



Notices to the Profession Bulletin

How to Use This Document

The summaries provided in this bulletin are intended for quick reference only. Readers must refer to the full Notice to the Profession for complete details, requirements, and any applicable obligations. In the event of any discrepancy, the content of the official Notice to the Profession shall take precedence.

Latest Notice to the Profession (May 2026)

<u>Notice to the Profession</u>	<u>Summary</u>
<u>#67</u>	<u>NTTP #67</u>
Pre – Removal Risk Assessment – Interim Billing Options	Legal Aid has introduced an interim billing process for Pre-Removal Risk Assessment (PRRA) cases due to longer immigration processing times. This allows most tariff payments to be issued once counsel certifies that PRRA work is substantially complete and provides proof of filing.
Immigration Locations Update	When billing Immigration matters, the "Court Location" field has been updated to allow counsel to choose one of the following options: • Immigration Hearing – Central • Immigration Hearing – Western • Immigration Hearing – Eastern • Immigration Hearing – Ottawa

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<u>Domestic Violence</u>	• #34 – Domestic Violence Enhanced Duty Counsel Project • #51 – Domestic Violence Project
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| | <ul style="list-style-type: none">• #10 – Address Change Winnipeg• #12 – Repealed• #50 – National Day for Truth and Reconciliation• #52 – Administration Office Reception• #59 – Buy Canadian Act Procurement Policy• #65 – Court Application Centre at 408 York |
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Area Director's Manual

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
June 2023	#53 Child Abuse Registry	<u>NTTP #53</u> Chapter 5.4.3 of The Area Directors' Manual has been amended to broaden the circumstances under which we will issue a certificate for matters related to the Child Abuse Registry.
December 2022	#51 Area Director's Manual Amendment – Child Abuse Registry Coverage	<u>NTTP #51</u> Child Abuse Registry Coverage - The ADM s. 5.4.3 has been amended as follows, Applications to oppose registration on the Child Abuse Registry have merit where there is no criminal conviction. The amendment removes the requirement to demonstrate that being placed on the registry would impact current employment or future employment where the individual is a student.
March 2015	#27 Taxation Manual	<u>NTTP #27</u> In March 2013, Legal Aid Manitoba's Management Council adopted a governance model emphasizing accountability to the public and transparent, open operations. The Council and Senior Management committed to managing the organization with a focus on ethics, openness, performance, and fiscal responsibility.
March 2013	#19 Extension of Notice to the Profession	<u>NTTP #19</u> Extension of Notice to Profession 17-2012- has been extended pending final review by Management Council.
September 2012	#17 Notice to the Profession Child Protection Trial Approval	<u>NTTP #17</u> On August 30, 2012, in an effort to increase access to justice and the efficiency of the court process, the following measures have been implemented and are up for review by MC on or before March 31, 2013. All AD's are directed to comply with the Merit test in 5.1 OF ADM when assessing Child Protection Matters for trial approval. (If "G" case considerations exist, trial approval is granted)

May 2012	#15 Changes to the Area Director's Manual	<u>NTTP #15</u> As of May 22, 2012 the following changes were made to ADM, Guardianship Applications and Social Assistant Appeal Board applications. Guardianship Applications must have merit where (1) guardianship is contested & the AD has determined that there is reasonable likelihood of success, in accordance with s. 2(1) of CFS Act. Social Assistant Appeal Board Applications must have merit where there is sufficiently concrete and compelling evidence that supports applicants case. A new section is added to 5.2 merit in Criminal Matters: seeking appeal of conviction to the Court of Appeal and/or Supreme Court of Canada including area of coverage. The ED determines coverage. A new section added to 5.3 merit in Domestic Matters: applications for persons seeking an appeal of a decision made in Family and/or Child Protection proceedings to the Court of Appeal and/or Supreme Court of Canada. The ED determines coverage.
August 2011	#9 Changes to the Area Director's Manual	<u>NTTP #9</u> Several changes have been made to the ADM which affect the assessment for eligibility for LA applicants. A paragraph was added to Sec.4.1.10. The wording of Section 6, CLIENT CONTRIBUTIONS, was amended. Sec 6.3.5 wording was changed in the ADM to mirror the Act. The wording of Sec. 6.6.3 was changed to clarify default on a prior ATP contract/Expanded contract. The wording of Sec. 4.1.8 was amended to reflect cash and assets are assessed as income.
September 2010	#6 Area Director's Manual	<u>NTTP #6</u> Summary of the new Area Director's Manual, application to be signed in 60 days, if further info is required it must be received within 30 days of request after the app was denied, a refused app past 30 days deadline will be reconsidered without further app, cert cancellation for any reason & financial info on file is older than 6mths the client must reapply.
April 2009	#1 New Area Director's Manual	<u>NTTP #1</u> The new ADM will govern the processing of applications, certificate issuance's, refusals and cancellations as of April 1, 2009. All previous Practice Directives, NTTP's, etc are no longer in force. (When LA policy changes the ADM will change) The ADM is available on the LAM website. There will changes that will effect counsel and PB counsel. Changes will be such as, time-lines for submitting apps, counsel will receive a request for status updates at the beginning of the financial review process, certificates issued after April 1, 2009

		will use the new system, LAM certs will now have “also”, dispositions on multiple matters, bails and billing
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Billing & Process Service

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
April 2026	#66 Bill C-12 and impacts on Immigration Billing and Applications	<u>NTTP #66</u> Following Bill C-12, Legal Aid Manitoba has updated its immigration billing and certificate rules due to an increase in summarily dismissed refugee claims. If a Basis of Claim is submitted but the claim is deemed ineligible by CBSA, the file may be closed as “incomplete,” with a half-tariff payment applied and no detailed time breakdown required; discretionary increases may still be requested. If a PRRA is later offered, counsel must seek a new certificate specifically for that work. Judicial review applications must include a merit memo; otherwise, they will be refused.
December 2025	#65 Closing ATP and COL Files	<u>NTTP #65</u> Legal Aid Manitoba requires ATP and COL files to be billed and closed within 60 days of completion. Timely billing helps clients understand their financial obligations and allows Legal Aid to finalize accounts efficiently. Late submissions may result in compensation being limited to the standard tariff.
March 2025	#58 Junior Counsel Accounts Goods and Services Tax (GST) Itemized Time	<u>NTTP #58</u> Please note that Junior Counsel accounts can only be billed as a discretionary increase (DI). LAM is GST exempt. All bills for disbursements should indicate they are billed “net of GST”. If a disbursement includes GST, the amount of the GST must be clearly visible. Counsel should include GST that is not reimbursed by LAM on their own firm GST claim. Legal Aid Manitoba requires detailed itemized time for certain matters identified in our Tariff of Fees in order to process the counsel’s legal account.

		Key requirements: Every billable activity must be recorded as a separate entry. Time must be accurately recorded for each activity. Hourly accounts must be itemized in units not exceeding 10 minutes. The minimum acceptable billing increment is one-sixth of an hour (0.1 = 6 minutes), although the preferred standard is to divide time into 10 units per hour. Failure to follow these itemization requirements may result in delays in processing or rejection of the account.
October 2022	#50 Transcripts Court Service Fees	<u>NTTP #50</u> Counsel are reminded that LAM will not compensate counsel for transcripts ordered, especially trial transcripts, without prior authorization. Where counsel seeks to file an appeal to the Court of Appeal, counsel may file a notice to the court that the matter is pending a legal aid certificate, and transcripts will be ordered if and when the certificate issues. Further to the Notice from Courts Division, Manitoba Justice circulated on January 11, 2021, respecting new court service fees, counsel are reminded that legal aid vouchers are to be used for all three levels of court. LAM will not reimburse counsel for filing fees where a voucher should have been used.
March 2021	#46 Interim Account Billing – Now Active	<u>NTTP #46</u> In 2013 LAM put in place the interim billing provisions set out in NTTP # 20. At request of PB and CDLAM, LAM has created a process that will permit interim statements of account. PBOonline now allow counsel to bill interim accounts where the conditions are met. All interim accounts billed prior to March 31, 2013 where properly certified are eligible for the 25% increase as set out in NTTP #44.
January 2021	#45 Old/“Found” Disbursements, Interim Billing, Cancelled Trials	<u>NTTP #45</u> LAM is relaxing the time limit in s.9.2.9.1 of the Taxation Manual as follows, LAM will not accept any supplementary bills for disbursements more than 30 days after the final bill for the conclusion of work on the certificate has been paid. This will continue until March 31, 2021 and may be extended.

	Interim Billing	In 2013 LAM put in place interim billing, reference NTTP #20. At request of PB and CDLAM, LAM is creating a process that will permit interim statements of accounts in cases where: at least one full day of trial or preliminary inquiry has taken place; the hearing has been adjourned; and, the next hearing date will be at least 30 days away.
March 2019	#39 Process Service and Billing Practice	<u>NTTP #39</u> Effective March 1, 2019, process services will be reimbursed by LAM as per the schedule for any private contractor. See the schedule in the NTTP.
June 2016	#30 Process Services and Billing Practice	<u>NTTP #30</u> Effective June 20, 2016 process services will be reimbursed by LA as per the schedule for any private contractor. - See NTTP for the schedule.
March 2015	#27 Taxation Manual	<u>NTTP #27</u> In March 2013, MC of LMA approved a Resolution adopting a Governance Model that emphasizes: ACCOUNTABILITY AND TRANSPARENCY to ensure matters affecting LAM are approached accordingly. The Following documents are on the LAM's website, Taxation Manual (approved February 25, 2015): This Manual represents ED interpretation of LAM act and Regulation, as they relate to taxation of a Solicitor's Bill of Costs. Area Directors' Manual (approved May 27, 2014) Provides access to LAM's policies regarding the provision of LA, has links to decisions made by Appeal Committee of Management Council in specific section of the Manual. Corporate Director's Manual (approved February 25, 2014) Includes LAM's Vision/Mission statements, and provides information regarding the Governance Model adopted by LAM. Legal Aid Regulation, Manitoba Regulation 225/91 has been amended by Regulation 284/2014.
September 2014	#24 Fee Vouchers Junior Counsel Certificates	<u>NTTP #24</u> Counsel are reminded to use Fee Vouchers when filing documents in court. Disbursements for filing fees may not be honoured where the use of a voucher was available but not used. Reference Notice to Profession 16- Since July 2014, LAM has restructured the manner in which Junior Counsel certificates are

	Lawyer Collect Court Costs Interim Statements of Accounts	issued and paid. Junior Counsel are now offered compensation for specific tasks ex: actual work done on case, level of experience. Reference Notice to Profession(March 1996) Effective October 1, 2014 LAM is suspending the operation of the policy outlined in the Notice of Profession(March 1996) until further notice. Reference Notice of Profession 20: Where completed service has been provided for a discrete tariff item that exceeds \$200.00, counsel will be permitted to interim bill the tariff amount and any BCM authorized with respect to that tariff item. Counsel will note that this now excludes only a few minor items in the tariff such as bail hearings at first instance, Pre-trial and Case Management conferences, and “Also’s”. A trial will be considered a completed tariff item where a conviction has been entered and sentencing is not scheduled to take place in 30 days following the conviction. BCM hours, can be billed along with the tariff item. Discretionary Increases continue to be payable only when submitting the final acct on a LA. MBA, CDLA, LALA, LAM and Justice Innovation made amendments to NTTP 8 & NTTP 20.
December 2013	#21 Pro Bono Reporting Form	NTTP #21 LAM acknowledges that lawyers continue to provide PRO BONO services to low income individuals; however, this information is not being reported to LAM on a consistent basis. In an effort to make it easier to report the provision of PRO BONO services by counsel, LAM has developed a Pro Bono Reporting Form. The information gathered in these forms will be shared with stakeholders as part of LAM’s ongoing efforts to increase access to justice for low income individuals. In the notice is the PRO BONO reporting form.
August 2013	#20 Legal Accounts Backlog Goods and	NTTP #20 As a result of staff shortages, Legal Accounts department has resulted in backlog of legal accounts being taxed and paid. Legal Aid Manitoba is GST exempt. Counsel should indicate this to

	Services Tax (GST)	any goods or service provider when incurring disbursements on a LAM certificate matter.
November 2011	#11 Annual Cap Fee	<u>NTTP #11</u> Legal Aid Manitoba has removed the \$250,000 fee billing cap. Effective immediately. Counsel are hereby have notice to comply with The Legal Aid Manitoba Act, specifically sec. 15(2) of the act (Delegation by solicitor). There is also reference to section 41 of the Regulations.
March 2011	#8 First Year of the \$250,000 Billing Limit	<u>NTTP #8</u> Legal Aid Manitoba is completing the first year of the \$250,000 billing limit and this limit will remain in place in future years, with the fiscal year beginning April 1, 2011, all counsel billings are at zero. The annual report for 2010/2011 will bring changes in reporting of lawyers billings. MC has instituted a change in the billing practice. Certificate issued in 2011/2012 fiscal year will also be subject. When a legal matter is subject of an appeal a new LA app is required. It is increasingly important counsel attend to the wording and coverage provided on the face of the certificate.
September 2010	#6 Billing Cap Billing Timelines	<u>NTTP #6</u> Reference to NTTP # 34 item 9, MC has directed a billing cap of \$250,000 be imposed on individual counsel billing as of April 1, 2010. The billing cap represents 3125 hours of billable time at the nominal Legal Aid Manitoba rate of \$80 an hour. Legal Aid Manitoba certs expire 6 years from issuance. The NTTP explains LAM PB accounts, billings & family law billing. LAM is actively working on implementing a policy to require billing of all matters within 60 days of their final disposition.

Cancelled Trials

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
March 2021	#46 Cancelled Trials	<u>NTTP #46</u> Administrative Increase to cover preparation for second and subsequent Preliminary Inquiry and Trial dates cancelled due to COVID-19 –PROGRAM EXTENDED. The program will be reviewed June, 2021. Reference to NTTP #44 and #45 as counsel may request this increase for preliminary inquiry or trial date when specific conditions are met.
January 2021	#45 Cancelled Trials	<u>NTTP #45</u> Administrative Increase to cover preparation for second and subsequent Preliminary Inquiry and Trial dates cancelled due to COVID-19. As set out in NTTP # 44, counsel may bill if conditions are met. Counsel now must also provide certification of additional time required for preparation following adjournment, list of new tasks reasonably required, and completed, following the first adjournment to prepare for hearing.

(LAM) Certificates & Applications

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
April 2026	#66 Bill C-12 and impacts on Immigration Billing and Applications	<u>NTTP #66</u> Following Bill C-12, Legal Aid Manitoba has updated its immigration billing and certificate rules due to an increase in summarily dismissed refugee claims. If a Basis of Claim is submitted but the claim is deemed ineligible by CBSA, the file may be closed as “incomplete,” with a half-tariff payment applied and no detailed time breakdown required; discretionary increases may still be requested. If a PRRA is later offered, counsel must seek a new certificate specifically for that work. Judicial review applications must include a merit memo; otherwise, they will be refused.
December 2025	#65 Immigration Certificate Updates Closing ATP and COL Files	<u>NTTP #65</u> Legal Aid Manitoba appoints counsel early for Refugee Protection Division (RPD) cases and includes coverage for a potential Pre-Removal Risk Assessment (PRRA) under the same certificate if the client is found ineligible for RPD proceedings. When RPD is unavailable and PRRA is not offered (e.g., due to the ADR list), counsel should close the file as incomplete and advise the client to reapply for legal aid when PRRA becomes available. Files may still be billed in these situations. Neither RPD nor PRRA certificates should be marked complete unless a decision on the merits is made. All other outcomes are considered incomplete. Legal Aid Manitoba’s Agreement to Pay (ATP) and Charge on Land (COL) programs help extend legal services to low-income Manitobans while ensuring clients contribute to costs where appropriate. To provide timely financial certainty, counsel must submit accounts within 60 days of completing a matter, particularly for ATP and COL files. Late billing can delay final accounting for clients and may result in counsel being limited to tariff compensation only.

August 2025	#59 Northern Development Incentive	NTTP #59 To increase access to justice in the north we are introducing a 10% incentive on all files issued to counsel who have a brick and mortar presence north of the 53 parallel. This incentive will be in place for all legal matters issued on or after August 1, 2025 and will continue at the discretion of the Executive Director. The increase will be available through a check box when you are billing out your file. To be eligible counsel must have a permanent office location north of the 53rd Parallel and the matter must deal with a legal matter in the north. The one exception will be appeals where the matter being appealed commenced in the north but the hearing is south of the 53rd Parallel.
March 2025	#58 Changes to Terms of the Certificate/Legal Matter	NTTP #58 Reminder: changes to the terms of a certificate/legal matter can be made via an authorization request in PBOonline or by emailing tracing@legalaid.mb.ca. Those are dealt with by the Area Directors. Legal Accounts cannot alter the terms of your certificate when you submit your account.
June 2023	#53 Change in Financial Circumstances	NTTP #53 Counsel is reminded of their obligations to report any change in the client's circumstances as outlined in S. 25(1) The Legal Aid Manitoba Act, (C.C.S.M. c. L105) Legal Aid Regulation 225/91: References wording of S. 25(1) of the Legal Aid Manitoba Act.
May 2023	#52 Immigration Certificates	NTTP #52 There has been some misunderstanding about what is found at part 4.1 of the Tariff of Fees. For matters involving Refugee application s.3 applies: 3 Refugee Division, Immigration and Refugee Board. Counsel are reminded that discretionary increase process is available where additional time is required due to unusual circumstances.
February 2019	#38 Legal Aid Regulations Amendment	NTTP #38 Pursuant to s.24 Of The Legal Aid Regulation "A certificate that is not acknowledged by a solicitor as required under subsection 21(2) expires 14 days from the date of its issue unless the period is extended by an area director." Legal Aid Regulation, Manitoba Regulation 225/91 is amended by Regulation 47/2019 effective March 1, 2019 as follows, S.24 is amended by striking out 14 days and substituting 7 days.

September 2018	#35 Legal Aid Manitoba Application Changes	NTTP #35 Manitoba Court of Queens Bench has recently announced changes to the family law procedure. Changes include are have parties have engaged in any alternative resolution, certificate of attendance from “For the Sake of the Children”, financial disclosure. LAM consulted with stakeholders, including the Advisory Committee of LAM, and received input regarding changes that could be implemented to ensure applicants, clients and lawyers are aware of their responsibilities under these upcoming legislative and procedural changes. As a result LAM has changed its electronic and paper applications for legal aid effective September 24, 2018. Applicants will be required to certify their agreement to new requirements. See notice for specific requirements.
January 2017	#33 Changes to How Certificates will be assigned to Private Bar & Staff Counsel	NTTP #33 Pursuant to The Legal Aid Manitoba Act, only registered members of the panel can be appointed by LAM to provide legal aid. Where choice of counsel isn’t an issue and coverage has been approved LAM staff will search for counsel to accept the cert. Upgrades have been done to both LAMAS and PBOonline. Effective January 23, 2017 panel members accessing LAMAS or PBOonline will be required to indicate which court locations they will travel to and what types of matters they will act on. See notice for detailed instructions on how to enter data. References/ reminders from NTTP # 31.
October 2016	#32 Avoiding Conflict of Interests	NTTP #32 INHERENT LIMITATION OF LAM CONFLICT CHECKS – There are numerous circumstances where counsel’s prior representation of accused persons, complainants and witnesses are not know to LAM- comply with the The Freedom of Information and Protection of Privacy Act, and The archives and Record keeping Act. There are instances where the name of the complaint, and/or material witnesses are not apparent in the initial disclosure.
September 2016	#31 PBOonline Statement of Accounts	NTTP #31 On January 15, 2016, LAM began testing an upgrade to PBOonline for PB members to create and submit electronic statements of acct to LAM for processing and payment. Effective April 1, 2017 LAM requires all PB statements of acct be created and submitted electronically to LAM for processing through PBOonline.

	Applying for Legal Aid Electronically	PBOnline (LAM's) internet based certificate management system. Since December 2014 LAM began testing the electronic application for LA. Reference NTTP# 26. The electronic application is more efficient and cost-efficient, can upload supporting documents to submit with app & the system prompts interviewers to enter and include the information needed by LAM. As of September 12, 2016, the electronic application for legal aid has been made available for use PB members.
December 2014	#26 Online Legal Aid Application Family Law Certificates	<u>NTTP #26</u> Effective December 15, 2014, LAM will begin testing the online application with selected Application, intake and assessment officers. Online application system is multi-platform system. It is anticipated that it will improve the quality of application received by LAM and increase operational efficiencies and cost savings. Family Law certificates are issued as Tariff II. Matters under the Domestic Tariff are now worded differently. Counsel and their client will determine the relief requested in pleadings as part of the solicitor-client relationship.
August 2013	#20 Application Form Changes	<u>NTTP #20</u> The form will soon include three additional check boxes that invite Applicants to voluntarily self-identify as an Aboriginal Person, Visible Minority, and/or Person with a Disability. Filling out this portion of the Application is voluntary. There is an included question in the "Criminal and Youth Cases Only" section to record the name of the Applicant's existing Parole/Probation Officer or Mental Health Worker. Will also include at the end a declaration and signature box for any interpreter used during the interview process. This portion must be filled out where any third party is used to assist with the Application Interview, however assistance is provided even if no signature is available.
March 2013	#19 Changes to the Legal Aid Application	<u>NTTP #19</u> Changes to the Legal Aid Application- The next printing of the LA application will have changes to the last page. The privacy statement will be moved to a position above the signature line and a section will be added to capture the name and signature of any interpreter used in taking the application.

	New Condition to be Added to Certificates	The following new conditions have been added to every LA cert. "Continuation" Counsel will be covered by the cert if an effort was made to withdraw as counsel, an order is made that counsel is to remain COR or provide FOC. Counsel will be compensated for services in accordance to applicable agreement. "Funds held in trust" Funds held in trust which are payable to the client at the conclusion of a legal matter covered by the cert. Counsel retained by LAM to represent must receive written permission from LAM before dealing with any such funds in any manner. LAM has authority to apply funds held in trust which would otherwise be released to the client if a balance is still remaining. "No Trial without Authorization" – All Domestic Tariff legal matters, Counsel must provide a written opinion to Area Director, receive approval prior to setting a matter for trial.
June 2012	#16 Cancellation of Certificates	NTTP #16 Cancellation of a cert means the person no longer qualifies for LA, also no more compensatable work may be done towards that cert and withdraw as COR. Client's certificates for LAM and the LAM retainer agreement with counsel are not the same thing and seems to have caused significant difficulty. When counsel makes a bona fide effort to withdraw & counsel are not permitted to withdraw, counsel fees are paid in accordance with the terms of the LAM certificate.
August 2011	#9 Tracing Applicant Information	NTTP #9 LAM tracing service allows counsel to access info for any app by telephone or email. LA cannot provide personal information about an applicant, unless counsel originally took the app in person or the applicant has requested that lawyer as counsel of choice.
November 2010	#7 Legal Aid Manitoba Client Appeal Process	NTTP #7 This NTTP explains the procedures for filing appeals where LAM has refused a clients app for LAM coverage. The purpose is to clarify the procedures for filing appeals in this instance.
September 2010	#6 Updated Legal Aid Application	NTTP #6 There has been updates to the LAM app's as follows, area's highlighted in blue is additional info needs to be provided for app to be properly assessed. New divisions have been made on the app to help the application flow a little more intuitively, check boxes on the app, the interviewer's role is more important (Freedom of Information and Protection of Privacy Act) and interviewer's name has been moved to the last page of the app form.

Child Protection

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
September 2012	#17 Child Protection Trial Approval	<u>NTTP #17</u> All Area Director's are directed to comply with the Merit test in 5.1 OF Area Director's Manual when assessing Child Protection Matters for trial approval. (If "G" case considerations exist, trial approval is granted)
May 2012	#15 Child Protection Matters	<u>NTTP #15</u> As of May 22, 2012 all Area Director's in Manitoba are directed to strictly adhere to the merit test in 5.1(independent of the "G" case) when assessing Child Protection matters for Trial Approval.

Criminal Law

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
December 2025	#65 Update on <i>R. v. McNeil</i> Letters	NTTP #65 As part of the most recent update to PBOonline and LAMAS is so that Counsel can bill for their review of files where there was involvement of the 4 WPS Officers. All counsel will have access to the Duty Counsel Billing section. In that section will be an area to bill for “WPS Review”. Counsel must upload the a digital copy of the letter for each matter they have billed for.
November 2025	#64 <i>R. v. McNeil</i> Letters - Updated	NTTP #64 Manitoba Justice has authorized Legal Aid Manitoba to pay counsel a flat fee (one hour at \$105) for conducting summary reviews of files involving investigating officers facing criminal charges. If counsel identifies possible miscarriages of justice, they should try to contact the client or seek assistance from Manitoba Prosecutions, and may apply for appeal funding even if eligibility is uncertain. Appeals will be reviewed by the Executive Director. Counsel will report their review outcome through PBOonline or LAMAS and certify whether or not there are indications of a potential miscarriage of justice, along with any steps taken to contact the client or pursue an appeal.
October 2025	#63 <i>R. v. McNeil</i> Letters Update from Legal Aid Administrative	NTTP #63 Many counsel will have received letters from Prosecutions regarding the conduct of a number of police officers. The officers involved have been charged with offences regarding breaches of the public trust in the execution of their duties. If you have received one of these letters, your duty as counsel requires that you do a summary review to determine whether the conduct of the officer named in the letter may have committed misconduct and whether that misconduct would have reasonably resulted in a miscarriage of justice. At this time LAM has not been funded to compensate counsel for this work. Legal Aid Administrative Court is intended to prevent delays when there are issues with an accused person's legal aid application. Upon

	Court	accepting a certificate, counsel should promptly confirm the next court date, meet with the client if present, explain the purpose of the appearance, and be prepared to request a specific adjournment date. After the adjournment is granted, counsel must ensure the client knows their next court date and is excused from court to help reduce overcrowding.
March 2025	#58 Impact of Race and Assessments (IRCA)	NTTP #58 The Federal Government has extended the IRCA program for another year. Counsel may seek authorization for an IRCA for Black clients facing a sentence of two years or more or youth facing custody. Authorization may also be granted in other cases where an IRCA would significantly benefit the client, provided special circumstances are explained. Prior authorization through PBOonline/LAMAS is required in all cases. Failure to obtain authorization in advance may result in non-reimbursement.
September 2024	#57 Impact of Race and Culture Assessments Program UPDATE Big Case Management Time Limits	NTTP #57 A Justice Canada pilot project for 2024–25 expands funding for IRCA reports for Black clients. Previously, IRCAs were available only when the Crown sought a sentence of two years or more. Under the pilot, funding may also be available where the court is considering alternatives to incarceration or where the potential custodial sentence is less than two years. When requesting authorization through PBOonline or LAMAS, counsel must indicate that the client is Black and specify whether the Crown is seeking a custodial sentence of more or less than two years. The pilot runs until March 31, 2025. The purpose of a Big Case Management (BCM) meeting is to ensure that counsel have knowledge, at the relatively early stages of a criminal proceeding, of the resources that are available to them to deal with a particular case. While routinely considered on the more serious Category “A” type matters, the BCM process is available upon request for any category matter where it is appropriate. Counsel should follow the listed restrictions. Counsel who do not follow the above restrictions cannot be guaranteed a meeting with the BCM committee and risk not being considered for the BCM process as a result. In those situations, counsel will have to rely on discretionary increases if they are seeking additional funding.

December 2022	#51 Impact of Race and Culture Assessment Reports (IRCA)	<u>NTTP #51</u> LAM has completed an agreement with the Federal Government to fund the production of IRCA reports until March, 2026. The agreement allows LAM to provide reports for Black persons who are being sentenced and meet the following certain conditions.
May 2019	#40 Section 525 of the Criminal Code of Canada: Review of Detention where Trial Delayed	<u>NTTP #40</u> Out of court Family Resolutions certs are based on the best interests of the Child and out of the court resolution services that will help families resolve disputes before entering a courtroom. References to NTTP # 35 and NTTP # 37. In May, 2019 LAM consulted with stakeholders and panel members to explore ways to deliver out of court resolution services. Changes were made effective June 1, 2019 to PBOonline and LAMAS.
September 2012	#18 Notice to the Profession	<u>NTTP #18</u> The Chair of Legal Aid Manitoba, on behalf of Management Council, has directed that the following letter replace Notice to the Profession #12, which was repealed September 20, 2012. See letter- Re: Provision of Advice to Youth in Custody.

Domestic Violence

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
December 2022	#51 Domestic Violence Project	<u>NTTP #51</u> In 2018 Legal Aid Manitoba brought in the Domestic Violence Project as a temporary measure to address anticipated cash flow issues in the coming year. The project has been renewed on an annual basis since. On the advice of EMC, the MC of LAM has resolved that effective December 19, 2022 the Domestic Violence Project will be terminated.
May 2018	#34 Domestic Violence Enhanced Duty Counsel Project	<u>NTTP #34</u> The Project is based on the same principles that were put in place in 2013/14 when LAM implemented the Enhanced Duty Counsel Project for Administration of Justice Offences – Reference NTTP #21. The Project is restricted to eligible adult/youth accused charged with a category “C” DV offence. DV matters that will be targeted by this project are those where accused persons are alleged to have committed an offence against a spouse, or was in a conjugal or intimate relationship. This Project does not affect the services provided pursuant to the Domestic Violence Full Service Duty Counsel Project which has been in place since June 1, 2009- Reference NTTP # 3-2009 & # 24-2014).

Duty Counsel

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
November 2014	#25 Administration of Justice Offences Enhanced Duty Counsel Project	<u>NTTP #25</u> During fiscal years 2011/12, 2012/13 and 2013/14, LAM experienced significant volume increases in the area of administration of justice offences, and in particular breach of probation charges. In attempts to explore ways to manage costs associated with increase in volume LAM consulted with stakeholders, CDLA, MBA, LALA and Justice Innovation. As a result, a pilot project commenced December 1, 2013 – Reference NTTP #21. Project was reviewed July, 2014 and received further input. November 25, 2014, MC directed the Project be suspended and was suspended Effective December 1, 2014.
May 2014	#23 Winnipeg Criminal Duty Counsel Back-Up	<u>NTTP #23</u> From time to time there may be a need to retain Private Bar lawyers to cover duty counsel courts in Winnipeg. Information provided for counsel that are interested.
December 2013	#21 Administration of Justice Offences Enhanced Duty Counsel Project	<u>NTTP #21</u> In the last two years there has been an increase volume of certificates issued. After consulting and receiving input from various stakeholders LAM has established an Enhanced Duty Counsel Project. Details of the project are listed in the NTTP.
September 2012	#17 Mental Health Court Duty Counsel	<u>NTTP #17</u> LAM will make counsel available to provide duty counsel at regular sittings of Mental Health Court in Winnipeg.
November 2011	#10 Duty Counsel Roles & Responsibilities	<u>NTTP #10</u> LAM provides DC in docket courts in Winnipeg and Rural circuit locations. The role of DC is to ensure immediate access to justice where the assistance of legal counsel is required. The list of services provided by DC, are, same day bail at first instance. same day guilty plea in lieu of bail, same day services to negotiate a SOP, mediation, restitution or other arrangements that have the matter resolved first instance, remands to retain counsel and/or pursue an application for LAM coverage. No fees will be paid.

Family Law

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
March 2021	#46 Out of Court Family Resolution Certificates	<u>NTTP #46</u> Over the past year Legal Aid Manitoba, in cooperation with Facilitated Solutions (FS), was offering focused mediation services on a trial basis. LAM has been advised that effective immediately FS will no longer be offering mediation or parent coaching services in family matters. As a result these services are no longer available.
February 2020	#41 Out of Court Family Resolution Certificates	<u>NTTP #41</u> References to NTTP # 35 and NTTP # 37. One of the changes made to our processes was having applicants certify that (where appropriate to do so) they would agree to try to resolve their family dispute using an out of court family dispute resolution process such as 4-way meetings or collaborative law before instructing counsel to proceed to contested litigation. Effective February 18, 2020 clients are asked to provide feedback through an Online Survey.
May 2019	#40 Out of Court Family Resolution Certificates	<u>NTTP #40</u> Out of court Family Resolutions certs are based on the best interests of the Child and out of the court resolution services that will help families resolve disputes before entering a courtroom. References to NTTP # 35 and NTTP # 37. In May, 2019 LAM consulted with stakeholders and panel members to explore ways to deliver out of court resolution services. Changes were made effective June 1, 2019 to PBOonline and LAMAS.
February 2019	#37 Delivery of Family Law Services	<u>NTTP #37</u> Reference to NTTP #35. LAM's delivery of legal advice and representation services to nearly 100,000 Manitobans each year contributes to the efficient delivery of access to justice and a fair and balanced justice system. Amendments to Manitoba Court of Queen's Bench Rules (Family) The NTTP has a link for the "New Model for Scheduling and Case Flow Management" and the amended MBQB Rule 70. Amendments to MBQB rules (Family) has changed Trial Approval. LAM issues certificates (retainer agreements) to counsel on all LAM matters that receive coverage. Counsel are required to acknowledge acceptance of the certificate by electronically signing it. Each certificate issued on all matter types contain the same 11 conditions. Condition number 6 on all LAM certificates read as follows: No Trial without Authorization: On all Domestic Tariff Legal

		Matters, counsel must provide a written opinion to the Area Director, & receive AD approval, prior to setting a matter for trial. Sections 5.1.3-5.1.8 of the ADM outline our policy respecting such authorizations in Family and Child Protection proceedings.
September 2018	#35 Legal Aid Manitoba Application	NTTP #35 Manitoba Court of Queens Bench has recently announced changes to the family law procedure. Changes include are have parties have engaged in any alternative resolution, certificate of attendance from “For the Sake of the Children”, financial disclosure. LAM consulted with stakeholders, including the Advisory Committee of LAM, and received input regarding changes that could be implemented to ensure applicants, clients and lawyers are aware of their responsibilities under these upcoming legislative and procedural changes. As a result LAM has changed its electronic and paper applications for legal aid effective September 24, 2018. Applicants will be required to certify their agreement to new requirements. See notice for specific requirements.
December 2014	#26 Family Law Certificates	NTTP #26 Family Law certificates are issued as Tariff II. Matters under the Domestic Tariff are now worded differently. Counsel and their client will determine the relief requested in pleadings as part of the solicitor-client relationship.

Immigration

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
April 2026	#66 Bill C-12 and impacts on Immigration Billing and Applications	NTTP #66 Following Bill C-12, Legal Aid Manitoba has updated its immigration billing and certificate rules due to an increase in summarily dismissed refugee claims. If a Basis of Claim is submitted but the claim is deemed ineligible by CBSA, the file may be closed as “incomplete,” with a half-tariff payment applied and no detailed time breakdown required; discretionary increases may still be requested. If a PRRA is later offered, counsel must seek a new certificate specifically for that work. Judicial review applications must include a merit memo; otherwise, they will be refused.
December 2025	#65 Immigration Certificate Updates	NTTP #65 Legal Aid Manitoba appoints counsel early for Refugee Protection Division (RPD) cases and includes coverage for a potential Pre-Removal Risk Assessment (PRRA) under the same certificate if the client is found ineligible for RPD proceedings. When RPD is unavailable and PRRA is not offered (e.g., due to the ADR list), counsel should close the file as incomplete and advise the client to reapply for legal aid when PRRA becomes available. Files may still be billed in these situations. Neither RPD nor PRRA certificates should be marked complete unless a decision on the merits is made. All other outcomes are considered incomplete.
May 2023	#52 Immigration Certificates	NTTP #52 There has been some misunderstanding about what is found at part 4.1 of the Tariff of Fees. For matters involving Refugee application s.3 applies: 3 Refugee Division, Immigration and Refugee Board. Counsels are reminded that discretionary increase process is available where additional time is required due to unusual circumstances.

Income Threshold & Financial Eligibility

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
September 2025	#61 Financial Eligibility Guideline Increase	<u>NTTP #61</u> The Legal Aid Manitoba Management Council is pleased to announce that the financial eligibility guidelines have been increased effective October 1, 2025. The increase represent an increase of approximately 19% over the previous guidelines set in 2022.
September 2021	#48 Financial Eligibility – Guidelines Increases	<u>NTTP #48</u> On September 21, 2021 the MC of LAM approved an increase to LAM’s financial eligibility guidelines. Reference the NTTP to see the schedule for the guideline increase. Changes to the ATP program. Effective in October 2021, clients currently in the ATP program will be asked to recommence their monthly contributions. Clients who are new to the program will be asked to make their initial payments. Effective October 1, 2021 the application fee will commence.
No Date	#44 Financial Eligibility – Changes to Agreement to Pay Program	<u>NTTP #44</u> LAM MC has authorized a pilot project removing the initial \$400 - \$700 payment that was previously required for entry onto the Agreement to Pay Program. Payments will now be \$100.00 monthly. See chart for guidelines of the program. Tariff Review- due to COVID-19, MC has authorized five different examples. The ED may provide administrative discretionary increase which provides interim payment. This increase may be requested for all legal matter types. The NTTP References Preliminary Hearing or Trial with a BCM agreement.
April 2020	#43 Access to Justice Initiatives	<u>NTTP #43</u> LAM is pleased to announce that effective April 1, 2020 the income thresholds for each family size category in LAM’s financial eligibility guidelines are increased by \$3000. The schedule is provided in NTTP. The tariff review is now in effect. Effective April 1, 2020 clients are asked to provide feedback regarding the services they receive, links to access the surveys are provided in the NTTP.

February 2020	#42 Access to Justice Initiatives	<u>NTTP #42</u> Financial Eligibility Guideline Increase. MC of LAM approved an increase to LAM's financial eligibility guideline on February 25, 2020. The thresholds will apply to LA applications on or after April 1, 2020. While there is discussions between the Province and Panel Lawyers regarding the Private Bar counsel who provide LA services and changes to the tariff. MC of LA approved the following interim measure on February 25, 2020, the ED may exercise his discretion to increase the Tariff of fees payable by 6.25%.
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Mileage and Expense claims

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
December 2018	#36 Mileage Rate Changes	<u>NTTP #36</u> Updated Mileage Rates & In-Province Breakfast, Lunch, Dinner and Per Diem. Refer to NTTP to see updates.
April 2015	#29 Mileage Rate Changes/Expense Claims	<u>NTTP #29</u> Effective May 1, 2016 mileage rates changed and out-of-province Breakfast, Lunch, Supper and Per Diem changed. See the chart in the NTTP and Appendix “E” of the Manitoba Government Employees Master Agreement.
August 2013	#20 Mileage Rates	<u>NTTP #20</u> All claims for travel time and mileage to locations outside the perimeter are compensated according to Legal Aid rates. This applies to staff and Private Bar.

On-call & BATS (Brydges Automated Telephone System)

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
October 2025	#62 Update: BATS Reduced Hours	<u>NTTP #62</u> The reduction in the hours that our BATS line operates will be extended until November 14, 2025. The BATS line hours of operation will now be: Monday 12:30 p.m. to 4:00 p.m. Tuesday 9 a.m. to 12:30 p.m. Wednesday 9 a.m. to 12:30 p.m. Thursday 12:30 p.m. to 4:00 p.m. Friday 9 a.m. to 12:30 p.m.
September 2025	#61 BATS Reduced Hours	<u>NTTP #61</u> As previously noted, LAM operates our BATS phone application line to allow clients to apply for legal aid services over the phone (204-985-8511 or toll free 1-866-800-8056). The reduction in the hours our BATS line operates will be extended until October 24, 2025. The current BATS line hours of operation are: Monday 9 a.m. to 12:30 p.m. Tuesday 9 a.m. to 12:30 p.m. Wednesday 9 a.m. to 12:30 p.m. Thursday 9 a.m. to 12:30 p.m. Friday 9 a.m. to 12:30 p.m.
September 2025	#60 BATS Reduced Hours	<u>NTTP #60</u> On May 30, 2025 we notified you that there would be a reduction in the hours of operation for our phone application line effective June 2, 2025. Our current regular hours are now as follows: Monday 9 a.m. to 4 Tuesday 9 a.m. to 4 Wednesday 9 a.m. to 12:30 p.m. Thursday 9 a.m. to 4 Friday 9 a.m. to 12:30 p.m. Please further note that, for the week of September 22 to 26, 2025,

		there will be a further reduction in the hours our BATS line will operate. During this week our BATS line will operate during the morning hours only. This means that, for this week, the BATS line hours will be: Monday 9 a.m. to 12:30 p.m. Tuesday 9 a.m. to 12:30 p.m. Wednesday 9 a.m. to 12:30 p.m. Thursday 9 a.m. to 12:30 p.m. Friday 9 a.m. to 12:30 p.m
August 2024	#56 On Call Advise Pilot Project	<u>NTTP #56</u> Notice to Staff and PB that queue 6000 on the Brydges system is now not only the final catch all but is also the death related duty counsel for students.
May 2012	#14 LAM Automated Bridges On Call System	<u>NTTP #14</u> The Brydges On-Call Contact System is being piloted and launched. This system is for persons in custody so they can be connected with a lawyer within 5 minutes of the call being made. Private Bar counsel will remain in queue and only receive calls when paid Brydges counsel are not available. A protocol is in place for police to follow in connecting the client with a lawyer. The Brydges On Call Contact System tracks calls received. LAM as owner/operator reserves the right to remove the Private Bar Queue.
September 2010	#6 On Call Telephone System	<u>NTTP #6</u> The Brydges On Call Telephone System, is being reviewed due to increased costs. An option being considered, is changing to an automated telephone answer service.

PBOnline

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
May 2023	#52 Enhanced Security for PBOnline Accounts	<u>NTTP #52</u> LAM is re-examining responsibilities to protect the private information of those persons using our services. LAM now requires PBOnline passwords be changed every 90 days and will not be reusable once the password has expired. This might cause some disruption, but is a small imposition given the substantial risk if counsel's account was accessed by unauthorized persons.
September 2016	#31 PBOnline Statement of Accounts	<u>NTTP #31</u> On January 15, 2016, LAM began testing an upgrade to PBOnline for PB members to create and submit electronic statements of acct to LAM for processing and payment. Effective April 1, 2017 LAM requires all PB statements of acct be created and submitted electronically to LAM for processing through PBOnline.
June 2016	#30 PBOnline and Apple iPhone running iOS9	<u>NTTP #30</u> The most recent major iOS upgrade for Apple iPhones has a bug which causes PBOnline and a number of other services and websites to crash. Apple iPhone users running iOS 9 should be aware errors will continue to persist. LAM verified the issues (see NTTP)
May 2014	#23 PBOnline Upgrades	<u>NTTP #23</u> Effective June 2, 2014 Private Bar Lawyers will have the ability to submit authorization request through PBOnline for: Trial (Family & Child Protection), Bail Review, Examinations for Discovery/Cross Exam on Affidavit, Extraordinary Remedies, Disbursements, travel time and mileage. Private Bar will have the ability to attach scanned/electronic to their authorization request through their PBOnline acct and be able to see the status of their authorization request through their PBOnline acct. Paper copies of documents and certificates will no longer be provided to LAM to staff or PB, all LAM certificates & supporting documents are available on PBOnline, pursuant to S. 24 of Legal Aid Regulation- a cert that hasn't been accepted within 30days of issuance expires unless extended by AD.
December 2013	#21 PBOnline	<u>NTTP #21</u> On September 3, 2013, four PB panel members agreed to begin using

		PBOnline as part of LAM's testing of the System. Given the positive initial test results, we are now encouraging all PB panel members to obtain training and a PBOnline account in advance of April 1 st , 2014, when the System will become the primary method of certificate delivery to private bar panel members.
August 2013	#20 PBOnline	NTTP #20 LAM internet based Certificate management system. Being deployed in early 2014. Purposes: Creation of an electronic copy of disclosure into LAM and eliminate paper copies.

Tariff

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
March 2025	#58 New Tariff	<u>NTTP #58</u> The Legal Aid Manitoba Management Council is pleased to announce that a new tariff will be applied to all certificates issued to counsel on or after April 1, 2025. Consultations on the Tariff were conducted between senior management of Legal Aid Manitoba and members of both the private bar and staff counsel. The Executive Management Committee of LAM would like to thank the very hard work of the MBA, CDLA and LALA representatives who provided their valuable assistance and insight into this process. The new tariff increases the existing tariff across the board by 5%. The nominal hourly rate will now rise to \$105 per hour beginning in April 1st, 2025 This is the 3rd increase to the tariff since 2021.
October 2022	#50 New Tariff	<u>NTTP #50</u> Changes to the new Tariff comes into effect October 3, 2022 on any legal matter issued on or after Oct.3, 2022. The NTTP outlines the changes due to the new tariff. Early billing on immigration matters may be fully billed after an argument is complete, all documents are filed before the decision is rendered. Counsel must undertake to provide a copy of the decision when available to be eligible to seek early payment.
October 2021	#49 Tariff Review – Introduction of New Tariff	<u>NTTP #49</u> Legislation was passed on Bill 50, it is effective October 7, 2021. NTTP will no longer be in effect for any files issued on or after that date. Changes include hourly rate increase, travel time rate increased, category A tariffs all increased by 25%, all court of Appeals tariffs are increased by 25%, subsequent sentencing tariff has been removed, will now be paid at the subsequent 1/2 day of trial tariff. See notice for LAM Interim Tariff of Fees document part 1-5.
March 2021	#47 Tariff Review	<u>NTTP #47</u> The tariff has increased in the Nominal hourly rate to \$100/hour. After discussions with Manitoba Justice, MC and EMC of LAM tariff

		will be increased by 25% for all cert issued on or after April 1, 2021. however, because the legislation giving LA control of the tariff is not expected to pass before April 1, 2021 and may be delayed longer, and the long time that has passed since the last tariff increase, we are deeming these extremely unusual circumstances. Accordingly, until the tariff comes under the control of MC the increase will be offered through a discretionary increase under the ED Authorization. The ED will exercise his legislated discretion to increase the Tariff of fees payable by 25% for all block tariff items and authorized hours through the BCM process on any certificate issued on or after April 1, 2021 where counsel certify: "I am requesting that the Executive Director increase the Tariff fees payable by 25%"
November 2020	#44 Financial Eligibility – Changes to Agreement to Pay Program	<u>NTTP #44</u> LAM MC has authorized a pilot project removing the initial \$400 - \$700 payment that was previously required for entry onto the Agreement to Pay Program. Payments will now be \$100.00 monthly. See chart for guidelines of the program. Tariff Review- due to COVID-19, MC has authorized five different examples. The ED may provide administrative discretionary increase which provides interim payment. This increase may be requested for all legal matter types. The NTTP References Preliminary Hearing or Trial with a BCM agreement.
April 2020	#43 Access to Justice Initiatives	<u>NTTP #43</u> LAM is pleased to announce that effective April 1, 2020 the income thresholds for each family size category in LAM's financial eligibility guidelines are increased by \$3000. The schedule is provided in NTTP. The tariff review is now in effect. Effective April 1, 2020 clients are asked to provide feedback regarding the services they receive, links to access the surveys are provided in the NTTP.
February 2020	#42 Access to Justice Initiatives	<u>NTTP #42</u> Financial Eligibility Guideline Increase. MC of LAM approved an increase to LAM's financial eligibility guideline on February 25, 2020. The thresholds will apply to LA applications on or after April 1, 2020. While there is discussions between the Province and Panel Lawyers regarding the Private Bar counsel who provide LA services and changes to the tariff. MC of LA approved the following interim measure on February 25, 2020, the ED may exercise his discretion to increase the Tariff of fees payable by 6.25%.
March 2015	#26 Family Law	<u>NTTP #26</u> Family Law certificates are issued as Tariff II. Matters under the

	Certificates	Domestic Tariff are now worded differently. Counsel and their client will determine the relief requested in pleadings as part of the solicitor-client relationship.
September 2014	#24 Interim Statements of Accounts	<u>NTTP #24</u> Reference Notice of Profession 20: Where completed service has been provided for a discrete tariff item that exceeds \$200.00, counsel will be permitted to interim bill the tariff amount and any BCM authorized with respect to that tariff item. Counsel will note that this now excludes only a few minor items in the tariff such as bail hearings at first instance, Pre-trial and Case Management conferences, and “Also’s”. A trial will be considered a completed tariff item where a conviction has been entered and sentencing is not scheduled to take place in 30 days following the conviction. BCM hours, can be billed along with the tariff item. Discretionary Increases continue to be payable only when submitting the final account on a LAM. MBA, CDLA, LALA, LAM and Justice Innovation made amendments to NTTP 8 & NTTP 20.
August 2013	#20 Interim Accounts	<u>NTTP #20</u> LAM has changed its policy on interim payment of accounts. Interim accounts may be submitted in more instance. Where completed service has been provided for a discrete tariff item that exceeds \$200.00, counsel will be permitted to interim bill the tariff amount and any BCM authorized with respect to that tariff item. Counsel will note that this now excludes only a few minor items in the tariff such as bail hearings at first instance, Pre-trial and Case Management conferences, and “Also’s”. A trial will be considered a completed tariff item where a conviction has been entered and the sentence hearing is not scheduled to take place in the 30 days following the conviction. BCM hours can be billed along with the tariff item. This is required to ensure that complexities (which sometimes arise unexpectedly even following conviction) are properly redressed in a single Discretionary Increase assessment.
May 2012	#13 LAM Domestic Tariff Required Trial Approval	<u>NTTP #13</u> LAM Tariff requires trial approval for all domestic and child protection matters. Trial approval is determined on a merit test on the likelihood of success. “G” case ratio for Child Protection matters. Counsel must meet this requirement prior to trial dates being set. If trial approval is denied, it is expected that counsel apply to withdraw from the record. If counsel fails to seek approval or applied to withdraw in a timely manner, the trial will not be paid for.

September 2010	#6 Tariff Review Committee	<u>NTTP #6</u> The Tariff Review Committee have made proposals to the government to enhance fees to cover the increased workload required on YCJA matters, as well as, increasing the tariff for the public sector collective bargaining agreements.
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Language & Translation Services

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
October 2022	#50 Counsel who speak more than one language French Language Services	<u>NTTP #50</u> When a client indicates that they prefer to work with a lawyer who speaks a particular language LAM will consider counsel who have indicated that they are conversant in that language. LAM is working with various stakeholders to improve access to justice for French-speaking Manitobans. LAM will make every effort to place clients requesting French speaking counsel noted on the application.
December 2013	#21 Translation Services for Client Interviews	<u>NTTP #21</u> Counsel interviewing a client or witness who does not speak English may now use the CanTalk Translation Service with prior authorization from the Area Director. Counsel interviewing a client or witness who does not speak English may now use the CanTalk Translation Service with prior authorization from the Area Director. The notice gives phone number, pin number and instructions.
August 2013	#20 Language Services	<u>NTTP #20</u> LAM has an agreement with CanTalk Canada Inc to provide interpretation for custody calls and application/intake offices to facilitate taking of applications. Clients whose first language isn't English may attend at the local Application Centre or Area Office and arrangements will be made to use the CanTalk interpretive service to take applications.

Travel

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
October 2025	#62 Travel Insurance	<u>NTTP #62</u> Counsel who are travelling by commercial air are asked to obtain travel insurance or purchase a ticket that is refundable or eligible for a credit that will remain with counsel for future LAM-related travel. This expense will be reimbursed by LAM. LAM may not reimburse counsel for the cost of flights which are missed where no insurance was purchased with the ticket.
August 2025	#59 Government Air Use	<u>NTTP #59</u> Counsel who are using Government Air are reminded that they must provide a travel authorized certificate number when booking the flight or indicating that they are the Designated Duty Counsel for that particular circuit court. Simply noting Defence is not sufficient. Counsel who are not the Designated Duty Counsel or who have not provided a certificate number with travel authorization will be billed back by the province for their flight costs.
September 2023	#54 Regional Court Protocol – Travel Authorization	<u>NTTP #54</u> Changes to Regional PTC Protocol require counsel to attend in person where they fail to address their matters before court imposed cut-off times. LAM will not generally approve travel for this purpose. An explanation to the AD will be required if travel sought.
June 2023	#53 Travel Disruption	<u>NTTP #53</u> LAM has seen considerable impact caused by travel disruption to counsel. In an effort to address the disruption caused by flight cancellations to remote circuits, LAM will pay counsel for travel disruption in certain circumstances. See the NTTP for certain circumstances and billing. The Travel Disruption is intended to capture significant delays due to weather or aircraft issues where counsel is effectively stranded in a circuit court community and has no ability to return to their usual place of business.
May 2023	#52 Government Air Requirements	<u>NTTP #52</u> Counsel are reminded that only Identified DC or Counsel who are flying on a specific Certificate with travel authorization will have their flights covered by LAM.

September 2010	#6 Booking Flights on Court Party Aircraft	<u>NTTP #6</u> When Private Bar counsel is Booking Flights on Court Party Aircraft at the expense of LA, the certificate needs to be on the flight that was authorized, and to which the flight will be billed, must be provided to, and recorded by, the person booking the flight. Failure to do so counsel will be liable for the payment of the flight
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Other

<u>Date</u>	<u>Notice to the Profession</u>	<u>Summary</u>
December 2025	#65 Court Application Centre at 408 York	<u>NTTP #65</u> Legal Aid Manitoba's Court Application Centre (CAC) at 408 York Avenue will be temporarily closing after January 9, 2026. Prior to the closure, it operated mornings only (8:30 a.m.–12:00 p.m., Monday–Thursday) from December 22, 2025 to January 9, 2026. Clients can still apply for legal aid online, in person at 287 Broadway, by telephone, or through counsel. Online applications require a follow-up call to verify information before processing. Telephone applications are through our Brydges Automated Telephone System by calling 204.985.8511 or toll free 1.866.800.8056.
August 2025	#59 Buy Canadian Act Procurement Policy	<u>NTTP #59</u> Under Bill 42, Legal Aid Manitoba has been directed to prioritize Canadian suppliers. Counsel should use local experts whenever possible, and if local experts are unavailable, they should consider other Canadian experts before experts from outside Canada. When requesting authorization for a non-local expert through PBOonline or LAMAS, counsel must provide reasons for not using a local expert.
May 2023	#52 Administration Office Reception	<u>NTTP #52</u> The main reception for the Administrative Office located at 287 Broadway is now located on the First Floor. Anyone meeting for an appointment, picking up or dropping off items are asked to attend at that reception.
October 2022	#50 National Day for Truth and Reconciliation	<u>NTTP #50</u> All Legal Aid Manitoba offices will be closed on September 30, 2022, in respect of the National Day for Truth and Reconciliation. LAM has encouraged our staff to take the day to reflect and educate themselves on our role in both the harm caused and in reconciliation.
April 2012	#12 Repealed	<u>NTTP #12</u>

November 2011	#10 Address Change Winnipeg	<u>NTTP #10</u> Important Address Change: LAM moved into new Administrative Office on the 4th floor-287 Broadway, Winnipeg R3C 0R9. The email and Facsimile address will not change and communication can continue to be addressed and sent in the same manner. While the move is in place there may be interruptions to email and other services, stakeholders are to follow up on communications made during Nov. 24-28, 2011 to ensure they are received by LAM.
August 2011	#9 Mandatory Impoundment of Driver's Licenses	<u>NTTP #9</u> Upon passing sentence, Judges will begin to seize drivers licences (where a vehicle was used in the course of committing an enumerated offence) and counsel is to make themselves familiar with enumerated offences. (Sec.267.7 HTA)

