



About Services Delivered by Lawyers and Paralegals Through Civil Society Organizations

To make lawyer and paralegal services more accessible, the Law Society has approved a registration system that enables lawyers and paralegals to provide their professional services to the public as employees of charities and not-for-profit corporations. Under this initiative, registered charities and not-for-profit corporations can register with the Law Society to employ lawyers and paralegals to deliver legal services through their organizations directly to their clients. Lawyers and paralegals employed by charities and not-for-profit corporations may provide free lawyer and paralegal services to clients of the organization.

APPLICATION CHECKLIST – Please submit the following:

1. Complete and original application form – DO NOT FAX OR EMAIL

The Law Society of Ontario may investigate or verify any information supplied in this application, and may require further information from you before the Organization is registered as a Civil Society Organization. **Omissions or inaccuracies in responses may delay processing.**

If the space provided for any answer is insufficient, attach a separate sheet that is signed and dated by the applicant and staple it to the application.

2. Additional Documents

Submit additional relevant documents to comply with specific application requirements.

QUESTIONS?

Please direct questions about review and registration of this application to **Complaints & Compliance** by calling 416-947-3315 and asking to be transferred, or emailing lsforms@lso.ca.

MAILING ADDRESS

Mail original applications and supporting documents to:

Law Society of Ontario, Complaints & Compliance
Osgoode Hall
130 Queen St W
Toronto ON M5H 2N6

DO NOT FAX OR EMAIL



PART A: APPLICANT'S INFORMATION

1. Registered Charity or Not-For-Profit Corporation Information

Legal name of the charity or not-for-profit corporation ("Organization"):

Operating or trade name (if different from legal name):

Please select only one:

Registered Charity

Registration Number:

Not-for-Profit Corporation

Business Number:

Address (street, unit, city, province, postal code):

Phone:

Fax:

Website (if applicable):

2. Organization Representatives/Contacts

a) Representative and contact person:

Full Name:

Title:

Phone 1:

Business

Mobile

Phone 2:

Business

Mobile

Email:

b) Alternate representative and contact person:

Full Name:

Title:

Phone 1:

Business

Mobile

Phone 2:

Business

Mobile

Email:

PART B: SERVICES PROVIDED BY THE ORGANIZATION

3. Services Provided by the Organization

Please briefly describe the services provided by the Organization and/or its mandate.

4. Area(s) of Law/Legal Services

In general, what legal services will be provided by lawyers/paralegals employed by the Organization?

5. Provision of Lawyer and/or Paralegal Services Together With Other Services

Will the lawyer and/or paralegal provide professional services separate and apart from other client services, or will lawyer and/or paralegal services be provided at the same time or together with other services?

Please select only one:

Lawyer or paralegal services only

Lawyer or paralegal services and other services

Please briefly describe the lawyer or paralegal services that will be delivered together with other services.

PART C: REQUIRED CONDITIONS

By signing this registration form, the Organization acknowledges and accepts the conditions under Law Society of Ontario (“LSO”) By-Law 7, Part VI including the following conditions:

- i) that lawyers or paralegals (“LSO licensees”) serving clients of the Organization by practising law or providing legal services on behalf of the Organization will do so only as employees of the Organization;
- ii) that services provided by LSO licensees to clients of the Organization on behalf of the Organization will be provided at no cost to the clients in any form, although the Organization may charge costs for disbursements;
- iii) that neither LSO licensees nor the Organization may receive or pay referral fees in connection with the practice of law or provision of legal services;
- iv) that all LSO licensees will have control over the delivery of their services to clients of the Organization;
- v) that all appropriate confidentiality and privilege will be protected by the LSO licensee, and respected by the Organization; the LSO licensees serving clients of the Organization will only disclose client information with the client’s consent, or as required by law;
- vi) that all LSO licensees employed by the Organization will follow the professional conduct rules;
- vii) that if there is a change in information, the Organization will notify the LSO in writing of such change as soon as the change is known to the Organization; and
- viii) that the Organization must file a Report each year with the LSO in the form and by the date required by the LSO.

I understand that the Organization may be de-registered at any time at the LSO’s discretion for failing to adhere to any of the conditions set out in this form or for whatever other reasons determined by the LSO. I authorize the LSO to make public information about de-registering of the Organization.

PART D: ORGANIZATION AUTHORIZATION

I hereby authorize the LSO to make inquiries of any person, government, official or body, about the status of the registering Organization. I will provide any additional specific authorization or any release that is required for the purpose of enabling the LSO to obtain any information required to register the Organization, including, without limitation, documents relating to the Organization’s status. I further authorize the LSO to make information about the registering Organization available to the public.

I declare that all information supplied by me with respect to this application, and in the documents provided in connection with this application, if any, is true, accurate, and complete.

Signature

Date

Full Name:

Title:

I have the authority to bind the Organization