

## **IF YOU ARE A SALARIED WORKER**

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

#### **PROOF OF INCOME FOR THE CURRENT YEAR**

- Last pay stub, with an indication of the cumulative amount of gross earnings for the current year
- Record of employment
- Names and addresses of all sources of income
- Proof of amounts received as tips for the current year (if not indicated in your pay statement)

### **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

### **ADMISSIBLE INCOME DEDUCTIONS**

### **CHILD OR SPOUSAL SUPPORT PAID**

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

## **EXPENSES TO ALLEVIATE A SERIOUS PHYSICAL OR MENTAL DEFICIENCY**

- Proof justifying expenses that were not 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

## **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