

Expedite payment of account request

Lawyer information

Name:

Roster #:

Contact:

Address:

Unit #:

Town/City:

Province:

Postal code:

Phone:

Email:

Reason for request

I am experiencing financial hardship. As a result I am:

Unable to pay my staff

Unable to pay my rent

Bank line of credit exhausted

Other - please provide details below

I would like to request LAO expedite payment of the following account(s):

Client name:

Client #:

District office:

Account #:

Submitted:

Client name:

Client #:

District office:

Account #:

Submitted:

Client name:

Client #:

District office:

Account #:

Submitted:

Previous expedite request date:

Number of accounts previous expediated:

Expedite of payments practice

The solicitor must complete an expedite request form.

The following factors may be considered in the decision to expedite payment of accounts.

- The nature of the financial hardship, for example – unable to pay staff, bank line of credit exhausted, unable to pay landlord. The hardship must be immediate.
- The frequency or number of expedites: normally up to three accounts will be expedited per year per lawyer.
- There is an administrative burden associated with expediting accounts. LAO staff resources can best be used paying lawyers who are in the queue as opposed to processing expedited accounts.
- The age of the account
- The nature of any roster management issues
- The nature of the accounts – disbursement only accounts are regularly expedited

Processing of expedite requests:

- A minimum of 5 days is required to process an expedite payment
- Payment is made on the next payment date by direct deposit. Payments are not made outside of the scheduled payment dates
- All billing requirements must be met for an expedited payment to be processed
- Matched accounts can be easily updated to change the scheduled payment date

- Accounts in exceptions or large accounts with discretion take longer to process for an expedited payment.
- Requests sent by regular fax or mail and not submitted electronically through the portal take longer to process as the request is not automatically sent to the person making the decision.

I certify that the information included in this form is complete, true, and accurate

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 payment of accounts, investigations, and the administration of the Legal Aid Services Act.

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



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