

Immigration certificate authorizations request form

Client name:

Certificate #:

Please carefully complete this form. Forms that are not completed accurately or are missing the required attachments will not be processed. If you have already requested an authorization on a certificate and the certificate has been amended, do not repeat your request.

“WHEN YOU UPLOAD IN THE PORTAL, SELECT “MATERIALS FOR OTHER IMMIGRATION AUTHORIZATIONS”

If you require more hours than the below authorizations provide, you must make a Discretion Request to bill above tariff maximum when you submit your account.

For refugee claim certificates, please see the Refugee Claim Authorizations Form for additional authorizations.

This authorization request is for (check all that apply, and attach documents as indicated):

**10 hours for preparation of an H&C second-stage proceeding
(available for certificates issued on or after October 16, 2023)**

10 additional hours for representation in second stage processing after a humanitarian and compassion application has received approval in principle.

Required Attachments:

- None – lawyers may be required to provide proof of approval in principal and/or a letter from the IRCC listing further required documentation or information for second stage processing.

2 additional hours for preparation for a Subsequent Attendance at IRB hearings other than those taking place at the RPD

(available for certificates issued on or after October 16, 2023)

2 additional hours for the subsequent attendance following a hearing which proceeded but did not conclude on: (complete date) before the:

- Refugee Appeal Division (RAD)
- Immigration Division (ID)
- Immigration Appeal Division (IAD)

Required attachments:

- None – lawyers may be required to provide Notices to Appear and proof a hearing proceeded upon audit

Note: This authorization is only for a single hearing which spans multiple days. The 2-hour “subsequent attendance” authorization should not be requested or billed for an attendance where the matter did not proceed and was postponed/adjourned.

For coverage for a subsequent immigration detention hearing because continued detention was ordered, see below under Immigration Detention Review Hearing.

Refugee Appeal Division hearings

4 additional hours to prepare for a RAD oral hearing (plus attendance time)

Required attachments:

- RAD Notice to Appear

Immigration Detention Review Hearing Subsequent Hearing

3 additional hours to prepare for a subsequent detention review hearing scheduled to take place on:

Pre-Removal Risk Assessment Hearing

6 additional hours to prepare for a PRRA oral hearing (plus attendance time)

Required attachments:

- PRRA Notice to Appear

Pre-Removal Risk Assessment – Risk Balancing

6 additional hours to make submissions on risk balancing under s.115(2) of the *Immigration and Refugee Protection Act*

Required attachments:

- Correspondence from IRCC asking for risk balancing submissions to be provided

Confirmation

I certify that the authorizations requested meet the above-noted criteria.

Name:

Date:

Please use *Legal Aid Online* to submit this form and any attachments through the portal under the Certificate Amendment / Authorization page.

Please check the portal to ensure the authorization has been added to your certificate before starting to bill the account.

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