



A checklist about next steps

Use this checklist to help you get organized to deal with your legal issue.

Communicate with others about the problem

- If possible, try talking with or writing to the person or business that you're having the problem with.**
 - If you have done this but had no response, try following up.
- If you're complaining about an organization or business, try to find out who the best person is to speak to about your problem in the organization or business.**
- Find out if there is a complaints process you have to follow and what steps you need to take.**

Make notes about the problem

- Write down what happened in the order that it happened, with dates.**
- Start keeping a log of anything else that might happen, for example, keep a dated record of any incidents, payments made, etc.**
 - An easy way to do this is to make brief notes on a calendar page.

Prepare for your appointment with a lawyer, paralegal or legal clinic

- Write out a list of the questions you want to ask.**
- Gather all documents related to your situation before the appointment.**
- Bring all documents related to your situation, your identification and your contact information to the appointment – some examples are:**
 - housing law problem: copy of the tenancy agreement, any rent receipts, any eviction notices or notices of hearing
 - employment law problem: copy of the employment agreement, the Record of Employment if you have been fired or laid off, or any documents relating to your employment insurance claim
 - social assistance problem: copy of any letters or notices that you have received from Ontario Works or the Ontario Disability Support Program
 - family law problem: copy of any court documents, support orders or agreements



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