

WHAT YOU NEED TO KNOW BEFORE GETTING STARTED:

DEADLINES

Processing your application may take at least **two weeks**. Furthermore, Pro Bono Québec must receive your application and any other relevant information **at least eight weeks before the date of any hearing or deadline related to your file.**

DECISION

If your application is turned down, Pro Bono Québec is not obligated to justify its decision. To reach a decision, Pro Bono Québec may ask you to provide additional information and documents, in particular regarding your financial situation. A request for additional information does not mean that your application has been accepted. You will be notified in writing of the decision.

YOUR RESPONSIBILITIES

Until you sign an agreement for professional services (mandate) with a lawyer referred to you by Pro Bono Québec, you must take steps to **protect your rights**.

NATURE OF THE SERVICES RENDERED

Pro Bono Québec **does not provide any legal advice or any solicitor-client relationship between you and Pro Bono Québec**. If your application is accepted, you will have a solicitor-client relationship with a lawyer referred by Pro Bono Québec and not with Pro Bono Québec itself.

DOCUMENTS

Pro Bono Québec will be keeping all copies included in your file. Please keep all original copies as we will not be returning any documents.

1. PERSONAL INFORMATION (IN BLOCK LETTERS):

First name: _____ Last name: _____

Date of birth: DD / MM / YYYY Place of birth: _____

Address: _____

City/Province: _____ Postal code: _____

Telephone number: _____ Cellular phone number: _____

E-mail: _____ Fax: _____

2. YOUR CURRENT STATUS :

- Accepted refugee by the Immigration and Refugee Board of Canada
- Sponsored refugee
- Asylum seeker, claim in process
- Asylum seeker, claim rejected (out of status)

- ❖ When did you obtain this status?: _____
- ❖ Citizenship(s): _____
- ❖ Date of arrival to Canada: _____
- ❖ What is your level of understanding:
 - French (excellent, good, intermediate, none) : _____
 - English (excellent, good, intermediate, none) : _____
- ❖ Other spoken language(s)/dialect(s): _____
- ❖ Do you need an interpreter to accomplish your administrative and legal actions? _____

3. SERVICES REQUIRED

Indicate why you need the services of a lawyer referred by *Pro Bono Québec*:

- Need for a lawyer (legal advices, representation in court, etc.)
- Need for legal information, regarding: _____
- Other (specify): _____

4. CURRENT OR PAST ASSISTANCE

Are you currently being assisted or have you ever been assisted by a lawyer or advocacy organization regarding this matter?

- Yes (Fill out the section below) No (Go to Section 5)

Name of the contact person or lawyer: _____

Organization or firm: _____

Address: _____

City/Province: _____

Telephone number: _____ Fax : _____

E-mail : _____

5. SUMMARY OF YOUR FILE

Summarize **in chronological order (day/month/year)** the facts underlying your application. Identify issues for which you would like legal advice. If you need more space to answer, please attach a separate sheet to your application.

If your file is already before a court or tribunal, remember to include with your application any documentation supporting your arguments. See Section 12.

6. IF YOUR FILE IS ALREADY BEFORE A COURT OR TRIBUNAL, PLEASE INDICATE :

Name of the court or tribunal: _____
File number: _____
Time limits : _____

7. PERSONAL STATUS

- Spouse/Partner - not Single Divored
 Spouse/Partnet - married Widow

8. DEPENDENT CHILDREN

Number of children: _____ Ages: _____

9. EMPLOYMENT STATUS

- I am self-employed as (occupation): _____
 I am employed as (occupation): _____
Name of the employer: _____
 I am not working I am retired

10. INCOME (MONTHLY)

TOTAL \$ _____

11. EXPENSES (MONTHLY)

Rent or mortgage \$ _____
Vehicle \$ _____
Living expenses (grocery, telephone, electricity, etc.) \$ _____
Other major expenses (specify): \$ _____

TOTAL \$ _____

12. DOCUMENTS

Indicate attached documentation:

- Proof of refugee status
- Any important documentation regarding the file

13. HOW DID YOU HEAR ABOUT PRO BONO QUÉBEC?

14. DECLARATION, RENUNCIATION AND AUTHORIZATION

I declare that the information in this application is, to the best of my knowledge, accurate and complete.

I agree that I will not hold Pro Bono Québec, its employees, partners and volunteers responsible for anything that occurs in connection with this application.

I authorize Pro Bono Québec to:

- Provide this application and accompanying documents to its employees, partners and volunteers.
- Consult my court file, if there is one.
- Contact any person or organization mentioned in this application, accompanying documents or my court file.
- Keep this application and accompanying documents
- If my request is accepted, to publish it anonymously in their newsletter in order to find a lawyer

Signature: _____

Date: DD / MM / YYYY

WHAT TO DO WITH YOUR COMPLETED APPLICATION

Send the completed form and a copy of documents mentioned in Section 12 to:

Pro Bono Québec
C.P. 465, Place Victoria
Montréal (Québec) H4Z 1J7

Keep a copy of the completed form for your records.

Rest assured that your request will be treated carefully and in a confidential manner.