APPLICATION FOR CANADIAN LEGAL ADVISOR CERTIFICATE – QUEBEC NOTARIES UNDER PART VII OF BY-LAW 4

ABOUT CANADIAN LEGAL ADVISOR CERTIFICATES

Pursuant to the Quebec Mobility Agreement, lawyers from the Chambre des Notaires du Québec may apply for a Canadian Legal Advisor Certificate.

A Quebec Notary who is issued a Canadian Legal Advisor Certificate is authorized to do any of the following in Ontario under Part VII of By-Law 4:

1. Give a person advice with respect to,
   a. the laws of Quebec,
   b. the laws of Canada, and
   c. public international law.

2. Select, draft, complete or revise a document for use in a proceeding with respect to matters concerning the laws of Canada, if the laws of Canada expressly authorize the person to represent a party in the proceeding.

3. Represent a person in a proceeding before an adjudicative body with respect to matters concerning the laws of Canada, if the laws of Canada expressly authorize the person to represent a party in the proceeding.

Canadian Legal Advisor Certificates are issued by calendar year. You must renew a Canadian Legal Advisor Certificate each calendar year in order to continue to maintain Canadian Legal Advisor status in Ontario.

APPLICATION CHECKLIST

1. Submit the 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 application is approved. **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. Submit proof of payment or payment in the form of either:

   • A receipt for payment by credit card from the Law Society Store at [store.lso.ca/cla](http://store.lso.ca/cla). Select “Certificate (Quebec Notary) Application Fee” from the Other Fees Menu

   OR

   • A certified cheque or money order in Canadian funds payable to the “Law Society of Ontario”.
Application Fee: $500.00
HST: #121712863 $65.00
Total: $565.00

The application fee is non-refundable and non-transferable. The Law Society will not process applications submitted without proof of payment or a certified cheque or money order.

3. Certificate(s) of Standing:
Original and certified (with seal) Certificate(s) of Standing (dated within the last 30 days) from the Chambre des Notaires du Québec as well as from any other Law Society of which you are or have been a member, inside and outside of Canada. To be forwarded directly from the governing or regulatory body to the Law Society (address below).

NOTE: Your Certificate(s) of Standing must be replaced if it becomes more than 60 days old at the time your application is ready to be approved by Complaints & Compliance.

4. Proof of Insurance:
Submit a Certificate of Insurance from your professional liability insurer demonstrating that you have professional liability insurance for legal advice you provide in Ontario that is reasonably comparable in coverage and limits to professional liability insurance that is required of a lawyer in Ontario (currently at least $1,000,000 per claim and $2,000,000 in the aggregate, plus coverage for defalcations).

5. Submit additional relevant documents to comply with specific application requirements.

QUESTIONS?
Please direct questions about the review and approval of this application to:

Complaints & Compliance
Phone: 416-947-3315 (ask to be transferred)
Email: lsforms@lso.ca

MAILING ADDRESS
Mail original applications and supporting documents to:

Law Society of Ontario, Complaints & Compliance
Osgoode Hall, 130 Queen Street West, Toronto, Ontario M5H 2N6

DO NOT FAX OR EMAIL
PART A – APPLICANT’S INFORMATION

1. PERSONAL INFORMATION

Applicant’s Full Name:

2. HOME CONTACT INFORMATION

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

Phone:

Mobile:

Email:

3. BUSINESS CONTACT INFORMATION

Business/Employer Name and Address (street, city, province, postal code):

Phone:

Mobile:

Fax:

Email:

Which address should be used for contacting you? Circle one:

HOME OR BUSINESS

Please notify the Law Society immediately after any change in contact information.

4. CHAMBRE DES NOTAIRES DU QUÉBEC (“CHAMBRE”) INFORMATION

Date entered on the Roll of the Order:
5. CANADIAN MEMBERSHIP INFORMATION

List any Canadian Law Societies you are or have been a member of:

**Name of Law Society:**

Date of Licence:

Member/Licence Number:

Status:

Name called/licensed under (if different from personal information in question 1):

**Name of Law Society:**

Date of Licence:

Member/Licence Number:

Status:

Name called/licensed under (if different from personal information in question 1):

6. MEMBERSHIP INFORMATION - OUTSIDE OF CANADA

List any Law Societies outside Canada you are or have been a member of:

**Name of Law Society:**

Date of Licence:

Member/Licence Number:

Status:

Name called/licensed under (if different from personal information in question 1):
Name of Law Society:

Date of Licence:

Member/Licence Number:

Status:

Name called/licensed under (if different from personal information in question 1):

Provide an original Certificate(s) of Standing (dated within the last 30 days) from each Law Society of which you are or have been a member, inside and outside of Canada.

NOTE: Your Certificate(s) of Standing must be replaced if it becomes more than 60 days old at the time your application is ready to be approved by Complaints & Compliance.
PART B - GOOD CHARACTER
Circle YES or NO for the following questions. If you answer YES to any of the questions in this part, provide full details on a separate sheet and attach any relevant documents including orders and/or judgments.

7. Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere?
   YES  NO

8. Have you ever been found guilty of, or convicted of, any offence under any statute in Canada or elsewhere? Exclude speeding and parking tickets
   YES  NO

9. Has judgment ever been entered against you in an action involving fraud?
   YES  NO

10. Are there any outstanding civil judgments against you?
    YES  NO

11. Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?
    YES  NO

12. While attending a post-secondary institution, have allegations of misconduct ever been made against you or have you ever been suspended, expelled or penalized by a post-secondary institution for misconduct?
    YES  NO

13. Have you ever been refused admission as a student-at-law, articled clerk or similar position in any professional body?
    YES  NO

14. Are you now or have you ever been suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise the subject of discipline in any jurisdiction(s) where you are or were licensed to practise law or provide legal services?
    YES  NO
15. Are you now or have you ever been a member of a professional/regulatory/governing body (other than the Chambre or a Canadian Law Society) in any jurisdiction?

   YES  NO

16. Have you ever been denied a licence or permit, or had any licence or permit revoked for failure to meet good character requirements?

   YES  NO

17. Are you now the subject of a prosecution or have you ever been prosecuted, suspended, disqualified, censured, the subject of a conduct, capacity or competence proceeding or otherwise disciplined by any professional organization?

   YES  NO

18. Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of the Chambre or your Law Society or professional/regulatory/governing body?

   YES  NO

19. Are you now or have you ever been the subject of an insurance claim under a policy for professional liability insurance?

   YES  NO

20. Have you ever been discharged from any employment where the employer alleged there was cause?

   YES  NO

21. Have you ever been disciplined by an employer, or been a respondent in proceedings, in relation to a Human Rights Code violation (e.g., sexual harassment, racial discrimination)?

   YES  NO

22. Are you or any company or partnership of which you are or were a director, officer or employee currently subject to a petition or assignment in bankruptcy or a proposal to creditors under the Bankruptcy and Insolvency Act, and/or have you or any company or partnership of which you are or were a director, officer or employee ever been bankrupt or insolvent, under any statute?

   YES  NO

23. Are there events, circumstances or conditions, other than those mentioned above, that are potentially relevant to your ability to practise law?

   YES  NO
PART C – AUTHORIZATION AND DECLARATION

I hereby authorize the Law Society of Ontario to make inquiries of any person or government, any official or body, including, without limitation, any police or academic authority, about my background or character. I will provide any additional specific authorization or any release that is required for the purpose of enabling the Law Society of Ontario to obtain information related to my background or character.

I hereby undertake not to practise law or provide legal services in Ontario beyond any permission granted by the Law Society of Ontario and I understand that if I am issued a Canadian Legal Advisor Certificate, that I may, in my capacity as a Canadian Legal Advisor, do any of the following:

1. Give a person advice with respect to:
   i. the laws of Quebec,
   ii. the laws of Canada, and
   iii. public international law.

2. Select, draft, complete or revise a document for use in a proceeding with respect to matters concerning the laws of Canada, if the laws of Canada expressly authorize the person to represent a party in the proceeding.

3. Represent a person in a proceeding before an adjudicative body with respect to matters concerning the laws of Canada, if the laws of Canada expressly authorize the person to represent a party in the proceeding.

I undertake that if permitted to act as a Canadian Legal Advisor in Ontario, I must comply with the Law Society Act, by-laws, the Rules of Professional Conduct, and all other rules, regulations and requirements of the Law Society of Ontario.

I am authorized to practise the notarial profession in Quebec and acknowledge that I must continue to maintain my practising membership in the Chambre des Notaires du Quebec.

I understand that I have a continuing obligation to immediately provide written notification of any change to the information that I have provided to the Law Society of Ontario in connection with this application.

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

DECLARED BEFORE ME

at ,

on the day of , 20

Signature of a Commissioner for Taking Affidavits: Signature of Applicant:

______________________________ __________________________

Print Name of Commissioner: Print Name of Applicant:

______________________________ __________________________

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