

# Application form

Legal Aid Ontario

# Lawyer assisted application for adult criminal court proceedings

Only submit this form for adults facing criminal charges who are out of custody and are legally eligible for a certificate in section 2. Incomplete forms and/ or forms missing mandatory documents and those that do not meet the criteria in Section 2 will not be processed.

Where counsel has accepted certificates to represent the applicant before, the certificate will be sent directly to counsel via the lawyer portal; otherwise the certificate will be sent to the applicant.

Please note that all new applicants, and existing clients of LAO who have an income (not on OW, ODSP, in CAS care, or have no income) and/or do not have active Consent and Declaration on file with LAO are still required to call LAO 416-979-1446 or toll free: 1-800-668-8258 to complete their application.

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## Adult information

Name:

Out of  
custody/fixed  
address:

Unit / apt #:

City:

Province:

Postal code:

Status in Canada:

Gender:

M

F

X

DOB:

LAO client number:

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## Aboriginal self-identification

Do you self-  
identify as First  
Nations, Métis,  
Inuit or other?

First Nations

Status

Non-status

On Reserve

Off Reserve

Métis

Registered

Non-registered

Inuit

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## Self-Identification of Race

Asian-East (e.g. Chinese, Japanese, Korean)

Latin American (e.g. Argentinian, Chilean, El Salvadorian)

Asian-South East (e.g. Malaysian, Filipino, Vietnamese)

Middle Eastern or North African (e.g. Egyptian, Iranian)

Asian-South (e.g. Indian, Pakistani, Sri Lankan)

Roma

Black-African (e.g. Ghanaian, Kenyan, Somali)

White-North American (e.g. American, Canadian)

Black-Caribbean (e.g. Barbadian, Jamaican)

Identified in Aboriginal Self Identifying Information above

Black-North American (e.g. American, Canadian)

Do not know

Indian-Caribbean (Guyanese with origins in India)

Not asked

Prefer not to answer

Other

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## Charges / legal details

Current charges and date(s) of occurrence:

Next court date:

Court location:

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## Legal assessment

Mandatory documents required:

- A copy of the synopsis - mandatory for all submissions
- A copy of the criminal record- mandatory only for clients who have not received a criminal certificate within the last 2 years

### Part 1

May be eligible for the certificate program where it is determined that 1 of the following is present. Based on information contained in the synopsis, please check all those that are present. If none are present proceed to Part 2

Convicted of same offence within past 2 years with jail time

Any offence where maximum penalty is 14 years or more

Any charge where there is a minimum jail sentence upon 1st conviction

Crown is proceeding by way of indictment

Crown is formally applying for a Not Criminally Responsible assessment on the record in court

Bail detention order after a bail hearing (not a consent detention order)

Facing possession charges under the CDSA in amounts in excess of:

- Cocaine powder - 28 grams
- Hydrocodone/Hydromorphone/ Oxycodone/ Oxymorphone - 100 pills
- Crack Cocaine - 3.5 grams
- Crystal Meth and other methamphetamines - 1.0 gram
- Heroin or Fentanyl - any amount

## Part 2

May be eligible for the certificate program where 2 or more of the following are present. Based on information contained in the synopsis and/or criminal record, please check all those that are present.

Same / similar charges refer to "same family of charges". For example:

- Fail to comply offences include all breaches of court orders
- Assault offences includes all assault charges
- Firearms offences includes any firearms charges including simple possession or storage
- Fraud offences include all fraud/ forgery charges
- Impaired while driving offences include all related impaired while driving charges but not other driving charges.

1 or more criminal convictions (with no jail time) within past 2-4 years for same charges

Currently on probation for same charges

Same charges already before the courts

A charge involving a breach of trust excluding intimate partner violence (IPV) charges

The charge(s) were motivated by bias, prejudice, or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender orientation or expression

Complainant is allegedly a vulnerable person (youth – under 18, elderly person – over 65, has mental health issues, has developmental disability)

Any firearm charge (including storage)

Alleged use of a weapon that could be used to cause death or serious injury (e.g. knife, axe, cross bow)

Damages / unrecovered dollar amount of \$2,000 or more

Crown is seeking jail after conviction for either plea or after a trial (jail includes conditional sentence order and presentence custody + 1 day noted on record)

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## Financial

All new applicants (no LAO history) will have to contact LAO to complete a financial assessment. Financial information must be provided for the individual and any spouse.

Employment – Gross monthly income:

OW / ODSP: Yes  No

Other income source:

Monthly income from other sources:

Own property:  Yes  No  Address: \_\_\_\_\_

Mortgage?:  Yes  No  Market value: \_\_\_\_\_

Liquid assets available – type:

Liquid assets available – current value:

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## Confirmation

Submitting this form does not guarantee coverage under Legal Aid Ontario's (LAO) certificate program. Applicant must meet requisite eligibility criteria. If eligibility can be confirmed through information on this form or through Legal Aid's records, a certificate will be issued. Lawyer assisted applications will be processed in 3-5 business days. If certificate confirmation is not received within that period, please advise the applicant to contact LAO. Toronto: 416-979-1446 or toll free: 1-800-668-8258.

By submitting this form, I declare that the applicant has verbally consented to have me submit this application on their behalf. I have confirmed that the applicant understands and consents to have the issued certificate sent directly to me (where there is a prior history with the lawyer on file at LAO); otherwise it will be sent directly to the applicant; and I confirm the information contained herein is complete, true and accurate to the best of my knowledge.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Personal information in this form is collected under the authority of section 84 of the *Legal Aid Services Act* and is used in the general administration of the payment of lawyers accounts including: case management, application of block fees and tariff, discretion, reviews, disbursement authorization, expedite requests, late billing, hard cap, and recoveries; and, is used in the panel management of lawyers including investigations, panel suspension, and panel removal. Questions about this collection should be directed to the FIPPA coordinator, 40 Dundas Street West, Suite 200, Toronto, ON, M5G 2H1, 416-979-1446 or 1-800-668-8258.