**REQUEST FOR INFORMATION AND DOCUMENTS**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Dear Mrs. □ Dear Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: File no.

**Please send us the following information and/or documents:**

**Income, Assets, Liquidities, Expenses and Other Items**

□ Your social insurance number

□ Your band number

□ Your income security number and proof (claim booklet, medication card)

□ The amount of your income security benefits and statement

□ Your payment record, including the gross cumulative amount for the current year

□ Name and address of your employer

□ Amount of the employment insurance benefits and statement

□ Amount of the CNESST benefits you are receiving and statement

□ Amount of the S.A.A.Q. benefits you are receiving and statement

□ Amount of the old age pension and proof

□ Amount of the support payments you are receiving and proof

□ Amount from the Régie des rentes and proof

□ Amount of the insurance benefits you are receiving and proof

□ Amount of the student bursaries and proof

□ Rental income and proof

□ Interest income and proof

□ Medical expenses and receipts

□ Childcare and daycare expenses you pay and proof

□ Amount of the support payments paid and proof

□ School fees paid and proof

□ Proof of school attendance

□ Copies of the most recent income tax returns (federal and provincial) and notices of assessment

□ Copy of the tax bill for your immovables

□ R.R.S.P. or other retirement entitlement statement and proof

□ Bank or credit union passbooks

□ Copies of certificates of deposit, savings bonds and other investments

□ Financial statements (self-employed worker and business)

**SPOUSES**

□ Social insurance number of your spouse

□ Income amount for your spouse and proof

□ Statement of assets of your spouse and proof

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents pertaining to your application for legal services**

□ Most recent court judgment

□ Procedures received or decision rendered by the agency or copy of the administrative decision being contested

□ Demand letter

□ Summons

□ Court case number

□ Contract or other documents necessary for an examination of your file

**N.B. Please remember that it is the responsibility of the legal aid applicant to provide all the required information when applying for legal aid.**

Please note that legal aid may be refused, suspended or withdrawn, as the case may be, with regard to any person who, without sufficient cause, fails to provide the information or documents required for an examination of his application (s. 70 (a) of the *Legal Aid Act*)

**Please respond before**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_