

Refugee claim certificate authorizations request form

Client name:

Certificate #:

Please carefully complete this form. Forms that are not completed accurately or are missing the required attachments will not be processed. If you have already requested an authorization on a certificate and the certificate has been amended, do not repeat your request.

WHEN YOU UPLOAD IN THE PORTAL, SELECT “RPD AUTHORIZATION MATERIALS”

If you require more hours than the below authorizations provide, you must make a Discretion Request to bill above tariff maximum when you submit your account.

For non-refugee claim certificates, please see the Immigration Certificate Authorizations Form for additional authorizations.

This authorization request is for (check all that apply, and attach documents as indicated):

3 additional hours for Basis of Claim form preparation (available on certificates issued on or after October 16, 2023)

3 additional hours for Basis of Claim form preparation for an additional family member where a member of the household required a separate narrative because they (check all that apply):

Have a different country of citizenship from the principal claimant

Have a separate risk profile from the principal claimant

Required attachments:

- Principal Claimant narrative (if not attached)
- Additional family member narrative

Note: This amendment is only available for clients who are considered immediate family members (i.e. spouse, common-law partner or dependent child under 22 years of age).

3 additional hours for Ministerial Intervention or Exclusion

(available on certificates issued on or after October 16, 2023)

3 additional hours for representation before the RPD where the Minister has intervened or where the Minister or a member has formally raised exclusion (in writing).

Required attachments:

- None – lawyers may be required to provide Minister’s notice of intervention or proof of exclusion having been raised upon audit.

3 additional hours where a Designated Representative has been appointed for an Adult Claimant or an Unaccompanied/Separated Minor

(available on certificates issued on or after October 16, 2023)

3 additional hours for representation before the RPD where the applicants are unaccompanied or separated minors; or where the applicants are adults with serious mental health concerns and/or cannot appreciate the nature of the proceedings.

Required attachments:

- None – lawyers may be required to provide proof of DR appointment upon audit.

2 additional hours for preparation for a Subsequent Attendance at an RPD hearing

2 additional hours for the subsequent attendance following a hearing which proceeded but did not conclude on:

(complete date)

Note: The 2-hour “subsequent attendance” authorization should not be requested or billed for an attendance where the matter did not proceed and was postponed/adjourned.

Required attachments:

- None – lawyers may be required to provide Notices to Appear and proof a hearing proceeded upon audit.

2 additional hours for Written Submissions

2 additional hours for preparation of written submissions following an otherwise concluded hearing.

Required attachments:

- None – lawyers may be required to provide a copy of written submissions upon audit.

Confirmation

I certify that the authorizations requested meet the above-noted criteria.

Name:

Date:

Please use *Legal Aid Online* to submit this form and any attachments through the portal under the Certificate Amendment / Authorization page.

Please check the portal to ensure the authorization has been added to your certificate before starting to bill the account and remember you must attach a copy of your written submissions or notice of hearing to your on-line account.

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