

# Lawyer assisted application for adult criminal court proceedings

This form is reserved for use in cases where the applicant is an adult out of custody who is facing criminal charges. This form should not be used for potential Big Case Management (BCM) charges. Incorrect forms and/or forms missing mandatory documents and those that do not meet the criteria in Section 2 will not be processed.

This is an initial application form to be completed by a lawyer on behalf of an applicant to begin the application process. Where the information provided can satisfy eligibility requirements, a certificate will be issued and sent directly to the lawyer.

Where financial eligibility cannot be confirmed or there is no active Consent and Declaration on file with LAO, applicants may be required to call LAO at **416-979-1446** or toll free: **1-800-668-8258** to complete this initial application.

## Section 1: Adult information

Name:

Contact:	Out of custody / fixed address:	Unit #:
	Town/City:	Province:
	Postal code:	
	Phone:	
	Email:	

Date of birth:

Gender:                      Male                      Female                      X                      Unknown

Status in Canada:

LAO client number:

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## Indigenous self-identification

Do you self-identify as First Nations, Métis, Inuit or other? Yes No

If yes:

First Nations	Status	Non-status
	On Reserve	Off Reserve
Métis	Registered	Non-registered
Inuit		
Other		

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## Self-identification of Race

Asian - East (e.g.: Chinese, Japanese, Korean)	Prefer not to answer
Asian - South East (e.g.: Malaysian, Filipino, Vietnamese)	Do not know
Asian - South (e.g.: Indian, Pakistani, Sri Lankan)	Not asked
Black - African (e.g.: Ghanaian, Kenyan, Somali)	Other (please specify)
Black - Caribbean (e.g.: Barbadian, Jamaican)	
Black - North American (e.g.: American, Canadian)	
Indian-Caribbean (Guyanese with origins in India)	
Latin American (e.g.: Argentinian, Chilean, El Salvadorian)	
Middle Eastern or North African (e.g.: Egyptian, Iranian)	
Roma	
White - North American (e.g.: American, Canadian)	
Identifies as Indigenous in self-identifying section above	

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## Section 2: Legal case details

Has the applicant paid a lawyer any money for this proceeding?

Yes

No

If yes, \$:

Current charges and date(s) of occurrence:

Next court date:

Court location:

Number of court appearances:

Mandatory documents required:

- A copy of the synopsis - mandatory for all submissions
- A copy of the criminal record - mandatory only for clients who have not received a criminal certificate within the last 2 years.

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## Part 1

May be eligible for the certificate program where it is determined that one of the following is present. Based on information contained in the synopsis, please check all those that are present. In none are present, proceed to Part 2.

Convicted of same offence within the past 2 years with jail time

Any other offence where maximum penalty is 14 years or more

Any charge where there is a minimum jail sentence upon first conviction

Crown is proceeding by way on indictment

Crown is formally applying for a Not Criminally Responsible assessment on the record in court

Bail detention order after a bail hearing (not a consent detention order)

Facing possession charges under CDSA in amounts in excess of:

- Cocaine powder - 28 grams
- Hydrocodone / Hydromorphone / Oxycodone / Oxymorphone - 100 pills
- Crack Cocaine - 3.5 grams
- Crystal Meth and other methamphetamines - 1.0 gram
- Heroin or Fentanyl - any amount

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## Part 2

May be eligible for the certificate program where 2 or more of the following are present. Based on information contained in the synopsis and/or criminal record, please check all those that are present.

Same / similar charges refer to “same family of charges”. For example:

- Fail to comply offences include all breaches of court orders
- Assault offences includes all assault charges
- Firearms offences includes any firearms charges including simple possession or storage
- Fraud offences include all fraud/ forgery charges
- Impaired while driving offences include all related impaired while driving charges but not other driving charges.

One or more criminal convictions (with no jail time) within the past 2-4 years for the same charges

Currently on probation for same charges

Same charges already before the courts

A charge involving a breach of trust excluding intimate partner violence (IPV) charges

The charge(s) were motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender orientation or expression

Complainant is allegedly a vulnerable person (youth - under 18, elderly person - Over 65, has mental health issues, has developmental disability)

Any firearm charge (including storage)

Alleged use of a weapon that could be used to cause death or serious injury (e.g.: knife, axe, cross bow)

Damages / unrecovered dollar amount of \$2,000 or more

Crown is seeking jail after conviction for either plea or after a trial (jail includes conditional sentence order and presentence custody +1 day notes on record)

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## Section 3: Financial information

Financial information must be provided for the applicant and any spouse/ person responsible.

### Family size:

### Marital status:

Single	Married	Common-law
Divorced	Separated	Widowed

Spouse - name (first, middle, last):

Dependants living in the home #:

Paying support for dependants living outside the home \$ /month.

### Accommodation:

Renter	Jail	Homeowner
Paying-boarder	Non-paying boarder	Shelter
Homeless	Youth at home	Hospital
Other		

### Assets:

Property (address, market value, mortgage)

Liquid assets (bank, investments, etc.)

Type:

Current value \$

**Income:**

Income type	Applicant Gross monthly income	Spouse / Person responsible Gross monthly income
Employment	\$	\$
Employment Insurance (EI)	\$	\$
Old Age Security (OAS) / Guaranteed Annual Income System (GAINS)	\$	\$
Ontario Works (OW)*	\$	\$
Ontario Works applied	\$	\$
Ontario Disability Support Program (ODSP)*	\$	\$
Pension	\$	\$
Spousal support	\$	\$
Worker Safety Insurance Board (WSIB)	\$	\$
Self-employed	\$	\$
Other	\$	\$

\* Social Assistance (OW/ODSP) Member ID:

**Medical expenses:**

Type / description:

Monthly amount:

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## Confirmation

Submitting this form does not guarantee coverage under Legal Aid Ontario's (LAO) certificate program. Applicant must meet requisite eligibility criteria. In cases where information can satisfy eligibility requirements, certificates will be processed and sent directly to counsel (in cases where there is a prior history with the lawyer on file at LAO) via the lawyer portal; otherwise the certificate will be sent to the applicant.

Lawyer assisted applications will be processed in 3-5 business days. If certificate confirmation is not received within that period, please advise the applicant to contact LAO.

- Toronto: 416 979 1446
- Toll free: 1 800 668 8258.

By submitting this form, I declare that the applicant has verbally consented to have me submit this application on their behalf. I confirm the information contained herein is complete, true and accurate to the best of my knowledge. I have confirmed that the applicant understands that in accordance with *Legal Aid Services Act 2020*, Section 13, Legal Aid Ontario may recover the cost of legal aid and consents to have the issued certificate sent directly to me.

Name:

Date:

Signature:

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Personal information contained on this form is collected under the authority of the *Legal Aid Services Act, 2020* and will be used for the purpose of delivering legal aid services under LASA.

Questions about this collection should be directed to the Privacy and Access to Information Officer at [fippa@lao.on.ca](mailto:fippa@lao.on.ca) or 1-800-668-8258.



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**AIDE JURIDIQUE ONTARIO**