



LEGAL AID ONTARIO
AIDE JURIDIQUE ONTARIO

Lawyer Change of Information Form

Use this form if you are changing information only. Fill in only the information that you are changing. Leave the other sections blank.

Type of Change [check all applicable]:

- name admission to additional panel(s) banking information
 address language
 telephone/fax remove from LAO panel

This section must be completed in all cases:

First Name:

Middle Name:

Last Name:

Firm Name:

Law Society #:

LAO Solicitor #:

Year of Call:

Change in Lawyer Information (please print or type)

New Business
Address:

Suite:

City:

Province:

Postal Code:

E-mail address:

New Telephone:

New Fax:

Registered for GST:

No

Yes

Old GST #:

New GST#:

If you have acquired a GST number or are changing a GST number, please advise immediately.

Preferred language of communication with LAO:

English:

French:

Change in General Information

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

Specify language:

If you want to be added to another Area Office
referral list, please contact the Area Director in
that area for approval.

Request for Change to Panel Membership

Legal Aid Ontario has established standards for membership on criminal, family, refugee, Consent and Capacity Board, and duty counsel panels. **A request for membership must be accompanied by the respective panel applications** available on the web, and approved by the local legal aid area director (or Supervisory Duty Counsel for Duty Counsel Panels). For admission to additional panels, complete the respective panel membership applications and submit them to the area office with this Change of Information form. If you want to be removed from a panel, please check the appropriate boxes.

| The following panels require the submission of panel application forms | | | | | | | |
|--|--------------------------|--------------------------|---------------------------|------------------------------------|--------------------------|--------------------------|---------------------|
| Certificate Panels | | | | Duty Counsel Panels | | | |
| Area of Law | Add to Panel | Remove from Panel | Area Director's Signature | Area of Law | Add to Panel | Remove from Panel | AD or SDC Signature |
| Criminal | <input type="checkbox"/> | <input type="checkbox"/> | | Criminal | <input type="checkbox"/> | <input type="checkbox"/> | |
| Extremely Serious Criminal Matters | <input type="checkbox"/> | <input type="checkbox"/> | | Family | <input type="checkbox"/> | <input type="checkbox"/> | |
| Family | <input type="checkbox"/> | <input type="checkbox"/> | | Advice - General** | <input type="checkbox"/> | <input type="checkbox"/> | |
| Child Protection (CFSA) | <input type="checkbox"/> | <input type="checkbox"/> | | Advice - Family Violence** | <input type="checkbox"/> | <input type="checkbox"/> | |
| Refugee | <input type="checkbox"/> | <input type="checkbox"/> | | Advice-Refugee and Immigration** | <input type="checkbox"/> | <input type="checkbox"/> | |
| Consent and Capacity Board | <input type="checkbox"/> | <input type="checkbox"/> | | Advice-Correctional Institutions** | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | | Advice-Mental Health** | <input type="checkbox"/> | <input type="checkbox"/> | |

Other Areas of Law:

| Certificate Panels | | |
|------------------------------------|--------------------------|--------------------------|
| Area of Law | Add to Panel | Remove from Panel |
| Ontario Review Board | <input type="checkbox"/> | <input type="checkbox"/> |
| O'Connor/Mills* | <input type="checkbox"/> | <input type="checkbox"/> |
| Civil Litigation / Personal Injury | <input type="checkbox"/> | <input type="checkbox"/> |
| Administrative Tribunals | <input type="checkbox"/> | <input type="checkbox"/> |
| Collaborative Family Law* | <input type="checkbox"/> | <input type="checkbox"/> |

* To be placed on this panel, special training and/or qualifications may be required. Contact your local area office. Attach a letter outlining your training and experience in this area of law.

** Not all area offices have duty counsel panels for all the areas of law listed above. Contact your local area office before completing the form to find out which of these panels are established in your local area.

When providing legal aid services, I agree to abide by:

- The General Terms and Conditions document.
- The *Legal Aid Services Act* (LASA) 1998 c. 26 and its Regulations and Schedules.
- All applicable panel standards.
- LAO's policies and procedures set out in LAO's Tariff & Billing Handbook and Duty Counsel Manual.

Lawyer's signature:

Date:

| Change in Direct Deposit Authorization for Business Accounts | |
|---|---------------------|
| Lawyers must be registered for direct deposit in order to be entered onto the legal aid panels. Please complete the information below and attach a blank cheque (or copy of a blank cheque) marked "Void". | |
| Name of Bank: | Address of Branch: |
| Branch Number: | Institution Number: |
| Account Number: | |
| <ol style="list-style-type: none"> 1. I / We agree to participate in this direct deposit program and authorize Legal Aid Ontario to credit the account at the financial institution indicated above. 2. I / We will inform Legal Aid Ontario, in writing, of any changes in the account information provided in this authorization (10 working days notice required). | |
| Lawyer's Name: | Solicitor Number : |
| Signature of Lawyer: | |
| Signature of Account Holder (if different from lawyer): | |
| Date: | |

Legal Aid Ontario accepts instructions to change banking deposit information only from the lawyer assigned this solicitor number.

Mail, fax or deliver this *Change of Information Form* to your local Area Office if you are changing Panel information. All other changes should be faxed to the Lawyer Service Centre (416) 979-7326. Personal information in this form is collected under the authority of section 84 of the *Legal Aid Services Act* and is used for the purposes of creating, managing and distributing the lawyer panel list. The information provided may be communicated to legal aid applicants and verified with the Law Society of Upper Canada. Questions about this collection should be directed to the *FIPPA* Coordinator, 404 - 375 University Avenue, Toronto, ON, M5G 2G1, 416-979-1446 or 1-800-668-8258.