



# APPLICATION FOR L3 CANADIAN LEGAL ADVISOR LICENCE UNDER BY-LAW 4

## ABOUT L3 CANADIAN LEGAL ADVISOR LICENSES

Pursuant to the Quebec Mobility Agreement, lawyers from Quebec who meet the requirements in section 10.0.01 of By-law 4 may be licensed in Ontario as Canadian Legal Advisors.

A licensee who is approved for a Class L3 licence is authorized to do any of the following under section 2(3) 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.
3. Represent a person in a proceeding before an adjudicative body with respect to matters concerning the laws of Canada.

Lawyers from Quebec who wish to obtain a class L1 licence must apply by way of the licensing examinations under section 9(1) of By-law 4, as Quebec has not implemented the National Mobility Agreement.

## APPLICATION CHECKLIST

### 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 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 <https://store.iso.ca/licensing>. **Attach a receipt to your application.**

**OR**

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

<b>Application Fee:</b>	\$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. Submit Certificate(s) of Standing:**

Original and certified (with seal) 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.**

**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. Submit a notarized copy of your Canadian Birth Certificate as proof of age and full legal name or a notarized copy, front and back, of your Canadian Citizenship Card.**

### **5. Submit a Criminal Record Search**

Submit an original criminal record search issued within the last 90 days from a Canadian police service (a municipal or regional police force, the Ontario Provincial Police or the Royal Canadian Mounted Police)

### **6. Submit two colour passport photos taken within the last 12 months.**

### **7. Submit proof of Education – Canadian Law School Transcript/NCA Certificate.**

Final law school transcripts must show the degree and conferral date and must be forwarded to Complaints & Compliance directly from the university/issuing institution.

### **8. Submit proof of insurance.**

Applicants must maintain the full mandatory professional liability insurance coverage required by the Barreau du Quebec.

### **9. Submit additional relevant documents to comply with specific application requirements (if required).**

## **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](mailto:lsforms@lso.ca)

Please direct questions about the licensing process to:

#### **Licensing Process, Licensing and Accreditation**

Phone: 416-947-3315 (ask to be transferred)

Email: [licensingprocess@lso.ca](mailto:licensingprocess@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:

Date of Birth: (dd/mm/yyyy):

Place of Birth: (City and Country):

### **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

**4. 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):

**5. MEMBERSHIP INFORMATION - OUTSIDE OF CANADA**

List any Law Societies outside of 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):

An original and certified (with seal) 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, is to be **forwarded directly from the governing or regulatory body to:**

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

**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.

**6. PROOF OF LEGAL NAME**

**a) Are you a Canadian citizen or permanent resident of Canada?**

**YES NO**

If **YES:** Provide a certified copy of a Canadian Birth Certificate **OR** a Canadian Citizenship Card (front **AND** back)

If **NO:** Contact the Complaints & Compliance department of the Law Society at 416-947-3315 before submitting your application

**b) Have you used another name or changed your name by court order, marriage, or other means?**

**YES NO**

If **YES:** Provide a certified copy of a Canadian Name Change Certificate **OR** a Canadian Marriage Certificate **OR** a Court Order

**7. CANADIAN LAW DEGREE(S) OR NATIONAL COMMITTEE ON ACCREDITATION (NCA) CERTIFICATE**

What Canadian Law Degree(s) do you hold?

**A) LL.B / JD (Common Degree)**

Name of Institution:

LL.L / B.C.L. (Civil Law Degree)

Name of Institution:

**NOTE: Arrange for your original Canadian Law School transcript(s) to be forwarded directly to Complaints & Compliance from the Canadian university/institution**

**OR**

**B)** Complete i) or ii) if you have received a Certificate of Qualification from the National Committee on Accreditation (NCA) based on the evaluation of your law school degree from:

i. Quebec Law School:

OR

ii. Country in which you received your law degree:

**NOTE: Arrange for an original NCA Certificate to be forwarded directly to Complaints & Compliance from the NCA.**

## **PART B – GOOD CHARACTER**

**Note: All applicants must provide a criminal records search issued within the last 90 days.**

**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.**

8. Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere?  
**YES NO**
  
9. 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**
  
10. Has judgment ever been entered against you in an action involving fraud?  
**YES NO**
  
11. Are there any outstanding civil judgments against you?  
**YES NO**
  
12. Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?  
**YES NO**
  
13. 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**
  
14. Have you ever been refused admission as a student-at-law, articled clerk, or similar position in any professional/regulatory/governing body?  
**YES NO**
  
15. 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**
  
16. Are you now or have you ever been a member of a professional/regulatory/governing body (other than a Canadian Law Society) in any jurisdiction?  
**YES NO**
  
17. 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**

18. 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**
19. Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your Law Society or professional/regulatory/governing body?  
**YES NO**
20. Are you now or have you ever been the subject of an insurance claim under a policy for professional liability insurance?  
**YES NO**
21. Have you ever been discharged from any employment where the employer alleged there was cause?  
**YES NO**
22. Have you ever been disciplined by an employer, or been a respondent in proceedings alleging a violation of the *Human Rights Code* or similar legislation in any jurisdiction (e.g., sexual harassment, racial discrimination)?  
**YES NO**
23. 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*, or similar legislation in any jurisdiction 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**
24. 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, with regard to my background or character. On request by the Law Society of Ontario, I will furnish 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 understand that if approved, a Canadian Legal Advisor Licence authorizes me to:

- give a person advice with respect to the laws of Quebec, the laws of Canada, and public international law;
- select, draft, complete or revise a document for use in a proceeding with respect to matters concerning the laws of Canada; and
- represent a person in a proceeding before an adjudicative body with respect to matters concerning the laws of Canada.

I understand that if I am licensed 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 understand that I have a continuing obligation to notify the Law Society of Ontario immediately of any change to the information that I have provided in this application. I shall immediately give written notice to the Law Society of Ontario as soon as I cease to be legally authorized to practise law in any jurisdiction outside of Ontario.

I acknowledge that my application for a licence shall be deemed to have been abandoned by me immediately if I fail to:

- provide to the Law Society at the time that I submit my completed application, all documents and information specified by the Law Society on the application form relating to the requirement that I be of good character; or
- provide to the Law Society by the time specified by the Law Society, all additional documents and information specified by the Law Society relating to the requirement that I be of good character.

I, \_\_\_\_\_, solemnly declare that all information provided by me with respect to this application, and in the documents furnished 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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