

APPLICATION FOR QUEEN'S ELDER LAW CLINIC SERVICES

We ask all of our prospective clients to complete this short information form. This form will be kept strictly confidential, and will only be seen by the Director of QELC and the student caseworkers. It will be used solely to confirm whether it is appropriate for QELC to provide you with legal services. We reserve the right to request further financial disclosure.

RE: CLIENT ELIGIBILITY

Queen's Elder Law Clinic can only provide *pro bono* legal services to clients with limited financial resources who could not otherwise afford legal services.

RE: RECEIPT OF APPLICATION

QELC will endeavour to acknowledge receipt of your application within 3 business days of its submission date. If you do not receive this confirmation, please contact the Elder Law Clinic by phone at 613-533-2102 (Option 2) or by email at gelc@queensu.ca.

RE: QELC WAITLIST

If the Director of the clinic determines that you are an appropriate client for QELC services, you will be either assigned a student caseworker or placed on the QELC waitlist. If assigned to the QELC waitlist, your file will remain in queue for the next available student caseworker.

RE: PROVISION OF SERVICES

All of the work on QELC files is undertaken by student caseworkers, under supervision of a fully-licensed review counsel. QELC aims to do work of the same quality that would be done by a lawyer being paid for their services. However, please understand that our students are learning as they work on their files; they will not be able to provide a legal opinion to you without first vetting that opinion through review counsel.

Consequently, given that we want to ensure that our work is of the highest quality, it may take longer for QELC to complete your file work. Due to the necessary supervision by Review Counsel, the need for quality control procedures, and the nature of student life (e.g. exam periods), there may be some unavoidable service delays. If you feel that your file needs more immediate attention, you may wish to contact a local lawyer.

RE: TYPES OF SERVICES PROVIDED

At present, QELC provides assistance with the drafting and execution of simple wills, powers of attorney for property, and powers of attorney for personal care, assistance with guardianship applications, and provision of legal information or memoranda.

For more information, you can reach the Elder Law Clinic by phone at 613-533-2102 (Option 2) or by email at gelc@queensu.ca.

FOUR OPTIONS FOR SUBMITTING YOUR APPLICATION FORM:

<u>By Mail:</u> Queen's Elder Law Clinic 5th Floor Lasalle Mews, 303 Bagot Street Kingston, Ontario K7K 5W7	<u>ONLINE:</u> http://queenslawclinics.ca/elder/apply/
<u>By Fax:</u> Fax Number: 613-533-3110	<u>By Email:</u> Email Address: qelc@queensu.ca

CLIENT INFORMATION			
Full Name:			
Nickname / Please Call Me:			
Age:			
Occupation:			
Telephone:	Home: QELC can leave voicemail messages at this number: <input type="checkbox"/> YES <input type="checkbox"/> NO	Cell: QELC can leave voicemail messages at this number: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Email Address:			
Preferred Method of Contact:	<input type="checkbox"/> Telephone <input type="checkbox"/> Email		
Complete Mailing Address:	<i>Street Address</i>	<i>City</i>	<i>Postal Code</i>
Applicant is able to attend meetings at QELC offices:	<input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Please Note: QELC caseworkers visit clients outside of the QELC offices only in limited circumstances, pending the approval of review counsel.</i>
I have been a client of QELC before:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

FILE INFORMATION		
I seek QELC assistance for the following issue(s):	<input type="checkbox"/> Drafting a Will for the First Time <input type="checkbox"/> Changing My Current Will <input type="checkbox"/> Applying for Guardianship of Property of an Incapable Adult <input type="checkbox"/> Applying for Guardianship of the Person of an Incapable Adult <input type="checkbox"/> OTHER / UNSURE (<i>explain below</i>)	<input type="checkbox"/> Drafting a Power of Attorney for Property for the First Time <input type="checkbox"/> Changing or Revoking My Current Power of Attorney for Property <input type="checkbox"/> Drafting a Power of Attorney for Personal Care for the First Time <input type="checkbox"/> Changing or Revoking My Current Power of Attorney for Personal Care
Please provide any further details or information that is relevant to your situation.		
Is there anyone who would be upset to know you were getting help from QELC? Please explain.		
DEADLINE (if any):		Please Note: If this situation requires immediate attention and assistance, you may wish to seek assistance from a local lawyer.

FINANCIAL INFORMATION	
Household Income:	
Pensions:	
Savings:	
Real Property Owned (e.g., house, cottage, rental property, land):	

Other Significant Assets:	
Debts:	

How were you referred to our clinic?

☐ Know clinic member personally

☐ Referred by someone. Name: _____

☐ Website

☐ Saw clinic advertisement or brochure. Where? _____

☐ Other (please explain) _____

I certify the foregoing information to be accurate and complete to the best of my knowledge.

Signed:

Date:

QELC Use: Director Approval: ☐ YES ☐ NO ☐ Request Further Information

Date:

File #:

Student Assigned: