



# Federal Court Assistance Project



## **Important Information for Applicants to the Project:**

The Federal Court Assistance Project (FCAP) is administered by Pro Bono Law Ontario (PBLO) in partnership with The Advocates' Society. The FCAP's mandate is to help find pro bono (free) lawyers for low-income, unrepresented litigants with matters in the Federal Court. The FCAP currently operates as pilot project limited to matters in the Federal Court in Toronto.

PBLO's role is limited to brokering the lawyer/client relationship by conducting intake, screening applications, referring cases, and tracking files until they close. PBLO is not mandated to obtain or retain the details of the substantive matters of any case or the advice given by a pro bono lawyer.

PBLO administers the FCAP through the Law Help Ontario centre located at 393 University Avenue in Toronto. Once PBLO receives a completed application for assistance, it will evaluate the applicant's financial eligibility. If the financial eligibility guidelines are met, PBLO's Litigation Projects Coordinator will contact the applicant for further information about the matter, if necessary. At this stage, PBLO will determine whether a roster lawyer is available to assist. If an applicant meets PBLO's eligibility requirements and if PBLO locates a roster lawyer who is available to assist, PBLO will contact the lawyer to give the lawyer an opportunity to review and possibly accept the case on a pro bono basis.

The lawyers on the pro bono roster for the FCAP participate on a voluntary basis. As such, they have a right to refuse the case for any reason, including but not limited to the existence of a conflict of interest, insufficient resources to carry the file, or a view that there is insufficient merit to the case. Furthermore, if an applicant's file is closed before PBLO identifies a lawyer who will accept the case, PBLO and the roster lawyer may or may not give reasons as to why the case was not accepted by the FCAP.

**PBLO does not guarantee pro bono representation or assistance for any applicant. Moreover, it may take up to 3 weeks before we know if a pro bono lawyer has accepted a case.**

**Please Note:** Like all courts, the Federal Court imposes time restrictions respecting when the steps in a matter must be completed. If these time restrictions are not met your rights might be forever lost. Therefore, if you intend to pursue your case, it is imperative that you not delay in moving the case forward on your own, even if a decision in respect of your application to the FCAP is pending.

Lawyers who accept a case will not charge fees for their services. **However, all disbursements (including court filing fees and fees for transcripts) are your responsibility unless otherwise agreed with the pro bono lawyer, and all cost awards against you are your responsibility without exception.**

Please understand PBLO will not investigate an applicant's matter in detail and will not express any opinion as to its merits or likelihood of success. PBLO's role is to provide information to potential pro bono lawyers so as to enable them to decide if they wish to take on applicants' cases, and to make efforts to find a lawyer to take on the cases. If a lawyer accepts an applicant's case on a pro bono basis, the applicant will be notified in writing.

If an applicant can afford a lawyer, PBLO recommends that a lawyer be retained. For assistance in finding a lawyer and to obtain a free 30 minute consultation, litigants may contact the Lawyer Referral Service at 1-800-268-8326 or, within the GTA, 416-947-3330. This free service is provided by the Law Society of Upper Canada.



# Federal Court Assistance Project



## Part A: Your Contact Information:

<input type="checkbox"/> Male	First Name	Last/Family Name	
<input type="checkbox"/> Female			
Address		City	Province
Postal Code	Home Phone	Work Phone	
Cell Phone	Email Address		
What is your Court File Number?			
I am the Plaintiff/Applicant <input type="checkbox"/>		I am the Defendant/Respondent <input type="checkbox"/>	

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

Please list all of the <b>Plaintiffs/Applicants</b> in this matter. (Please include first and last names, company names, and trade names)	Please list all of the <b>Defendants/Respondents</b> in this matter. (Please include first and last names, company names, and trade names)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

If you need additional space, please add an additional page. See Additional page attached

Please list all documents that, to your knowledge, have been filed with the Court:

- 1.
- 2.
- 3.
- 4.
- 5.

If you need additional space, please add an additional page. 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

**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 \_\_\_\_\_

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

- |   |   |
|---|---|
| <input type="checkbox"/> I am Self Employed | <input type="checkbox"/> My Spouse is Self Employed |
| <input type="checkbox"/> I am Employed      | <input type="checkbox"/> My Spouse is Employed      |
| <input type="checkbox"/> I am Unemployed    | <input type="checkbox"/> My Spouse is Unemployed    |
| <input type="checkbox"/> I am Retired       | <input type="checkbox"/> My Spouse is Retired       |
- My Occupation : \_\_\_\_\_                      My Spouse's Occupation: \_\_\_\_\_

**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) 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), 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?

- 18 – 24     25 – 34     35 – 44     45 – 54     55 – 64     65+

## Part E: Other Questions

### 1. How did you hear about The Federal Court Project?

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

### 2. Is this the first time you tried to get any legal help with this matter?

Yes  No

If **no**, what other places have you tried to obtain assistance? (for example, Legal Aid Ontario)

Have you been refused Legal Aid in this matter?

Yes  No

Date of Refusal \_\_\_\_\_

Reason for Refusal:

### 3. Do you currently have a lawyer (or other representative) assisting you with this matter?

Yes  No

### 4. If you answered **no**, has a lawyer 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 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 case 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
- I could pay some legal fees, but not all
- 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 legal cases pending at the moment?

Yes  No

<b>8.</b> Have you tried to settle or mediate this case without going to court?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>9.</b> Does the opposing party have a lawyer?	<input type="checkbox"/> Unsure	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>11.</b> Do you have access to the internet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>12.</b> May we contact you at a later date, and leave a voicemail message, if necessary, to get your feedback about the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>13.</b> What area of law is involved in your case (please choose <u>one</u> )? <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> immigration and refugee matters  <input type="checkbox"/> official languages  <input type="checkbox"/> privacy  <input type="checkbox"/> prisoners in federal institutions  <input type="checkbox"/> First Nations  <input type="checkbox"/> environmental impact assessment  <input type="checkbox"/> public service employment  <input type="checkbox"/> aeronautics and transportation  <input type="checkbox"/> intellectual property rights  <input type="checkbox"/> application of the Canadian Charter of Human Rights         </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> elections  <input type="checkbox"/> access to information  <input type="checkbox"/> passports  <input type="checkbox"/> war veterans  <input type="checkbox"/> public works  <input type="checkbox"/> national defence  <input type="checkbox"/> oceans and fisheries  <input type="checkbox"/> Canada Pension Plan  <input type="checkbox"/> Employment Insurance Act  <input type="checkbox"/> other government benefits decisions         </td> </tr> </table> <p>Please add any additional information that you feel is relevant to your application form.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			<input type="checkbox"/> immigration and refugee matters <input type="checkbox"/> official languages <input type="checkbox"/> privacy <input type="checkbox"/> prisoners in federal institutions <input type="checkbox"/> First Nations <input type="checkbox"/> environmental impact assessment <input type="checkbox"/> public service employment <input type="checkbox"/> aeronautics and transportation <input type="checkbox"/> intellectual property rights <input type="checkbox"/> application of the Canadian Charter of Human Rights	<input type="checkbox"/> elections <input type="checkbox"/> access to information <input type="checkbox"/> passports <input type="checkbox"/> war veterans <input type="checkbox"/> public works <input type="checkbox"/> national defence <input type="checkbox"/> oceans and fisheries <input type="checkbox"/> Canada Pension Plan <input type="checkbox"/> Employment Insurance Act <input type="checkbox"/> other government benefits decisions
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**Part F: Acknowledgement & Consent Section**

1. 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;
2. I **authorize** Pro Bono Law Ontario, its employees, designates, and volunteers, to access my Court File for the purpose of administering and evaluating Pro Bono Law Ontario and the services offered;
3. I **authorize** Pro Bono Law Ontario, its employees, designates, and volunteers, to photocopy this application and retain a copy on file for record keeping purposes;
4. I **authorize** the Pro Bono Law Ontario, its employees, designates, and volunteers to retain and 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 Pro Bono Law Ontario considers may agree to assist me; and
5. 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 the lawyer's law firm to verify if conflicts of interest may exist.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Today's Date

**I further acknowledge the following:**

1. There is no guarantee that The Federal Court Assistance Project or any other project of PBLO will accept my case;
2. If my case is not accepted, I may not be told why my case was not accepted;
3. The Federal Court Assistance Project does not grant assistance to applicants but merely acts an intermediary between the public and the legal profession;
4. It is my responsibility to negotiate the terms upon which I engage any lawyer/firm introduced to me by the project;
5. The Project Coordinator cannot provide legal advice; and
6. I shall have no right of action against The Advocates' Society, Pro Bono Law Ontario, their respective Boards, staff or volunteers (other than the lawyers participating in this project) in any event arising from this application or any assistance obtained from a lawyer/firm referred by The Federal Court Assistance Project.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Today's Date

**If a lawyer assisted you in the past, please complete this section:**

My previous lawyer's name is: \_\_\_\_\_

My previous lawyer's phone number is: \_\_\_\_\_

I authorize Pro Bono Law Ontario, its employees, designates, and volunteers to contact my former lawyer to discuss my case. Yes  No

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Today's Date

**Attached Documents:**

If you have a copy of the decision (and reasons) that you're trying to appeal, please include it with the application form.

You must also include any document that indicates the status of any application you have made to Legal Aid Ontario in respect of your appeal.

Please do not include any other documents with your application. Thank you.

**You may fax this application form to: 416-597-8984**

**You may also mail this application or deliver it in person to:**

**Law Help Ontario  
393 University Avenue, Suite 110  
Toronto, Ontario M5G 1E6**