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**SAMPLE INVOICE and STATUS REPORTING FORMAT**

Invoice Date: July 17, 2008  
Service Period: July 4, 2008 to July 12, 2008  
Lawyer Name and Location: Joe Smith, Edmonton  
Name of Payee: The Little Guy Law Firm  
LRCY Appointment Number: LRM-1234  
Child/Youth Name: Cindy Green

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INTERIM (or FINAL) STATEMENT

**PROFESSIONAL SERVICES**

	<u>SRV01</u>	<u>Hours</u>	<u>Amount</u>	
07/04/2008	Telephone call to mother's counsel	.20	\$25.00	
07/04/2008	Review of correspondence from director's counsel	.30	37.50	
07/05/2008	Meeting with client- youth advised of right to attend court and request their views to be heard	1.00	125.00	
07/10/2008	Meeting with client	.50	62.50	
07/11/2008	Receipt and review of order	.20	25.00	
	<b><i>SUBTOTAL SRV01</i></b>			<u>\$275</u>
	<u>SRV02</u>			
07/07/2008	Attendance in Provincial Court: Edmonton – advised court of child/youth's views and preferences	2.00	250.00	
	<b><i>SUBTOTAL SRV02</i></b>			<u>\$250</u>
	<u>SRV05</u>			
07/07/2008	Court Waiting Time, private custody matters heard first	1.00	125.00	
	<b><i>SUBTOTAL SRV05</i></b>			<u>\$125</u>
	<b>Total for Professional Services Rendered</b>	<u>5.20</u>		<u>\$650</u>

**DISBURSEMENTS AND OTHER CHARGES**

	<u>ADM50</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
07/04/2008	Copies on file	15	\$0.10	\$1.50
07/11/2008	Courier	1	5.57	5.57
07/11/2008	Postage	1	0.51	0.51
	<b><i>SUBTOTAL ADM50</i></b>			<b><u>\$7.58</u></b>
	<u>TRV01</u>	<u>Km</u>	<u>Price</u>	<u>Total</u>
07/07/2008	Travel from Red Deer to Edmonton courthouse - Vehicle Expense	156 km	0.50	78.00
	<b><i>SUBTOTAL TRV01</i></b>			<b><u>\$78.00</u></b>
	<u>TRV03</u>	<u>Km</u>	<u>Price</u>	<u>Total</u>
07/07/2008	Travel from Red Deer to Edmonton courthouse - Travel Time (KMs, not hours)	156 km	0.44	68.64
	<b><i>SUBTOTAL TRV03</i></b>			<b><u>\$68.64</u></b>
	<b>Total Disbursements and Other Charges</b> (Detailed Logging / Original Receipts attached)			<b><u>\$154.22</u></b>
	<b>Total</b>			<b><u>\$804.22</u></b>