

— SOUND FAMILIAR? —

Board work is paralegal work. But files don't stay at the Board.

LTB Intake & File Checklist — Paralegal Edition (Ontario) · five matter types · one file · opens in your browser

- ✓ **The notice claims one figure, the ledger shows another.** Nobody reconciled them before service — and the whole file may start again.
- ✓ **The arrears “ledger” is a shoebox of e-transfers.** Post-notice payments were never recorded, dated, or reconciled.
- ✓ **The order is heading to an appeal.** Was the scope check done — and if it's a referral, has the window been ascertained before the hand-off?
- ✓ **The eviction order arrived Friday.** The enforcement date was never ascertained — and every remaining option is measured from it.

The tool flags all four while you type — and 70 more. Every critical flag opens a practice note: what to watch for, why it comes up, and what you should check.

SCOPE-AWARE BY DESIGN

At every step that heads beyond the Board — appeal, judicial review, court enforcement — the tool prompts the scope check, and where it's a referral, the window gets ascertained and recorded first.

LEDGER AS THE FILE

Month-by-month arrears built from bank records, post-notice payments recorded and dated, and a notice-to-ledger cross-check that fires before service — to the dollar.

HONEST BY DESIGN

It never states the law, a rate, a deadline — or anyone's scope of practice. It tells you which questions to ask, and where to confirm the answers yourself.

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