

# Pre-approved mentor application form

## Criteria for mentors

- In good standing with the Law Society of Upper Canada (LSUC)
- Member in good standing with the courts and/or administrative panels in front of whom they appear
- No history of discipline or substantiated complaints by LSUC or Legal Aid Ontario (LAO)
- Experience and expertise in the particular area of law at issue
- A history of mentoring junior counsel or leading continuing legal education opportunities in their legal area of expertise
- Active panel member with a consistent case load, a well-developed legal aid practice, good administrative history with LAO, and a reputation for high quality services
- While membership in specialized panels such as those for Extremely Serious Matters, Complex Case Rates and Gladue matters are relevant, they may not be the determining factor in an additional second chair authorization
- Women and members of other minority groups may receive special consideration.

## Conditions of pre-approval

### Senior lawyers are expected to:

- understand that hours authorized under the Second Chair Program as a pre-approved mentor must be used within the fiscal year they are approved;
- agree to report within program guidelines;
- agree to track mentoring; and
- agree to follow the rules for case selection and mentee selection to ensure that they meet the criteria of the Second Chair Program.

## Instructions

Please submit your application form by email to [secondchair@lao.on.ca](mailto:secondchair@lao.on.ca) only.

## 1. Applicants information

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Name:

LAO solicitor number:

Year of call:

Phone #:

Email:

Which area(s) of law does your request apply to? (select all that apply)

Criminal

Immigration

Refugee

Family

Mental health

Other (please specify)

Date of request:

(YYYY-MM-DD)

## 2. Mentoring information

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Do you have an area of specialization? (select all that apply)

Clients with mental health issues

Other (please specify)

Clients who have experienced domestic violence

Criminal - OCJ

Criminal - SCJ matters

Family

Expertise dealing with a specific client group

First Nation, Métis and Inuit clients

Refugee and immigration

### **Mentoring experience / Leading continuing legal education**

Please list your prior professional experience in mentoring junior lawyers and/or any experience leading continuing legal education events.

### Anticipated use of mentoring time

Please outline the kind of mentoring opportunities that you anticipate providing to less experienced lawyers either on your or their legal aid cases (e.g., motions, trials, hearings, appeals and judicial review).

How many pre-approved mentoring hours are you requesting?

5    10    20    25    50  
Other (please specify)

Are you willing to have less experienced lawyers contact you and request to work your cases?

Yes    No

Would you be able to provide mentoring opportunities in French?

Yes    No

### Other comments

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.

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