

**THE LAW SOCIETY OF UPPER CANADA
APPLICATION FOR SURRENDER OF LICENCE TO
PROVIDE LEGAL SERVICES
(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

PERSONAL INFORMATION	STATUS (choose one)
First Name: _____ Middle Name(s): _____ Last Name: _____ Date of Birth: _____ /_____/_____ DD MM YYYY I obtained my licence on: _____ /_____/_____ DD MM YYYY Licence Number: _____	<input type="checkbox"/> A sole practitioner, providing legal services, alone (with no other paralegals) <input type="checkbox"/> A sole practitioner, providing legal services with one or more paralegals as employees <input type="checkbox"/> A sole practitioner, providing legal services with one or more paralegals and/or lawyers in shared facilities <input type="checkbox"/> A partner with one or more paralegals only, in a paralegal firm providing legal services <input type="checkbox"/> A partner with a lawyer providing legal services for the law firm <input type="checkbox"/> An employee/associate in a paralegal firm <input type="checkbox"/> An employee in a law firm <input type="checkbox"/> Employed by Legal Aid Ontario or a community legal clinic <input type="checkbox"/> Employed in government in Ontario <input type="checkbox"/> Employed in education in Ontario <input type="checkbox"/> Employed other, in Ontario <input type="checkbox"/> A paralegal providing legal services outside of Ontario <input type="checkbox"/> Employed other, outside of Ontario <input type="checkbox"/> Not working or on parental leave or unemployed <input type="checkbox"/> Suspended
EMPLOYMENT INFORMATION	HOME AND MAILING ADDRESSES
Employer's Name: _____ Employer's Address: _____ _____ _____ Business Number: () _____ Facsimile Number: () _____ Email Address: _____ Title: _____	Home Address: _____ _____ _____ Mailing Address: _____ (if different) _____ Home Number: () _____ Facsimile Number: () _____ Mobile Number: () _____ Email Address: _____

PART B – PRACTICE HISTORY

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

a) I provided legal services in Ontario for ____ years and ceased to provide legal services for which a licence is required on: ____/____/____

DD MM YYYY

OR

b) I provided legal services in Ontario, but only in circumstances in which I am permitted under the *Law Society Act* to do so without a licence. ***Provide an explanation on the “Specifics” page 5.**

OR

c) I was never engaged in the provision of legal services as an Ontario paralegal.

Note: If you never engaged in the provision of legal services as an Ontario paralegal, 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 provided legal services 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 provision of legal services as an Ontario paralegal (directly below).

a) I have paid over and distributed all money and property held in trust, including all money and property for which I was responsible, to another paralegal entitled to provide legal services in Ontario or to a lawyer entitled to practise law in Ontario. ***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 client matters, files, documents or property.

PART E - CLIENT FILES, DOCUMENTS AND PROPERTY

Choose **one** response that is most appropriate with respect to your provision of legal services as a licensed paralegal (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 paralegal entitled to provide legal services in Ontario or to a lawyer entitled to practise law in Ontario. ***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 or 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>a) I am currently aware of a claim(s) against me in either my professional capacity or with respect to my provision of legal services.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>b) I am the subject of an audit, investigation and/or search or seizure by the Law Society.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>c) I am party to a proceeding under Part II of the <i>Law Society Act</i>.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>d) 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>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>e) 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>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>f) 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>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>

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		

PART I – INSURANCE INFORMATION AND RELEASE

If you had multiple insurers, photocopy this page and attach it to your application.

a) I required insurance for my provision of legal services

Policy number: _____
Start date: _____
End date: _____

Insurer: Name: _____
Broker: Name: _____
Address _____
:
Phone: _____
Fax: _____
Email: _____

I, _____, of _____,
hereby

(Full Name of Applicant)

(City/Town/etc)

authorize and direct the insurer named above to provide information to the Law Society of Upper Canada regarding any claims against my policy for professional indemnity insurance with the insurer named above in order that the Law Society may process my application to surrender my licence at my own request.

Signature of Applicant

Date

OR

b) I have never required insurance for my provision of legal services

***Provide the reasons why you never required insurance (directly below).**

PART J – 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

ONCE YOU HAVE SURRENDERED YOUR LICENCE, YOU MAY NOT PROVIDE ANY LEGAL SERVICES FOR WHICH A CLASS P1 LICENCE IS REQUIRED PURSUANT TO THE *LAW SOCIETY ACT* AND ALL APPLICABLE BY-LAWS MADE THEREUNDER.

(for office use only)

Approved by: _____ **Approval date:** _____