qualify for disbursement coverage. Roster Program volunteer lawyers who provide pro bono litigation services to low-income individuals may bill Access Pro Bono (“APB”) for incurred disbursements up to \$2,500 (or beyond, in special circumstances). APB’s disbursement coverage is made possible by a grant from the Law Foundation of British Columbia.

Coverage Amounts

After entering into an APB Service Agreement (or equivalent retainer agreement to provide particular pro bono litigation services to an individual client), a Roster Program volunteer lawyer may request up to \$300 to cover initial disbursements necessary to commence or advance the client’s case. If the case is settled, abandoned, or otherwise closed prior to filing court documents, APB may request an itemized description of the disbursements from the Roster Program volunteer lawyer and recover the unused portion of the \$300 advanced disbursement payment.

Otherwise, to request disbursement coverage up to \$2,500 (less any initial disbursement amounts), Roster Program volunteer lawyers need to submit a **Disbursement Billing Form** to APB.

Please make sure to:

- Itemize disbursements individually on the Disbursement Billing Form and attach a copy of the receipt of invoice for any external disbursement costs (e.g., courier costs, transcript costs, search fees).
- Include the number of photocopies and the rate charged, as well as the total.

Also, please note the following:

- APB is unable to reimburse Roster Program volunteer lawyers for any in-house printing, copying, or faxing.
- APB is unable to reimburse Roster Program volunteer lawyers for any internal administration fees charged by their law firm.
- GST is not payable on internal firm expense amounts.

APB maintains the discretion to provide disbursement coverage in excess of \$2,500 to single cases showing exceptional merit or substantial impact on social justice issues. Please inquire with APB *before* exceeding the maximum disbursement allowance.

APB may seek to recover disbursement amounts paid to a Roster Program volunteer lawyer where costs are awarded to the pro bono client.

Criteria for Authorization

APB authorizes and covers those disbursements it considers *necessary* and *reasonable*.

A disbursement is considered necessary if it is likely to significantly advance the client’s case or if, without it, the client’s case would be significantly disadvantaged. Reasonable refers to the amount of the disbursement. What is considered to be a reasonable disbursement may depend on the circumstances of a particular case. Additional considerations include:

- What is the likelihood that the expenditure will result in a tangible benefit to the client?

- Is the cost of the disbursement reconcilable with the order or quantum sought by litigation?
- Would a client of limited means incur the disbursement?
- Is the disbursement consistent with others allowed by APB?
- Does the cost of the disbursement reflect market rates?

Covered Disbursements

APB will typically cover the following disbursements (where necessary and reasonable):

- courier services
- court or tribunal transcripts
- custody and access reports
- filing/hearing fees
- hospital records
- medical records and reports
- long-distance telephone charges
- third-party photocopying, printing, and faxing
- postage
- service of court documents
- title searches for property and assets.

APB may authorize the following disbursements in exceptional circumstances:

- interpretation and translation for language
- psychologist or psychiatrist assessments
- travel costs for lawyers
- travel costs or videoconferencing for witnesses.

Please direct any questions about disbursement coverage or suggestions for disbursements additional to those listed above to:

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Access Pro Bono Society of BC
#300 - 845 Cambie Street
Vancouver, BC V6B 4Z9

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Email: hwojck@accessprobono.ca