

Queen's Legal Aid – Application for Services

Once you have completed and submitted this Application and all of the required documents, Queen's Legal Aid ("QLA") will contact you to inform you if you are eligible for our services and, if so, to schedule an intake interview. Your Application will not be assessed until you have returned the completed application and **attached all of the required documents.**

- 1) Name: _____
- 2) Address: _____ Telephone: _____
_____ E-mail: _____

Please attach a copy of your Driver's Licence, Passport, Queen's Student Card or other photo identification to confirm your identify. Do not provide a copy of an Ontario Health Card.

- 3) Household size:

I live by myself

I live with housemates who are not related to me

I live with dependent children, but not a spouse or partner

... number of dependent children living with me: _____

I live with a spouse or partner, but no dependent children

I live with a spouse or partner, with dependent children

... number of dependent children living with us: _____

- 4) I receive benefits from: Ontario Works Ontario Disability Support Program

(If either of the above boxes are checked off, go to 7)

- 5) I am Queen's student who pays the QLA levy through the AMS SGPS

(If either of the above boxes are checked off, go to 7)

- 6) List your total before tax **monthly** income from each source:

Employment _____

Employment Insurance _____

Canada Pension Plan _____

Old Age Security/GIS _____

Other: _____

TOTAL OF THE ABOVE: _____

Please attach proof of your income listed above, such as a paystub or a picture of your paystub, as well as proof of the total monthly or annual income of all people over 18 years old who are related to you and who live at the address shown on your photo identification.

- 7) I understand that my identification document and a document proving my income is required by the Law Society of Ontario and by Legal Aid Ontario to prove that I am eligible for services from QLA. QLA must keep the information collected on this form and my documents confidential. If QLA cannot assist me, this information will be kept by QLA and cannot be destroyed. By submitting this form, I am consenting to allow QLA to share this information with Legal Aid Ontario, but only if QLA opens a file for me and Legal Aid Ontario requires this information to prove that I am eligible for services from QLA. QLA will not share this information with anyone else.

8) What is the nature or your legal issue (select the **one** category that best describes your issue):

Criminal (Assault, Theft, Mischief, etc.)

Provincial Offence (*Highway Traffic Act, Liquor Licence Act, By-law offence, etc.*)

Civil - Plaintiff (you need to sue someone)

Civil – Defendant (someone has sued you, or is threatening to sue you)

Landlord/Tenant – Your Landlord is trying to evict you

Landlord/Tenant – You have a problem with your landlord

Landlord/Tenant – You have a problem with another tenant who lives with you

Employment

Human Rights

Denial of Social Assistance (Ontario Disability Support Program application)

Other

If “Other”, please provide a short description of the problem:

Please note that even if your legal problem is within one of the areas listed above, this does not guarantee that QLA can assist you with your specific case. Conversely, even if you have checked off “Other”, this does not necessarily mean that QLA will be unable to assist you.

9) Please list the names of other people who are involved in this situation:

Name	Involvement/Role
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you require assistance to complete this form, please contact Queens Legal Aid at 613-533-2102

Once completed, please return this form and the required attachments by e-mail to: queens.legal.aid@queensu.ca

**Or by mail to: Queen’s Legal Aid
Client Applications
303 Bagot Street, Suite 500
Kingston, ON K7K 5W7**