

Application for Licensing Following Administrative Revocation (Paralegals)

(Under Section 27 of the *Law Society Act* and Part II
of By-Law 4)

Part A – Applicant's Information

Former Law Society of Ontario (Law Society) paralegals whose licence was administratively revoked may submit this application to become licensed. Refer to the [Guide to Completing the Application for Licensing Following Administrative Revocation](#) for information on how to complete this application and how to obtain the required supporting documents (listed in [Appendix A](#) of this application).

1. Personal Information

First Name:

Middle Name:

Last Name:

Date of Birth (dd/mm/yyyy):

Place of Birth (city and country):

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. Law Society of Ontario Information

Law Society Number:

Provide the date you were licensed as a paralegal in Ontario (dd/mm/yyyy):

Provide the date your licence was administratively revoked (dd/mm/yyyy):

Select the reason(s) your licence was administratively revoked (check all that apply):

Failure to pay outstanding Law Society fees

Failure to complete Continuing Professional Development (CPD) requirements

Failure to file Paralegal Annual Report(s)

Failure to pay insurance premiums, fees, deductibles and/or levies or complete filings

You must remedy all outstanding requirements prior to submitting your relicensing application. Written proof that the outstanding requirements have been satisfied must be submitted with your licensing application materials.

5. Other Law Society Membership Information

List any law societies you are or have been a member of, other than the Law Society of Ontario, if applicable. Add additional pages if necessary.

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. Change in Legal Name

Have you used another name or changed your name by court order, marriage, or other means since you were first licensed with the Law Society?

Yes No

If "Yes", provide one of the following:

Notarized copy of your Official Canadian Name Change Certificate

Notarized copy of your Marriage Certificate

Explanation, if necessary:

7. Legal Education

Have you obtained any legal degrees or certificates since you were first licensed with the Law Society? Add additional pages if necessary.

Yes No

If "Yes", specify your degree (include your NCA Certification if applicable):

Name of school/Institution/Organization:

Graduation Year:

Degree/Certificate:

8. Address History

List all addresses where you have resided (inside and outside of Canada) since your licence was administratively revoked. Add additional pages if necessary.

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

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

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

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

9. Work History

Set out in full chronological order your business or employment activities from the date your licence was administratively revoked to the present. Add additional pages if necessary.

Employer/Firm Name:

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

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Describe your position:

Reason(s) for leaving:

Employer/Firm Name:

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

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Describe your position:

Reason(s) for leaving:

10. Future Work Intentions

Indicate the work that you plan to perform upon being licensed (select one):

- A. Sole practitioner in a paralegal firm
- B. Partner in a paralegal firm
- C. Employee/associate in a paralegal firm
- D. Employed in education

- E.** Employed in government
- F.** Employed other (provide details):

- G.** Providing legal services outside of Ontario
- H.** Employed other outside of Ontario (provide details):

- I.** Other (provide details):

Part B – Good Character

Applicants for licensing are required to answer the good character questions. If you answer “YES” to any of these questions, you must provide full and detailed particulars in the space provided, 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/paralegal-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 licensing 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.

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

Yes No

12. 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

13. Has judgment ever been entered against you in an action involving fraud?

Yes No

14. Are there any outstanding civil judgments against you?

Yes No

15. Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?

Yes No

- 16.** 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
- 17.** Have you ever been refused admission as an applicant or member of any professional/regulatory/governing body?
- Yes No
- 18.** 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 provide legal services?
- Yes No
- 19.** 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
- 20.** 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
- 21.** 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
- 22.** 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
- 23.** Are you now or have you ever been the subject of an insurance claim under a policy for professional liability insurance?
- Yes No
- 24.** Have you ever been discharged from any employment where the employer alleged there was cause?
- Yes No

25. Have you ever been disciplined by an employer, or been a respondent in proceedings in relation to a violation of the *Human Rights Code* or similar legislation in any jurisdiction (e.g., sexual harassment, racial discrimination)?

Yes No

26. 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

27. Are there events, circumstances or conditions, other than those mentioned above, that are potentially relevant to your ability to provide legal services?

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

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 understand that if I am licensed in Ontario, I must comply with the *Law Society Act*, by-laws, the *Paralegal Rules of Conduct*, and all other rules, regulations and requirements of the Law Society.

I understand that I have a continuing obligation to notify the Law Society immediately of any change to the information that I have provided in this application.

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.

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 licensure 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 licensing 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, 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

Appendix A

DOCUMENTS THAT **MUST** BE SUBMITTED WITH YOUR APPLICATION

The following documents must be submitted with your application, unless you have indicated that the item does not apply to you where that option is available.

Refer to the [Guide to Completing the Application for Licensing Following Administrative Revocation](#) for information on how to obtain the required supporting documents.

All required documents must be submitted for your application to be reviewed and processed.

1. Completed Application Form
2. Proof of Payment or Certified Cheque or Money Order
3. Written confirmation from the Law Society and/or your paralegal insurance provider that you have satisfied all outstanding obligations (as applicable):
 - Outstanding Law Society fees: Letter/email from Membership Services
 - Outstanding CPD requirements: Letter/email from Membership Services
 - Outstanding Paralegal Annual Report(s): Letter/email from By-Law Administration Services
 - Outstanding insurance premiums, fees, deductibles, levies and/or filings: Letter from paralegal insurance provider
4. Curriculum Vitae/Resume
5. Certificate(s) of Standing Not Applicable
6. Proof of Legal Name Not Applicable
7. Insurance Letter