

# Application form

Legal Aid Ontario

# Lawyer Empanelment Form

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Thank you for your interest in joining the Legal Aid Ontario (LAO) panel. To be eligible for empanelment, you must meet the following criteria. Please read, confirm and initial the following:

I am a lawyer and member in good standing with the Law Society of Ontario. I will immediately notify LAO if my status with the Law Society of Ontario changes.

I have read and agree to comply with the General Terms and Conditions for panel members.

I agree to comply with the [Legal Aid Services Act \(LASA\) SO 1998 c.26](#) and its regulations and schedules.

I agree to comply with all applicable panel standards.

I agree to comply with LAO's policies and procedures set out in LAO's [Tariff and Billing Handbook](#), [Disbursements Handbook](#) and [Duty Counsel Manual](#).

I will submit all accounts through [Legal Aid Online](#).

I am aware that any false or misleading statement or representation with respect to online accounts and any supporting documentation, including the concealment or omission of any material fact, may result in LAO refusing to pay the account or recovering payment of the account, LAO revoking my *Legal Aid Online* Portal privileges and may be grounds for my removal from all LAO panels, civil or criminal prosecution, and reporting me to the Law Society of Ontario.

If empanelled, I understand that it is my responsibility to update all changes to my contact information that I have provided through *Legal Aid Online* or alternatively by emailing LAO's finance department at [fnsolemp@lao.on.ca](mailto:fnsolemp@lao.on.ca) for the purpose of panel activities, certificates, and billing, as soon as such changes occur. Failure to update LAO of changes to my contact information may result in removal from the panel without notice.

I understand that if I am empanelled, and should I fail to comply with one or more of the above criteria, LAO may take steps, up to and including, removal from the panel.

In order to assist lawyers on how to bill LAO, we have created billing tutorials and related information which is accessible through the LAO website in the [Information for Lawyers section](#). Learning the proper way to bill and submit your accounts will ensure prompt processing.

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## SECTION 1: GENERAL INFORMATION

### COUNSEL INFORMATION

Full name:

Mailing name:

Phone:

Address:

Unit:

City:

Postal code:

Province:

Email:

Fax:

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Note: Your address and phone number will be published on LAO's website and available to LAO clients.

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Current firm / organization:

Length of time with current firm / organization:

to

present

Other offices you practice from / are associated with:

Law society number

HST number

Province of call

Date of call

Preferred language of communication with LAO

English

French

I am able to provide court/board representation in French.

Yes

No

I am able to converse and take clients' instructions in a language other than English.

Yes

No

If yes, specify language(s):

## General triage

Have you ever been a member of the LAO panel (which includes membership to certificate or duty counsel panels)? Yes  No

If yes, please provide previous panel / solicitor #:

Have you ever been an LAO employee? Yes  No

How long have you practiced law in Ontario?

Include dates of practice:

Prior firm / organization	Start date	End date	Experience
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Have you practiced law outside of Ontario? Yes  No

If yes, please explain, and include your membership ID(s) of the bar/law society outside of Ontario.

## Mentoring information

If you do not meet the minimum standards, would you be willing to enter into a mentorship agreement with an experienced lawyer? Yes  No

If yes, who would you propose as your mentor:

Please specify area(s) of law:

Refugee	Family	Child Protection (CFSA)
Ontario Review Board	Extremely Serious Matters	Complex Case Rate
O'Connor/Mills	Criminal	Civil Litigation
Mental Health	Collaborative Family Law	Administrative Tribunals
Gladue Panel	Consent and Capacity Board	

## Additional

Are there any complaints pertaining to you currently on file with the Complaints Resolution Department or the Investigations Department of the Law Society? <sup>1</sup>

Yes No

If yes, please explain:

Are there any complaints currently on file with the proceedings authority committee of the Law Society of Ontario or any other law society? <sup>1</sup>

Yes No

If yes, please explain:

Have there been any findings of professional misconduct, conduct unbecoming or sanctions by the Law Society of Ontario or any other law society? <sup>2</sup>

Yes No

If yes, please explain:

Are there any errors or omissions on file with the Lawyers' Professional Indemnity Company against you? <sup>3</sup>

Yes No

If yes, please explain:

Do you have any current involvement as a defendant in any civil (excluding family matters) proceedings relative to your practice? <sup>4</sup>

Yes No

If yes, please explain:

Are there any outstanding civil judgments related to your practice of law against you, or any past or present proposals to creditors or assignments in bankruptcy? <sup>4</sup>

Yes No

If yes, please explain:

Are you currently involved as an accused in any criminal proceedings? <sup>4</sup> Yes No

If yes, please explain:

Any criminal offence for which you were found guilty and for which you have not received a record suspension (or a pardon)? Yes No

If yes, please explain:

Has judgement ever been entered against you in any civil action involving fraud or misappropriation? Yes No

If yes, please explain:

1. LAO will still consider the application of a candidate involved in such a matter, if LAO is of the opinion that the nature of the situation is such that it would not prevent the candidate from being ineligible for consideration. Where the matter has yet to be determined, LAO may delay empanelment eligibility until the complaint is resolved.
2. Candidates will generally not be considered if they have been sanctioned by a law society. LAO will consider mitigating circumstances concerning the sanction, which is not necessarily a bar to consideration.
3. Candidates will generally not be considered if they have an outstanding errors and omissions claim registered with the Lawyers' Professional Indemnity Company. However, if LAO receives information that the claim is not substantiated, then such a claim may not be a bar to the candidate being considered.
4. LAO will still consider the application of a candidate involved in such a situation if, after receiving further information, LAO is of the opinion that the nature of the situation would not make the candidate ineligible.

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## SECTION 2: REQUEST FOR PANEL MEMBERSHIP

LAO has established standards for membership on criminal, family, refugee, consent and capacity board, ESM, CFSA, Gladue and duty counsel panels. A request for membership must be accompanied by respective panel applications and approved by the local Director General.

I am requesting admission to the following panels (please check the appropriate box(es)). I am attaching the required panel application forms.

### Certificate panels

Criminal	Family	Complex Case Rate
Refugee	Extremely Serious Matters	Child Protection (CFSA)
Gladue	Consent and Capacity Board	

Director General's signature

### Other areas of law

Ontario Review Board	O'Connor / Mills <sup>5</sup>	Administrative Tribunals
Collaborative Family Law <sup>6</sup>	Civil Litigation	

Director General's signature

5. To be placed on this referral list, special training and / or qualifications may be required. Please submit a letter and CV outlining your training and experience in this area of law.

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## TERMS AND CONDITIONS FOR COUNSEL

By selecting this box I affirm that I have read and understood the panel standard requirements and that the information contained herein is complete, true and accurate.

### Optional information

LAO is interested in learning about the lawyers who engage in legal aid work. We invite you to submit additional information as outlined below.

- Tell us about your interest in working with Legal Aid Ontario. Why would you like to become involved with LAO work and join the LAO panel?
  
- What areas of law are you, or will likely be, practicing? What percentage of your practice does (or will) each area of law occupy? (i.e. 50% civil litigation, 20% family, and 30% criminal).
  
- What proportion of your legal practice would you like to dedicate to legal aid work?

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- Please submit your CV or resume with your application if you are applying to a specialized or per diem panel.

Signature:

Date:

Mail or email your completed empanelment form to your Legal Aid Ontario district office, Attention: Director General (and / or designate).

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Personal information in this form is collected under the authority of section 84 of the Legal Aid Services Act and is used in the general administration of the payment of lawyers accounts including: case management, application of block fees and tariff, discretion, reviews, disbursement authorization, expedite requests, late billing, hard cap, and recoveries; and, is used in the panel management of lawyers including investigations, panel suspension, and panel removal.

Questions about this collection should be directed to the FIPPA coordinator, 40 Dundas Street West, Suite 200, Toronto, ON, M5G 2H1, 416-979-1446 or 1-800-668-8258.