

Authorization form

Legal Aid Ontario

Legal Aid Online Authorization Form for Additional Users

This form allows law firms with more than three lawyers to assign a person(s) to have full access to your *Legal Aid Online* account(s) and all related functions of *Legal Aid Online*. This includes the ability to submit accounts for payment, review account activity including fees paid to date and amounts owing on accounts, and to change your contact information and address.

Authorizing additional users

Each lawyer in your law firm who wants to authorize an additional user to access their *Legal Aid Online* account must sign this form. If you have more than 10 lawyers in your law firm, please use a second form.

Removing user access

Authorization for the additional user will remain in effect until each individual lawyer in the law firm cancels it with written notification to Legal Aid Ontario. Complete this form and check the “remove” box beside your additional user’s name and sign the form to authorize the change.

If you change law firms, it is your responsibility to notify Legal Aid Ontario that the additional user is no longer authorized to access your *Legal Aid Online* account.

It will take five (5) business days to add or remove the additional user’s access to your *Legal Aid Online* account.

Three lawyers or less in the firm

You do not need to fill out this form if you have three lawyers or less in your law firm. You can share your User ID and password directly with your bookkeeper.

Legal Aid Ontario is not responsible for any activity on *Legal Aid Online* by the persons you have authorized to access your *Legal Aid Online* account. You agree to accept responsibility and liability for all transactions or activities that occur under your account whether made by you or any other designated person.

Law firm requesting authorization for additional users

Firm name:

Contact name:

Email:

Phone:

Date of application:

Additional user information

Name: Add access Remove access

Name: Add access Remove access

Name: Add access Remove access

Authorizing lawyers

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Name: Solicitor #:

Please mail or fax completed forms to:

Legal Aid Ontario
Finance Department
40 Dundas St. West, Suite 200
Toronto, ON; M5G 2H1
Fax: 647-260-0548

For questions or assistance with completing this form, contact the Lawyer Service Centre at 416-979-9934 (GTA) or toll-free at 1-866-979-9934. Note: the toll-free number does not accept local calls from the GTA.

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.