



2021 Annual Fee COVID-19 Deferral Option Application

The guiding principles for the 2021 Annual Fee COVID-19 Deferral Option (COVID-19 Deferral Option), which supports the deferral of 2021 Annual Fees for eligible licensees, are:

- to assist practising lawyers and paralegals who are in sole practices or in small firms (with 2 to 5 licensees) who may have had their practice interrupted due to the pandemic and who have seen a significant reduction in year over year revenue
- to assist newly licensed licensees to move into private practice in support of access to legal services

A licensee seeking to defer payment of their 2021 Annual Fees to March 31, 2022 must qualify under the eligibility criteria established for the COVID-19 Deferral Option and submit this application to deferral@lso.ca by March 31, 2021. For licensees licensed in 2021 an application for the deferral of 2021 Annual Fees must be submitted by the 30th of the month following the date of licensing.

Licensee Information

Law Society Number:

First Name:

Last Name:

The following address information is requested only for the purpose of confirming and advising of the outcome of your application. Any changes to your address or other contact information must be made through your LSO Portal account.

Address:

City:

Province:

Phone:

Email:

Full 2021 Annual Fee Invoice Amount and for which Deferral is Requested¹: \$

Please note that if you have a change in practising status resulting in an increase or decrease in your 2021 Annual Fee, the resulting change will form part of the annual fee amount deferred to March 31, 2022.

¹ The 2021 Annual Fee Invoice is posted to your LSO Portal account. The amount of the 2021 Annual Fee Invoice, including HST, is the amount to be recorded as the dollar value of the requested deferral.



Confirmation of Eligibility for 2021 Annual Fee Deferral

Please select the box that identifies the eligibility criteria under which you are applying for deferral of your 2021 Annual Fee. For the purposes of confirming eligibility, gross revenue is defined as billings plus the value of work in progress, whether billed or not.

Licensee Practising as a Sole Practitioner

I am a licensee in sole practice (only licensee in the firm) licensed in 2018 or earlier, and

- i. my Annual Fees are paid directly by me,
- ii. my gross revenue for 2020 from the practice of law or the provision of legal services has declined by more than 50% in comparison to that of the 2019 calendar year, and
- iii. my gross revenue from the practice of law or provision of legal services in the 2020 calendar year is less than \$50,000.

Licensee Practising in a Small Firm

I am a licensee practising in a firm of two to five licensees, licensed in 2018 or earlier, and

- i. my Annual fees are paid directly by me or are paid on my behalf by a small law or paralegal firm (constituted by 5 licensees or less),
- ii. the gross revenue for 2020 from the firm's practice of law or the provision of legal services has declined by more than 50% in comparison to that of the 2019 calendar year, and
- iii. the firm's gross revenue from the practice of law or provision of legal services in the 2020 calendar year is less than \$50,000 times the number of licensees in the firm.

Licensee Licensed in 2019 to 2021

I am a licensee first licensed in the years from 2019 to 2021, and

- i. my Annual Fees are paid directly by me or are paid on my behalf by a small law or paralegal firm (constituted by 5 licensees or less), and
- ii. my gross income from all sources in 2020 is less than \$50,000.

I hereby attest that I meet the eligibility as set out above and that all information provided by me with respect to this application is true, accurate, and complete. I understand that if I am granted the deferral, I will be required to pay my deferred 2021 Annual Fee by March 31, 2022. I understand that if I misrepresent any information with respect to this application, the full amount of my 2021 Annual Fee will be considered to have been payable by March 31, 2021 and may result in additional actions by the Law Society, including regulatory measures, taken in response.

Signature*

Date

*If submitting electronically, by typing your name into the signature field, you agree that you are signing this form electronically and that your electronic signature is the legal equivalent of your manual signature on this form.