



# Guide to Completing the Application for Licensing Following Administrative Revocation

Former Law Society of Ontario (Law Society) lawyers or paralegals whose licence was administratively revoked may apply for licensing under the [Law Society Act](#) and [By-Law 4](#). The legislation requirements can be found at:

- Administrative Revocation of Licence: s. 48(1)(a) of the *Law Society Act*
- Licensing: s. 27 of the *Law Society Act*
- Issuance of Licence: Part II of By-Law 4

Read this Guide before completing and submitting the Application for Licensing Following Administrative Revocation. It contains information about completing the application as well as the supporting documents that must be submitted with it and how to obtain them.

**All required documents must be submitted for your application to be reviewed and processed by Complaints & Compliance.**

## 1. List of documents that must be submitted with your application

You must submit the following documents, unless the item does not apply to you where that option is available. The list of documents below is the same as set out in Appendix A of the application form. Information about how to obtain the documents is set out in [Section 3](#) below.

- Completed Application Form
- Proof of Payment or Certified Cheque or Money Order
- Written confirmation from the Law Society and/or LAWPRO that you have satisfied all outstanding obligations (as applicable)
  - Outstanding Law Society fees: Letter from Membership Services
  - Outstanding CPD requirements: Letter from Membership Services
  - Outstanding Lawyer Annual Report(s): Letter from By-Law Administration Services
  - Outstanding LAWPRO premiums, fees, deductibles, levies and/or filings: Letter from LAWPRO – for lawyers only
- Curriculum Vitae/Resume
- Certificate(s) of Standing (if applicable)
- Proof of Legal Name (if applicable)
- LAWPRO Letter

## 2. **Remedying the reason for your administrative revocation prior to applying for licensing**

You must remedy the reason for your administrative revocation before you submit your application for licensing (i.e. you must cure the suspension(s) that led to your licence being administratively revoked).

**Written confirmation from the Law Society and/or LAWPRO that all outstanding requirements have been satisfied must be submitted with your licensing application materials.**

**Your application for licensing will not be approved if you have any outstanding obligations to fulfill.**

### **a. Outstanding Law Society Fees (if applicable):**

Any outstanding Law Society fees owing from the time your licence was administratively revoked must be paid in full prior to licensing. If you are not certain if you owe fees, contact Membership Services for confirmation.

You can contact Membership Services by calling 416-947-3315 or 1-800-668-7380 and asking to be transferred or emailing [records@lso.ca](mailto:records@lso.ca).

**If you owe any fees, you must submit written confirmation in the form of a letter or email from Membership Services confirming that all outstanding Law Society fees have been paid.**

### **NOTE: Current Annual Law Society Fees:**

Law Society annual fees for the year in which your licence is reinstated will be payable upon licensing. Annual fees will be prorated for the year, as applicable. You will receive an invoice from Membership Services after your licence has been reinstated.

For information on current fees payable, contact Membership Services by calling 416-947-3315 or 1-800-668-7380 and asking to be transferred, or emailing [records@lso.ca](mailto:records@lso.ca).

### **b. Outstanding Continuing Professional Development (CPD) Requirements (if applicable)**

Any outstanding CPD requirements that were not completed at the time your licence was administratively revoked must be satisfied prior to licensing. If you are not certain if you have outstanding CPD requirements, contact Membership Services for confirmation. Membership Services will provide information on how to fulfil outstanding CPD requirements.

You can contact Membership Services by calling 416-947-3315 or 1-800-668-7380 and asking to be transferred or emailing [records@lso.ca](mailto:records@lso.ca).

**You must submit written confirmation in the form of a letter or email from Membership Services confirming that all outstanding CPD requirements have been fulfilled.**

**c. Outstanding Lawyer Annual Report(s) (if applicable)**

All outstanding Lawyer Annual Reports must be filed prior to licensing. If you are not certain if you have filed all previous Lawyer Annual Reports, contact By-Law Administration Services for confirmation.

You can contact By-Law Administration Services by calling 416-947-3315 or toll-free at 1-800-668-7380 ext. 3315 and asking to be transferred, or by email at [bylawadmin@lso.ca](mailto:bylawadmin@lso.ca).

**You must submit written confirmation in the form of a letter or email from By-Law Administration Services confirming that all outstanding Lawyer Annual Reports have been filed.**

**d. Outstanding LAWPRO Premiums, Fees, Deductibles, Levies, and/or Filings (for Lawyers only) (if applicable)**

If your licence was administratively revoked for failure to pay LAWPRO premium, fees, deductibles, or levies, and/or failure to submit any LAWPRO filings, you must pay all outstanding LAWPRO balances and/or satisfy your LAWPRO filing obligations.

For instructions on how to satisfy your outstanding LAWPRO obligations, contact LAWPRO by calling the Customer Service Department at 416-598-5899 or (toll free) 1-800-410-1013.

**You must submit an original letter from LAWPRO confirming that premiums, fees, deductibles, and levies have been paid and applicable filings have been submitted.**

See also [Section 3, item g](#) of this Guide regarding the LAWPRO letter required to be submitted with your licensing application. Only one LAWPRO letter containing all the required information is required to be submitted.

**NOTE:** Complete and fax the enclosed Request and Consent for LAWPRO Information form to obtain the required information from LAWPRO.

### **3. Information about required documents**

Review the following and include all required documents with your application, unless the item does not apply to you where that option is available

**All required documents must not be older than 60 days when received by the Complaints & Compliance Department. Certain documents may need to be replaced if they are older than 60 days when Complaints & Compliance is ready to approve your application.**

**a. Completed Application Form**

All sections in the application form for Licensing Following Administrative Revocation must be completed. If additional space is required for any question, please submit an additional sheet with the information and **sign and date that sheet**.

Applications with missing or incomplete information will not be processed.

**b. Application Fee**

You must submit payment or proof of payment with your licensing application.

Item	Amount
Application Fee:	\$300.00
HST: #121712863:	\$39.00
<b>Total:</b>	<b>\$339.00</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.

***Pay Online at the Law Society Store***

You can pay the application fee online through the Law Society Store at <https://store.lso.ca/licensing>. Include a copy of your payment receipt from the Law Society Store with your application.

**OR**

***Pay by Certified Cheque or Money Order***

If you cannot pay online, you may pay by enclosing a certified cheque or money order made payable to the “Law Society of Ontario” with your application materials.

**c. Written confirmation that you have satisfied all outstanding obligations**

You must submit written confirmation that all outstanding Law Society and LAWPRO obligations have been satisfied. **Refer to [Section 2](#) above for details.**

- Outstanding Law Society fees: Letter/email from Membership Services (if applicable)
- Outstanding CPD requirements: Letter/email from Membership Services (if applicable)
- Outstanding Lawyer Annual Report(s): Letter/email from By-Law Administration Services (if applicable)
- Outstanding LAWPRO premiums, fees, deductibles, levies and/or filings: Letter from LAWPRO (see item g below) - for lawyers only

**d. Curriculum Vitae or Resume**

You must submit a current copy of your curriculum vitae or resume with your licensing application. Your curriculum vitae or resume should include details of your work history from the date you were first licensed with the Law Society.

**e. Certificate(s) of Standing**

You must submit a Certificate of Standing if you are or have been a member of any law society or professional regulatory body, other than the Law Society of Ontario.

Arrange for an original Certificate of Standing to be **forwarded directly from the governing or regulatory body to the Law Society** by email or mail.

Include all law societies inside and outside of Canada (excluding the Law Society of Ontario) and/or any other professional regulatory body of which you are or have been a member/licensee.

**You may be required to provide an updated Certificate of Standing if it becomes older than 60 days at the time your licensing application is ready to be approved by Complaints & Compliance.**

This item does not apply if you have never been licensed by another law society or regulatory body.

**f. Proof of legal name change**

You must submit proof of your name change or provide details on a separate sheet (signed and dated by you) if you have used another name or changed your name by court order, marriage, or other means since you were first licensed with the Law Society.

Submit one of the following:

- Notarized copy of your Official Canadian Name Change Certificate
- Notarized copy of your Marriage Certificate

You may provide additional details or an explanation on the application form if necessary.

This item does not apply if you have never used another name or changed your name.

**g. LAWPRO Letter (for lawyers only)**

You must submit an original letter from LAWPRO with respect to the status of your Errors & Omissions Claims History, and confirmation that Premiums, Fees, Deductibles, and/or Levies have been paid and that applicable filings have been submitted.

If you had any outstanding LAWPRO obligations from the time your licence was administratively revoked, the letter must confirm that all obligations have been satisfied.

**Only one letter from LAWPRO is required for items c and g.**

**NOTE:** Complete and fax the enclosed [Request and Consent for LAWPRO Information form](#) at the end of this Guide.

**h. Insurance Letter (for paralegals only)**

You must submit an original letter from your paralegal insurance company(ies) with respect to the status of your Errors & Omissions Claims History, and confirmation that Premiums, Fees, Deductibles, and/or Levies have been paid and that applicable filings have been submitted.

If you had any outstanding insurance obligations from the time your licence was administratively revoked, the letter must confirm that all obligations have been satisfied.

**NOTE:** Complete and fax the enclosed [Request and Consent for Insurance Information form](#) at the end of this Guide.

## **4. General information about the application process**

**a. Submitting your Application**

Send by email to: [lsforms@lso.ca](mailto:lsforms@lso.ca)

Send by mail to: Complaints & Compliance  
Law Society of Ontario  
Osgoode Hall, 130 Queen St W  
Toronto, Ontario M5H 2N6

**Be sure to include the following:**

- Completed application form
- Required supporting documents as set out in this Guide
- Proof of payment (or Certified Cheque or Money Order if you cannot pay online)

If the space provided for any answer is insufficient, include a separate sheet that is **signed and dated** by the applicant with the application.

**It may take up to 60 days from receipt of all required documents for Complaints & Compliance to conduct the initial review of your application.**

We will contact you if anything is missing or if we have any questions.

**b. Part B of the Application – Good Character Questions:**

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/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 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.

**c. Part C of the Application - Authorization and Declaration**

The application must be signed by you in front of a commissioner for taking affidavits or a notary.

**d. Completing the Oath**

In accordance with Part II of By-Law 4, lawyers and paralegals will be required to sign an Affidavit for Taking the Oath to be licensed to practise law or provide legal services, as applicable, in Ontario.

Complaints & Compliance will send you the applicable Oath by email after your application is reviewed and determined to be complete.

**e. Private Practice Re-entry Requirement for Lawyers**

On April 24, 2008, Convocation approved a private practice re-entry requirement for lawyers re-entering private practice.

The Law Society requires lawyers who are returning to private practice as sole practitioners, or in a firm of five or fewer lawyers, after an absence of 48 months over the past five years, to undergo a practice management review within 12 months of establishing their practice.

Lawyers returning to private practice will receive a package of materials designed to assist them in establishing their practices. The package includes educational tools and guides based on the Practice Management Guidelines, self-assessment tools, and The Lawyer's Bookkeeping Guide.

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

# Obtaining Your LAWPRO Claims History

Fax or mail this page directly to **LAWPRO** using the contact information below:

**3101 - 250 Yonge Street  
P.O. Box 3  
Toronto, ON M5B 2L7**

Request that LAWPRO mail the information directly to you. Once received, forward the original letter and claims history, along with your completed application package to the Law Society's Complaints & Compliance department.

**All questions about this page should be directed to LAWPRO by calling 416-598-5899 or 1-800-410-1013 or emailing [service@lawpro.ca](mailto:service@lawpro.ca).**

**NOTE:** Do not submit an email response about your claims history.  
An original letter not older than 60 days is required.

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ATTENTION: LAWYERS' PROFESSIONAL INDEMNITY COMPANY

Fax #: 416-599-8341 or 1-800-286-7639

From:

Law Society Number:

Applicant's Mailing Address:

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RE: Request and Consent for LAWPRO Information

Using the mailing address provided above, I hereby direct the Lawyers' Professional Indemnity Company to provide me with a report on my claims history since I was called to the bar on (Month/Day/Year): \_\_\_\_\_ and information about any outstanding Errors & Omissions, Premiums/Fees, Deductibles, Levies, and/or Filings.

In addition I hereby authorize Law Society staff to review all of my open and closed claim files.

This consent is valid only for the purpose of the processing of my application for licensing to the Law Society of Ontario.

Date:

Signature of Applicant:

Print Name:



# Obtaining Your Paralegal Insurance Claims History

Fax or mail this page directly to your former paralegal insurance company(ies).

Request that your insurance company mail the information directly to you.

Once received, forward the original letter and claims history, along with your completed application package to the Law Society's Complaints & Compliance department.

**NOTE:** Do not submit an email response about your claims history.  
An original letter not older than 60 days is required.

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ATTENTION:

Fax #:

From:

Law Society Number:

Applicant's Mailing Address:

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RE: Request and Consent for Insurance Information

Using the mailing address provided above, I hereby direct  
to provide me with a report on my claims history since I was licensed on (Month/Day/Year):  
, and information about any outstanding Errors & Omissions,  
Premiums/Fees, Deductibles, Levies and/or Filings.

In addition I hereby authorize Law Society staff to review all of my open and closed claim files.

This consent is valid only for the purpose of the processing of my application for licensing to the Law Society of Ontario.

Date:

Signature of Applicant:

Print Name: