

Information Assessment PROCESS



This sheet contains answers to commonly asked questions about the information assessment process. Please read both sides of this sheet carefully.

What happens after I submit everything?

After the Law Society receives your completed Information Concerning a Lawyer form and relevant documentation, we will open a file and provide you with the file number – see your enclosed letter. Your file will then go into a queue to be assessed by our Information Assessment Counsel. Files are generally assessed in the order they are received and processed at the intake stage. The time taken to assess your file can vary based on the amount and complexity of the information you submit.

For more detailed information regarding our information assessment process, please visit our website at: www.lawsociety.ab.ca/public/providing-information-concerning-a-lawyer.

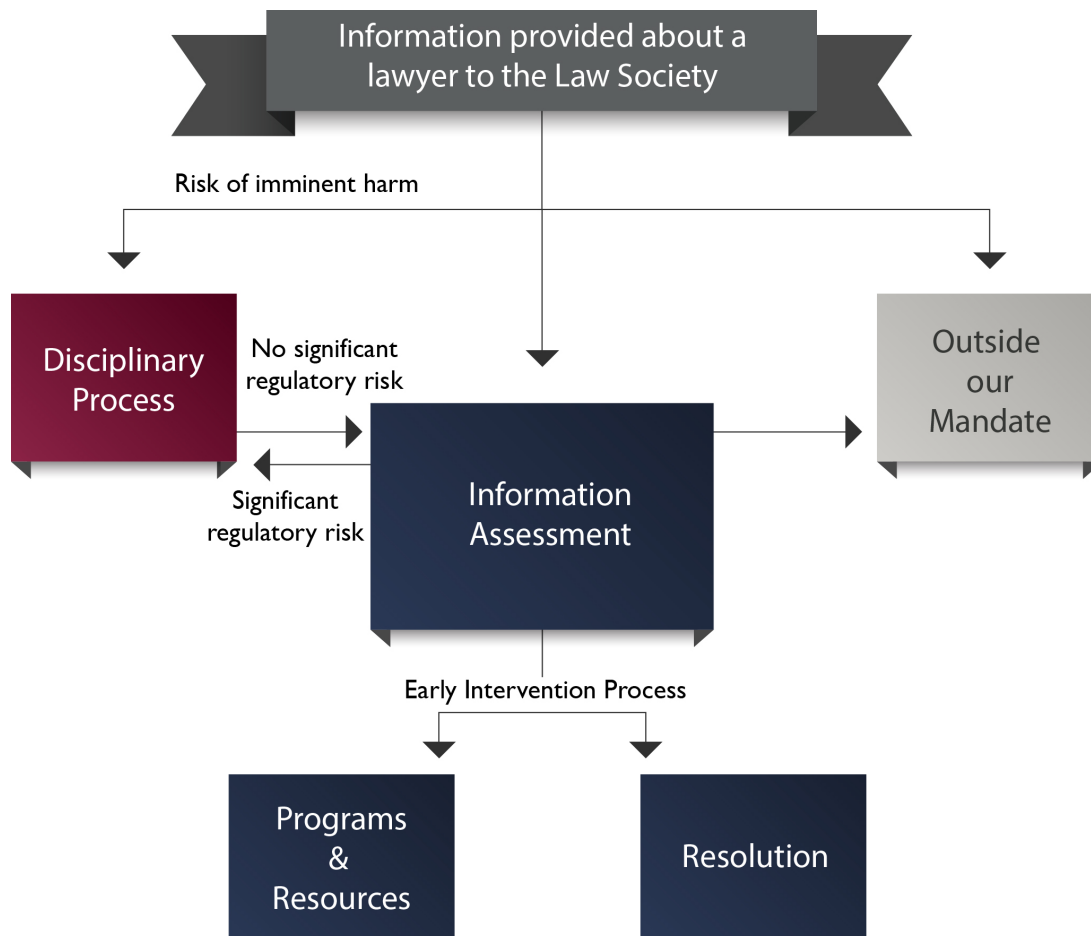
What can happen as a result of my submission?

Our Information Assessment Counsel may contact you or the lawyer(s) involved for additional details. Most matters are addressed through our early intervention process. If the matter is assessed and found to involve significant regulatory risk, the matter will be referred to our disciplinary process.

Our Information Assessment Counsel may decide that the information does not engage our processes or it is outside of our mandate. In such cases, we will write to you to explain the closure of your file. Where appropriate, we will refer you to another agency that can better assist you.

How long will the information assessment process take?

Our objective is to perform an assessment within four to six months of opening your file. If we are unable to meet this objective, we will advise you accordingly. If we have not contacted you it is likely that your file is still in the assessment queue.



What should I do now?

Your file is in the queue to be assessed by the Information Assessment Counsel. We will contact you when the assessment is complete or if we need more details on your matter. In the interim, please let us know if your contact information changes. If any significant updates on your matter occur while you are waiting for our assessment, please advise us accordingly. The Law Society does not gather evidence independently, so if you have any other supporting documents for your file, please send copies to us as soon as possible.

Who can I call if I have questions?

If you have additional questions, you can reach the Intake Specialists. Please provide us with your full name and file number for all inquiries.

The Law Society process does not provide an alternative means to adjudicate a legal dispute or provide a legal remedy. We will not intervene in a legal dispute and cannot provide legal advice or opinion.

The Law Society of Alberta does not have jurisdiction to pay compensation.