



**APPLICATION FOR PARALEGAL LICENCE
FOLLOWING SURRENDER AT OWN REQUEST
UNDER SECTIONS 27 AND 30 OF THE LAW
SOCIETY ACT AND PARTS II AND III OF BY-LAW 4**

ABOUT LICENSING FOLLOWING SURRENDER OF LICENCE

Former Law Society paralegals who surrendered their licence at their own request may apply for licensing under the *Law Society Act* and By-Law 4 as follows:

- Licensing: *Law Society Act* s.27
- Surrender of Licence: *Law Society Act* s.30
- Issuance of Licence: By-Law 4 Part II
- Surrender of Licence: By-Law 4 Part III

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. 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.iso.ca/licensing>. **Attach the receipt to your application.**

OR

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

Application Fee:	\$300.00
HST: #121712863	\$39.00
Total:	\$339.00

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. Required Attachments:

Submit additional relevant documents to comply with specific application requirements – see **PART C** for details. **Documents may not be older than 60 days.**

QUESTIONS?

Please direct questions about review and approval of this application to:

Complaints & Compliance

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

Email: lsforms@lso.ca

MAILING ADDRESS

Mail original applications and supporting documents to:

**Law Society of Ontario, Complaints & Compliance
Osgoode Hall, 130 Queen St W, 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. PROFESSIONAL MEMBERSHIP INFORMATION

List any professional regulatory bodies / law societies / paralegal organizations you are or have been a member of, inside or outside Canada:

Name of Professional Organization:

Date of Licence/Membership:

Licence/Member Number:

Status:

Name called/licensed under (if different from personal information in question 1):

Name of Professional Organization:

Date of Licence/Membership:

Licence/Member Number:

Status:

Name called/licensed under (if different from personal information in question 1):

Provide an original and certified (with seal) Certificate(s) of Standing (dated within the last 30 days) from each professional regulatory body/ Law Society/ paralegal organization of which you are or have been a member, inside and outside of Canada, **forwarded directly from the governing or regulatory body to:**

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

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.

NOTE: Do not submit a Certificate of Standing from the Law Society of Ontario.

5. LAW SOCIETY INFORMATION

Law Society Number:

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

Provide the date you surrendered your licence: (dd/mm/yyyy)

Provide the reason(s) you surrendered your licence:

**To confirm dates, contact Membership Services at:
416-947-3315 or 1-800-668-7380 Ext. 3315 or email: records@lso.ca**

6. PROOF OF LEGAL NAME

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 one of the following:

A Canadian Name Change Certificate

OR

A Canadian Marriage Certificate

OR

A Court Order

Note: Documents must be certified within 60 days

7. Did you graduate from a legal services program in Ontario that is accredited by the Law Society?

YES **NO**

8. Indicate the work that you plan to perform upon being licensed: (circle one of the following responses):

- 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)

9. WORK HISTORY

- a) Set out in full chronological order your work history from the date you were licensed by the Law Society of Ontario to the date you surrendered your licence.

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

b) Set out in full chronological order your business or employment activities from the date you surrendered your licence to the present.

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

Name of Employer and Address (street, city, province, postal code):

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

Nature of Work:

Reason(s) for leaving:

10. List all addresses where you have resided (inside and outside of Canada) since you surrendered your licence to the Law Society.

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

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

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

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

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

Date From (dd/mm/yyyy):

Date To (dd/mm/yyyy):

NOTE: A civil court search (or equivalent) is required from each Canadian jurisdiction named in question 10.

A foreign criminal search is required for each jurisdiction outside of Canada named in question 10.

Documents may not be older than 60 days.

PART B – GOOD CHARACTER

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.

11. Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere? ***Canadian Police Information Centre report (C.P.I.C.) is required**
- YES NO**
12. 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**
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 in 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 to 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 alleging 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**

PART C – REQUIRED ATTACHMENTS

Complete all of the following requirements and include all required attachments with your application.

All necessary documentation must be enclosed unless not applicable where the N/A option exists.

ALL REQUIRED DOCUMENTS MAY NOT BE OLDER THAN 60 DAYS.

1. **Complete and Original Application Form – DO NOT FAX OR EMAIL**
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/licensing>

OR

- A certified cheque or money order in Canadian funds payable to: Law Society of Ontario

Application Fee:	\$300.00
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Total:	\$339.00

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The Law Society will not process applications submitted without proof of payment or a certified cheque or money order.

3. **Outstanding Law Society Fees:**

You must contact Membership Services and confirm whether there are outstanding annual fees owing from the time of your surrender of licence. All outstanding fees must be paid in full prior to licensing.
Contact information: 416-947-3315 or 1-800-668-7380 Ext. 3315, Email: records@lso.ca

- Outstanding annual Law Society fees owing from the time of my surrender of licence in the amount of \$ _____ have been paid in full.

OR

- I have contacted Membership Services and confirmed that there are no outstanding annual fees owing from the time of my surrender of licence.

4. **Current Annual Law Society Fees:**

Law Society annual fees for the year in which you apply to be licensed will be payable upon approval for licensing. Contact Membership Services for information on current fees payable.
Contact information: 416-947-3315 or 1-800-668-7380 Ext. 3315, Email: records@lso.ca

5. Certificate(s) of Standing:

- Original and certified (with seal) Certificate(s) of Standing or equivalent from each law society and/or other professional regulatory body or paralegal organization of which you are or have been a member/licensee, inside and outside of Canada (excluding the Law Society of Ontario).

OR

- N/A

6. Name Change

- If you have used another name or changed your name by court order or marriage, attach a certified copy of a Court Order or Canadian Marriage Certificate, or Canadian Name Change Certificate.

OR

- N/A

7. Civil Action Search:

Search result(s) from civil courts for each jurisdiction in which you have resided since your surrender of licence and, if applicable, copies of the related Statement(s) of Claim, Statement(s) of Defence, Court Order(s), or Judgment(s).

NOTE:

Searches can be obtained from each court office.

For jurisdictions that do not provide a civil court search, an equivalent will be accepted.

If the matter is ongoing, provide a copy of the Statement of Claim and if applicable, your Statement of Defence.

If the matter is completed, provide a copy of the Judgment, Order, or a copy of the Minutes of Settlement.

8. CPIC Report:

Canadian Police Information Centre report (C.P.I.C.). Contact your local police station to obtain this report.

9. Criminal Conviction Details:

- Criminal Conviction details from any jurisdiction in which you have resided since you surrendered your licence.

NOTE:

If you have been convicted or found guilty of a criminal offence, you must provide a certified copy of the information and/or indictment along with a transcript of the Guilty Plea and Sentencing Proceedings. In the event the matter proceeded by way of a trial, provide a transcript of the Judge's Reasons for Judgment and Sentencing. In the event the courts made an Order(s) of Restitution, provide evidence that the Order(s) has/have been satisfied.

OR

- N/A

10. Pardon Details:

- Pardon from Criminal Conviction.

NOTE: If you obtained a Pardon from a criminal conviction, the Law Society will require adequate information by way of court records or transcripts in order to make an appropriate assessment as to whether the pardoned conviction adversely impacts the application for licensing.

OR

- N/A

11. Foreign Criminal Search:

- Criminal Record Search from each foreign jurisdiction outside of Canada where you have resided since you surrendered your licence.

NOTE: If you have resided outside of Canada, provide the results of a criminal record search from each applicable foreign jurisdiction.

OR

- N/A

12. Bankruptcy Search

Results of a search with the Office of the Superintendent of Bankruptcy Canada and all other jurisdictions outside of Canada where you resided since you surrendered your licence. If applicable provide supporting documentation.

13. Insurance Claims History:

Original letter from your insurance provider with respect to the status of your Errors & Omissions Claims History, and confirmation that Premiums/Fees, Deductibles, and/or Levies have been paid and applicable filings have been submitted.

NOTE: Complete and fax the enclosed Request and Consent for insurance information form.

PART D – 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 I am licensed in Ontario, I must comply with the *Law Society Act*, by-laws, the *Paralegal 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, _____, solemnly declare that all information provided by me in this application or supplemental thereto, and in the documents furnished in connection with this application, is true, complete and accurate.

DECLARED BEFORE ME

at _____ ,
on the _____ day of _____ , 20

**Signature of a Commissioner for
Taking Affidavits:**

Print Name: _____

Signature of Applicant:

Print Name: _____

OBTAINING YOUR INSURANCE CLAIMS HISTORY

Fax or mail this page directly to your insurance company.

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.

ATTENTION:

FAX #:

FROM:

LAW SOCIETY NUMBER:

APPLICANT'S MAILING ADDRESS:

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.

In addition I hereby authorize Law Society's 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: _____

ADDITIONAL INFORMATION

By-Law 4, Part II

In accordance with Part II of By-Law 4, paralegals will be required to sign an Affidavit for Taking the Oath to be licensed to provide legal services in Ontario, which will be sent to you by email.

Private Practice Re-entry Requirement

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

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

Licensees 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 Bookkeeping Guide for Paralegals.