



Lawyer Portal Basics

Module 1 Version 3.0: April 2025

All lawyer interactions with Legal Aid are managed using Lawyer Portal. Lawyer Portal is used to view client information, view/accept offers, request additional coverage where required and invoice.



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Logging in and out of Lawyer Portal

1.1 Initial Login

To sign into the portal for the first time you will need your Username and Password, which was provided to you by Legal Aid in the 'Welcome to the Roster' email.

Once you are in Lawyer Portal, you will be required to set up multi-factor authentication. See [Get Started with MFA](#) for more information and step by step instructions.

1.2 Future Login: <https://lawyerportal.legalaid.ab.ca>

Enter the Username and password.



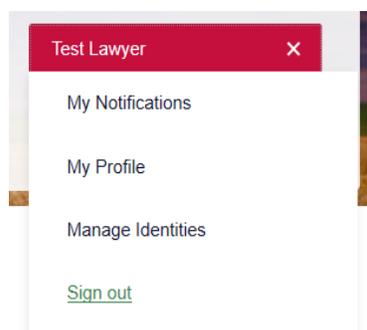
Sign in with your Legal Aid account

Sign in

Sign-in to Legal Aid requires a valid username and password issued by Legal Aid.

1.3 Logging Out

Signing out of Lawyer Portal is done by selecting the drop-down menu next to your name at the top right-hand side of the screen. The menu will display an option to Sign out of the Lawyer Portal. Selecting this option will sign you out of the Lawyer Portal.



Navigation Bars

2.1 Top Navigation Bar

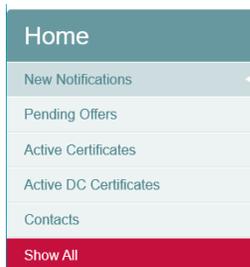
The text options just below the Legal Aid logo at the top of the screen is called the Navigation Bar and provides quick access to the areas of the portal that will be used most often. These links will be available from each page in the Lawyer Portal, not just the Home Page.



2.2 Side Navigation Bars

Depending on what link you have selected from the top navigation will determine the side navigation options.

1. Home



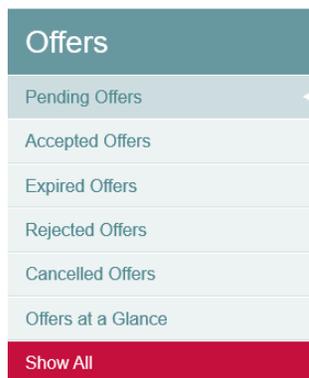
2. Certificates



3. Invoices



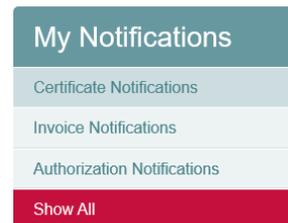
4. Offers



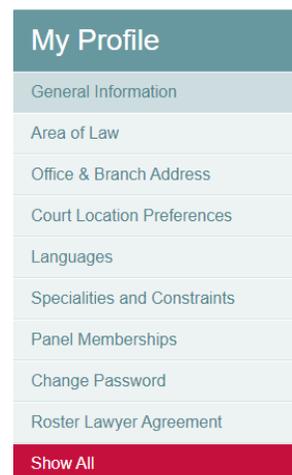
5. My Duty Counsel Schedule



6. My Notifications



7. My Profile



Search Function

3.1 Certificate Search

The following fields are searchable on a certificate:

1. Certificate Number
2. Client's Last Name
3. Client's First Name
4. Certificate Type: Client Based or Duty Counsel
5. Service Type: Duty Counsel Services, Lawyer Representation, Limited Hrs Cert, Limited Hrs – Bail Only, Limited Hours Cert – Opinion
6. Status: Active, Completed, Stopped, Cancelled
7. Certificate Issued within the Last: 06 months, 12 months, 18 months, 18+ months

3.2 Invoice Search

The following fields are searchable on an invoice:

1. Invoice Number: automatically generated by LA
2. Vendor Invoice Number: Counsels internal invoice number, if applicable
3. Certificate Number
4. Client's Last Name
5. Client's First Name
6. Status: Draft, Approved, Rejected, In Review, Void
7. Invoice created within the Last: 06 months, 12 months, 18 months, 18+ months
8. Date of Submission Start
9. Date of Submission End
10. Date of Payment

Managing Identities

4.1 Sending Assistant and Lawyer Invitations

Assistants and Lawyers are able to send invitations to connect profiles. This relationship must be created for assistants to view the Lawyers' Certificate and/or accept Offers.

Note: Each user must be on the LAA roster to connect. If not, they must complete an application on the LAA website.

The lawyer/assistant must provide you with their token by going to the 'My Profile' page and copying the Portal Invite Token:

The screenshot shows the 'My Profile' page for a user identified as 'SLAWYER T'. The 'Portal Invite Token' field is highlighted with a green circle, containing the token '1e9d07b190c914661gKvS+A'. The page also displays a 'General Information' section with fields for Name, Alberta Year of Call (2008), General E-Mail, Languages, and GST Registration Number (N/A). A 'Show All' button is visible in the left sidebar.

Once you have the Invitation Token from the user you would like to connect with, send the invitation from the Manage Identities page.

The screenshot shows the 'Assistants and Lawyers List' page. A text input field contains the invitation token '+kVYfISLukGZT+eqCbMh6w'. A 'Send Invitation' button is visible below the field. The 'Manage Identities' menu item is highlighted in the right sidebar.

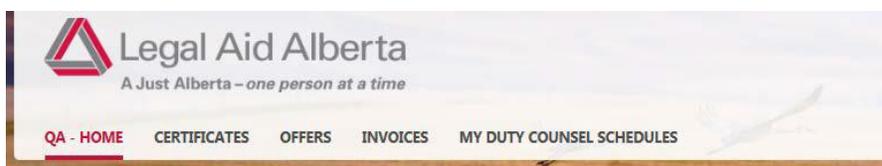
Copy and paste the information in the box shown above and click "Send Invitation". The other person will now receive the invitation.

4.2 Accepting Assistant and Lawyer Invitations

The individual receiving the invitation will be shown two options from the 'Manage Identities' page:

- Approve Access
- Remove Access

The individual will either approve or select remove as shown in the snapshot below:



Assistants and Lawyers List

Enter supplied token				
Send Invitation				
Approve Access	Remove Access	Manage Identities	Assistant	N/A

If approve is selected, 'Remove Access' will remain in the event the person would like to remove the individual in the future.

If remove is selected, the individual will be removed from the Lawyer's account.

Note: You may need to refresh or reselect the Manage Identities link to see the invited user on your list.