

Application for enrolment on roster

Thank you for your interest in joining the Legal Aid Ontario (LAO) Roster. To be eligible for enrolment on the Roster, you must meet the following criteria. Please read and confirm the following:

I am eligible for enrolment on the roster as set out in the Rules. ([Eligibility checklist](#))

I am a lawyer and member in good standing with the Law Society of Ontario and hold a status of "In Private Practice". I acknowledge I am required to immediately notify LAO if my status with the Law Society of Ontario changes.

I have read and agree to comply with the Legal Aid Services Act (LASA) 2020, its rules and schedules.

I agree to comply with LAO's policies and procedures.

I have an office or an established practice in the district to which I am applying, and I am able to meet clients and attend Court and Tribunal appearances in person.

I will submit all accounts through [Legal Aid Online](#).

I am aware that any false or misleading statement or representation with respect to online accounts and any supporting documentation, including the concealment or omission of any material fact, may result in LAO refusing to pay the account or recovering payment of the account, LAO revoking my Legal Aid Online Portal privileges and may be grounds for my removal from the roster, civil or criminal prosecution, and reporting me to the Law Society of Ontario.

If approved for enrolment on the roster, I understand that I am required to update all changes to my contact information that I have provided through Legal Aid Online or alternatively by emailing LAO's finance department at finsolemp@lao.on.ca.

I understand that if my enrolment on the roster is approved, and I fail to comply with one or more of the above criteria, LAO may take steps, up to and including, removal from the roster.

I am aware of my obligations under the Accessibility for Ontarians with Disabilities Act (AODA), and have [completed the required AODA training](#) as set out in [LAO's AODA Policy](#).

I am aware of my responsibility to advise clients who speak French of their French-language rights, as set out in the [Law Society's Rules of Professional Conduct \(3.2-2A AND 3.2-2b\)](#)

In order to assist lawyers on how to bill LAO, we have created billing tutorials and related information which is accessible through the [LAO website](#) in the Information for Lawyers section. Learning the proper way to bill and submit your accounts will ensure prompt processing.

Section 1: General information

1.1 Counsel information

Full Name:

Contact:

Address:

Unit #:

Town/City:

Province:

Postal code:

Phone:

Fax:

Email:

Note: Your address and phone number will be published on LAO's website and available to LAO clients.

Note: Your name must match the information listed on the Law Society of Ontario's Membership Registry

Current firm / organization:

Length of time with current firm / organization: to present.

Other offices you practice from / are associated with:

Law society number:

HST number:

Province of call:

Date of call:

Preferred language of communication with LAO: English French

I am able to provide court/board representation in French: Yes No

I am able to converse and take clients' instructions in a language other than English:

Yes No

If yes, specify language(s):

1.2 General triage

Have you ever been a member of the previous LAO panel (which includes membership to certificate or duty counsel panels), or the LAO Roster? Yes No

If yes, please provide your previous LAO panel / roster member number:

Have you ever been an LAO employee? Yes No

How long have you practiced law in Ontario?

Prior firm/organization	Start Date	End date	Experience
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Have you practiced law outside of Ontario? Yes No

If yes, please explain, and include your membership ID(s) of the bar/law society outside of Ontario.

1.3 Additional information

Are there any unresolved complaints, or other outstanding matters regarding conduct, competence, or capacity, pertaining to you with the Complaints Resolution Department, the Investigations Department, the proceedings authorization committee, or the Tribunal of the Law Society of Ontario or any other law society?

Yes

No

If yes, please explain:

Have there been any negative findings by the Law Society of Ontario or another other law society pertaining to you such as findings of professional misconduct, conduct unbecoming, incapacity, other sanctions, or practice restrictions?

Yes

No

If yes, please explain:

Are there any errors or omissions on file with the Lawyers' Professional Indemnity Company against you?

Yes

No

If yes, please explain:

Do you have any current involvement as a defendant in any civil (excluding family matters) proceedings relative to your law practice?

Yes

No

If yes, please explain:

Are there any outstanding civil judgments related to your practice of law against you, or any past or present proposals to creditors or assignments in bankruptcy?

Yes

No

If yes, please explain:

Do either of the following apply to you:

- Any criminal offence, in any jurisdiction for which you were found guilty and for which you have not received a record suspension (or a pardon)?
- Any outstanding, unresolved criminal charges against you?

Yes

No

If yes, please explain:

When you obtained your license to practice law at the Law Society Ontario, notwithstanding the outcome, were you subject to an investigation, inquiry, good character hearing, or other compliance review process?

Yes No

If yes, please explain:

Section 2: Request for authorization to provide services

LAO has established minimum experience requirements for lawyers to be authorized to provide legal aid services for criminal, family, refugee, consent and capacity board, ESM, CYFSA, Gladue and duty counsel. A request for authorization to provide specified legal aid services must be accompanied by application forms for the applicable area of law and approved by the local Director General.

I am requesting authorization to provide the following specified legal aid services (please check the appropriate box(es)). I am attaching the required [application forms](#).

2.1 Certificate services

Criminal	Family	Complex Case Rate	Gladue
Extremely Serious Matters		Child Protection (CYFSA)	Refugee – Appellate
Consent and Capacity Board		Refugee – General	Ontario Review Board

Director General’s signature:

2.2 Other areas of law

Civil Litigation

Administrative Tribunals

Director General's signature:

Authorization to the areas of law specified in section 2.2 may require special training and or qualifications. If you apply for authorization in these areas of law, please submit a letter and CV outlining your training and experience.

Section 3: Declaration

By selecting this box, I affirm that I am eligible for enrolment on the roster in accordance with the Rules and Schedules. I have read and understood the roster membership requirements.

I affirm that the information contained herein is complete, true and accurate. I understand that inclusion of any false or misleading information, or omission of information may lead to a refusal of my application to join the roster, or revocation of my roster membership.

I will notify LAO promptly if any of the information I have provided in the Roster Application Form has changed.

Checklist of Forms Submitted:

Ineligibility for Enrolment on Roster – [Eligibility checklist form](#)

Direct Deposit Authorization Form and a Void Cheque

Law Society of Ontario Release

LawPRO Release

Area of Law Authorization Request Form(s)

Updated copy of CV/Resume

Section 4: Optional information

LAO is interested in learning about the lawyers who engage in legal aid work. We invite you to submit additional information as outlined below.

Tell us about your interest in working with Legal Aid Ontario. Why would you like to become involved with LAO work and enrol on the LAO roster?

What areas of law are you, or will likely be, practicing? What percentage of your practice does (or will) each area of law occupy? (i.e. 50% civil litigation, 20% family, and 30% criminal).

What proportion of your legal practice would you like to dedicate to legal aid work?

I certify that the information included in this form is complete, true, and accurate

Name:

Date:

Signature:

Mail or email your completed roster application form along with all attachments to your Legal Aid Ontario district office, Attention: Director General (and / or designate).

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Personal information submitted on this page is collected under the authority of the Legal Aid Services Act, 2020 and will be used for the purpose of processing your application with Legal Aid Ontario.

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



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AIDE JURIDIQUE ONTARIO