

Legal Aid Ontario

What is LAOiFax?



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Title: What is LAOiFax

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What is LAOiFax?

1. Introduction

LAOiFax is an electronic cover sheet for your fax that is populated using information such as the type of document and certificate number. Based on these fields, iFax generates a reference number which will appear at the top of the cover sheet. LAO's fax system uses this number to route your document to the appropriate department.

2. Getting started

1. To access LAOiFax, log in to [Legal Aid Online](#) and select "LAOiFax".

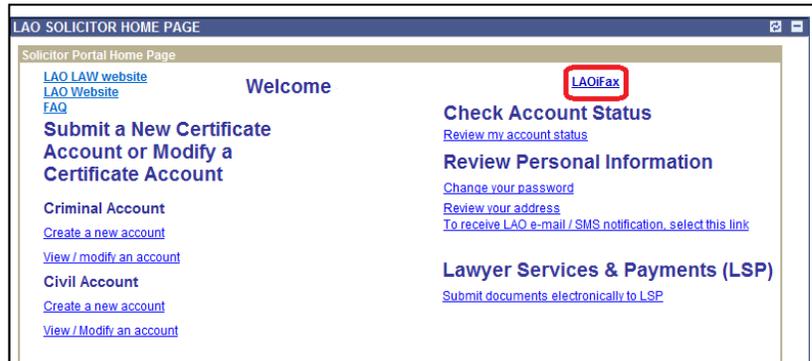


Figure 1: Screen shot showing the Legal Aid Online home page with the LAOiFax button highlighted

2. Fill in the requested fields. The "From" section will automatically populate from LAO's records.

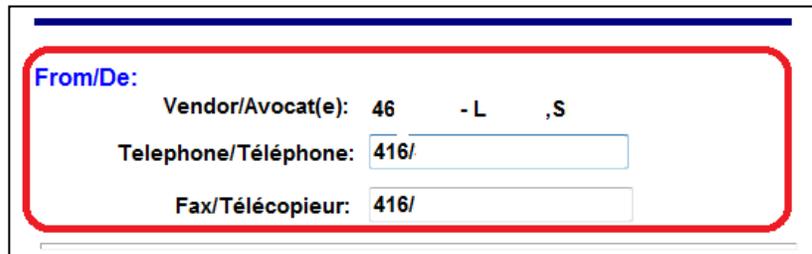


Figure 2: Screen shot showing the "From section"

- To view the documents available for selection, click the magnifying glass to the right of the "Document Type" field.

To/À:

Legal Aid Ontario/Aide juridique Ontario

Fax/Télécopieur: (416) 979-8562

Date: January 18, 2013

Number of Pages/Nombre de pages:
 (including this page)

*Document Type/Type de document
 

Figure 3: Screen shot highlighting the magnifying glass icon next to the "Document type" field

Look Up Document Type/Type de document

Search by: Long Description begins with

[Advanced Lookup](#)

Search Results

Long Description	Document Id
Invoices/Factures	1
Request for Review of Discretion Decision/Dem. de révision "auv. disc. (Demande de révision d'une décision relative à une	2
Correspondence with Respect to Account Entry or Account Payment Errors/Erreur - saisie ou paiement. (Erreur de saisie ou de paiement du compte)	3
Disbursement Request for Authorization/Dem. d'autor. - débours. (Demande d'autorisation de débours)	4
General Correspondence/Correspondance générale	5
Dockets and Photo Dockets/Border et border privés (Bordereaux et bordereaux privés)	6
Request to Expedite Payment/Dem. de paiement accéléré (Demande de paiement accéléré)	7
Review of Status Accounts/Exam. du stat. de comptes (Examen du rôlement des comptes)	9
AGU Response/Réponse du SVC	11
Case Management - Family/Gestion des causes en droit de la famille	12
Case Management - Criminal/Gestion des causes en droit criminel	13
Big Case Management Form/Formulaire d'évaluation pour l'entrée à la gestion des causes majeures	14
Personal Information Form - Basis of Claim/Formulaire de renseignements personnels/Fondement de la demande d'aide	22
Personal Information Form - narrative/Formulaire de renseignements personnels - Exposé circonstancié	23

Figure 4: Screen shot showing the list of available documents

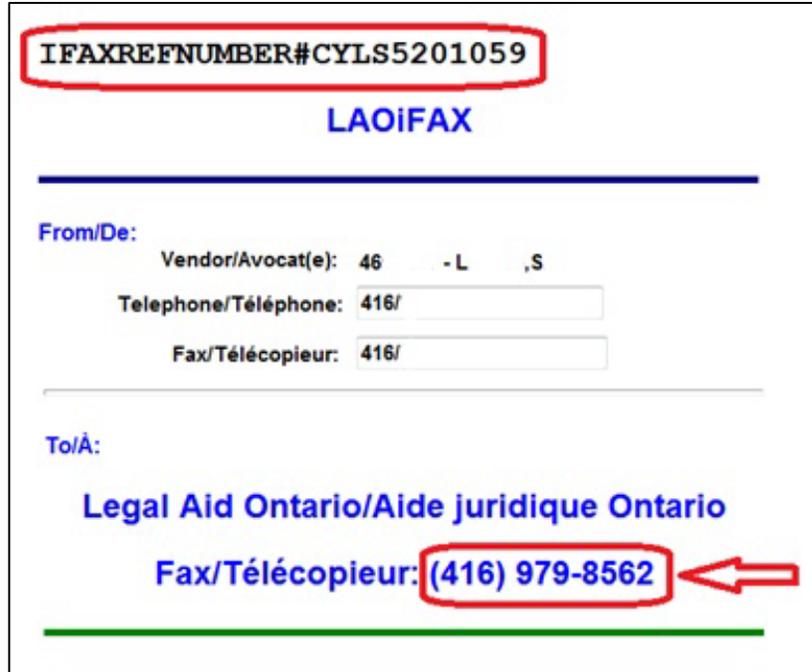
- Enter the associated certificate. You can click the magnifying glass to the right of the field to use the look-up feature, or you can enter the certificate number manually.

*Document Type/Type de document
 

*Certificate/Certificat:
  Add to Worklist flag for iFax

Figure 5: Screen shot showing the field where you enter the associated certificate number

5. Once you have filled in all the fields, the iFax reference number will appear at the top of the page. This number will ensure LAO's system routes your fax to the appropriate department.



The screenshot shows a form titled "LAOIFAX". At the top, the reference number "IFAXREFNUMBER#CYLS5201059" is displayed and circled in red. Below the title, there are fields for "From/De:" including "Vendor/Avocat(e): 46 - L ,S", "Telephone/Téléphone: 416/" with an input field, and "Fax/Télécopieur: 416/" with an input field. The "To/À:" field is filled with "Legal Aid Ontario/Aide juridique Ontario" and "Fax/Télécopieur: (416) 979-8562", with the latter circled in red and an arrow pointing to it.

Figure 6: Screen shot showing the LAOiFax reference number and the LAO fax number

6. After all fields have been entered, click the Print icon.

IMPORTANT: always use the print icon to print the iFax cover page. Using the browser print function will not enable the special encoding required for LAOifax.

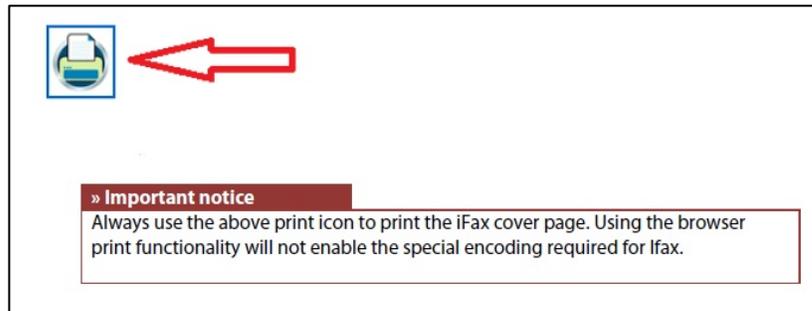


Figure 7: Screen shot showing the print icon