

**THE LAW SOCIETY OF UPPER CANADA  
APPLICATION FOR SURRENDER OF LICENCE TO  
PRACTISE LAW  
(under By-Law 4)**

***Instructions: Complete all sections. Strike through the parts that are not applicable. Provide additional information on a separate sheet if required. Incomplete applications will delay processing.***

**PART A – APPLICANT INFORMATION AND STATUS**

<b>PERSONAL INFORMATION</b>	<b>STATUS (choose one)</b>
<p>First Name: _____</p> <p>Middle Name(s): _____</p> <p>Last Name: _____</p> <p>Date of Birth: _____ DD MM YYYY</p> <p>I was called to the Ontario Bar on: _____ DD MM YYYY</p> <p>Member/Licensee Number: _____</p>	<p><input type="checkbox"/> A sole practitioner, practising alone in Ontario</p> <p><input type="checkbox"/> A sole practitioner, practising in Ontario with one or more lawyers as employees</p> <p><input type="checkbox"/> A sole practitioner, practising in Ontario with one or more lawyers in shared facilities</p> <p><input type="checkbox"/> A partner in a law partnership in Ontario</p> <p><input type="checkbox"/> An employee/associate in a law firm in Ontario</p> <p><input type="checkbox"/> Corporate Counsel Insured by LawPRO</p> <p><input type="checkbox"/> Corporate Counsel Not Insured by LawPRO</p> <p><input type="checkbox"/> Employed by Legal Aid Ontario or a community legal clinic</p> <p><input type="checkbox"/> Employed in government in Ontario</p> <p><input type="checkbox"/> Employed in education in Ontario</p> <p><input type="checkbox"/> Employed other, in Ontario</p> <p><input type="checkbox"/> A lawyer practising law outside of Ontario</p> <p><input type="checkbox"/> Employed other, outside of Ontario</p> <p><input type="checkbox"/> Emeritus lawyer providing pro bono legal services through Pro Bono Law Ontario</p> <p><input type="checkbox"/> Not working or on parental leave or unemployed</p> <p><input type="checkbox"/> Suspended</p>
<b>EMPLOYMENT INFORMATION</b>	<b>HOME AND MAILING ADDRESSES</b>
<p>Employer's Name: _____</p> <p>Employer's Address: _____</p> <p>_____</p> <p>Business Number: ( ) _____</p> <p>Facsimile Number: ( ) _____</p> <p>Email Address: _____</p> <p>Occupation: _____</p>	<p>Home Address: _____</p> <p>_____</p> <p>_____</p> <p>Mailing Address: _____ (if different)</p> <p>_____</p> <p>_____</p> <p>Home Number: ( ) _____</p> <p>Facsimile Number: ( ) _____</p> <p>Mobile Number: ( ) _____</p> <p>Email Address: _____</p>

**PART B – PRACTICE HISTORY**

1. Choose **one** response (directly below).

a)  I practised law in Ontario for \_\_\_\_ years and ceased to practise law as an Ontario lawyer on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
DD MM YYYY

**OR**

b)  I was never engaged in the practise of law as an Ontario lawyer.

*Note: If you never engaged in the private practice of law as an Ontario lawyer, you may be eligible for an exemption from the requirement to publish a Notice of Intention to Surrender Licence in the Ontario Reports. Provide a letter outlining your work history with your application to formalize this request.*

2. Are you now or have you within the last 12 months, been a Shareholder, Director or Officer of a Professional Corporation or practised law through a Professional Corporation ?

Yes  No

If “Yes”, provide the name of the Professional Corporation:

\_\_\_\_\_

**PART C – REASON FOR SURRENDER**

Provide the reasons why you wish to surrender your licence (directly below).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PART D - TRUST MONIES AND PROPERTY**

Choose **one** response that is most appropriate with respect to your practice as an Ontario lawyer (directly below).

a)  I have paid over and distributed all money and property held in trust, including money and property held for estates to the person(s) entitled thereto for which I was responsible, or to another lawyer entitled to practise law. **\*Requires supporting documentation – refer to Checklist.**

**OR**

b)  I have **not** accounted for and/or paid over money and property held in trust for which I was responsible. **\*Provide an explanation on the “Specifics” page 5.**

**OR**

c)  I have **not** been responsible for any money or property held in trust.

## **PART E - CLIENT FILES, DOCUMENTS AND PROPERTY**

Choose **one** response that is most appropriate with respect to your practise as an Ontario lawyer (directly below).

a)  I have disposed of/or arrangements have been made to the clients’ satisfaction to have their files, documents and property returned to them.

**OR**

b)  I have turned over clients’ files, documents and property with the client’s authorization to another lawyer entitled to practise law. **\*Provide details on page 4.**

**OR**

c)  I have not disposed of/or made arrangements to have clients’ files, documents and property returned to them to their satisfaction. **\*Provide an explanation on the “Specifics” page 5**

**OR**

d)  I have not been responsible for any client matters, files, documents and property.

**PART F - GOOD CHARACTER**

Answer **all** of the following questions. If you answer **yes** to any question below provide an explanation on the “Specifics” **page 6**.

<p><b>a)</b> I am currently aware of a claim(s) against me in either my professional capacity or with respect to my practice.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>b)</b> I am the subject of an audit, investigation and/or search or seizure by the Law Society.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>c)</b> I am party to a proceeding under Part II of the <i>Law Society Act</i>.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>d)</b> I am the subject of an order or I have not fully complied with all the terms and conditions of any order made under Part II of the <i>Law Society Act</i>, or any order made under Part II of the <i>Law Society Act</i> as it was before May 1, 2007.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>e)</b> I am the subject of an order or I have not fully complied with all the terms and conditions of any order other than an order cancelling membership, made under section 34 of the <i>Law Society Act</i> as that section read before February 1, 1999.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p><b>f)</b> I am the subject of an order or I have not fully complied with all the terms and conditions of any order made under section 35 or 36 of the <i>Law Society Act</i> as those sections read before February 1, 1999.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**PART G – CLIENT PROPERTY AND FILE INFORMATION**

I have transferred and disposed of my clients' files, documents and property as follows:

	Transferred to/ Location stored (Name, Address)	Contact Information (Name, Telephone Number)
Active Files		
Closed Files		
Wills		
Powers of Attorney		
Corporate Minute Books		
Corporate Seals		



**PART I – DECLARATION**

I, \_\_\_\_\_ solemnly declare that all information provided by me

(Full Name of Applicant)

in this application or supplemental thereto, 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:* \_\_\_\_\_

**PART J – LAWYERS’ PROFESSIONAL INDEMNITY COMPANY – (RELEASE)**

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Full Name of Applicant) (City/Town/etc)

hereby authorize and direct LAWPRO to provide to the Law Society of Upper Canada any information contained in my LAWPRO records, including, but not limited to, information regarding my claims, any outstanding premiums, levies, deductibles and/or the status of my filings with LAWPRO.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**