

# Application form

Legal Aid Ontario

# Block fees: Request to add additional charges

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## SECTION 1: GENERAL INFORMATION

### COUNSEL INFORMATION

Full name:

Mailing name:

Phone:

Address:

Unit:

City:

Postal code:

Province:

Email:

Fax:

Solicitor number:

### CLIENT INFORMATION

Full name:

Client #:

Certificate #:

## SECTION 2: REQUEST DETAILS

To submit a request to make changes to your certificate you must provide the answers to the following:

1. What changes would you like to request on this certificate?

Add new charges

Proceeding same time as current charges listed on certificate

Unsure if proceeding together or separately from current charges

Proceeding separately from current charges (new certificate required)

Please select the reason for the charges proceeding separately:

Best interest of the client due to likelihood of better outcome

Charges on the indictment are a mix of Federal and Criminal Code and are proceeding separately

Matters are being heard in different jurisdictions

Other

(go to question 2)

Replace existing charge(s) with different charge(s) (proceeding at the same time)

(go to question 3)

Existing charges are proceeding separately (new certificate required)

(go to question 5)

Remove charges currently listed on certificate

(go to question 6, no further questions required)

2. Please list new charges being requested to be added to certificate / new certificate:

(go to question 7)

3. Please indicate which of the current charges on your certificate you are requesting to be replaced with a new charge:

4. Please provide replacement charge(s)

(go to question 7)

5. Please indicate which of the current charges are proceeding separately and require a new certificate?

(go to question 7)

6. Please indicate which of the current charges on your certificate need to be removed:

7. Are the new charges under the YCJA?

No

Yes

8. When were the new charge(s) laid?

9. Does your client have any prior related convictions?

No

Yes

If yes, please provide the charge and date of conviction (e.g. Assault - October 2006)

10. In which court must your client appear?

11. Is the client in custody on the new charges?

No

Yes

If yes, where is the client being held?

12. What was the type of release?

Cash

Amount?

Own recognizance

Surety

Detention order

Summons

Promise to appear

Other (please advise)

13. Was there money seized by the police?

No

Yes            Provide amount

Is the money the property of a law enforcement agency? (i.e. police buy money)?

No

Yes

If yes, please provide the name of the police services and division (e.g. Toronto Police, 51 Division) if known:

14. Is the client on a contribution agreement?

No

Yes

What are the anticipated fees for this request?

15. Are you aware of any changes in the client's financial situation?

No

Yes

If yes, what are the changes?

16. Have you received a private retainer for these new charges?

No

Yes            If yes, what is the amount received?

17. In your professional opinion, is there a likelihood of jail on the new charges if dealt with separately from the charges on the existing certificate?

No

Yes

If yes, please explain

18. Are the charges authorized on the existing certificate ongoing?

No

Yes

if yes, provide date and details of next court appearance

19. Is the new set of charges ongoing?

No

Yes

if yes, provide date and details of next court appearance.

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I certify that, in the case that charges authorized on separate certificates ultimately resolve together, that I will only bill one resolution in respect of the authorized charge.

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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