

# Travel Authorization Request Form

For Guaranteed Daily Rate authorizations, please see the [GDR Request form](#).

## Overview of LAO travel authorizations

LAO will consider travel authorization requests in accordance with sections 46 (1), (2), and Schedule 2 of the [Legal Aid Services Rules](#), in keeping with the *Legal Aid Services Act, 2020*:

- Travel time may be payable for travel of more than 50 kilometres, one-way, from the acknowledging roster member's regular place of business.
- Requests must be submitted within 30 days of acknowledging the certificate or within 30 days of a material change in circumstances beyond the roster member's control that results in travel being required. Requests submitted after 30 days may be refused.
- Requests for travel authorization within the Greater Toronto Area will not be considered.

Travel authorization decisions are made prudently, with the intention of maintaining the integrity of the local bar, especially in rural, remote and underserved areas. Legal Aid Ontario may consider the following factors when assessing requests for travel authorization on a certificate:

- Lack of local counsel to conduct the case in the jurisdiction of the trial. If local counsel is unavailable, clients should first seek lawyers from neighbouring jurisdictions before looking further afield.
- Geographic limitations on the availability of a lawyer.
- Availability of counsel with sufficient expertise on the nature of the case and evidence to be presented.
- The acknowledging lawyer has a prior client/solicitor relationship with the client.
- The client is on a contributory certificate.
- The client has unique needs that local counsel are unable to meet.
- Ability to meet the requirements of the *French Language Services Act*.
- Whether a reasonable client of modest means would incur the additional travel expense of retaining out-of-town counsel

---

## Travel authorization request details

Name of lawyer:

Name of client:

CE Number:

### Travel requirements

Travel from:

Travel to:

Total distance (one-way):

Purpose of travel: (Choose all that apply)

Contested motion

Examination for discovery

Settlement conference

Pre-trial hearing

Trial

Interview legally aided client or witness

Accessing client in an institution

Other: Please describe:

### Availability of local counsel

Has the client attempted to find counsel locally?

Yes

No

If 'Yes' please provide reasons why client cannot find local counsel:

If 'No' please explain why not:

## Other relevant details

Do you have a prior relationship with the client?

Yes

No

If 'Yes,' please provide prior Legal Aid certificate numbers:

Please provide any relevant details of the prior relationship:

Are there any issues relating to the client's particular circumstances that are relevant to this request that were not addressed in Question 1 above, such as the number of co-accused, conflict of interest, the availability of local counsel, and/or the client's individual vulnerabilities?

Yes

No

If 'Yes,' please explain:

## Form submission

Are you submitting this form within 30 days of certificate acknowledgement?

Yes

No

If 'No', please provide the reason for delay or explain the material change in circumstance resulting in the need for travel.

Name:

Date:

Signature:

Please submit this form electronically to Centralized Services through the certificate section of Legal Aid online.

If this is a criminal case or any other certificate-related matter not suitable for Legal Aid Online, kindly direct this form to Centralized Services' general email inbox at [gengta@lao.on.ca](mailto:gengta@lao.on.ca).

--	--	--	--

Personal information submitted on this form is collected under the authority of the Legal Aid Services Act, 2020 and will be used for the purpose of assessing request for travel authorization

Questions about this collection should be directed to the Privacy and Information Management Coordinator at [fippa@lao.on.ca](mailto:fippa@lao.on.ca) or 1-800-668-8258.



**LEGAL AID ONTARIO**  
**AIDE JURIDIQUE ONTARIO**