



## SAMPLE CONTRACT ONLY

### Legal Aid Representation Services - Approved

**Legal Aid BC (LABC), has approved your application for a lawyer to take your case, as long as you agree to this Legal Aid Representation Services Contract.**

### Legal Aid Representation Services Contract

#### Contract rules

Legal Aid BC collects personal information as set out in our Freedom of Information and Protection of Privacy Policy, found on our website.

You will:

- tell LABC the truth about your case and your finances
- tell LABC if your finances change during your case
- let LABC and your lawyer share information about your case with each other
- let LABC access all records relevant to your case
- pay back LABC if your lawyer recovers enough money in your case
- pay back LABC for money spent on your case if you did not tell us your income changed

Legal Aid BC will stop giving you legal aid if:

- you are no longer eligible, or
- you do not follow these contract rules

#### Agreement

This contract was read to you, and you said that you understand it and agree to it.

If you have any questions about this contract, please contact the LABC office where you applied for legal aid or talk to your lawyer.

Please read the attached *More Information About Your Legal Aid Contract* sheet that explains these contract rules and other LABC policies that apply to you and your case.

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# More Information About Your Legal Aid Contract

## Changes in your finances or case

Tell LABC about any changes in your finances or your case.

A change in your financial or legal situation can affect whether you are still eligible for legal aid. For example, if you get a new job, inherit money, or get money from your case, your income can change. If your income increases above a certain amount, you might no longer be eligible for legal aid.

If your finances change and you are no longer eligible, but you continue to receive legal aid services, LABC may require you to pay us back for some or all of the money spent on your case.

## Collecting and Sharing information about your case

LABC may collect personal information about you and your case from you as well as from your lawyer and from a court, tribunal or similar public decision-making body. LABC collects information about you for a number of reasons, including to manage your case and to ensure that your lawyer is providing quality services. Any records or information collected about you will remain confidential.

LABC may also share information about you and your case, including with your lawyer or other service providers, where it is appropriate for providing you with legal aid. For example, LABC may share your information if:

- your financial or legal situation changes,
- you make a complaint to LABC about your lawyer, or we have to make or respond to a complaint about your lawyer's work, or
- LABC has any questions or concerns about your lawyer's work on your case.

For full information about why LABC collects your information, how it may be used or shared, and how it is stored, you can refer at any time to LABC's Freedom of Information and Protection of Privacy Policy, which is available online at:

[www.legalaid.bc.ca/privacy](http://www.legalaid.bc.ca/privacy)

## Accessing records about your case

LABC may sometimes need to review court, tribunal, or other similar records related to your case, to manage your case and ensure that your lawyer is providing quality services. For example, LABC may need to review court documents or recordings of court proceedings or Immigration and Refugee Board hearings. LABC will keep those records confidential.

## Settlements and judgments in family cases

If you receive money or assets from your case (such as a settlement or judgment), any money owed to you will be paid in trust to your lawyer. Your lawyer might have to use that money to pay back LABC for some or all of the legal fees and expenses LABC paid to them or to past lawyers for your case.

If you receive a settlement or judgment in your case, Legal Aid BC may:

- reassess whether you are still financially eligible for legal aid.
- stop paying your legal aid lawyer.
- allow your lawyer to continue helping you with your case at their private fee rate.
- require you to pay us back some or all of the legal fees we paid to your lawyer(s) for your case.

LABC may do this even if you are no longer on legal aid when you receive the money or assets from your settlement or judgment. (Assets are any item you own that is worth money).

## Court costs

If the court orders you to pay some or all of the other party's legal costs, you (not LABC) must pay those costs.

If the court makes the other party pay some or all of your legal costs, the money will be paid to LABC (not to you).

## Change of lawyer

LABC will change your lawyer only if you, your lawyer, or LABC has a good reason for the change. LABC will decide what a good reason is.

## No private billing

Your lawyer cannot bill you privately (directly) for any fees or expenses unless LABC allows your lawyer to do so.

## Complaints and concerns

If you have a complaint about your lawyer, please contact LABC in writing at:

Audit & Investigation  
Legal Aid BC  
400 – 510 Burrard Street  
Vancouver BC V6C 3A8  
Fax: 604-682-0979  
Email: [complaints@legalaid.bc.ca](mailto:complaints@legalaid.bc.ca)

