



375 University Avenue, Suite 404, Toronto ON M5G 2G1
375, avenue University, bureau 404, Toronto ON M5G 2G1

Toll free / Sans frais : 1-800-668-8258
Phone / Téléphone : 416-979-1446
Fax / Télécopieur : 416-979-7338
www.legalaid.on.ca

April 18, 2007



Dear [REDACTED]

Re: Access to Information Request No. [REDACTED]

Thank you for your request for access to information, which was received in this office on April 9, 2007. You requested manuals used by the Legal Aid Criminal Law Office in [REDACTED] containing policies on how to deal with clients. You enclosed a cheque payable to Legal Aid Ontario in the amount of \$10.00. As the applicable fee is \$5.00, a cheque in the amount of \$5.00, payable to you, is enclosed with this letter.

At this time, I am enclosing information responsive to your request. The information enclosed is a draft manual, dated June 2006, which was the current draft existing at the beginning of March, 2007. The manual has not yet been approved for operation. However, it is being provided to you for information purposes. The manual contains 40 pages, all of which are enclosed with this letter. This is the only information responsive to your request.

I trust this information is of assistance to you. I am responsible for the decision to grant you access to these records. You may ask for a review of this decision within 30 days of receiving this letter by writing to: The Information and Privacy Commission/Ontario, 2 Bloor Street West, Suite 1400, Toronto Ontario M4W 1A8, Telephone 1-800-387-0073.

If you decide to request a review of this decision, please provide the Commissioner's office with the following: the file number listed at the beginning of this letter; a copy of this decision letter; and a copy of the original request for information you sent to our institution.

In addition, you must send an appeal fee to the Commissioner's office. That appeal fee for other than personal information is \$25.00.

Yours truly,

Robert W. Ward
President/CEO