



# BERMUDA BAR ASSOCIATION

## LEGAL AID SUB-COMMITTEE

### HOW YOU CAN SPEED UP PAYMENTS

1. Send invoices by email to Susan Moore-Williams [samwilliams@gov.bm](mailto:samwilliams@gov.bm), Tracy Marshall [tmarshall@gov.bm](mailto:tmarshall@gov.bm), Janice Burrows [jburrows@gov.bm](mailto:jburrows@gov.bm) and Patricia Richards [prichards@gov.bm](mailto:prichards@gov.bm)
2. It is only necessary to send email copies of invoices. If the firm prefers to send hard copies; also email it as it's easier to locate the history.
3. Invoices to the Legal Aid Office (LAO) should not be sent for less than \$2,000.00 as set out in the Legal Aid Act. Once the invoice has been sent, there is no need to re-send unless requested. The firm is to be encouraged to send an invoice for the current amount only. It is time consuming for the LA Accounts Department to have to back-step to see if they paid an invoice, or not.

### FAQ:

1) Q: If a lawyer has an on-going matter that requires interim payments, is it necessary for the lawyer to send the entire bill including parts previously paid every time a new bill is submitted?

A: There is no need, and in fact it will delay payment. As long as payments have been received, the LAO are happy to move on. It takes time to keep pulling out the file to check whether payments have already been made for portions of the invoice. All that the LAO needs is a cover letter stating where the case is at, the payments that have been made and including the next invoice etc. If it's a final invoice, then a cover letter officially closing out the case is required with a brief report on the outcome.

2) Q: How much detail does LAO require in explanation of the invoice that is submitted?

A: LAO do not require pages and pages of details; just an overview of the status, i.e. the case has reached a settlement; or it will take such and such weeks or months to bring the case to a close, and an estimate of how many hours it would take to do so. Please advise the LAO as to the settlement figure and request that the certificate be discharged.

3) Q: How long should I wait before submitting invoices?

A: You should not delay. It is a difficult situation for the LAO when attorneys submit one invoice for one or several cases for thousands of dollars and expect LAO to rapidly be able to issue a check, despite the attorney's delay in submitting the invoices.

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