

D. Determining Tier Level Increase

Criminal tier		Civil tier	
If (F) is 10 years or more and (D2) is 4 years or more	Tier 3	If (F) is 10 years or more and (E2) is 4 years or more	Tier 3
If (F) is less than 10 years and (D2) is 4 years or more	Tier 2	If (F) is less than 10 years and (E2) is 4 years or more	Tier 2
If (D2) is less than 4 years	Tier 1	If (E2) is less than 4 years	Tier 1

According to the calculations above, which accurately reflect my years of experience, I am entitled to:

Criminal tier level:

Civil tier level:

By selecting this box I affirm that I have read and understood the panel standard requirements and that the information contained herein is complete, true and accurate.

Lawyer's signature

Date

Please fax the completed form to Legal Aid Ontario's Finance Department at 416-979-1718.

How to bill an account with a tier level change

You are required to bill separately for all hourly services up to the date before your tier level increase. This includes all services on certificates you acknowledged plus services that you billed as an agent for other lawyers in your firm. You may then submit a second account for services after the tier level increase comes into effect. Otherwise the system will not correctly apply the tier level increase to your accounts. This billing rule does not apply to Block fee accounts as Block Fee rates are not tiered.

Scenario:

Tier Level increase from Tier 1 to Tier 2 received April 14, 2016 and approved as of May 1, 2016. Lawyer performed 25 hours of Service within Tariff from service date April 1, 2016 to May 5, 2016, on a certificate issued April 1, 2015. 21 hours were performed before April 30, 2016 and 4 hours were after.

How to bill:

Step 1. Submit an interim account billing to a last date of service of April 30, 2016 for all hourly services performed prior to the Tier Level Increase; 21 Hours will be paid at the lower Tier rate.

Step 2. Submit a second (interim or final) account billing from a first date of service of May 1, 2016 for all hourly services performed from the date of the Tier Level Increase; 4 Hours will be paid at the increased Tier Level Rate.

Personal information in this form is collected under the authority of section 84 of the *Legal Aid Services Act* and is used in the general administration of the payment of lawyers accounts including: case management, application of block fees and tariff, discretion, reviews, disbursement authorization, expedite requests, late billing, hard cap, and recoveries; and, is used in the panel management of lawyers including investigations, panel suspension, and panel removal. Questions about this collection should be directed to the FIPPA coordinator, 40 Dundas Street West, Suite 200, Toronto, ON, M5G 2H1, 416-979-1446 or 1-800-668-8258.