**Lawyer Panel**

**Key Responsibilities**

* Ensure current contact information and relevant training and/or experience is provided to the YWCA for the Lawyer Panel list
* Contact clients who have been identified for the Independent Legal Advice for Survivors Program.
* Explain any limitations of confidentiality.
* Provide survivor with legal advice related to the incident to help them understand their legal options.
* If survivor decides not to pursue legal action in criminal court, the service is considered complete.

**Administration of the Lawyers Panel**

The YWCA has established a panel of lawyers who have met the criteria established by the YWCA for the provision of legal advice.

**Collection of Information**

The YWCA collects, uses, and stores information about each lawyer who applies to be on the panel, is approved to be on the panel, or is otherwise approved for an assignment in a manner that complies with the Access to Information and Protection of Privacy Act.

The YWCA will retain on file the following information pertaining to applicant lawyers: the personal information the lawyer provides when they submit their Panel Lawyer Application Form, any updated information provided during their tenure on the panel, any information obtained by the YWCA to assist in assessing a lawyer's eligibility for taking assignments (where applicable), and the required file information provided to a lawyer who accepts an assignment.

The information collected about each lawyer on the panel is used to:

1. Assign files to lawyers.

2. Determine a lawyer's eligibility for taking on assignments.

3. Correspond with lawyers.

4. Process invoices and provide payment for services.

5. Generate statistics that will assist in program planning.

6. Support research, as authorized by the YWCA.

**ILA Lawyers Panel Eligibility**

A lawyer who wishes to be considered for ILA file assignments must be a member of the YWCA Lawyers Panel. A lawyer seeking consideration for membership on the panel must satisfy each of the following requirements:

* 1. Provide a satisfactory Certificate of Standing from the Law Society of the Northwest Territories.

\*Note: The lawyer has an obligation to disclose if there are changes to their status with the Law Society of the Northwest Territories or any other jurisdiction.

\*Note: The lawyer has an obligation to disclose if they are members of any other Law Societies.

* 1. Provide consent to the YWCA contacting any Law Societies to which the applicant currently belongs or has belonged, to obtain any history of complaints or disciplinary proceedings.
	2. Five (5) years of relevant legal practice, especially experience in provision of legal advice related to survivors of sexual assault and family violence would be considered an asset.
	3. Provide a letter of recommendation from an existing lawyer or another individual acceptable to the YWCA.
	4. Certify that they have read the Final Report of the Truth and Reconciliation Commission of Canada and Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls.
	5. Be willing to provide legal representation according to the expectations and service standards as set out in this Manual and in the Lawyer Assignment Confirmation.
	6. Agree to be mentored on the first three files undertaken, if requested.
	7. Provide a clear Criminal Record Check and a clear Vulnerable Sector Check.
	8. Provide any additional information as requested by the YWCA.

**ILA Lawyers Panel Application Process**

Lawyers who wish to have their names on the panel must complete the Panel Lawyer Application Form and forward a signed copy with attachments to the YWCA for consideration.

The YWCA will notify the applicant lawyer in writing of the decision to approve or reject the application. If the application is rejected, the YWCA will provide written reasons within 30 days.

**ILA Lawyers Panel Fees**

Lawyers will invoice their billable hours at an hourly rate of $147 up to a maximum of 4 hours per application to the program.

**ILA Lawyers Panel Training**

In order to maintain membership on the panel, lawyers must attend up to 3 hours of relevant specialized training related to sexual assault and provide record of these trainings to the YWCA (within the fiscal year).

Relevant training as approved by the YWCA may include but is not limited to the following topics: providing legal advice to sexual assault survivors and survivors of family violence, cultural issues related to Indigenous people and communities, domestic violence and its impact on survivors, substance abuse and its impact on survivors.

Attendance at meetings and/or regular conference calls held throughout the year with the YWCA may be considered to count towards meeting the annual training required to remain on the panel, at the discretion of the YWCA.

**Removal**

The YWCA retains the right to remove a lawyer from the ILA for Survivors Lawyer Panel if there are concerns about the services the lawyer is providing or the manner with which the lawyer is providing the services to clients.

A lawyer will also be removed from the Lawyer Panel if they can no longer provide evidence of successfully meeting the eligibility requirements for this panel.

**PANEL LAWYER APPLICATION**

Name of Applicant:

Office Address:

Phone Number:

Email Address:

I, , hereby apply to have my name entered onto the Lawyers Panel for the YWCA Independent Legal Advice for Survivors Program for the Northwest Territories.

I hereby certify and confirm that:

1. I have read the final report of the Final Report of the Truth and Reconciliation Commission of Canada and Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls.
2. I consent to the YWCA contacting any Law Societies to which I currently belong, or to which I have previously belonged, and to the YWCA receiving any history of complaints or disciplinary proceedings relating to me.

In consideration of my memebrship to the YWCA’s lawyer panel, I undertake that I will:

1. Provide a satisfactory Certificate of Standing from the Law Society of the NT.
2. Provide a clear Criminal Record Check and a clear Vulnerable Sector Check.
3. Provide a letter of recommendation from an existing ILA panel lawyer or another individual acceptable to the YWCA.
4. Be willing to provide legal representation according to the expectations and service standards as set out by the YWCA.
5. Participate annually in at least 3 hours of continuing professional development in practice areas related to the provision of independent legal advice for survivors of sexual assault.
6. Provide any additional information as requested by the YWCA.

Required Documentation

Attached to this application are:

 Certificate of Standing from the Law Society of the NWT

 *Curriculum vitae*

 Criminal records check inluding Vulnerable Sector Check

 Letter of recommendation

Dated at on 202 .

Signature of Applicant