



**THE LAW SOCIETY OF UPPER CANADA
CHECKLIST TO THE APPLICATION FOR
PERMISSION TO PRACTISE LAW
IN ONTARIO ON A TEMPORARY BASIS
(under the National Mobility Agreement and
Part VII of By-Law 4)**

Instructions to the Applicant:

Complete all sections of this application. The Law Society of Upper Canada may investigate or verify any information supplied in this 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:

- A completed and original Application for Permission to Practise Law in Ontario on an Temporary Basis (under the NMA and Part VII of By-Law 4)
- Two completed and original Certificates of Character and Reputation
- 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
- 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

**THE LAW SOCIETY OF UPPER CANADA
APPLICATION FOR PERMISSION TO PRACTISE
LAW IN ONTARIO ON A TEMPORARY BASIS
(under the National Mobility Agreement and
Part VII of By-Law 4)**

PART A – APPLICANT INFORMATION

1. PERSONAL INFORMATION	4. CANADIAN MEMBERSHIP INFORMATION
First Name: _____ Middle Name(s): _____ Last Name: _____ Date of Birth: ____ / ____ / ____ <div style="text-align: center; margin-left: 100px;">DD MM YYYY</div> Place of Birth: _____ <div style="text-align: center; margin-left: 100px;">(City/Country)</div>	I am or have been a member of the following Canadian Law Societies: Law Society Name: _____ Year of Call: _____ Member Number: _____ Status: _____ Name called under (if different from personal information in question 1): _____
2. HOME CONTACT INFORMATION	5. MEMBERSHIP INFORMATION: OUTSIDE OF CANADA
Address: _____ _____ _____ _____ Telephone Number: _____ Facsimile Number: _____ Email Address: _____	I am or have been a member of the following Law Societies outside of Canada : Law Society Name: _____ Year of Call: _____ Member Number: _____ Status: _____ Name called under (if different from personal information in question 1): _____
3. BUSINESS CONTACT INFORMATION	
Law Firm/Employer Name & Address: _____ _____ _____ _____ Telephone Number: _____ Facsimile Number: _____ Email Address: _____	<p>Provide an original Certificate of Standing (dated within the last 30 days) from each Law Society of which you <u>are or have been</u> a member, <u>inside and outside</u> of Canada.</p> <p><u>NOTE:</u> 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.</p>

6.	I intend to establish an economic nexus with Ontario as described in By-Law 4, Part VII because I am also applying to be licensed in Ontario.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	I request permission to practice law on a temporary basis in Ontario under By-Law 4, Part VII of the Law Society of Upper Canada for the following purposes: _____ _____ _____ _____ _____	
8.	I have provided proof of professional liability insurance.	<input type="checkbox"/> YES <input type="checkbox"/> NO

9. PROOF OF LEGAL NAME

a)	Are you a Canadian citizen or permanent resident of Canada? If Yes: Provide a certified copy of a: <input type="checkbox"/> Canadian Birth Certificate; OR <input type="checkbox"/> Canadian Citizenship Card (front <u>and</u> back) If No: Contact the Administrative Compliance department of the Law Society at (416) 947-3315 before submitting your application.	<input type="checkbox"/> YES <input type="checkbox"/> NO
b)	Have you used another name or changed your name by court order, marriage, or other means? If Yes: Provide a certified copy of a: <input type="checkbox"/> Canadian Name Change Certificate; OR <input type="checkbox"/> Canadian Marriage Certificate; OR <input type="checkbox"/> Court Order	<input type="checkbox"/> YES <input type="checkbox"/> NO

10. a)	I have a Canadian common law degree. Law School: _____ Graduation year: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
b)	My academic credentials have been evaluated by the National Committee on Accreditation and I have made arrangements for an original NCA Certificate to be forwarded to the Administrative Compliance department.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

11.	I am currently authorized to practise law in a province or territory of Canada outside Ontario. Jurisdiction(s): _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	I am or have been engaged in the practice of law. Name of firm: _____ Address: _____ _____ _____ _____ <i>If “no”, briefly describe your current situation and include any employment details (if applicable):</i> _____ _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

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.

13.	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
14.	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
15.	Has judgment ever been entered against you in an action involving fraud?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	Are there any outstanding civil judgments against you?	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	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
18.	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
19.	Have you ever been refused admission as a student-at-law, articled clerk or similar position in any professional / regulatory / governing body?	<input type="checkbox"/> YES <input type="checkbox"/> NO

20.	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
21.	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
22.	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
23.	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
24.	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
25.	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
26.	Have you ever been discharged from any employment where the employer alleged there was cause?	<input type="checkbox"/> YES <input type="checkbox"/> NO
27.	Have you ever been disciplined by an employer, or been a respondent in proceedings alleging a violation of the <i>Human Rights Code</i> or similar legislation in any jurisdiction (e.g., sexual harassment, racial discrimination)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
28.	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 <i>Bankruptcy and Insolvency Act</i> , or any 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
29.	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

30. Name two members who are currently practising law from the jurisdiction in which you are a member, who will attest to your character and standing. Each person listed below must read your completed Application for Transfer and attach a copy of the completed Application for Transfer to the Certificate of Character and Reputation.

Name: _____

Address:

Telephone Number: () _____

Name: _____

Address:

Telephone Number: () _____

PART C – AUTHORIZATION AND DECLARATION (PERMIT)

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 I am not permitted to practise in Ontario beyond the permission granted by the Law Society of Upper Canada.

I understand that if I am permitted to practise law in Ontario on a temporary basis, 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

<p><i>(for office use only)</i></p> <p>Approved by: _____ Approval date: _____</p>
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