

# Request form

Legal Aid Ontario

## LAO Agency Adjournment Request for 361 University Avenue

This form is to be used for requesting Legal Aid Ontario (LAO) agency services and must be completed and submitted to [mcmo@lao.on.ca](mailto:mcmo@lao.on.ca) before 3:30 pm the business day before the court appearance.

Please note:

- LAO Counsel will not conduct crown or judicial pre-trials on behalf of counsel, enter pleas, or speak to sentence.
- LAO Counsel will ONLY communicate with counsel if instructions were unable to be followed or if something unexpected happened in court.

Date of appearance:

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### Counsel information

Name:

Email:

Phone:

Extension:

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### Client and case information

Name:

Date of birth:

Custody:

In custody

Out of custody

Counsel is retained:

Yes

No

Designation of counsel filed:

Yes

No

Adjourn matter to:

Adjourn reason:

Set matter down for trial on:

Put on the record the following:

Current charges to be spoken to on this date:

By submitting this form I agree:

1. The information submitted is accurate and complete.
2. Where applicable, I have all consents required from my client in order to request LAO agency services.
3. To communicate using electronic means, including web transmission and email.

By checking the box labelled "I agree" and clicking the "Submit" button, you have read and understood the above statements.

I agree

Submit the completed form to lease email form to [mcmo@lao.on.ca](mailto:mcmo@lao.on.ca) by 3:30 p.m. the day before court appearance.

Personal information in this form is collected under the authority of section 84 of the Legal Aid Services Act and is used to deliver legal aid services and for statistical purposes. Questions about this collection and use can be directed to the Privacy and Access to Information Officer at: [fippa@lao.on.ca](mailto:fippa@lao.on.ca) or by mail: 40 Dundas Street West, Suite 200, Toronto, ON M5G 2H1