

IF YOU ARE IN ANOTHER SITUATION

Non-exhaustive list of documents required to apply for legal aid

PROOF OF INCOME

PROOF OF INCOME FOR THE LAST YEAR PRIOR TO YOUR REQUEST

- Provincial income tax return
- Provincial notice of assessment

CHILD OR SPOUSAL SUPPORT RECEIVED

- Copy of the latest judgement concerning child or spousal support
- Detailed statement from Revenue Quebec confirming the sums received

INCOME REPLACEMENT (CNESST, SAAQ, QPIP, IVAC)

- Proof or statement showing the amounts received (for QPIP: gross amounts), and indicating the date of the beginning and end of the payments

EMPLOYMENT INSURANCE

- Proof or statement confirming the number of weeks of benefits allowed, the gross amount received, as well as the date of the beginning and end of the payments

RETIRED PERSON

- Proof or statement for amounts received from old age pension for the current year, from the *Régie des rentes du Québec* and/or from a private or public pension plan
- Proof of RRSP withdrawals, or of withdrawals from a pension or other plan

STUDENT

- Detailed statement from the Ministry of Education with respect to student aid (loans and bursaries)
- Agreement from Emploi Québec

UNDECLARED INCOME

- Form to be filled out

PERSON DEPENDENT ON THIRD PARTY (FAMILY MEMBER, FRIEND, SPOUSE)

- Statement from third party

ADMISSIBLE INCOME DEDUCTIONS

CHILD OR SPOUSAL SUPPORT PAID

- A copy of the latest judgement concerning child or spousal support
- A detailed statement from the Ministry of Revenue confirming the sums paid

CHILD CARE EXPENSES

- Receipt for eligible provincial tax credit amount

TUITION FEES

- Statement for deductible tuition fees under the Quebec's *Taxation Act*

FEES TO ALLEVIATE A SERIOUS PHYSICAL OR MENTAL DEFICIENCY

- Proof justifying expenses that were non reimbursed by an insurance company or a government plan

LIQUID ASSETS AND OTHER ASSETS

- Bank statements for all your accounts (current, savings, investment, term deposits, RESP, TFSA, RRSP, etc.) for the month prior to your request, and the balance for all your accounts at the time of your request

IF YOU OR YOUR SPOUSE/PARTNER ARE PROPERTY OWNER(S)

- Copy of municipal tax bill for all properties (house, cottage, income property, etc.)
- Proof of amount from the sale of a residence

AMOUNTS DEDUCTIBLE FROM THE VALUE OF YOUR ASSETS

DEBTS

- Up-to-date mortgage balance
- Proof of all loans, line of credit

PERSONAL INFORMATION

- Social insurance number
- Address and phone number
- Health insurance card

- If you are not a Canadian citizen: official document proving your status in Canada
- If you are a native person: your band number

REQUIRED DOCUMENTS – PER REQUESTED SERVICE:

As applicable:

- Proceedings, motion or notice of hearing
- Summons, appearance notice, promise to appear or denunciation
- Contract
- Administrative decision or judgment you wish to contest or appeal

N.B. To ensure that you bring all necessary documents, don't hesitate to get in touch with your legal aid office prior to your first meeting