

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

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**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.

Has a Pre-Sentence Report been ordered/submitted to the court? *(If so, please attach.)*

Yes       No

Submitted by: \_\_\_\_\_  
Name Role

Date submitted: \_\_\_\_\_

Copy of the Court Order has been attached to this request.

Contact Information:

Primary Contact at the ANSJI:

- Raytia Turney, Senior Clinician – Forensic Assessments & Treatment Unit
- Email for IRCA Requests: [ircarequest@ansji.ca](mailto:ircarequest@ansji.ca)
- Office Number: (902) 492-5619
- Work Email: [raytia.turney@ansji.ca](mailto:raytia.turney@ansji.ca)