



## Application for Dispute Resolution Officer (DRO) Panel

### PLEASE NOTE:

- DRO applicants must:
  - meet the minimum criteria set out in subrule 17(9) of the Family Law Rules in order to be considered by the Empanelment Committee.
  - authorize the Empanelment Committee to make an independent and confidential inquiry about them with the Law Society of Ontario to confirm information provided below.
  - provide the following information from LawPro:
    - confirmation that he or she has the basic errors and omissions insurance in place and the date of expiry of that policy.
    - a claims history showing:
      - any claims that have been made against him or her in the last ten years and whether any of those claims remain outstanding.
      - any claim payments that have been made by or on behalf of LawPro as a result of an error or omission over the last ten years.
- Applications will be scored based on the written information that is provided by each applicant and should therefore be thoroughly and carefully completed.
- While it is not necessarily a pre-requisite, experience in and familiarity with the local family court operations will be given significant weight in the selection criteria.
- Approval from the Regional Senior Justice of the region(s) to which the application relates will also be required. **The Empanelment Committee** will request this approval for each applicant, after responses have been received from both LawPro and the Law Society of Ontario. Candidates should **not** seek this approval directly.
- Each Regional Senior Justice may accept candidates to the panel as he or she deems appropriate. This decision is not subject to review or reconsideration.
- A candidate who is not accepted as a DRO may request a debrief with a Ministry of the Attorney General representative to receive feedback regarding the reasons why his or her application was not successful.

- All candidates who are offered a position will be required to complete a Security Clearance Check prior to being empanelled.
- After being empanelled, DROs must participate in accessibility training as directed by the Ministry of the Attorney General. This training is available remotely.
- Continuance on the DRO roster for subsequent years is not guaranteed for successful applicants. DROs may not be asked to continue to provide services if issues arise with respect to either their availability or their conduct of DRO sessions.
- If you require accommodation, please advise the DRO Empanelment Coordinator.
- Send completed Application packages by mail or email to:  
DRO Empanelment Coordinator  
Ministry of the Attorney General  
720 Bay Street, 2<sup>nd</sup> Floor  
Toronto, ON  
M5G 2K1  
[droempanelment@ontario.ca](mailto:droempanelment@ontario.ca)

**Location(s) Applied For:**

**1. PERSONAL INFORMATION**

Name:

Address:

Telephone Number:

Facsimile Number:

E-mail Address:

Year of Call (Ontario):

Year of Call (Other Jurisdiction – Please Specify If Applicable):

LSO Number:

**2. FAMILY LAW EXPERIENCE** (Provide the most recent information first):

Year(s):

Firm Name & Location:

Percentage of Time Devoted to Family Law:

Year(s):

Firm Name & Location:

Percentage of Time Devoted to Family Law:

Year(s):

Firm Name & Location:

Percentage of Time Devoted to Family Law:

**3. DETAILS OF FAMILY LAW PRACTICE IN PAST 5 YEARS** (The figures provided should total 100%):

- a. Percentage of practice devoted to negotiation, including collaborative family law:
  
- b. Percentage of practice devoted to litigation:
  
- c. Percentage of practice devoted to providing ADR services (e.g. acting as a mediator or arbitrator):

**4. ADR EXPERIENCE & ACCREDITATION**

- a. Describe here your experience, if any, acting as a mediator or arbitrator for family law disputes. If you are an existing DRO, you do not need to address that experience in this question.

- b. Describe any ADR accreditation that you have received (e.g. accredited family mediator or arbitrator).

## **5. DRO EXPERIENCE**

Have you ever been appointed as a DRO in any jurisdiction?

Yes

No

If yes, please indicate the program location(s) and year(s):

## **6. CONTINUING LEGAL EDUCATION PROGRAMS RELATED TO FAMILY LAW/ADR**

DROs are expected to keep abreast of developments in family law. List the family law continuing legal education programs that you have attended within the last three years. Alternatively, you may attach a detailed summary of the programs that you have taken as reflected in the Law Society portal.

## **7. COURSES TAUGHT IN FAMILY LAW/ADR**

List any family law continuing legal education programs and legal or public family law seminars that you have presented at in the last 5 years.

## **8. LOCAL FAMILY COURT COMMITTEES**

Indicate here if you are or have been a member of your local bench and bar, community liaison or community resource committee, and the relevant membership dates/years.

## **9. CURRENT MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS**

List your memberships in **all** relevant professional organizations (e.g. county law association, OBA, Advocates Society, Ontario Association for Family Mediation) over the past five years and your role in that organization (if any). Please note that

positions of authority in family law organizations will be weighted more heavily in the evaluation criteria.

## **10. OTHER LANGUAGES**

Indicate if you are bilingual and able to provide DRO services in French or any other languages.

## **11. ANY OTHER QUALIFICATIONS WHICH ARE RELEVANT TO YOUR APPLICATION**

Relevant qualifications may include, but are not limited to, membership on the Office of the Children's Lawyer panel or Legal Aid Ontario's advice counsel or duty counsel panel.

## **REFERENCES**

Applicants must submit with this application the names of at least two lawyers or judges who have personal knowledge of the applicant's family law or ADR work and who would be willing to provide references in confidence to the DRO Empanelment Committee with respect to the application. The third reference will be contacted only if the first two references cannot be reached.

**Name**

**Contact Information (e-mail and telephone)**

**Name**

**Contact Information (e-mail and telephone)**

**Name**

**Contact Information (e-mail and telephone)**

**I hereby solemnly declare that the statements made in this Application are true and complete.**

**I MAKE THIS SOLEMN DECLARATION** conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

**DECLARED** before me at the

of

in the

this

day of

,

2019

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Signature of Declarant

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Signature of Commissioner, Etc.

**AUTHORIZATION AND DIRECTION**

To: Law Society of Ontario

From:

Re: Application to Dispute Resolution Officer (DRO) Panel

This is your good and sufficient authority and I hereby authorize and direct the Law Society of Ontario to provide the DRO Empanelment Committee with any information regarding my membership with the Law Society of Ontario, including but not limited to:

- Confirmation of my standing
- My disciplinary history with the Law Society of Ontario
- Whether I have or am currently participating in the professional standard's department Practice Review Programme
- A list of any unresolved complaints against me.

Dated at

this

day of

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2019

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Name of Applicant

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Witness



## REQUEST FOR INFORMATION

To: [service@lawpro.ca](mailto:service@lawpro.ca)

From:

Re: Application to Dispute Resolution Officer (DRO) Panel

Please forward to me documentation regarding my professional liability insurance with LawPro including:

- Confirmation that I have the basic errors and omissions insurance in place and the date of expiry of that policy
- A claims history showing:
  - any claims that have been made against me in the last ten years and whether any of those claims remain outstanding
  - any claim payments that have been made by or on behalf of LawPro as a result of an error or omission committed by me over the last ten years.

Dated at

this

day of

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2019

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Name of Applicant

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Witness