



CERTIFIED SPECIALIST PROGRAM Statement of Reference Form

Referees are requested to complete this form in a frank and objective manner on the basis of their direct knowledge of the applicant's work in the specialty area. If more space is required, please attach additional sheets. If you have any questions please contact the Certified Specialist Program via phone at 416-947-3414 or 1-800-668-7380 ext. 3414 or via email at certspec@lso.ca.

Applicant's full name:

Area of specialty:

Name of referee:

Firm/Employer of referee:

Referee telephone:

Ext:

Referee year of call:

1. Are you currently licensed to practise law in Ontario?

Yes No

2. Are you a certified specialist?

Yes - if yes please indicate in which area(s) you specialize:

No - if no, please indicate what percentage of your practice is devoted to this area: %

3. Briefly describe the nature and scope of your practice:

4. How long have you known the applicant professionally?

5. Describe in what capacity you deal professionally with the applicant.

6. Are you aware of any unprofessional conduct by the applicant toward another person, including a judge, lawyer or client?

Yes No

If yes, please describe:

7. Are there any incidents in the applicant's legal practice which, in your opinion, reflect a lack of competence and/or legal, ethical and/or moral judgment?

Yes No

If yes, please describe each such incident (if you would be more comfortable giving your comments verbally, please contact the Certified Specialist Program at the number below)

8. Have you referred, or would you refer, a specialty matter of substance to the applicant?

Yes (If yes, please state feedback)

No (If no, why not?)

9. Based on your professional knowledge, please rate the applicant's competence in the specialty area by using the rating grid below. Please compare the applicant to all other practitioners in this specialty area with whose practices you are familiar.

Highest Rating	Very Good	Average	Poor	Unknown
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- a) Preparation (including document preparation)
- b) Resourcefulness
- c) Knowledge of substantive issues in the specialty area
- d) Knowledge of procedure in the specialty area
- e) Effectiveness of advocacy (court presentations, negotiations etc. as applicable)
- f) Consideration for the interests of clients
- e) Reputation in the legal community for ability to handle a specialty matter
- f) Reputation in the legal community for ethical conduct

If you would like to explain any of your particular ratings please do so:

10. State your opinion of the applicant's ability to handle, resolve through negotiation, try and/or appeal a serious or complex specialty matter:

11. In your opinion, does the applicant have the skills, aptitude and experience in the specialty area to warrant identifying to the public as a certified specialist?

Yes No

Please explain:

12. Do you have any further comments that you feel may be helpful in the assessment of this applicant?

13. I certify that any information in this Statement of Reference Form is from my personal knowledge and is correct. I am providing this information to the Certified Specialist Board and staff of the Law Society with the understanding that it will not be disclosed to the applicant. I also understand that a composite summary of all assessments received may be provided to the applicant upon request without identifying their sources. I agree that I will keep this information confidential.

Signature: _____ Date: _____

Please submit this completed form in one of the following formats:

- written hard copy in a sealed envelope – mailed directly to the Law Society's Certified Specialist Program;
- written hard copy in a sealed envelope, with the signature of the referee along the seal – included in the application package sent by the applicant; or
- emailed directly to the Certified Specialist Program (certspec@lso.ca) by the referee – provided that nobody else is copied on the email