

Application for Occasional Practice Permit Under Part VII of By-Law 4

About Occasional Practice Permits

Lawyers from Quebec and the Territories of Canada who wish to practise law in Ontario on an occasional basis and who are members in good standing in their home jurisdiction may apply for an Occasional Practice Permit to do so under Part VII of By-Law 4. A lawyer who is permitted to practise law occasionally in Ontario is limited to not more than 10 matters annually.

Required Documents

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/mobility>. **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:	\$100.00
HST: #121712863:	\$13.00
Total:	\$113.00

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 Certificate(s) of Standing (dated within the last 30 days) from each 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 in their home jurisdiction.

4. Proof of Insurance:

You must maintain professional liability insurance for your practice of law 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.

NOTE: Occasional Practice Permits are issued by calendar year and expire on December 31st. The permit entitles you to practise law in Ontario on up to 10 matters. You must apply for a new permit each year in order to continue to work in Ontario on an occasional basis.

Questions?

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.

Mailing Address

Email or mail original applications and supporting documents to:

lsforms@lso.ca

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

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Applicant's Information

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. Quebec or Territory Law Society Membership Information

Name of Law Society:

Licence Date (dd/mm/yyyy):

Member/Licence Number:

Status:

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

5. Other Canadian 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. Membership Information – Outside of Canada

List any law societies outside of 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 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.

Authorization and Declaration

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 undertake not to practise law or provide legal services in Ontario beyond any permission granted by the Law Society. I understand that if I am issued an Occasional Practice Permit that I am limited to up to 10 matters per calendar year.

I undertake that if I am granted an Occasional Practice Permit, 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 am entitled to practise in my home jurisdiction and acknowledge that I must continue to maintain my practising membership in my home jurisdiction.

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.

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