

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