EMERGENCYHOUSING.CA

LegalScape

User Guide & Walkthrough — with screenshots

Version 1.39.23 · October 12, 2026 · Ontario, Canada

Free forever. No account. Nothing is saved or sent anywhere.

Legal information only — not legal advice. This guide and the LegalScape tool provide legal information, not legal advice, and nothing here is counsel-approved. Have a lawyer or community legal clinic review every document before filing.

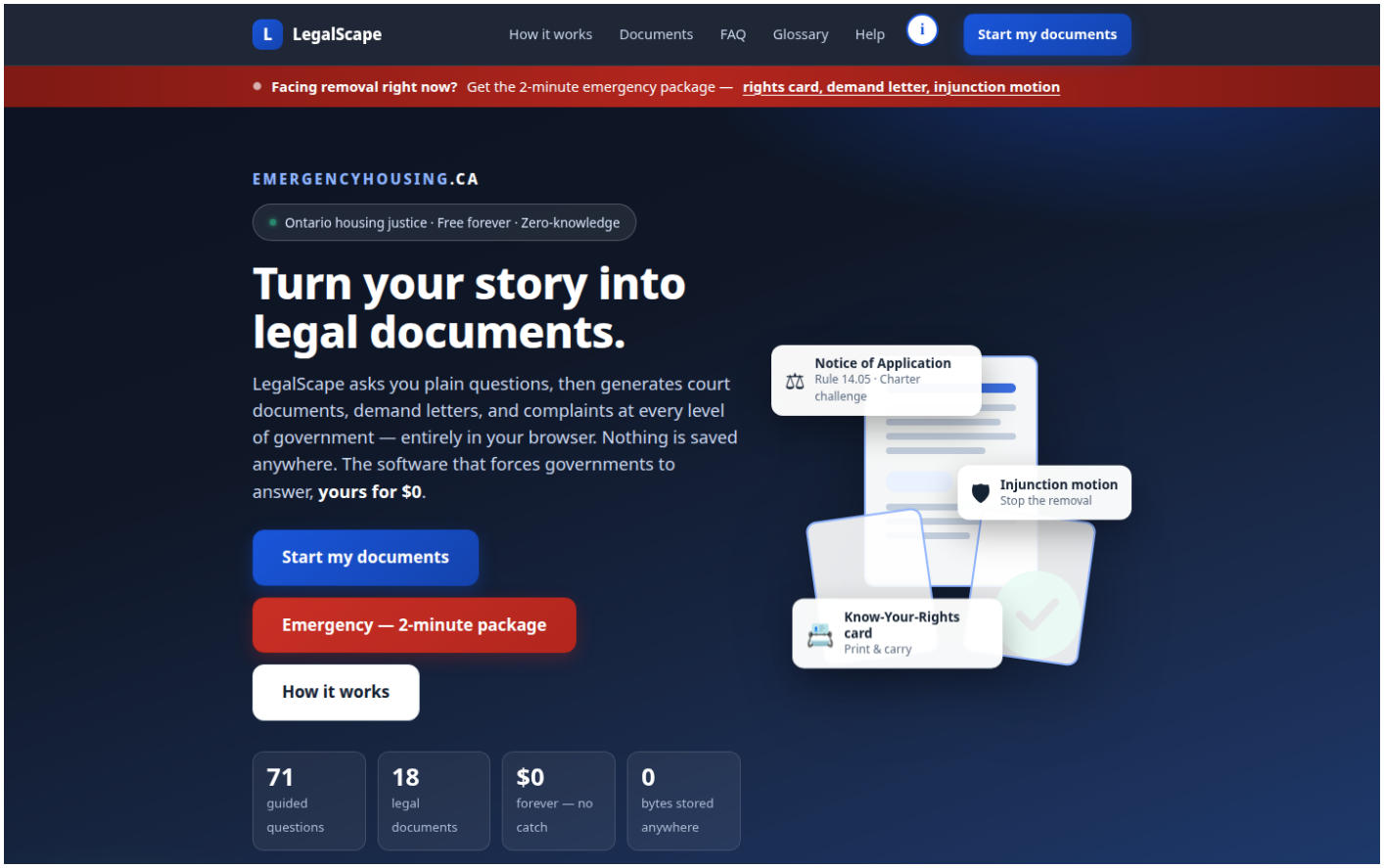
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1. What LegalScape does

LegalScape asks you plain-language questions about an encampment removal — or the threat of one —
then generates court documents, demand letters, and complaints at every level of government, entirely
in your browser. It is built for Ontario housing-justice Charter claims (sections 7 and 15).

Fully bilingual. Prefer French? Use the EN / FR toggle in the top navigation —
the entire tool switches to French: all 71 questions, all 18 document generators, buttons, help text,
the glossary, and the site itself. Generated documents can be previewed, printed, and downloaded in
French (downloaded files are named `legalscape-<id>-fr.html`).

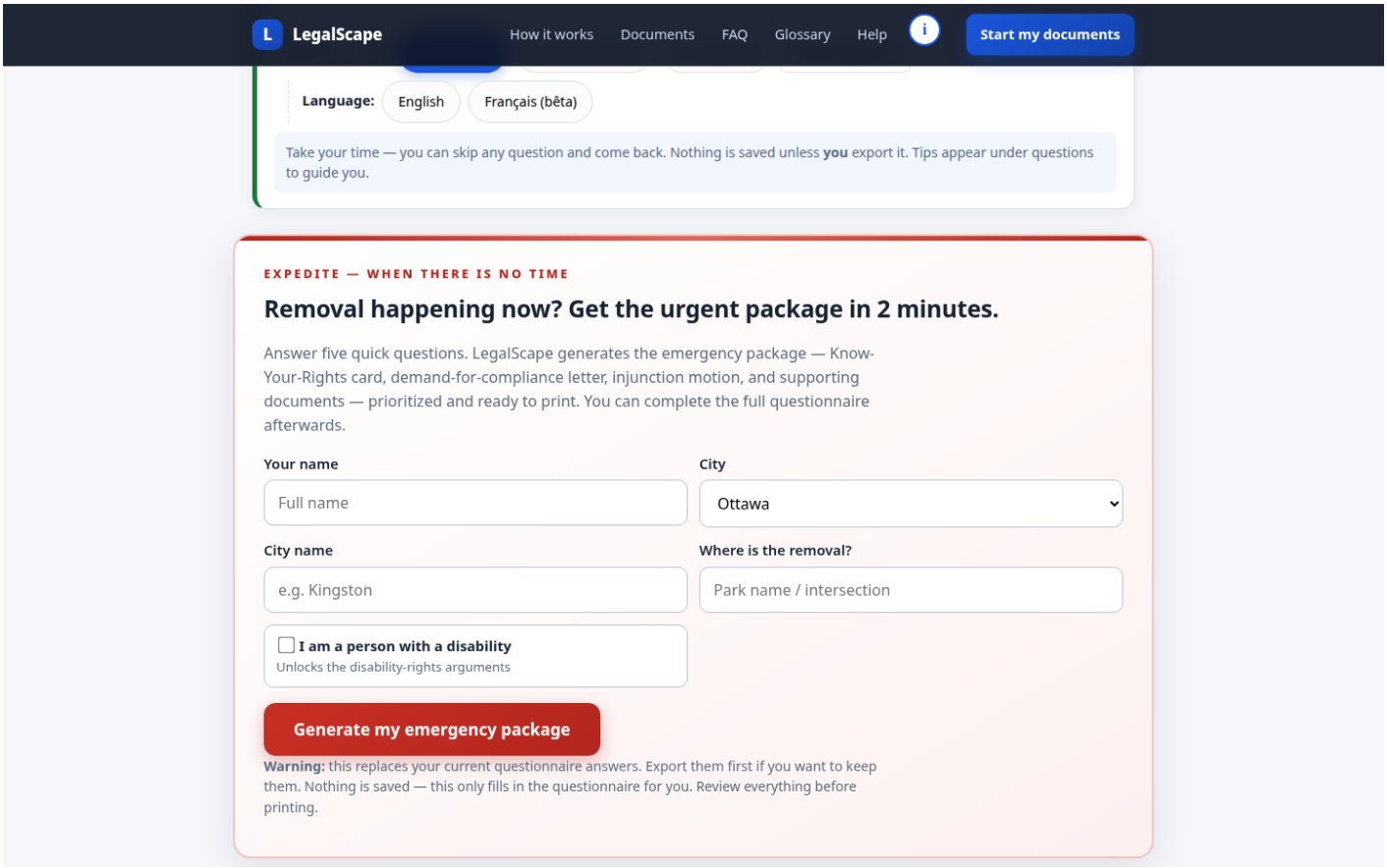


The LegalScape homepage: 71 guided questions, 18 legal documents, $0 forever, 0 bytes stored.

> **Three steps:** 1. Answer questions at your own pace — skip anything and come back. 2. Toggle clauses, insert your own paragraphs, preview instantly. 3. Print each document or all at once.

2. Emergency: the 2-minute express package

If a removal is happening now, do not start with the full questionnaire. Scroll to **Express mode**, answer five quick questions, and LegalScape generates the emergency trio: the Know-Your-Rights card, the demand-for-compliance letter, and the injunction motion.

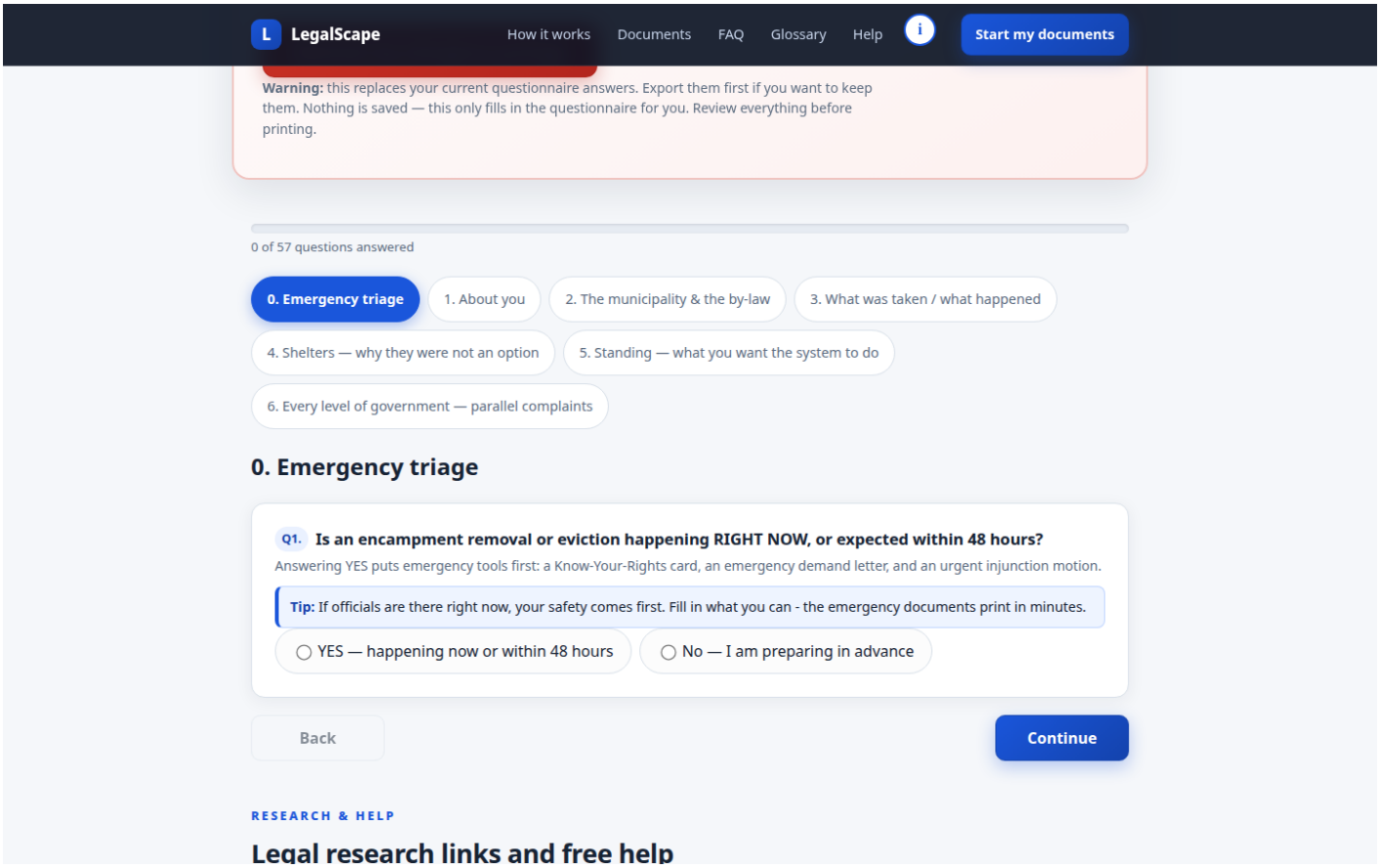


Express mode: five fields, one button, the urgent package prioritized and ready to print.

> **Print the rights card first** — carry it. Then call a community legal clinic immediately (find one via Legal Aid Ontario <https://www.legalaid.on.ca/>).

3. Answering the questionnaire

Seven sections walk through triage, who you are, the municipality and by-law, what happened,
shelters you tried, and the relief you seek. Every question you have already answered shows its
{{token}} — insert any answer into your own custom paragraphs later.



The questionnaire: plain language, tips for newcomers, progress bar, Back button on every screen.

Experience levels

Choose **New to this**, **Done this before**, or **Professional**
at the top of the page. The questions, the law, and the documents are identical at every level —
only the amount of guidance changes.

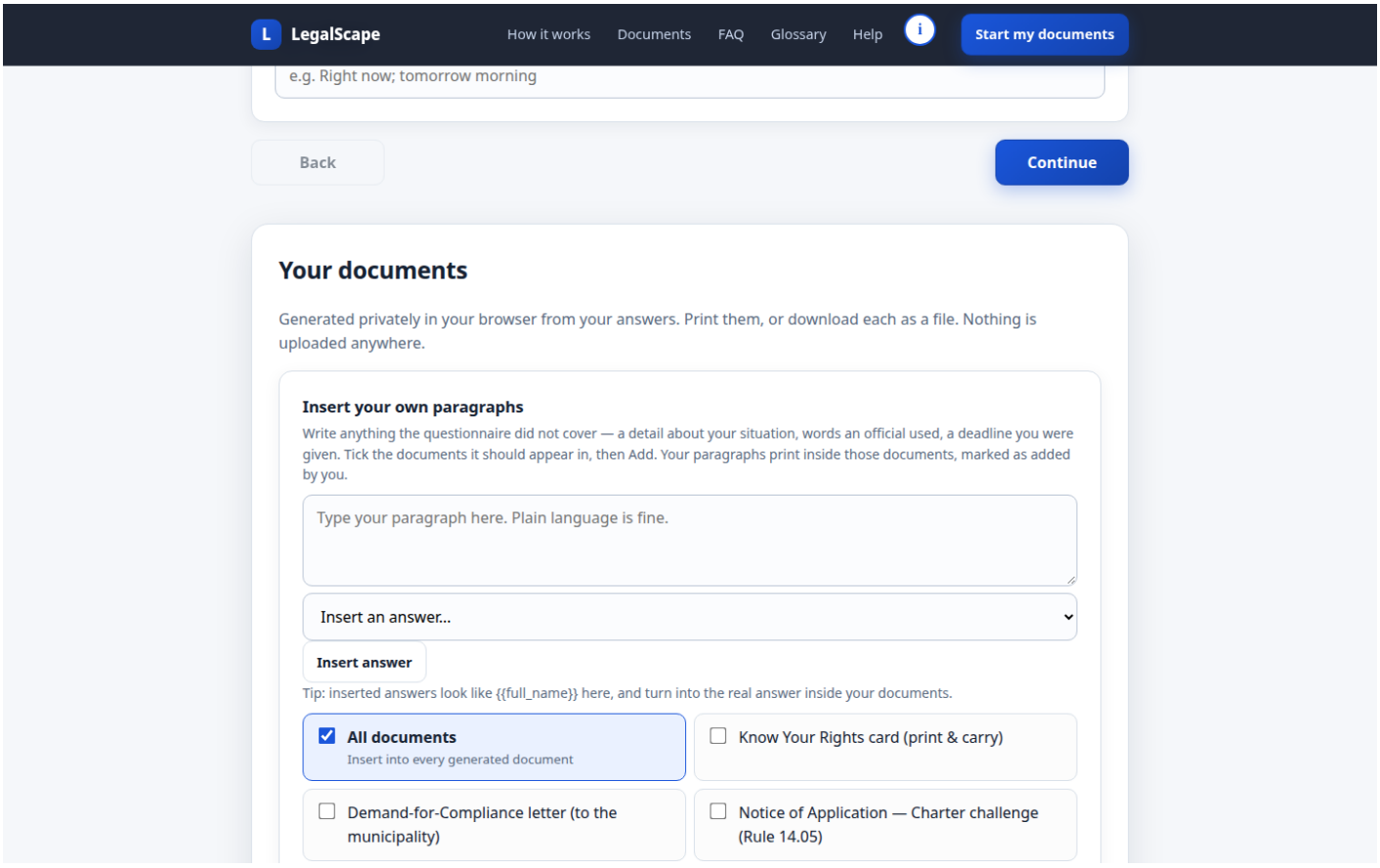
City presets

Twelve verified city presets (Ottawa, Toronto, Hamilton, Waterloo, London, Kingston, Windsor,
Mississauga, Brampton, Guelph, Barrie, and Greater Sudbury) pre-fill the municipality, the parks

by-law number and its key sections, the 2024 Point-in-Time homelessness count, and the correct
courthouse and judicial region. Each preset's by-law section numbering was verified against the
by-law text itself at the primary source — check the preset's notes for anything still marked
[VERIFY] before relying on it.

4. Your generated documents

When you finish (or run Express), up to **18 documents** are generated privately from your answers: rights card, demand letter to the municipality, demand letter to the Province and/or the federal housing minister (with a Peel Region variant for Mississauga/Brampton cases), Notice of Application (Rule 14.05), injunction motion, constitutional notice (s. 109), affidavit, Divisional Court / appeal roadmap, complaint to the City Auditor General or Integrity Commissioner, Ombudsman complaint, Human Rights Tribunal outline, Federal Housing Advocate submission, MPP/MP letters, filing checklist, fee waiver request, disability accommodation request, councillor letter, and the Book of Authorities.



Each document card offers Preview, Print, and Download. Nothing is uploaded anywhere.

Guided clauses: toggle optional paragraphs (international law, human dignity, Indigenous rights, s.35 community-displacement variant, veterans, housing-as-a-right, FAO homelessness

data) and they apply to every document instantly.

Custom paragraphs & mail-merge

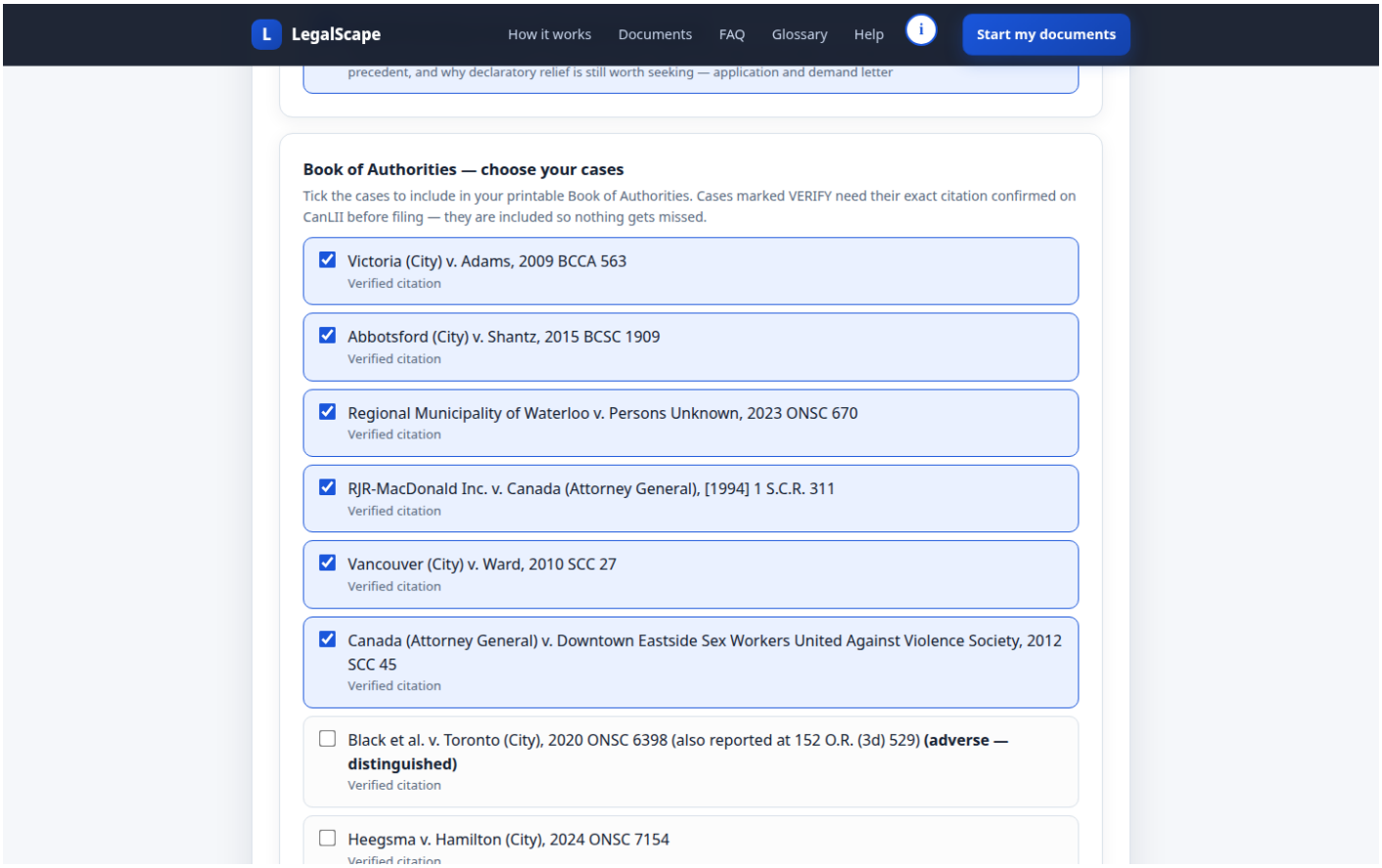
Write your own paragraph, pick which documents it appears in, and insert any answer with **{{tokens}}** (e.g. {{full_name}}). Your additions print inside the documents, marked as added by you.

Incident timeline & Information Repository

The **incident timeline tracker** logs what happened and when — 13 incident types, severity levels, and a color-coded visual timeline that prints as a formal timeline and feeds your affidavit. The **Information Repository** puts the case bank, the plain-language glossary, and the clause library one click away, with search, print, and insert-into-document.

5. Book of Authorities

The Book of Authorities is a printable, tabbed index of the key cases behind your claim — each with
its citation, court, holding, and why it matters to you. Tick the cases to include.

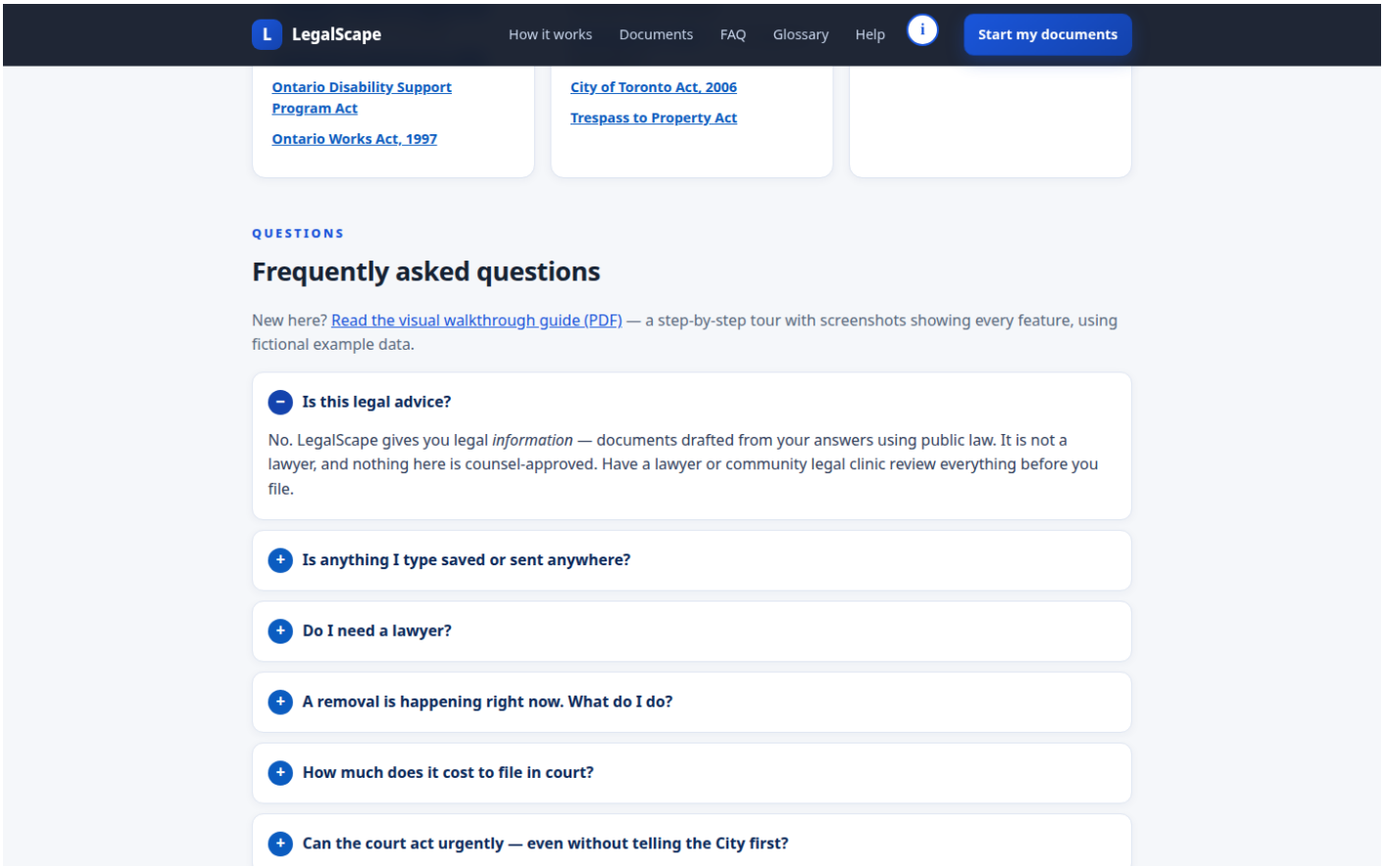


A customized case index — not the full judgments. Verify every citation on CanLII before filing.

> **Cases marked VERIFY** need their exact citation confirmed on CanLII <https://www.canlii.org/> before filing — they are included so nothing gets missed. Adverse cases are flagged and distinguished, not hidden.

6. Research links, free help & FAQ

Below the documents you will find **Research & Help**: tested links to CanLII,
Ontario e-Laws, Ontario Courts, the Ontario Human Rights Commission, the Human Rights Tribunal,
the Canadian Civil Liberties Association, the Federal Housing Advocate, the Ontario Ombudsman,
Legal Aid Ontario (find a community legal clinic), CLEO plain-language legal info — plus our own
Ontario Resource Directory,
Crisis Helpline, and
Ontario CourtBuddy.



The on-page FAQ answers the thirteen most common questions in plain language.

7. Filing knowledge base

Glossary

Applicant / Respondent
: The person bringing the court case / the party responding (here, usually the municipality).

Affidavit
: Your sworn written evidence. Every fact the judge relies on must be in an affidavit.

Notice of Application (Rule 14.05)
: The starting document for a Charter challenge in the Superior Court of Justice.

Injunction (interlocutory)
: An urgent court order stopping the removal until the full case is heard. Tested by the RJR-MacDonald factors.

Constitutional notice (s. 109)
: Notice to the Attorneys General that you are challenging a law's constitutionality — at least 15 days before the hearing.

Undertaking as to damages
: A promise to compensate if the injunction turns out to have been wrongly granted. Public-interest Charter litigants may be exempt — see the motion.

Book of Authorities
: The tabbed case index the judge reads alongside your factum.

[VERIFY]
: A mark meaning the figure, fee, or citation has not yet been confirmed against an official source. Check it before relying on it.

Court fees (verify before filing)

Step	Fee	Source
Notice of Application	**$243**	**O. Reg. 293/92**
Motion on notice	**$339**	**O. Reg. 293/92**
Notice of appeal (interlocutory or final order)	**$243**	**O. Reg. 293/92**
Perfecting the appeal	**$645**	**O. Reg. 293/92**

Fees change. The filing checklist in your documents explains fee waivers and how to confirm the current fee with the court office.

Before you file — checklist

- Counsel (lawyer or clinic) has reviewed and settled every document.
- Every [VERIFY] mark is resolved against an official source.
- Content is transferred onto the court's official forms (14E, 37A, 4F, 4D).
- The s. 109 constitutional notice was served at least 15 days before the hearing.
- Your affidavit is sworn/affirmed before a commissioner.

8. Privacy & verification

Privacy: LegalScape has no accounts, no cookies, no analytics, no network requests, and no storage of any kind. Your answers exist only in the page's memory. **Export** downloads them as a file you control; **Import** loads that file back.
Closing the tab erases everything. You can view the page source to verify this.

Verification standard: every citation, fee, form number, and figure in the generated documents is checked against an official source (court rules, statutes, the Financial Accountability
Office, municipal by-laws). Anything not yet confirmed is visibly marked **[VERIFY]** — never silently presented as fact.

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Legal information only — not legal advice. Screenshots in this guide were generated from the actual LegalScape code on 2026-10-12; sample data shown is fictional.