

THE LAW SOCIETY OF UPPER CANADA CHECKLIST TO THE APPLICATION FOR LICENCE (under section 27 of the *Law Society Act* and By-Law 4 s. 8 and s. 10)

Instructions to the Applicant:

Complete all sections of the application. The Law Society of Upper Canada may investigate or verify any information supplied in the application, and may require further explanation from you. **Omissions or inaccuracies in your answers may delay processing.** If the space provided for any answer is insufficient, complete your answer on a separate sheet, sign and date the sheet and staple it to the application.

The Law Society of Upper Canada's By-Law 4 is available for your information at:
<http://www.lsuc.on.ca/WorkArea/DownloadAsset.aspx?id=5275>

Applicant's Checklist:

- Prior to submitting this application, you must ensure the Office of the Attorney General provides an original letter sent directly to the Law Society's Administrative Compliance department requesting the issuance of a Class L2 licence as required under the *Law Society Act* and By-Law 4 s. 8 and s. 10.
- Completed and original Application for Licence
- Original Certificate(s) of Standing (dated within the last 30 days) from each Law Society of which you **are or have been** a member, **inside and outside** of Canada. NOTE: 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 Administrative Compliance.
- A notarized copy of your Canadian Birth Certificate as proof of age and full legal name, OR,
A notarized copy (**front and back**) of your Canadian Citizenship Card
- Two coloured passport photos taken within the last 12 months
- Additional pertinent documents to comply with specific application requirements

Application Process	
Mail to:	Review and Approval:
Administrative Compliance The Law Society of Upper Canada Osgoode Hall 130 Queen St W Toronto ON M5H 2N6	Administrative Compliance <p style="text-align: center;"><u>Questions?</u></p> Tel: (416) 947-3315 and ask to be transferred, <u>or</u> , Email: lsforms@lsuc.on.ca

6. ATTORNEY GENERAL'S INFORMATION

Name: _____

Telephone Number: () _____

7. COMMENCEMENT OF PRACTISE

I intend to commence practising in Ontario with the Office of the Attorney General on:

 _____ / _____ / _____
 DD MM YYYY

Applicants MAY NOT COMMENCE PRACTISING in Ontario with the Office of the Attorney General until the L2 licence is issued. Administrative Compliance requires 15 business days to process the application. The completed file will be passed to the Office of the Registrar. The Office of the Registrar will issue the L2 licence.

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.

8.	Are you currently the subject of criminal proceedings or proceedings for any other offence under any statute in Canada or elsewhere?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9.	Have you ever been found guilty of, or convicted of, any offence under any statute in Canada or elsewhere? Exclude speeding and parking tickets.	<input type="checkbox"/> YES <input type="checkbox"/> NO
10.	Has judgment ever been entered against you in an action involving fraud?	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.	Are there any outstanding civil judgments against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	Have you ever disobeyed an order of any court requiring you to do any act or to abstain from doing any act?	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Have you ever been refused admission as a student-at-law, articled clerk or similar position in any professional body?	<input type="checkbox"/> YES <input type="checkbox"/> NO

15.	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 practise law or provide legal services?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	Have you ever been denied a licence or permit, or had any licence or permit revoked for failure to meet good character requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO
18.	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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
19.	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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20.	Are you now or have you ever been the subject of an insurance claim under a policy for professional liability insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21.	Have you ever been discharged from any employment where the employer alleged there was cause?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22.	Have you ever been disciplined by an employer, or been a respondent in proceedings, in relation to a Human Rights Code violation (e.g., sexual harassment, racial discrimination)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23.	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, 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
24.	Are there events, circumstances or conditions, other than those mentioned above, that are potentially relevant to your ability to practise law?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART C – AUTHORIZATION AND DECLARATION

I hereby authorize the Law Society of Upper Canada 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 Upper Canada, I will furnish any additional specific authorization or any release that is required for the purpose of enabling the Law Society of Upper Canada 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 *Rules of Professional Conduct*, and all other rules, regulations and requirements of the Law Society of Upper Canada.

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

I, _____, solemnly declare that all information provided by me with respect to this application, and in the documents furnished in connection with this application, is true, accurate, and complete.

DECLARED BEFORE ME)

at _____ , _____)

on the _____ day of _____, 20____)

Signature of Applicant

A Commissioner for Taking Affidavits

Print Name

(for office use only)

Approved by: _____ Approval date: _____