

You must be on Legal Aid Ontario's family duty counsel panel to accept this authorization.

1. Client information

Client name:

Client number:

Client's date of birth:

Case ID number:

The above named client is entitled to pre and post mediation independent legal advice to a maximum six (6) hours. The cost of a mediator is not covered. If a mediated agreement is reached, Counsel should seek a final order where appropriate.

2. Accepting this authorization

Upon accepting this authorization, please complete the required client information above and fax to your local District Office.

3. Important billing information

- After you have completed service, submit your account/statement online using your Duty Counsel Purchase Order number at www.legalaidonline.on.ca (select **DC Family ILA** as the duty counsel type)
- Select the final date of service as the "Service Date" when completing your account information
- When entering time spent, select the start time and end time that accurately reflects the total number of hours of service performed under the authorization (e.g. if 5 hours spent, time entered would be 9:00 am until 2:00 pm)
- In the details/service description field, provide client name and date of birth,
- In the comments section, client number (CLT number), case ID number as well as the details of time spent / submission **must be** entered in the comments section when submitting the account
- Payment for these services is in accordance with the duty counsel fees in effect at the time the services are provided.

4. Lawyer information

Lawyer name:

Solicitor number:

Date:

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