

Mentorship Acknowledgment - MENTOR

Mentor Lawyer:

Mentee Lawyer:

Areas of law for mentorship

Certificate (Please select all that apply):

Criminal	ESM	Gladue	ORB	CCB
Family	Child Protection	Refugee – General	Refugee - Appellate	

Mentor criteria:

1. I, _____, confirm the following:

- I am in good standing with the Law Society of Ontario (“**LSO**”) and am eligible to practice law in Ontario without restrictions.
- I am not currently subject to any conduct, disciplinary, competence, or capacity proceedings before the LSO or any other law society tribunal.
- I have not been found guilty of professional misconduct, conduct unbecoming, or other negative findings by the LSO or any other law society tribunal in the past 5 years.
- I do not have any complaints that are currently on file with the proceedings authorization committee of the LSO or any other law society.
- I am not currently the subject of any criminal proceedings, and have not been found guilty of a criminal offence in the past 5 years.
- I do not owe funds to LAO. I am not subject to any LAO suspension (including a billing suspension), condition, restrictions, or any other regulatory or roster management action/proceeding with LAO.
- I have not been subject to an audit, complaint, investigation, billing review, or other compliance process at LAO resulting in a negative finding in the prior 5 years
- I meet all of Legal Aid Ontario’s (“**LAO’s**”) minimum experience requirements and do not hold a conditional status in any area of law for which I will be acting as a Mentor.

- i. I have maintained a LAO certificate practice by acknowledging certificates and providing legal aid services to clients for a minimum of 4 years, in each area of law for which I will be acting as a Mentor.
- j. I maintain a legal aid services practice in the _____ district.

In addition to these mentor eligibility criteria, approval of a mentor is at the discretion of LAO, and LAO may refuse anyone from acting as a mentor under any circumstances.

Role as mentor:

1. I understand my role as a Mentor is to act voluntarily as an unpaid Mentor to the Mentee in the following areas:
 - The provision of legal aid services;
 - LAO certificate management;
 - LAO billing;

Note: Acting as a mentor does not interfere with any second-chair opportunities for legal aid certificate cases arranged through LAO.

2. As a Mentor, I commit to:

- a. Act as Mentor to _____ for

If I am unable to continue to act as the Mentor, I will provide at least two weeks' written notice to the Mentee and _____.

- b. Consult and discuss case strategy and best practices in detail with the Mentee regarding the first 3 LAO certificates acknowledged by the Mentee.
- c. Provide general guidance to the Mentee on delivering effective, high-quality, and client-focused legal aid services to vulnerable clients.
- d. Advise the Mentee on case strategy and theory, with a focus on learning about local legal resources and practices in the courthouses and jurisdictions in which I practice regularly.
- e. Maintain strict client confidentiality in all discussions with the Mentee and refrain from establishing any solicitor-client relationships with any of the Mentee's clients.
- f. Immediately notify the Director General for the

District through an email to _____ in writing if I become aware of any potential breaches of the Mentee’s obligations under the Legal Aid Services Act, 2020, the rules made thereunder, LAO policies, or the Law Society Act.

- g. Immediately notify the Director General for the District through an email to _____ writing if I become aware of any actions or procedural steps taken by the Mentee which may place a client or LAO at significant risk, and which the Mentee continues to pursue after I bring these concerns to the Mentee’s attention.
- h. Meet either virtually or in-person with the Mentee on a quarterly basis (or more frequently, as required) to assess the Mentee’s progress towards meeting the minimum experience requirements for the above indicated rosters.
- i. Understand that LAO may contact me to request information about the mentorship and that, as a roster member, I will respond to LAO’s inquiries.

By signing below, I confirm that I have read, understand, and agree to all of the above requirements for acting as a Mentor. I understand that LAO has absolute discretion in determining whether I am approved as a Mentor for the Mentee.

Mentor Signature:

Mentor Name:

Date:

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The information being collected is pursuant to the Legal Aid Services Act, 2020, and is in accordance with the Freedom of Information and Protection Act (FIPPA), 1990, for the purposes of facilitating roster member mentorship. Any questions regarding this collection should be directed to the Privacy and Information Management Coordinator at fippa@lao.on.ca and/or 1-800-668-8258.

