

Application Form for Tier Level Increase

A. Lawyer information

Name:

Contact:

Address:

Unit #:

Town/City:

Province:

Postal code:

Phone:

Fax:

Email:

Roster #:

LSO #:

I, _____, Barrister and Solicitor, certify that I am a member of the Ontario Bar.

Date called to Bar in Ontario:

Criminal law Date:

Civil litigation Date:

B. Total number of years in practice in Ontario

Total number of years in practice in:

Ontario:	Years	(A)	Out-of-province:	Years	(A1)
Criminal law	%	(B)	Criminal law	%	(B1)
Civil litigation	%	(C)	Civil litigation	%	(C1)
Other (not counted)	%	(O)	Other (not counted)	%	(O1)

For out-of-province experience, LAO's policy is to calculate your entitlement to a higher level of compensation by including all Canadian criminal law experience and one half of your Canadian civil litigation experience.

C. Calculating weighted average of years of experience

Criminal experience

Years (A) X criminal law (B) = Years (D)
Years (A1) X criminal law (B1) = Years (D1)
(D) + (D1) = Years (D2)

Civil experience

Years (A) X civil law (C) = Years (E)
Years (A1 ÷ 2) X civil law (C1) = Years (E1)
(E) + (E1) = Years (E2)
(D2) + (E2) = Years (F)

D. Determining Tier Level Increase

Criminal experience

If (F) is 10 years or more and (D2) is 4 years or more Tier 3
If (F) is less than 10 years and (D2) is 4 years or more Tier 2
If (D2) is less than 4 years Tier 1

Civil experience

If (F) is 10 years or more and (E2) is 4 years or more Tier 3
If (F) is less than 10 years and (E2) is 4 years or more Tier 2
If (E2) is less than 4 years Tier 1

According to the calculations above, which accurately reflect my years of experience, I am entitled to:

Criminal tier level:

Civil tier level:

By selecting this box I affirm that I have read and understood the roster standard requirements and that the information contained herein is complete, true and accurate.

Lawyer's signature

Date

How to bill an account with a tier level change

You are required to bill separately for all hourly services up to the date before your tier level increase. This includes all services on certificates you acknowledged plus services that you billed as an agent for other lawyers in your firm. You may then submit a second account for services after the tier level increase comes into effect. Otherwise the system will not correctly apply the tier level increase to your accounts. This billing rule does not apply to Block fee accounts as Block Fee rates are not tiered.

Scenario:

Tier Level increase from Tier 1 to Tier 2 received April 14, 2016 and approved as of May 1, 2016. Lawyer performed 25 hours of Service within Tariff from service date April 1, 2016 to May 5, 2016, on a certificate issued April 1, 2015. 21 hours were performed before April 30, 2016 and 4 hours were after.

How to bill:

Step 1. Submit an interim account billing to a last date of service of April 30, 2016 for all hourly services performed prior to the Tier Level Increase; 21 Hours will be paid at the lower Tier rate.

Step 2. Submit a second (interim or final) account billing from a first date of service of May 1, 2016 for all hourly services performed from the date of the Tier Level Increase; 4 Hours will be paid at the increased Tier Level Rate.

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Personal information contained on this form is collected under the authority of the *Legal Aid Services Act, 2020* and will be used for the purpose of payment of accounts, investigations, and the administration of the *Legal Aid Services Act*.

Questions about this collection should be directed to the Privacy and Access to Information Officer at fippa@lao.on.ca or 1-800-668-8258



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