

Timelines for Lawyers to Respond to LRCY Offers

Level of Urgency	Number of Days to Court	Maximum Time LRCY Allows Lawyer to Respond to an Offer
Non-urgent Appointment	4 days or more	By the end of the next business day
Urgent Appointment	2 – 3 days	1 hour
	Next day	First available lawyer on roster

If a lawyer does not respond in the allotted time period, the next lawyer on the roster is contacted and offered the appointment. This process continues until a lawyer is appointed.

ii. Roster Rotation Guidelines

To ensure equal opportunities for offers, a lawyer's name rotates through the roster according to specified guidelines.

Depending on a lawyer's response to an offer and the category of the appointment, a lawyer's name may rotate to the bottom of the roster or remain static. If a lawyer has indicated that she is available to receive offers in multiple jurisdictions, her response to an offer for one jurisdiction impacts her overall standing on the roster.

When a lawyer is temporarily unable to accept offers, LRCY requires that the lawyer provide written notification specifying the dates the lawyer will be unavailable. From the commencement of the lawyer's unavailability, the lawyer's name is placed in a holding position on the roster until the date the lawyer will be available. If LRCY is not advised and contacts the lawyer with an offer for a regular appointment which the lawyer is unable to accept, his or her name will move to the bottom of the roster.

Guidelines for Roster Rotation

Category of Appointment	Lawyer's Response to LRCY Offer	Corresponding Movement of Lawyer's Name on LRCY Database
Regular	Decline	Lawyer's name rotates to bottom of roster.
Regular	Accept	
Regular	Didn't respond in time	
Urgent or regular from the extended list	Accept	
Urgent	Accept	
Urgent	Decline	Lawyer's name does not move.
Urgent	LRCY can't wait for lawyer's response	
Urgent or Regular	Lawyer is in a conflict of interest	
Regular from the extended list	Decline	
Urgent or Regular	Accept a youth's request to have the lawyer as counsel	

For the purpose of this section, "Urgent" appointments include appointments where there are 3 or less working days between the date of the offer and the date of court. "Non-urgent" appointments include appointments if there are 4 or more days between the date of the offer and the date of court.

In exceptional circumstances, the LRCY Manager may exercise his or her discretion to appoint a lawyer outside of the roster rotation rules.