

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:

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Criminal Law

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Family Law

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Immigration

Part 3: Roster Requirements

Note: Legal Aid Alberta invites applications from 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 meet the requirements below that relate to the area(s) 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 the *Criminal Code* and the *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 new to 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 senior mentor in criminal law who will support you, answer your questions, brainstorm, provide you with strategic advice and give you opportunities to shadow them in criminal proceedings.

2. Family Law Requirements

Knowledge of and experience in family law proceedings under the *Family Law Act*, the *Divorce Act*, and the *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 have you 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 new to 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 will meet the family law requirements. This plan must include a mentorship component and the efforts you have taken to obtain a senior mentor in family law who will support you, answer your questions, brainstorm, provide you with strategic advice and give you opportunities to shadow them in family proceedings.

3. Immigration Law Requirements

Knowledge of and experience in immigration law proceedings under the *Immigration Refugee Act* including conducting all aspects of handling a refugee file, preparing for and conducting a refugee hearing, and 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 have you had carriage of over the past 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. 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 the efforts you have taken to obtain a senior mentor in immigration law who will support you, answer your questions, brainstorm, provide you with strategic advice and give you opportunities to shadow them in immigration proceedings.

4. Indigenous cultural competency: training and experience in working with Indigenous clients

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 Métis Children, Youth and Families*, 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) any other related work they have done to promote the interests of Indigenous individuals and families in court proceedings.

5. Conflict management, resolution focus and negotiation skills

Strong communication, problem solving, conflict management, resolution focus and negotiation skills in working with individuals or families involved in court proceedings are required. This includes, for example, interest or experience working with clients from Indigenous and marginalized communities, newcomers to Canada, families experiencing domestic violence, poverty, addiction, or other issues that have caused them to come into contact and conflict with the law. Experience working with individuals with mental health issues and addictions is required.

- 5.1. Have you worked with clients experiencing mental health issues, homelessness, addictions, unemployment and poverty? How do you overcome related practice management issues with such clients?

Part 4: Explaining your interest in joining the Legal Aid Alberta 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 two lawyer references who can comment on your interest, aptitude, and experience in the area(s) mentioned above. LAA may contact them for their confidential opinion about your suitability for the LAA Roster in 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

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* I have read the LAA Roster Handbook, the LAA Tariff and LAA Administrative Policy 5 and 6. 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. I acknowledge that an Interview for the Roster Program is discretionary and not subject to Appeal.

[LAA Roster Handbook](#)

[LAA Tariff](#)

[LAA Administrative Policy 5 and 6](#)

Part 8: Attestation

I, _____, am applying to Legal Aid Alberta for a position on the Roster. I swear/affirm the following to be true:

1. I have no criminal record in Canada or elsewhere.
2. If I do have a criminal record, I am attaching a criminal record check that is dated within 90 days of my application.

(Note: Unless sentenced as an adult, information about offences under the Youth Criminal Justice Act are not required.)

3. In the event I am charged or convicted of a criminal offence, I undertake to inform Legal Aid Alberta as soon as is reasonably practicable.
4. I have no citations against me by the Law Society of Alberta or other Provincial or National Law Society.
5. If I do have citations, I am attaching documentation relating to the citation.
6. In the event I have pending investigations or there is a citation against me by the Law Society of Alberta or other Provincial or National Law Society, I undertake to inform Legal Aid Alberta as soon as is reasonably practicable.

By submitting this form, I certify that all information provided is true. I understand that any material omission or misrepresentation in the information provided in my application will result in the denial of admission to the Roster of Legal Aid Alberta with no right of appeal. I further understand that failure to carry out the above undertakings will result in removal from the Roster with no right of appeal.

Signature of Applicant

Signature of Witness

Name of Applicant

Name of Witness

Part 9: 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.

Please note: Submission of this application does not guarantee an interview. Interviews will be provided based on ongoing need to incorporate new Counsel into the Legal Aid Alberta Roster Program.

An Interview does not guarantee approval to join the Legal Aid Roster Program. Legal Aid is committed to quality assurance, and the Roster Program Selection Committee shall only approve candidates who meet baseline requirements and competencies for the Roster Program. Legal Aid Alberta's foremost obligations are to vulnerable Albertans, and as such, being a part of the Roster Program is a privilege and not a right. We thank you for your interest in joining the Legal Aid Alberta Roster Program