



Conditional Duty Counsel Authorizations:

Responding to the Authorization Renewal Notice

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Introduction

Roster members who do not meet the minimum experience requirements when applying to duty counsel rosters may be granted a conditional authorization status.

Within 24 months of being granted conditional authorization, you must meet the minimum experience requirements. Unlike the certificate authorizations, a 12 month discretionary extension is not available for duty counsel authorizations.

As a reminder, in addition to meeting the minimum experience requirements, under the *Roster Management Rules* made under the *Legal Aid Services Act, 2020*, duty counsel roster membership is limited to 24 months in duration and only renewable if you meet the minimum experience requirements.

The images in this job aid are for information purposes only. Your notices will be personalized to your roster membership, authorizations and renewal dates.

Advance notification

You will receive a notification on [Legal Aid Online](#) **three months prior** to your conditional membership expiring, as shown in Figure 1:

Authorization Renewal notice / Avis de renouvellement d'autorisation

LAO's records reflect that you currently hold a Conditional Status in DC - Criminal duty counsel authorization. Your Conditional Status is scheduled to expire on ~~November 29, 2024~~. For further details please click on Communication > View mail and correspondence tab or Personal info > Self Reports.

Les dossiers d'AJO indiquent que vous détenez actuellement un statut conditionnel dans le cadre de l'autorisation d'avocat de service Droit criminel. Votre statut conditionnel expirera le ~~29 novembre 2024~~. Pour plus de détails, veuillez cliquer sur l'onglet Communication > Afficher le courrier et la correspondance ou Informations personnelles > Auto-évaluations.



Figure 1: Screenshot of Authorization Renewal Notice on home page of Legal Aid Online.

Important Note: You must respond to the notification on Legal Aid Online. If you do not respond, you may lose any authorizations where you hold a conditional status.

Responding to notice

You can either:

- **Click on “Communication”**
Click on "Mail and Correspondence" or
- **Click on “Personal Info”**
Click on “View Authorization renewal notice” under “Self Reports”



Figure 2: Screenshot of Navigation within Legal Aid Online, highlighting a notification for renewal notices.

You will be re-directed to review all authorization renewal notices, along with their due dates as seen in Figure 3.

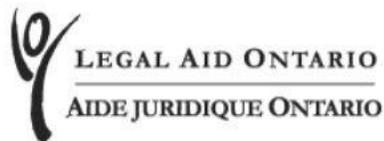
The screenshot shows the Legal Aid Ontario (AIDE JURIDIQUE ONTARIO) portal. At the top left is the logo. Below it, there are fields for 'Supplier ID' and 'Supplier Name'. The main content area is titled 'Renewal Notice'. Below this title is a navigation bar with options: 'Personalize', 'Find', 'View All', and '1 of 1' (with 'First' and 'Last' buttons). Below the navigation bar is a table with the following columns: 'Subject', 'Due Date', 'Received', 'Read', and 'Status'. There is one row in the table with the following data:

Subject	Due Date	Received	Read	Status
Criminal - DC roster Renewal Notice	11/21/2024 12:00:00AM	04/14/2024 12:00:00AM		New

Figure 3: Screenshot of authorization renewal notice as explained above.

Options

Once you select the notice you need to respond to, you will have two options as seen in Figure 4:



Authorization Renewal Notice

LAO's records reflect that you currently hold a Conditional Status in DC - Criminal duty counsel authorization. Your Conditional Status is scheduled to expire on **November 21, 2024**.

Please select one of the following options.

- I certify that I now meet LAO's Minimum Experience Requirements in DC - Criminal duty counsel authorization.
- I do not meet LAO's Minimum Experience Requirements in DC - Criminal duty counsel authorization and am requesting removal of my authorization to provide legal aid services in DC - Criminal duty counsel authorization.

Figure 4: Screenshot of selection options for duty counsel authorization renewal notices as explained below.

If you now meet the minimum experience requirements in a specific roster, you will be transitioned to “Meets Standards” and your authorization will be renewed for an additional 24 months.

If you do not meet the minimum experience requirements, you will be removed from the duty counsel roster. If you later meet the minimum experience requirements, you may reapply to the duty counsel roster.

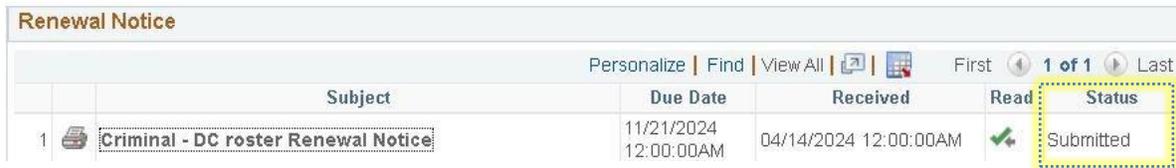
Please note that LAO may periodically audit roster members to confirm they meet the minimum experience requirements. Roster Members should maintain details of how and when they met the minimum experience requirements and are required to provide these details on request to LAO.

Roster members who are unable to demonstrate they have met the minimum experience requirements may have their authorizations revoked. The submission of false or misleading information may lead to roster management consequences, up to and including removal from the roster and a report to the Law Society of Ontario.

Agree and Submit

Once you have made your selection, please select “Agree and Submit” at the bottom of the page. You will receive a pop-up message to confirm your answer, which cannot be altered once submitted. Press “OK.”

You will receive a message that your request was submitted successfully and the status of the renewal notice will change to “Submitted” as seen below in Figure 5:



Renewal Notice					
Personalize Find View All [Print] [Refresh]					
First 1 of 1 Last					
	Subject	Due Date	Received	Read	Status
1	 Criminal - DC roster Renewal Notice	11/21/2024 12:00:00AM	04/14/2024 12:00:00AM		Submitted

Figure 5: Screenshot of the completed renewal notice in Legal Aid Online.