

## Information Needed

Legal aid defence lawyers need to provide the following information in their disbursement authorization request for a Gladue report:

1. Has your client been found guilty or plead guilty?
2. Are you able to adjourn sentencing to allow for the minimum 8 weeks for the Gladue report?
3. Which community/nation or band is your client from?
4. Where is your client currently residing?
5. What is crown's sentencing position?
6. What charges is your client facing?

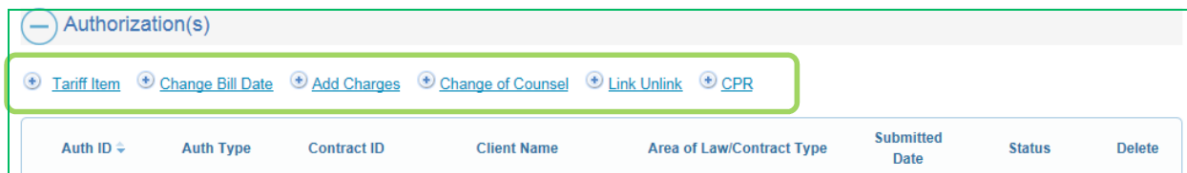
## To request a Gladue report follow the below instructions

### Create and Submit Authorization Requests

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To create an authorization request:

1. On the All Contracts page, click the link to the contract to go to the Contract Details page.
2. Expand the Authorization(s) section.
3. Select the type of authorization you want to submit.



**Important:** The system will time out after 20 minutes of no activity. If you are preparing an invoice or authorization and the system times out, you will lose any data you have entered since the last time you saved.

You can make the following types of authorization requests:

- **Tariff Item** – includes *all* fees, **disbursements**, and transcripts, including Extended Services and Criminal Case Management budget requests.
- **Change Bill Date** – request to change the start date, stop date, and/or bill by date of your contract.
- **Add Charges** – request to add charges to your contract.
- **Change of Counsel** – request change of counsel.
- **Link Unlink** – request to link or unlink criminal co-accused or immigration multiple client contracts.
- **CPR** – request conversion to private retainer.

Each form is specific to the type of request. For tariff items, depending on the item you select, you may be prompted to enter further details.

**If you have a Large Case Management (LCM) file**, email [Gladue.Coordinator@lss.bc.ca](mailto:Gladue.Coordinator@lss.bc.ca) with your request along with the necessary information outlined at the beginning of this document.