

## Part 1: Lawyer Information

Last Name, First Name:\*

Law Society ID #:\*

Email Address:\*

Primary Court Location:\*

## Part 2: Areas of Practice

Please specify what areas of practice you wish to be considered to receive LAA Certificates:

Criminal Law

Family Law

Child Welfare

Immigration Law

Criminal Appeals

Civil Appeals

## Part 3: Roster Requirements

**Note:** Legal Aid Alberta invites applications from students-at-law and lawyers who have an interest in practicing the areas of law that Legal Aid Alberta provides legal services including criminal law, family law, and immigration law. LAA requires that roster lawyers demonstrate the requirements mentioned below that relate to the area of law for which they are applying to be on the Roster.

## 1. Criminal Law Requirements

Knowledge of and experience in criminal law proceedings under Criminal Code, Controlled Drugs and Substances Act, including conducting all aspects of a criminal file from arrest, negotiating resolutions with the Crown to conducting criminal trials.

1.1. Approximately how much of your practice is devoted to criminal law? Please describe how you meet the criminal law requirements as they relate to your criminal law experience.

1.2. Approximately how many criminal files you have had carriage of over the last five years?

1.3. Summarize any training seminars or other continuing legal education programs that you have attended that relate to criminal law.

1.4. If you are a student or new to a criminal practice, please describe any other ways you have demonstrated your aptitude or experience in criminal law such as involvement in a legal clinic such as Student Legal Services, Student Legal Assistance, or volunteer experience that has provided you some experience or exposure in supporting criminal clients. If you do not have extensive criminal law experience, please provide a detailed written plan on how you will meet the criminal law requirements. This plan must include a mentorship component and detail what efforts you have taken to obtain a mentor in criminal law who will support you, answer questions, brainstorm, provide strategic advice and give opportunities to shadow in criminal proceedings.

## 2. Family Law Requirements

Knowledge of and experience in family law proceedings under Family Law Act and the Divorce Act, Family Property Act including conducting all aspects of a family file from negotiating resolutions to conducting trials. Knowledge of the Rules of Court, Practice Notes and Court process for the Alberta Court of Justice and Court of King's Bench.

2.1. Approximately how much of your practice is devoted to family law? Please describe how you meet the family law requirements as they relate to family law experience.

2.2. Approximately how many family files you have had carriage of over the last five years?

2.3. Summarize any training seminars or other continuing legal education programs that you have attended that relate to family law.

2.4. If you are a student or new to a family practice, please describe any other ways you have demonstrated your aptitude or experience in family law such as involvement in a legal clinic such as Student Legal Services, Student Legal Assistance, or volunteer experience that has provided you some experience or exposure in supporting family clients. If you do not have any family law experience, you must provide a written plan on how you meet the family law requirements. This plan must include a mentorship component and detail what efforts you have taken to obtain a mentor in family law who will support you, answer questions, brainstorm, provide strategic advice and give opportunities to shadow in family proceedings.

### 3. Immigration Law Requirements

Knowledge of and experience in immigration law proceedings under Immigration Refugee Act including conducting all aspects of handling a refugee file, including preparing for and conducting a refugee hearing, participating in a detention review or admissibility hearing.

3.1. Approximately how much of your practice is devoted to immigration law? Please describe how you meet these requirements as they relate to immigration law.

3.2. Approximately how many immigration files you have had carriage of over the last five years?



3.3. Summarize any training seminars or other continuing legal education programs that you have attended that relate to immigration law.



3.4. If you are a student or new to a immigration practice, please describe any other ways you have demonstrated your aptitude or experience in immigration law such as involvement in a legal clinic or volunteer experience that has provided you some experience or exposure in supporting newcomers to Canada. If you do not have any immigration law experience, you must provide a written plan on how you meet the immigration law requirements. This plan must include a mentorship component and detail what efforts you have taken to obtain a mentor in immigration law who will support you, answer questions, brainstorm, provide strategic advice and give opportunities to shadow in immigration proceedings.

## 4. Experience in Working with Indigenous Clients

Specific training and experience in representation of Indigenous individuals in family and criminal matters. Applicants must demonstrate an appreciation of the challenges faced by Indigenous individuals in the child protection and criminal justice system. Lawyers must have a deep understanding of the issues faced by Indigenous peoples and the continuing impacts that Colonialism plays in their families' lives and the overrepresentation of Indigenous children in the child welfare system and Indigenous individuals in the criminal law system. Familiarity with Gladue Principles, An Act Respecting First Nations, Inuit and Metis Children, Youth and Families Act, the United Nation Declaration on the Rights of Indigenous People, the Truth and Reconciliation Commission's Recommendations, the Missing and Murdered Indigenous Women and Girls Inquiry's Call to Justice is required.

4.1. Summarize any specific training seminars or other continuing legal education programs that you have attended that may relate to representation of Indigenous individuals in the child welfare or criminal justice system. Some ways lawyers may demonstrate these requirements include:

- (a) by listing training seminars or other continuing legal education the lawyer has undertaken in relation to cultural competency,
- (b) by estimating how many files they have handled over the past five years where their clients have been Indigenous and they have made arguments regarding these sources,
- (c) by describing some serious, interesting, or reported child welfare or criminal cases the lawyer has been involved in or
- (d) any other related work they have done to promote the Indigenous individuals and families interests in court proceedings.

**5. Strong communication, problem solving, conflict management, resolution focused and negotiation skills in working with individuals or families involved in court proceedings.**

This includes, for example, interest or experience working with clients from Indigenous and marginalized communities, newcomers to Canada, families who are experiencing domestic violence, poverty, addiction, or other issues that have caused them to come into contact and conflict with the law. Experience in working with individuals with mental health issues and addictions is required.

5.1. Why are you interested in working with Legal Aid clients? Describe any experience you have in working with clients facing the issues referred to above.

**Part 4: Explaining Your Interest in Joining the Legal Aid Roster**

Besides what you have stated above, are there any other reasons you are interested in joining the LAA Roster?

Is there anything else you want LAA to know when we consider your application?

## Part 5: References

Please provide up to two references who can comment on your interest, aptitude, and experience in the areas mentioned above. If you name any references, LAA may contact them for their confidential opinion about your suitability for the LAA Roster in a specific area(s) of law. LAA may choose not to contact the references.

### Reference #1

• Name:

• Phone number:

• Email address:

• Relationship:

### Reference #2

• Name:

• Phone number:

• Email address:

• Relationship:

## Part 6: Résumé

Please attach a copy of your Résumé for LAA to review with this application.

## Part 7: Declarations

\* I have read the Welcome Handbook and Tariff. I certify that all information I have provided to LAA as part of this application is accurate. I acknowledge that LAA will use this information to evaluate my application in accordance with LAA policies. I give LAA permission to make confidential inquiries about my requirements to the references I have listed above. I agree that any information provided by these references will only be used to evaluate my suitability for the Roster and I agree that LAA may keep this information confidential from me.

[Click here to view the Welcome Handbook](#)

[Click here to view the Tariff](#)

## **Part 8: Instructions to Submit**

Please save this form and submit the completed PDF (and any attachments) by email to: RosterRelations@legalaid.ab.ca. You will be informed of the results of your application by email in due course which may include your selection for an interview for the Roster.

**Reminder: Both this form and the Lawyer Portal Activation Form need to be completed before your application to the roster can be processed.**

Click here to view the Lawyer Portal Application Form