

African Nova Scotian Justice Institute Forensic
Assessment and Treatment Unit
Office: (902) 492-5619 * Email: ircarequest@ansji.ca

Impact of Race and Culture Assessment (IRCA) Request Form

To be completed by DEFENCE COUNSEL

Counsel Name: _____

Counsel E-mail: _____ Counsel Telephone: _____

Sentencing Position (*if known*): _____

Does client consent to share details of their legal representation? Yes No

Is the client represented by a Nova Scotia Legal Aid staff lawyer? Yes No

Is the client on a Certificate from Nova Scotia Legal Aid? Yes No

Client Information:

Client Name: _____

Date of Birth: _____

Charge(s): _____

Address: _____

Phone Number: _____ E-mail: _____

Is client in custody at the time of this request?

Yes, location: _____ No

Is client on probation? Yes No Unknown

Probation Officer Contact Information:

Name: _____

Phone Number: _____ E-mail: _____

Self Identification:

- African Nova Scotian (born and/or raised in Nova Scotia with a substantial connection to the historically Black community)*
- African Nova Scotian/Canadian (born and/or raised in Nova Scotia without connection to the historical Black community)*
- African Canadian/Black (born and/or raised outside of Nova Scotia)

*Historically Black communities are understood to be those whose ancestral origins are connected to Black Loyalists and Black Refugee populations of the 1700s, the Maroons, and Caribbean migrant population.

Do you also identify as a member of any of the following groups?

- Mi'kmaq First Nation Indigenous
- From another racialized community, please specify: _____

Gender: Male Female Prefer not to say _____

Client Collateral Contacts:

	Name	Relationship	Contact Information (Phone and E-mail)
1.			
2.			
3.			

To be completed by the CROWN

Crown File Number: _____

Police File Number(s): _____

Crown Office Location: _____

Administrative PPS contact: _____

Crown Name at the time the assessment is ordered: _____

Crown Email for Correspondence: _____

Crown Office Phone Number: _____

Sentencing position (if known): _____

Is the Crown considering a Federal Sentence for this matter? (if known) Yes No

Please ensure the following documentation is provided with this request, if available:

- JEIN/PICS (Pending/Sentenced/Other Matters/SOTs/Orders)
- CPIC/CNI
- PSR
- Any other relevant documentation (i.e., Gladue Report, Witness Statements)
- Disclosure: Crown Brief Report General Occurrence Hardcopy

If the facts as presented in the disclosure are in dispute, please discuss whether one of the following should be obtained before the request is sent to the assessor. If, to avoid delays, the request is sent without one of the following attached, one may be requested at a later date if required by the assessor.

- An Agreed Statement of Facts Court recording of the facts as accepted by the Court.

To be completed by the COURT

JEIN Person ID: _____ Case Number(s): _____

Sentencing Date: _____

Requested IRCA Return Date: _____

Name of Judge ordering IRCA: _____

Court Location: _____

E-mail addresses of Court Clerk who should receive the completed IRCA and Court Supervisor:

Please select one: Full IRCA IRCA Update IRCA Letter

Full IRCA: An Impact of Race and Culture Assessment (IRCA) utilize a cultural lens to consider the intersection or in many ways the disconnect, between race, the criminal justice system and an individual's pathway to crime. An IRCA consists of interviews with the client and collateral (individuals that the client identifies as persons the assessor should speak with directly). Interviews can be done in person or virtually. It also entails reviewing pertinent information and documentation. Once completed, the IRCA report is sent to the Court for review by the judge, legal counsel, and crown counsel.

IRCA Update: An IRCA Update could be appropriate if a full IRCA has already been completed in the past 2 years. We will review what has occurred in the client's life since full IRCA, consider IRCA recommendations (whether they were implemented, access to services, racial or cultural factors), and also considers if some significant life events have occurred to help determine whether a new full IRCA is required. This can be done in consultation or communication with court services.

IRCA Letter: An IRCA Letter is a scaled down version of a full IRCA. A letter may aid the Court if there is a restricted timeline or may be appropriate for less serious matters.

