



## Advocate-Initiated Legal Aid Application

### Instructions (Part A)

This document and the attached forms set out the process for a community advocate to initiate a legal aid application on behalf of an applicant.

The primary and preferred method for a person to apply for legal aid is by contacting the nearest legal aid office or the LABC Call Centre (1-866-577-2525 or 604-408-2172 in Greater Vancouver). However, advocates can initiate an application on behalf of an applicant where personal barriers, or other reasons, they are unable to apply themselves by standard methods.

#### For information on LABC's eligibility criteria

See the LABC website at

[legalaid.bc.ca/legal\\_aid/dolQualifyRepresentation](http://legalaid.bc.ca/legal_aid/dolQualifyRepresentation) for financial eligibility guidelines, and [legalaid.bc.ca/services/legal-representation](http://legalaid.bc.ca/services/legal-representation) for coverage guidelines.

#### To initiate a legal aid application on behalf of an applicant, please do the following:

1. Complete the fillable Legal Aid Application for the applicable area of law with the applicant.
  2. Compile any supporting documents the applicant has related their application, such as financial documents (e.g., proof of income, deduction receipts) and court documents.
  3. Send the completed application form and supporting documents to LABC intake at [onlineapplications@legalaid.bc.ca](mailto:onlineapplications@legalaid.bc.ca) or fax to 604-681-2719.
- Note:** In some cases, an LABC intake worker will need to contact the applicant to complete the application process. Please indicate on the application form whether the applicant consents to being contacted and any other special instructions.

## Advocate-Initiated Legal Aid Application (Trial Period) – Family Cases

4. Have the applicant complete and sign the **Release of Personal Information Form (Part C)** if they want LABC to share information about their legal aid application with you. Alternatively, if the applicant is unable to send the form to LABC, they can send an email to LABC that gives their consent for LABC to share information about their case, financial situation, and legal aid application with you.

### What Happens Next?

Once LABC intake receives the application,

- We will send the applicant a **Legal Aid Representation Services – Under Consideration Form**, where possible.
- LABC intake will review the application, follow up with the applicant (and/or you) as needed, and tell the applicant (and/or you) about our decision.

If LABC approves the application,

- We will send the applicant a **Legal Aid Representation Services – Approved Form**.

Both the **Under Consideration** and **Approved Forms** contain a **Legal Aid Representation Services Contract** that outlines the rules the applicant must follow while receiving legal aid. A sample copy of this contract is available on the LABC website.

Typically, legal aid application decisions are made within a week or less. If we do not reply within a week of submitting the application, the applicant (or you) can email us at [onlineapplications@legalaid.bc.ca](mailto:onlineapplications@legalaid.bc.ca) to check the status of their application.