



Legal Aid Manitoba  
L'Aide Juridique du Manitoba

## Notice Regarding Electronic Delivery of Documents

**In response to the public health concerns surrounding COVID-19, LAM is preparing for the possibility that many staff will be working from home/remotely. To ensure LAM can continue to deliver services with staff that may be working from home, we are reminding stakeholders to please AVOID sending any hard copy documents to LAM through regular mail or courier.**

In Notice to the Profession 31-2016, LAM encouraged stakeholders to deliver correspondence/documents to LAM via email:

[maildesk@legalaid.mb.ca](mailto:maildesk@legalaid.mb.ca)

or via facsimile:

204 944-8582

Since 2015, all faxed documents (including paper applications) received at LAM offices are automatically converted into an electronic PDF file. These electronic PDF files are uploaded into LAM's database, POnline, and/or delivered to a specific addressee(s) electronically. This process can continue to operate if LAM employees are working remotely.

**We are strongly urging stakeholders to AVOID sending hard copy documents to LAM until further notice, as hard copy documents may not be delivered to the intended addressee in a timely manner; emails or faxed documents can be routed electronically even if staff are working remotely.**

### LEGAL AID APPLICATIONS

LAM would like to remind panel lawyers that they can fill out electronic applications with their clients via POnline or LAMAS (staff lawyers). Electronic applications are the most efficient way to have matters assessed in a timely and effective manner, as they are automatically placed into a task list for our intake officers to assess and process. These work functions can continue to operate efficiently if LAM employees are working remotely. Please use the electronic application when assisting applicants whenever possible.

LAM acknowledges that because internet access is required to use the electronic application, there may be circumstances where it is impossible or impractical to do so. If you have filled out a paper application with an applicant, please do not mail the application to LAM. Please submit the documents via email to the appropriate Area Office:

Winnipeg Judicial District [wac@legalaid.mb.ca](mailto:wac@legalaid.mb.ca)

Brandon Judicial District [brandonao@legalaid.mb.ca](mailto:brandonao@legalaid.mb.ca)

Dauphin Judicial District [parklandsao@legalaid.mb.ca](mailto:parklandsao@legalaid.mb.ca)

The Pas & Thompson Judicial Districts [northernao@legalaid.mb.ca](mailto:northernao@legalaid.mb.ca)

or via facsimile:

Administration Office

4th Floor – 287 Broadway

Winnipeg, MB R3C 0R9

T: 204.985.8500 TF: 1.800.261.2960

F: 204.944.8582

\*Includes Legal Aid Management Council Appeal Committee

Media Inquiries: [media@legalaid.mb.ca](mailto:media@legalaid.mb.ca)

Brandon Area Office – Brandon

236 – 11th Street

Brandon, MB R7A 4J6

T: 204.729.3492 TF: 1.800.766.2148

F: 204.726.1732

Northern Area Office – The Pas

P.O. Box 4062

1 – 236 Edwards Avenue

The Pas, MB R9A 1S6

T: 204.627.4837 TF: 1.855.775.2397

F: 204.627.4840

Northern Area Office – Thompson

2nd Floor, 3 Station Road

Thompson, MB R8N 0N3

T: 204.677.1224 TF: 1.855.444.4665

F: 204.677.1347

Parklands Area Office – Dauphin

138 1st Avenue S.W., Unit A

Dauphin, MB R7N 1S2

T: 204.622.4666 TF: 1.877.622.4660

F: 204.622.4679

LAM Management continues to monitor the rapid developments regarding COVID-19 and will continue to take actions that ensure a safe and healthy environment for applicants, clients and staff, while maintaining core operations, and continuing to deliver services to Manitobans.