



# Application for Canadian Legal Advisor Certificate – Quebec Notaries Under Part VII of By-Law 4

## About Canadian Legal Advisor Certificates

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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,
  - 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.

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.

## Required Documents

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Please submit the following:

### 1. Complete application form

The Law Society of Ontario (Law Society) 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, include a separate sheet that is signed and dated by the applicant with the application.

### 2. Proof of payment or payment in the form of either:

- A receipt for payment by credit card from the Law Society Store. To pay, visit the Law Society Store at <https://store.lso.ca/cla>. Select “Certificate (Quebec Notary) Application Fee” from the Other Fees Menu. **Include the receipt with your application.**

OR

- A certified cheque or money order in Canadian funds payable to the "Law Society of Ontario".

Item	Amount
Application Fee:	\$500.00
HST: #121712863:	\$65.00
<b>Total:</b>	<b>\$565.00</b>

**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 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 or governing body of the legal profession of which you are or have been a member, inside and outside of Canada.

**NOTE:** Certificates of Standing must be forwarded directly from the governing or regulatory body to the Law Society by email or mail (addresses below). Digital versions are acceptable.

Your Certificate(s) of Standing must be replaced if it will be more than 60 days old at the time your application is ready to be approved by Complaints & Compliance. Applicants must remain entitled to practice with the Chambre des Notaires du Québec.

**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. Additional relevant documents to comply with specific application requirements**

## Questions?

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Please direct questions about this application to **Complaints & Compliance** by calling 416-947-3315 or 1-800-668-7380 and asking to be transferred, or emailing [lsforms@lso.ca](mailto:lsforms@lso.ca).

## Mailing Address

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Email or mail original applications and supporting documents to:

[lsforms@lso.ca](mailto:lsforms@lso.ca)

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

# Application for Canadian Legal Advisor Certificate – Quebec Notaries Under Part VII of By-Law 4

## Part A – Applicant's Information

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### 1. Personal Contact Information

First Name:

Middle Name:

Last Name:

Date of Birth (dd/mm/yyyy):

### 2. Home Contact Information

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

Phone 1: Home Mobile

Phone 2: Home Mobile

Email:

### 3. Business Contact Information

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

Phone 1: Business Mobile

Phone 2: Business Mobile

Fax:

Email:

**Which is your preferred contact? Choose one:** Home 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 (dd/mm/yyyy):

Member/Licence Number:

Status:

Name Licensed Under (if different from personal information in question 1):

**5. Canadian Law Society Membership Information**

List any Canadian law societies you are or have been a member of, if applicable:

**Name of Law Society:**

Licence Date:

Member/Licence Number:

Status:

Name Licensed Under (if different from personal information in question 1):

**Name of Law Society:**

Licence Date:

Member/Licence Number:

Status:

Name Licensed Under (if different from personal information in question 1):

**6. Law Society Membership Information – Outside of Canada**

List any law societies outside Canada you are or have been a member of, if applicable:

**Name of Law Society:**

Licence Date:

Member/Licence Number:

Status:

Name Licensed Under (if different from personal information in question 1):

**Name of Law Society:**

Licence Date:

Member/Licence Number:

Status:

Name Licensed Under (if different from personal information in question 1):

**Make arrangements for an original Certificate(s) of Standing (dated within the last 30 days) from the Chambre des Notaires du Québec and each law society or governing body of the legal profession 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 by email or mail.**

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

## Part B – Good Character

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Applicants for a Canadian Legal Advisor Certificate are required to answer the following good character questions. If you answer “YES” to any of these questions, you must provide full and detailed particulars in the space below, and include any supporting documentation with your application. Failure to do so can cause delays with processing your application.

For additional information about the Good Character requirement, visit <https://lso.ca/becoming-licensed/lawyer-licensing-process/good-character-requirement>.

The Law Society is committed to working toward reconciliation with First Nation, Status, non-Status, Inuit and Métis Peoples. When reviewing permit applications, the Law Society applies the principles established by the Supreme Court of Canada in *R v. Gladue*, [1999] 1 SCR 688 and *R v. Ipeelee*, [2012] 1 SCR 433 and as such considers the unique systemic or background factors that may have played a part in those incidents to which an applicant’s responses refer.

7. Are you currently the subject of criminal proceedings or proceedings for any offence under any statute in Canada or elsewhere?

Yes      No

8. Have you ever been found guilty of, or been convicted of, any offence under any statute in Canada or elsewhere?

Please exclude:

- i) speeding and parking tickets;
- ii) offences for which more than one year has passed since you were discharged absolutely or more than three years have passed since you were discharged on conditions prescribed in a prohibition order; and
- iii) convictions or findings of guilt under the *Controlled Drugs and Substances Act* for possession of cannabis not exceeding 30 grams or cannabis resin not exceeding 1 gram that did not include a term of incarceration.

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 an applicant or member of 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 des Notaires du Québec 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 des Notaires du Québec 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

If you answered "Yes" to any of the Good Character questions in this part, please explain in the box below. If necessary, provide full details on a separate page and include any relevant documents such as orders and/or judgments.



## Part C – Authorization and Declaration

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By signing this application, I declare and agree as follows:

I have read and understand the contents and requirements of this application. I will ensure that all supporting enclosures and applicable fees required by this application are filed and paid in a timely manner and as requested by the Law Society.

I hereby authorize the Law Society 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 to obtain information related to my background or character. I acknowledge that if I provide any false information to the Law Society in response to any question or inquiry in my application or if I declare under oath or solemnly affirm the contents of my application falsely, the Law Society may commence an investigation and proceeding against me.

I hereby undertake not to practise law or provide legal services in Ontario beyond any permission granted by the Law Society.

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 Québec.

I understand that if approved, a Canadian Legal Advisor Certificate authorizes me to:

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 understand that if I am 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.

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 in connection with this application. I shall immediately give written notice to the Law Society as soon as I cease to be legally authorized to practise the notarial profession in Quebec.

### *Collection and Use of Personal Information*

The Law Society collects personal information only for purposes that are considered necessary and appropriate for the regulation of individuals seeking a permit under the *Law Society Act*, and for such other purposes as may be implied by the *Law Society Act*. The Law Society

limits the amount and type of personal information it collects, uses, or discloses to that which is necessary to carry out its responsibilities under the *Law Society Act*, its by-laws, and relevant rules, guidelines, and decisions of the Law Society's Convocation.

I acknowledge that the information contained in my application, as well as any information and documentation that subsequently form part of my permit application file, may be shared for purposes consistent with the Law Society's regulatory mandate.

I, \_\_\_\_\_, declare under oath (solemnly affirm) that all information provided by me with respect to this application, and in the documents provided in connection with this application, is true, current, accurate, and complete.

**DECLARED BEFORE ME**

at \_\_\_\_\_,

on the \_\_\_\_\_ day of \_\_\_\_\_, 20

**Signature of a Commissioner for  
Taking Affidavits/Notary**

**Signature of Applicant**

**Print Name**

**Print Name**