

Welcome to Law Help Ontario, a Pro Bono Law Ontario Project.

Law Help Ontario is a self-help centre for low income, unrepresented litigants appearing before Superior Court (limited civil matters – no family, criminal, etc.) Individuals are served on a first come, first served basis; however, priority may be given to litigants with urgent matters.

APPLICATION FORM

Part A: Your Contact Information:			
<input type="checkbox"/> Male <input type="checkbox"/> Female	First Name	Last/Family Name	
Address		City	Province
Postal Code	Home Phone	Work Phone	
Cell Phone	Email Address		
What is your Court File Number? (If you have one)			
I am the Plaintiff/Applicant in this action <input type="checkbox"/>		I am the Defendant/Respondent in this action <input type="checkbox"/>	

Please pick **one** area of law that best describes your situation

- | | |
|---|--|
| <input type="checkbox"/> Bankruptcy or insolvency law | <input type="checkbox"/> Loan or Credit Card Default (other than mortgage default) |
| <input type="checkbox"/> Condominium | <input type="checkbox"/> Medical Malpractice |
| <input type="checkbox"/> Construction Lien | <input type="checkbox"/> Mortgage Default |
| <input type="checkbox"/> Construction/Renovation dispute | <input type="checkbox"/> Motor Vehicle Accident |
| <input type="checkbox"/> Contract law | <input type="checkbox"/> Negligence |
| <input type="checkbox"/> Damage to Property | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Defamation | <input type="checkbox"/> Police misconduct |
| <input type="checkbox"/> Employment Law/Wrongful Dismissal | <input type="checkbox"/> Professional Malpractice (other than medical) |
| <input type="checkbox"/> Insurance (other than motor vehicle) | <input type="checkbox"/> Real Estate litigation/disputes (other than mortgage default) |
| <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Wills/Estates |
| <input type="checkbox"/> Landlord Tenant | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Lawyer's Invoice Dispute | |

Part B: Persons and Companies involved (or potentially involved) in your matter.

Please list all of the Plaintiffs/Applicants in this matter. (Please include first and last names, company names, and trade names)	Please list the Law Firm that's representing each Plaintiff/Applicant. If they are not represented, write "None"
1.	
2.	
3.	
4.	
5.	
6.	
Please list all of the Defendants/Respondents in this matter. (Please include first and last names, company names, and trade names)	Please list the Law Firm that's representing each Defendant. If they are not represented, write "None"
1.	
2.	
3.	
4.	
5.	
6.	
Please list any other persons or companies that might be involved in your matter. Please include First and last names, company names, and trade names.	Please list the Law Firm that's representing the other parties. If they are not represented, write "None"

If you need additional space, please ask for an additional form. See Additional page attached

Part C: Financial Eligibility – This section must be completed in order to apply for assistance

The number of people in my household, including me, my spouse and dependent children is:

- 1 2 3 4 5+

My Marital Status: Single Separated Married/Common Law Widowed

The primary source of my household income is from one or more of the following sources(s):

- Income assistance from Ontario Works,
- Income assistance from Ontario Disability Support Program,
- Family Benefits Act allowance,
- Old Age Security Pension together with Guaranteed Income Supplement,
- War Veterans Allowance
- Canada Pension Plan benefits

Please tell us about your household’s employment situation:

- I am Self Employed
- I am Employed
- I am Unemployed
- I am Retired
- My Spouse is Self Employed
- My Spouse is Employed
- My Spouse is Unemployed
- My Spouse is Retired

My Occupation : _____

My Spouse’s Occupation: _____

Please tell us about your living situation:

- Own your home. If you own, what percentage of equity do you own? _____ %
- Rent
- Live with parents
- Other _____

My Household’s Assets:

- I/we have more than \$3000.00 in liquid assets (This includes RRSP’s, cash/money)
- I/we own additional properties (cottage, rental properties, etc.)

My Income (Per Month) In Total, from all sources

- I receive \$ _____ per month from an estate or trust
- I receive \$ _____ per month from a rental property
- I receive \$ _____ per month from salaries/commissions
- I receive \$ _____ per month from other investment sources

My Spouse’s Income (Per Month) In Total, from all sources

- My Spouse receives \$ _____ per month from an estate or trust
- My Spouse receives \$ _____ per month from a rental property
- My Spouse receives \$ _____ per month from salaries/commissions
- My Spouse receives \$ _____ per month from other investment sources

My Household’s Expenses (Per Month)

- I/we pay \$ _____ in child support payments
- I/we pay \$ _____ in spousal support payments
- I/we pay \$ _____ in rent/mortgage payments
- I/we pay \$ _____ in child care fees

Part D: Demographics

What was your highest level of education?

- | | |
|--|--|
| <input type="checkbox"/> Grade School | <input type="checkbox"/> Some University/College |
| <input type="checkbox"/> Some High School | <input type="checkbox"/> University Degree/College Diploma |
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Post Graduate Degree |

Is English your first language?

Yes No

Do you need services in another language?

Yes No If **yes**, what language?

Which age group do you belong to?

- | | | | | | |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|
| <input type="checkbox"/> 18 – 24 | <input type="checkbox"/> 25 – 34 | <input type="checkbox"/> 35 – 44 | <input type="checkbox"/> 45 – 54 | <input type="checkbox"/> 55 – 64 | <input type="checkbox"/> 65+ |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------------------|

Part E: Other Questions

1. How did you hear about Law Help Ontario?

- | | | |
|--|---|--|
| <input type="checkbox"/> Walking by the office | <input type="checkbox"/> The Internet | <input type="checkbox"/> A Judge or Master |
| <input type="checkbox"/> Legal Aid Ontario | <input type="checkbox"/> The Law Society | <input type="checkbox"/> Court Staff Member (10 th Floor) |
| <input type="checkbox"/> Another Legal Clinic | <input type="checkbox"/> Friend/Family Member | |
| <input type="checkbox"/> The Newspaper | <input type="checkbox"/> TV | <input type="checkbox"/> Other _____ |

2. Is this the first time you tried to get any legal help with this case? Yes No If **no**, what other places have you tried to obtain assistance?3. Do you currently have a lawyer (or other representative) assisting you with this case? Yes No 4. If you answered **no**, has a lawyer (that was hired or worked on a contingency arrangement) ever assisted you with this case? Yes No If **yes**, why is that lawyer not assisting you now?

5. Why are you representing yourself? **Make one selection only**

- I can't afford to hire a lawyer
- I could pay some legal fees, but not all
- I ran out of money to continue paying my lawyer
- I didn't qualify for legal aid, or they said that they couldn't help with my case
- I believe that my case is straightforward and I can handle the litigation on my own
- I can afford a lawyer, but I don't want to pay a lawyer
- I don't trust lawyers
- My lawyer had himself/herself removed from my case
- Other _____

6. Have ever you tried using the Lawyer Referral Service? Yes No
If **yes**, what was the result?7. Do you have any other cases pending at the moment? Yes No 8. Have you tried to settle or mediate this case without going to court? Yes No 9. Does the opposing party have a lawyer? Unsure Yes No 10. Is this your first meeting with a Duty Counsel Lawyer at Law Help Ontario? Yes No 11. Do you have access to the internet? Yes No 12. May we contact you at a later date, and leave a voicemail message, if necessary, to get your feedback about the program? Yes No

Part F: Acknowledgement & Consent Section

I **swear/affirm** the information I provided is accurate to the best of my knowledge and belief. I agree to provide financial information and records to Pro Bono Law Ontario, if requested, to confirm the financial information in this application form. I am aware that Pro Bono Law Ontario, its employees, designates, and volunteers may need access to my Court File.

I **authorize** Pro Bono Law Ontario, its employees, designates, and volunteers, to access my Court File for the purpose of administering and evaluating Law Help Ontario and the services offered.

I **authorize** Pro Bono Law Ontario, its employees, designates, and volunteers, to photocopy this application and retain its copy on file for record keeping purposes.

I **authorize** the Pro Bono Law Ontario, its employees, designates, and volunteers to provide any information set out in this application and acknowledgement form (including any document I provide, or will provide in the future, to Pro Bono Law Ontario) to any person volunteering to assist me and any lawyer or law firm that the Intake Coordinator considers may agree to assist me.

I **authorize** Pro Bono Law Ontario, its employees, designates, and volunteers, to send my name, and the names of all of the parties I provided, or will provide in future, to their law firm to verify if conflicts of interest may exist.

Applicant 1 Signature

Date

Hours: 9:30 am – 4:00 pm, Monday – Friday. We close for lunch between 12:00 – 1:00 pm
Law Help Ontario is a walk-in centre only. No appointments. We do not accept phone calls, emails, or faxes. You must visit us in person for assistance.

Law Help Ontario
393 University Avenue
Toronto, ON M5G 1E6

ACKNOWLEDGMENT & WAIVER FORM

This acknowledgment and waiver form is for all applicants of the Pro Bono Law Ontario (PBLO) Law Help Centre seeking assistance at Law Help Ontario located at the Superior Court of Justice at 393 University Avenue, Toronto, Ontario.

Applications for Assistance

1. **I acknowledge** that all applications for assistance are assessed individually and that assistance can be declined for any reason, as determined by the PBLO Intake Coordinator and/or Duty Counsel Lawyer.¹
2. **I acknowledge** that clients are not always assisted in the order of arrival.

Limited Scope of Duty Counsel Services

3. **I acknowledge** that the PBLO Intake Coordinator(s) cannot provide legal advice.
4. **I acknowledge** that the Duty Counsel Lawyer cannot replicate the quantity or quality of legal assistance that I might get from a lawyer hired privately to represent me fully in this matter.
5. **I acknowledge** that the Duty Counsel Lawyer can only provide me with a maximum of 30 minutes of legal assistance today. If my meeting is extended longer than 30 minutes, I agree that all terms in this acknowledgement and waiver form remain in effect.
6. **I acknowledge** that I cannot request a meeting with a specific Duty Counsel Lawyer or a Duty Counsel Lawyer that assisted me in the past.

¹ The Duty Counsel Lawyer may only assist by:

- Providing general information on the rules and procedures of the Superior Court of Justice;
- Guiding me on how to complete some court forms;
- Helping to identify the legal issues of my case;
- Helping to understand my legal options based on the information I provide; and
- Speaking to my legal issues at certain kinds of limited appearances, such as motion hearings.

The Duty Counsel Lawyer **cannot**:

- Help me if I already have a lawyer;
- Commission or notarize my court documents, forms, or any other legal documents;
- Act as a commissioner for taking affidavits or a notary public;
- Help me with any legal problems that are unrelated to my Superior Court of Justice civil case;
- Serve or accept service of any court documents;
- Predict or guarantee the outcome of my case or how Judges or Masters will rule; or
- Be responsible for the accuracy of the information I have in any forms or papers I file or use in court.

7. **I acknowledge** that I may reapply to seek further assistance but that the PBLO Intake Coordinator and Duty Counsel Lawyers reserve the right to deny future assistance to me where they deem it appropriate to do so.

No Ongoing Solicitor-Client Relationship with PBLO or Duty Counsel Lawyer

8. **I acknowledge** that I am **not** forming an ongoing solicitor-client relationship with PBLO, Law Help Ontario or any of its officers or employees and that I am not forming an ongoing solicitor-client relationship with the Duty Counsel Lawyer or the Duty Counsel's law firm.

9. **I acknowledge** that neither PBLO, Law Help Ontario nor any of its officers or employees or the Duty Counsel Lawyer or the Duty Counsel's law firm has any further duty to look after my legal interests in the matter that I receive assistance with today or any other matters.

Waiver of Solicitor-Client Privilege to PBLO and Duty Counsel Lawyer

10. **I acknowledge** that I do not have an expectation of confidentiality concerning any information that is shared with the Intake Coordinator or other PBLO employees and that if I wish to have a confidential consultation, I should consult or retain a private lawyer. **I further acknowledge** that the Law Help Ontario Office is an open concept and that conversations I may have may be overheard by other Law Help Ontario clients, staff, volunteers, and Duty Counsel Lawyers that may represent other parties involved in my case.

11. **I acknowledge** that any information that I share with the PBLO Intake Coordinator or other PBLO employees or that the Duty Counsel Lawyer shares with the Intake Coordinator and staff of PBLO is not protected by solicitor client privilege.

12. **I acknowledge** that any verbal information and any information set out in my application, acknowledgement and waiver form, case disposition form and any other form or document that I provide to, or is prepared by, the Law Help Ontario or the Duty Counsel Lawyer can be:

- stored at Law Help Ontario or another PBLO office;
- reviewed by staff members of PBLO, its employees, designates, volunteers, and other Duty Counsel Lawyers;
- photocopied;
- typed, scanned, transcribed, and stored in PBLO's computer system; and
- uploaded and backed up *via* the internet to a third party data protection service.

Right to Verify Conflicts of Interest

13. **I authorize** the Duty Counsel Lawyer to send my name, and the names of all of the parties listed in my application to their law firm to verify if conflicts of interest may exist.

14. **I acknowledge** that the Duty Counsel Lawyer cannot assist me where a conflict of interest is discovered or arises, which makes it inappropriate for the Duty Counsel Lawyer to continue to provide assistance.

15. I **acknowledge** that the Duty Counsel Lawyer is free to act for other clients against me on other unrelated matters in the future, without notice to me.

Right for PBLO to Retain Documents

16. I **acknowledge** that any document that forms part of my file may be kept by PBLO for the following reasons:

- administrative record keeping;
- maintaining a database of people served;
- conducting conflict of interest searches;
- assessing the quality of services provided;
- gathering general statistics about Law Help Ontario's clients;
- evaluating types of services utilized; and
- sharing with Law Help Ontario staff or volunteers whom I may visit in the future.

17. I **acknowledge** that Law Help Ontario is a pilot project and, in the future, that I may be contacted by a PBLO representative to answer questions about its value. If contacted, I may refuse to participate.

Full and Final Release

18. I **release** PBLO, Law Help Ontario, Duty Counsel Lawyers and all other parties and participating law firms together with all of their respective officers, employees, and volunteers from all claims whatsoever with respect to use of the premises and to advice/services given or advice/services that should or should not have been given at Law Help Ontario.

19. I **acknowledge** that I was able to read and understand all of the contents of this Acknowledgment Form.

Applicant (Print your full name Here)

Law Help Ontario – Form Explained by

Applicant Signature

Signature

Date