

Legal Notes for Invoice Submissions

- 1) A final account must be sent and received by our office within 60 days of the last service date.
- 2) Interim invoice submissions:
 - Must be within 15 days of the fiscal year-end (March 31) to be eligible for year-end processing.
 - May be at the end of September and December each year for periodic review and reporting.
 - May be at the lawyer's discretion when fees and disbursements (before HST) reach \$500 or more.
- 3) A certification statement is required indicating the number of years the lawyer has been a member of the New Brunswick Bar Association. This determines the applicable hourly rate.
- 4) If you disagree with the settlement, you may request a review by the Executive Director within 30 days, and if unresolved, appeal to the Appeals Committee within 60 days. Appeals must be in writing and sent by email, fax, or mail.
- 5) Missing information or attachments may delay invoice processing.
- 6) Private Bar are strongly encouraged to submit signed invoices electronically to: LAinvoices.facturesAJ@gnb.ca
 - Alternatively, signed accounts may be submitted by mail to:
 NB Legal Aid Services Commission
 500 Beaverbrook Court, Suite 501
 Fredericton, NB E3B 5X4
Fax: (506) 462-2290
 - For additional details, forms, policies, or tariff rates, please visit our [Website](#).

Required Attachments

Invoice Type	Law Type	Attachments
Any	Family Triage	1)- Signed Invoice 2)- Family Law Information Centre (FLIC) Registration Form
Any	Family Advice Lawyer	1)- Signed Invoice 2)- Family Law Information Centre (FLIC) Registration Form
Any	Family Advice Lawyer (Outside Moncton & St. John)	1)- Signed Invoice 2)- Appendix D Referral Form
Any	Criminal Duty Counsel	1)- Signed Invoice 2)- Form DC21 Duty Counsel Case Disposition Form (2 Pages)
Any	Mental health Criminal Duty Counsel OR Bail Court Criminal Duty Counsel	1)- Signed Invoice 2)- Form DC21 Duty Counsel Case Disposition Form (2 Pages)
Any	Review Board Criminal Duty Counsel	1)- Signed Invoice 2)- Special Duty Counsel Report Form (one for every client)
Any	Family Duty Counsel OR IPVI Duty Counsel	1)- Signed Invoice 2)- Family/Domestic Duty Counsel Sheet (2 Pages)
Interim	Criminal OR Family OR IPVI Certificate	1)- Signed Invoice 2)- Copy of the Certificate
Interim	Criminal OR Family Court Appointment	1)- Signed Invoice 2)- Copy of Court Appointment Letter
Final	Criminal Certificate	1)- Signed Invoice 2)- Copy of the Certificate 3)- Completed Form 13
Final	Family Certificate OR IPVI Certificate	1)- Signed Invoice 2)- Copy of the Certificate 3)- Completed Form 14
Final	Criminal Appointment	1)- Signed Invoice 2)- Copy of Court Appointment Letter 3)- Completed Form 13
Final	Family Appointment	1)- Signed Invoice 2)- Copy of Court Appointment Letter 3)- Completed Form 14