U.S. Department of Justic
Washington, DC 20530

Amendment to Registration Sta ent
Pursuant to the Foreign Agents Regi ration Act of 1938, as amended

OMB No. 1105-0004
Approval Expires Oct 31, 1986

1. Name of Registrant	2. Registration No.
ARNOLD & PORTER	1750

3. This amendment is filed to accomplish the following indicated purpose or purposes:

☐ To correct a deficiency in

☐ Initial Statement

☐ Supplemental Statement for _____

☒ To give a 10-day notice of a change in information as required by Section 2(b) of the Act.

☐ Other purpose *(specify)* _____

☐ To give notice of change in an exhibit previously filed.

4. If this amendment requires the filing of a document or documents, please list-

Exhibits A and B

5. Each item checked above must be explained below in full detail together with, where appropriate, specific reference to and identity of the item in the registration statement to which it pertains. If more space is needed, full size insert sheets may be used.

This amendment to Registrant's Registration Statement is to give notice of a new foreign principal of the Registrant, the Government of Canada, and to file Exhibits A and B.

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The undersigned swear(s) or affirm(s) that he has *(they have)* read the information set forth in this amendment and that he is *(they are)* familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his *(their)* knowledge and belief.

Patrick FJ Macrory

(Both copies of this amendment shall be signed and sworn to before a notary public or other person authorized to administer oaths by the agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions who are in the United States, if the registrant is an organization.)

Subscribed and sworn to before me at Arnold & Porter.

this 11th day of August, 19 89

(Notary or other officer)

My commission expires 7/31/93

U.S. Department of Justice
Washington, DC 20530

Exhibit A
To Registration Statement
Under the Foreign Agents Registration Act of 1938, as amended

OMB No. 1105-0003

Furnish this exhibit for EACH foreign principal listed in an initial statement and for EACH additional foreign principal acquired subsequently.

1. Name and address of registrant
Arnold & Porter
1200 New Hampshire Ave., N.W.
Washington, D.C. 20036

2. Registration No.
1750

3. Name of foreign principal
Government of Canada

4. Principal address of foreign principal
Department of External Affairs, Ottawa, Canada K1A 1J1

5. Indicate whether your foreign principal is one of the following type:

☒ Foreign government

☐ Foreign political party

☐ Foreign or ☐ domestic organization: If either, check one of the following:

☐ Partnership ☐ Committee

☐ Corporation ☐ Voluntary group

☐ Association ☐ Other (specify) _____

☐ Individual—State his nationality _____

6. If the foreign principal is a foreign government, state:

a) Branch or agency represented by the registrant.
Department of External Affairs

b) Name and title of official with whom registrant deals.
Morris Rosenberg, Senior General Counsel

7. If the foreign principal is a foreign political party, state:
N/A

a) Principal address

b) Name and title of official with whom the registrant deals.

c) Principal aim

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8. If the foreign principal is not a foreign government or a foreign political party,

a) State the nature of the business or activity of this foreign principal
N/A

b) *Is this foreign principal* N/A

Owned by a foreign government, foreign political party, or other foreign principal ..... Yes ☐ No ☐

Directed by a foreign government, foreign political party, or other foreign principal..... Yes ☐ No ☐

Controlled by a foreign government, foreign political party, or other foreign principal ..... Yes ☐ No ☐

Financed by a foreign government, foreign political party, or other foreign principal..... Yes ☐ No ☐

Subsidized in whole by a foreign government, foreign political party, or other foreign principal..... Yes ☐ No ☐

Subsidized in part by a foreign government, foreign political party, or other foreign principal..... Yes ☐ No ☐

9. Explain fully all items answered "Yes" in Item 8(b). *(If additional space is needed, a full insert page may be used.)*

N/A

10. If the foreign principal is an organization and is not owned or controlled by a foreign government, foreign political party or other foreign principal, state who owns and controls it.

N/A

Date of Exhibit A	Name and Title	Signature
August 11, 1989	Patrick FJ Macrory, Partner	

U.S. Department of Justice
Washington, DC 20530

Exhibit B
To Registration Statement
Under the Foreign Agents Registration Act of 1938, as amended

OMB No. 1105-0007

INSTRUCTIONS: A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements; or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. This form shall be filed in triplicate for each foreign principal named in the registration statement and must be signed by or on behalf of the registrant.

Privacy Act Statement. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, dissemination report, copy of political propaganda or other document or information filed with the Attorney General under this act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, D.C. One copy is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of such documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. Finally, the Attorney General transmits an annual report to the Congress on the Administration of the Act which lists the names of all agents and the nature, sources and content of the political propaganda disseminated or distributed by them. This report is available to the public.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, D.C. 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

Name of Registrant	Name of Foreign Principal
ARNOLD & PORTER	Government of Canada

Check Appropriate Boxes:

1. [X] The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach three copies of the contract to this exhibit.

2. [ ] There is no formal written contract between the registrant and foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach three copies of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.

3. [ ] The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and the expenses, if any, to be received.

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INTERNAL SECURITY
SECTION
REGISTRATION UNIT

4. Describe fully the nature and method of performance of the above indicated agreement or understanding.

The Registrant will render legal advice with respect to certain legal issues related to Canada-U.S. trade. The fee for such representation is to be determined periodically based on usual hourly charges plus out-of-pocket expenses. The agreement expires on March 31, 1990.

5. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

The Registrant will render legal advice to the foreign principal with respect to certain aspects of U.S. law and policy related to U.S.-Canada trade.

6. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act?[1]
Yes [ ] No [X]

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose.

N/A

Date of Exhibit B	Name and Title	Signature
August 11, 1989	Patrick FJ Macrory, Partner	

[1]Political activity as defined in Section 1(o) of the Act means the dissemination of political propaganda and any other activity which the person engaging therein believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, persuade, or in any other way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

Department of Justice Canada | Ministère de la Justice Canada

Legal Services, International Trade
Department of External Affairs
17th. Floor
50 O'Connor Street
Ottawa, Ontario K1A 1J1
Canada

July 28, 1989

File No.: 200-2-4

Ms. Claire Reade
Arnold & Porter
1200 New Hampshire Avenue, N.W.
Washington, D.C. 20036

Dear Ms. Reade:

I am writing to confirm your appointment and that of Lawrence Schneider as Agents of the Attorney General of Canada to provide advice on legal issues related to Canada-U.S. trade. This letter and the enclosed Department of Justice Memoranda of Instructions to Agents of the Attorney General constitute the terms and conditions of these appointments.

Your hourly rates are as follows:

Claire Reade	US $215
Lawrence Schneider	US $250
Steven Diamond	US $195
Melanie Fein	US $195
Shelley Slade	US $170
Matthew Seiden	US $150
Andrew Shoyer	US $150
Michael Faber	US $125

The contract is effective July 27, 1989 and expires on March 31, 1990. The limit on expenditures is US $50,000. Should you determine that your charges will exceed that amount, please inform me as soon as possible so that approval for the increased expenditure can be obtained.

Canada

Payment will be made upon submission of an itemized and certified account to Morris Rosenberg, Senior General Counsel, at the above address. Your account should be certified as follows:

> "I hereby certify that the services herein referred to were rendered by me or the members of the firm identified herein and that account truly shows the nature of the services rendered, the time occupied, the fees claimed, the disbursements made and all moneys received in this manner."

_____
Agent of the Attorney General of Canada

All work is entrusted to an agent on the basis that his or her account as agent is subject to taxation by the Department of Justice and such taxation will determine the remuneration to which you are entitled. The Department's taxation of your account is final.

As with the previous work you have done for us, I emphasize the sensitivity of this work. It is understood that all information, files and documents provided to you in connection with this contract must not be divulged during or after the completion of this contract.

I also understand that each of you is aware of the Canadian government's conflict of interest guidelines and that you will fully adhere to them in respect of this work.

If these arrangements are satisfactory to you, please sign this letter in the spaces provided and return the original to me. A copy is enclosed for your records.

Yours sincerely,

Michael Leir
Assistant General Counsel
Legal Services, International Trade
Department of External Affairs

"I accept and agree to the terms and conditions of this appointment."

Claire E. Reade

Claire E. Reade
Agent of the Attorney General of Canada

"I accept and agree to the terms and conditions of this appointment."

Lawrence Schneider

Lawrence Schneider
Agent of the Attorney General of Canada

Department of Justice Canada | Ministère de la Justice Canada

Memorandum of Instructions

TO: Agents of the Minister of Justice and Attorney General of Canada
FROM: The Deputy Minister of the Department of Justice

SUBJECT: GENERAL INSTRUCTIONS TO ALL CROWN AGENTS

Introduction

1. The following instructions apply to all Crown agents engaged by the Department of Justice.

2. These general instructions supplement the SPECIAL INSTRUCTIONS provided for agents engaged in work in the following categories:

   REAL ESTATE TRANSACTIONS IN QUEBEC
   PROVIDING LEGAL SERVICES TO OTHER DEPARTMENTS
   ACQUISITION OF LAND
   AGENTS RETAINED FOR PROSECUTION WORK.

Appointment

3. An agent's appointment is at the pleasure of the Minister and may be terminated at any time.

4. An agent is an agent of the Minister of Justice and Attorney General of Canada regardless of how the agent receives his or her instructions.

5. An agent shall not, without prior approval of the Department of Justice, instruct any other barrister, solicitor or notary in connection with the matter for which the agent has been employed. This is, of course, subject to any provisions covering exigencies which may be contained in the pertinent special instructions to agents.

6. The agent must return to the instructing officer a signed copy of the letter of appointment, acknowledging acceptance of the appointment.

7. Administrative processing of contracts for legal services, including the appointment of all Crown agents, is done by the Legal Contracts Support Unit of the Department in Ottawa.

Ministère de la Justice Canada | Department of Justice Canada

Directives

AUX: Représentants du ministre de la Justice et du procureur général du Canada
DU: Sous-ministre de la Justice

OBJET: DIRECTIVES GÉNÉRALES DESTINÉES AUX REPRÉSENTANTS DE LA COURONNE

Introduction

1. Les présentes directives s'appliquent à tous les représentants de la Couronne dont les services sont retenus par le ministère de la Justice.

2. Les présentes directives complètent les instructions spéciales destinées aux représentants travaillant dans les domaines suivants:

   OPÉRATIONS IMMOBILIÈRES AU QUÉBEC;
   CONTENTIEUX DES MINISTÈRES;
   ACQUISITION D'IMMEUBLES ET
   POURSUITES PÉNALES.

Nominations

3. La nomination d'un représentant est un privilège réservé au ministre de la Justice. Un représentant est nommé à titre amovible et le ministre peut mettre fin au mandat à tout moment.

4. Le représentant est le mandataire du ministre de la Justice et procureur général du Canada, peu importe d'où il tient ses instructions.

5. A moins d'y avoir été autorisé au préalable par le ministère de la Justice, le représentant ne peut confier à un autre avocat et notaire le soin de s'occuper en tout ou en partie de l'affaire pour laquelle ses services ont été retenus, sous réserve évidemment de toute disposition touchant les circonstances particulières contenues dans les directives spéciales pertinentes.

6. Le représentant doit retourner au fonctionnaire du ministère de la Justice une copie signée de la lettre de nomination, de façon à lui faire part de son acceptation.

7. C'est le Service de gestion des marchés de services juridiques du ministère de la Justice à Ottawa, qui est chargé de l'administration des contrats des services juridiques ainsi qui des nominations des représentants de la Couronne.

Canada

Accounts

8. All work is entrusted to an agent on the basis that his or her account as agent is subject to taxation by the Deputy Minister of Justice whose taxation will finally determine the remuneration to which the agent is entitled. Taxation, in this context, refers to the obligation of the Attorney General of Canada to review accounts received from counsel acting as Agent of the Attorney General and to certify that the fees are in accordance with the agreed rate and that the fee is reasonable in the circumstances before the accounts are paid by the Crown.

9. All moneys owing to the Crown and received by an agent shall be remitted to the Department of Justice by remittances payable to the Receiver General for Canada. All such moneys shall be remitted in full and not credited as payment on the agent's account.

Conflict of Interest

10. The government has adopted a policy to ensure that hiring and contracting of Crown agents will meet the highest ethical standards. The Attorney General of Canada has made it clear that these standards will be scrupulously observed in the appointment of Crown agents. The relevant portion of the policy precludes appointment not only of a Minister's immediate family, that is, a Minister's spouse, parents, children, brothers and sisters, but also any member of the immediate family of his or her spouse, the immediate families of other Ministers and of party colleagues in the House of Commons and the Senate. It applies, as well, to organizations outside government in which such family members are employed in senior positions of authority including membership on Boards of Directors. All appointments of the Attorney General of Canada must comply in every respect with these rules. If this is not the case, the agent shall declare it immediately to the instructing officer or appropriate Justice Regional Office.

11. **It is a term of the appointment:**

- that no former public office holder who is not in compliance with the post-employment provisions of the *Conflict of Interest and Post-Employment Code for Public Office Holders* shall derive a direct benefit from this contract; and

- that during the term of the contract any persons engaged in the course of carrying out this contract shall conduct themselves in compliance with the principles of the *Conflict of Interest and Post-Employment Code for Public Office Holders.* Should an interest be acquired during the life of the contract that would cause a conflict of interest or seem to cause a departure from the principles, the agent shall declare it immediately to the instructing officer or appropriate Justice Regional office.

Comptes

8. Il est entendu que le compte du représentant sera taxé par le sous-ministre de la Justice et que c'est à partir de cette taxation que seront établies les sommes auxquelles il a droit. Dans ce contexte, la taxation désigne l'obligation du procureur général du Canada d'examiner les comptes soumis par les avocats agissant à titre de représentants du procureur général du Canada et de certifier que les honoraires sont conformes aux taux convenus et sont raisonnables vu les circonstances avant que les comptes soient acquittés par la Couronne.

9. Toute somme due à la Couronne que reçoit un représentant doit être remise en entier au ministère de la Justice, à l'ordre du receveur général du Canada. Elle ne peut être portée au crédit du compte du représentant.

Conflit d'intérêt

10. Le gouvernement s'est donné des règles très strictes pour ce qui concerne l'octroi de marchés publics. Le procureur général du Canada a pour sa part exprimé clairement son intention d'appliquer rigoureusement les règles en question dans le choix des avocats ou notaires du secteur privé qu'il charge de le représenter. Les règles qui ont été définies interdisent plus particulièrement à tout ministre de retenir les services de membres de sa famille immédiate, c'est-à-dire de son conjoint, de ses père et mère, de ses enfants, de ses frères ou de ses soeurs. Cette interdiction s'étend en outre à la famille immédiate de son conjoint, à celle des autres ministres du gouvernement, de même qu'à celle de ses collègues au même parti politique qui siègent à la Chambre des communes ou au Sénat. La prohibition en cause vaut également pour tout organisme du secteur privé dans lequel des personnes de l'entourage du ministre mentionnées ci-dessus occupent de hautes fonctions, et notamment celles de ces personnes qui font partie du conseil d'administration d'un tel organisme. Toutes les nominations doivent être conformes en tout point aux règles du conflit d'intérêt. En cas contraire, le représentant doit en aviser immédiatement son conseiller ou le bureau régional compétent du Ministère.

11. **Pour que le mandat soit valide:**

- aucun ancien titulaire de charge publique qui déroge aux dispositions concernant l'après-mandat du Code régissant la conduite des titulaires de charge publique en ce qui concerne les conflits et l'après-mandat, ne doit directement en profiter; et

- pendant toute sa durée, toute personne engagée pour son exécution doit observer les principes du Code régissant la conduite des titulaires de charge publique en ce qui concerne les conflits d'intérêt et l'après-mandat. Si, pendant la durée du contrat, est acquis un intérêt susceptible de causer un conflit d'intérêts ou de vraisemblablement causer une dérogation aux principes du Code, le représentant doit le déclarer immédiatement au conseiller ou au bureau régional compétent du Ministère.

Other General Instructions

12. All letters to the Department of Justice must quote the Justice file number provided in connection with the particular matter, and the Legal Contracts Support Unit (LCSU) appointment number, where provided.

13. When communication by telex, telegram, courier or other rapid communication mode or long distance telephone is warranted, the cost should be paid by the agent and charged as a disbursement.

14. All documents or papers forwarded to the Department of Justice should be accompanied by a covering letter.

15. When an agent is handling two or more matters, the agent should, unless otherwise instructed, provide separate reports and accounts on each matter. Criminal prosecution agents should refer to SPECIAL INSTRUCTIONS TO AGENTS RETAINED FOR PROSECUTION WORK with respect to submitting accounts.

16. Where there is any need for direction, guidance or specific instructions, the agent should communicate with the Department of Justice official referred to in the letter of appointment.

Official Languages

17. When communicating with the Department, the official language of the agent's choice may be used.

18. Crown agents must ensure that the following provisions are undertaken concerning both official languages in all locations in Canada:

    Proceedings before Courts, Commissions and other bodies:

    Where proceedings or pleadings may be conducted in either official language, the language used by Crown counsel should normally be the official language chosen by the private party(ies) concerned. If this requires that the case be referred to another agent, steps should be taken to do so. In cases where the Crown initiates communications, and the language preferred by the private party is known to the agent, that official language should be used at all times, even prior to the commencement of proceedings.

    When the Crown initiates proceedings that result in an advertisement being published (or legal notices are otherwise published by the Crown) the

Autres directives générales

12. Toute correspondance adressée au ministère de la Justice doit mentionner le numéro de dossier du Ministère et, le cas échéant, le numéro de nomination du Service de gestion des marchés de services juridiques.

13. Lorsqu'une communication par télex, par télégramme, par appel interurbain, par messager ou par tout autre mode de communication rapide est justifiée, le représentant devrait en assumer le coût, puis le réclamer à titre de déboursés.

14. Une lettre explicative doit accompagner l'envoi de documents ou de pièces au Ministère.

15. Si le représentant s'occupe de deux ou plusieurs affaires, il doit, à moins de directive contraire, fournir des rapports et des comptes distincts dans chaque cas. Les représentants en matière de poursuites pénales doivent se reporter aux DIRECTIVES PARTICULIÈRES DESTINÉES AUX REPRÉSENTANTS DU PROCUREUR GÉNÉRAL DU CANADA EN MATIÈRE DE POURSUITES PÉNALES pour la présentation de leurs comptes.

16. Pour toute information ou directive, le représentant doit communiquer avec le fonctionnaire du ministère de la Justice mentionné dans sa lettre de nomination.

Langues officielles

17. Le représentant peut utiliser la langue officielle de son choix pour communiquer avec le Ministère.

18. Les représentants de la Couronne doivent s'assurer que, dans toutes les régions du Canada, les dispositions suivantes sont prises relativement aux deux langues officielles:

    Procédures devant les tribunaux, commissions et autres organismes: lorsque les procédures ou les plaidoiries peuvent se dérouler dans l'une ou l'autre des langues officielles, le procureur de la Couronne devrait normalement utiliser la langue officielle choisie par la ou les parties privées en cause et, si nécessaire, prendre des mesures pour que l'affaire soit confiée à un autre représentant. Lorsque la Couronne prend l'initiative des communications et lorsque le représentant sait quelle langue la partie privée préfère, cette langue officielle devrait être utilisée en tout temps, même avant le début des procédures proprement dites.

    Lorsque la Couronne entame des procédures donnant lieu à la publication d'une annonce (ou qu'elle publie un avis légal quelconque), le représentant doit s'assurer que ces avis sont publiés dans les deux langues. Les représentants sont priés de communiquer avec le bureau régional compétent du Ministère s'ils ont besoin d'aide pour rédiger l'annonce dans les deux langues officielles.

agent must ensure that such notices are published in a bilingual format. If assistance is required to prepare the advertisement in both official languages, agents are requested to contact the instructing officer or the appropriate Justice Regional Office.

Travel Claims

19. Where the nature of the work requires an agent to travel to another locality, the time spent in travelling between the agent's usual place of business and that locality, by the most economical means of transportation, is billable time.

20. The agent may claim as a disbursement a fixed amount per kilometre in accordance with the rates approved from time to time by Treasury Board for the use of the agent's private car. No claims for kilometres covered will be allowed for trips of less than 16 kilometres, one way, from the agent's usual place of business.

21. All claims for kilometres covered, accommodation and meals while travelling are subject to Treasury Board guidelines. To determine the current rates that may be claimed for travel and meals, and the accommodation that may be utilized, the agent should contact:

    Legal Contracts Support Unit
    Room 920, Justice Building
    239 Wellington Street
    Ottawa, Ontario
    K1A 0H8
    Tel.: (613) 957-4530

22. Fees claimed in excess of the daily maximum including travelling time incurred that day will not normally be allowed.

Fiscal Year

23. The federal government's fiscal year is April 1 to March 31. Accounts must be submitted at least annually and should be submitted more frequently (e.g. quarterly) if possible, except for criminal prosecution agents (See Departmental instructions entitled *Preparation of Criminal Prosecution Accounts: Request for Payment Form*). Accounts for work performed in a fiscal year must be submitted within 10 days of the end of the fiscal year, even if the entire work has not yet been completed; i.e. accounts for work performed in the 1986-87 fiscal year must be submitted for payment by April 10, 1987. Accounts will not be processed if submitted later than 10 days following the expiry of the fiscal year in which the work was done.

Remboursement des frais de déplacement

19. Lorsque le représentant doit se déplacer à l'extérieur de sa localité dans le cadre de l'exécution de son mandat, les heures consacrées à ces déplacements, entre son lieu d'affaires habituel et l'autre localité, à l'aide du moyen de transport le plus économique, peuvent être facturées.

20. Le représentant peut, s'il utilise son véhicule personnel pour se rendre à un endroit situé à plus de 16 kilomètres de son lieu d'affaires habituel, réclamer à titre de déboursés, une indemnité forfaitaire pour chaque kilomètre parcouru conformément au tarif approuvé périodiquement par le Conseil du Trésor.

21. Les indemnités payables pour les kilomètres parcourus, l'hébergement et les repas à l'occasion d'un voyage sont établies conformément aux lignes directrices du Conseil du Trésor. Pour savoir quelles sont les indemnités qui peuvent être réclamées pour les déplacements et les repas et pour connaître les possibilités d'hébergement, le représentant doit s'adresser au:

    Service de gestion des marchés de services juridiques
    Ministère de la Justice
    Pièce 920, Édifice de la Justice
    239, rue Wellington
    Ottawa (Ontario)
    K1A 0H8
    Tél.: (613) 957-4530

22. Les honoraires réclamés qui dépassent le maximum quotidien et comportent les heures de déplacement au cours de cette journée ne sont pas d'ordinaire acceptés.

Exercice financier

23. L'exercice financier de l'administration fédérale va du 1er avril au 31 mars. Tous les comptes doivent être présentés au moins une fois par année et devraient être présentés plus fréquemment (par exemple trimestriellement) si possible, sauf dans le cas des représentants chargés de poursuites pénales (voir les Directives ministérielles portant sur la préparation des comptes relatifs aux poursuites pénales). Les comptes doivent être présentés au plus tard le 10 avril en ce qui concerne le travail accompli pendant l'année financière précédente, même si le travail n'est pas entièrement terminé. Ainsi, les comptes relatifs aux services juridiques rendus pendant l'exercice 1986-1987 doivent être présentés au plus tard le 10 avril 1987. Les comptes présentés plus de 10 jours après la fin de l'exercice financier au cours duquel les travaux ont été accomplis ne seront pas acquittés.

Certificat

24. Tous les comptes doivent comporter l'attestation suivante et la signature du représentant:

Certificate

24. All accounts must bear the following certificate and must be signed by the agent:

> I hereby certify that the services herein referred to were rendered by me or the members of the firm identified herein and this account truly shows the nature of the services rendered, the time occupied, the fees claimed, the disbursements made and all moneys received in this matter.

Agent of the Attorney General of Canada

This certificate is included in the *Request for Payment* form for agents retained for criminal prosecution.

25. Cheques in payment of taxed accounts will be made payable to the individual or firm appointed unless otherwise directed by the agent in the account.

Je certifie par les présentes que j'ai rendu ou qu'un membre/des membres de l'étude ci-haut mentionnée a/ont rendu les services énoncés dans le présent compte et que ce dernier décrit fidèlement la nature de ces services, le temps qu'il a été consacré, les honoraires réclamés, les déboursés et toutes les sommes reçues dans cette affaire.

Représentant du procureur général du Canada

Cette attestation fait partie de la formule de demande de paiement destinée aux représentants en matière de poursuites pénales.

25. Les chèques remis en paiement d'un compte dûment taxé seront établis à l'ordre du particulier ou de l'étude nommée, à moins d'instructions contraires inscrites sur le compte d'honoraires du représentant.

Department of Justice Canada | Ministère de la Justice Canada

Ministère de la Justice Canada | Department of Justice Canada

Memorandum of Instructions

TO: Agents of the Minister of Justice and Attorney General of Canada
FROM: Legal Services, Department of Justice

SUBJECT: SPECIAL INSTRUCTIONS TO AGENTS PROVIDING LEGAL SERVICES TO OTHER DEPARTMENTS

Introduction

1. The Minister of Justice is *ex officio* Attorney General of Canada and, as such, is responsible for the provision of legal services to departments and agencies of the Government of Canada. In this memorandum of instructions, all references to "instructing officer" mean the Department of Justice officer who has signed the letter of appointment.

Application

2. These instructions apply to every member of the legal profession (barrister, solicitor or notary), engaged to provide legal services as described in the letter of appointment. A member of the legal profession so engaged is an agent of the Minister of Justice.

Rules Applicable to All Agents

3. (Please see the memorandum of instructions entitled GENERAL INSTRUCTIONS TO ALL CROWN AGENTS.)

Other Rules for Legal Services Agents

4. An agent must report separately on each individual appointment.

5. When the agent requires direction, guidance or specific instructions, he/she should communicate with the instructing officer or a client official named by the instructing officer.

6. Fees, at the rate set out in the letter of appointment, will be allowed for the actual time engaged in performing the legal services required with ten hours being the maximum number of billable hours in any one day.

Directives

AUX: Représentants du ministre de la Justice et du procureur général du Canada
DE: Service du contentieux des ministères, Ministère de la Justice

OBJET: DIRECTIVES SPÉCIALES DESTINÉES AUX REPRÉSENTANTS TRAVAILLANT AU SEIN DES CONTENTIEUX DES MINISTÈRES

Introduction

1. Le ministre de la Justice est d'office procureur général du Canada et il est, à ce titre, chargé de fournir des services juridiques aux divers ministères et organismes du gouvernement du Canada. Aux fins des présentes directives, le terme "conseiller" désigne le fonctionnaire du ministère de la Justice qui a signé la lettre de nomination.

Champ d'application

2. Les présentes directives s'appliquent à tous les juristes (avocats ou notaires), nommés aux fins de fournir les services juridiques décrits dans la lettre de nomination. Un juriste ainsi nommé devient un représentant du ministre de la Justice.

Règles applicables à tous les représentants

3. (Prière de consulter les DIRECTIVES GÉNÉRALES DESTINÉES AUX REPRÉSENTANTS DE LA COURONNE.)

Règles applicables aux représentants des contentieux des ministères

4. Le représentant doit rédiger un rapport pour chacune des nominations dont il fait l'objet.

5. Lorsque le représentant a besoin d'instructions, de conseils ou de directives spécifiques, il doit entrer en communication soit avec son conseiller, soit avec un fonctionnaire du ministère client désigné par son conseiller.

6. Des honoraires établis conformément au taux indiqué dans la lettre de nomination seront accordés pour le temps effectivement consacré aux services juridiques demandés, sous réserve d'un maximum de dix heures par jour.

Canada

7. Individually itemized claims exceeding $10.00 must be supported by proof of payment. However, the instructing officer may, on a case to case basis, allow a disbursement notwithstanding that it is unsupported by proof of payment.

8. In all cases, final payment will be withheld if a copy of the work performed is not forwarded to the instructing officer.

9. When government documents are received by the agent they must be returned to Justice or to the client department or agency, as appropriate, upon termination of the appointment.

7. Les réclamations détaillées dépassant 10 $ doivent être accompagnées de pièces justificatives. Toutefois, le conseiller se réserve le droit de faire exception à cette règle.

8. Dans tous les cas, le paiement final sera retenu jusqu'à ce qu'une copie du travail effectué soit transmise au conseiller.

9. Lorsque le représentant reçoit des documents émanant du gouvernement, ceux-ci doivent être retournés au ministère de la Justice ou au ministère client, selon le cas, lorsque son mandat prend fin.