

## Information Concerning a Lawyer Form

The Law Society of Alberta is the independent regulator of the legal profession. We regulate in the public interest by promoting and enforcing a high standard of professional and ethical conduct by Alberta lawyers.

The information you provide concerning a lawyer is important and ultimately contributes to ensuring lawyers maintain the high standards demanded of the profession. However, we are unable to assist with matters which: (i) fall outside our mandate as regulator; or (ii) which do not require either early intervention or discipline.

We address most information concerning a lawyer through a proactive approach to resolve issues and/or by working with the lawyer to achieve high standards of service. However, where the information provided poses significant regulatory risk, we will refer it to our discipline process.

When you submit this form, you will receive a letter acknowledging that we have received your information. If you have relevant documents you want us to see, please provide them to us together with this form.

Please be aware that a copy of this form (or a summary of it) and any enclosures will be sent to the lawyer you are providing information about. If you do not want us to share your contact information with the lawyer, you must advise us in writing of any restrictions.

Below are examples of matters that fall outside of our mandate:

### 1. Other Jurisdictions

The Law Society only has jurisdiction over Alberta lawyers. If your information is regarding a lawyer in another province or territory, please contact the Law Society in that jurisdiction.

### 2. Fee Disputes

Concerns about a lawyer's fees and charges should be directed to the [Review Office](#) at the Court of Queen's Bench of Alberta. Please note that there are **time limits** on this process so you should pursue this remedy as soon as possible.

### 3. Financial Compensation

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

If the actions of your lawyer resulted in a financial loss due to theft or negligence, you may be entitled to make a claim with the [Alberta Lawyers Indemnity Association](#) (ALIA).

Filing this Information Concerning a Lawyer Form with the Law Society does not initiate an ALIA claim. In order for ALIA to review your claim, you must file a written claim with ALIA directly.

You should also seek independent legal advice.

### 4. Current Court Matters

Matters involving Court proceedings are regulated by the Rules of Court and the general practice of the Court. In most cases, the Court decides on the conduct of Court proceedings.

The Law Society's process is not an alternative way to resolve a legal dispute you may have with someone else.

**The Law Society will not get involved in any related legal disputes and cannot provide you with legal advice or opinion.** The Law Society cannot compel a lawyer to withdraw from a file.

The Law Society is committed to communicating with you in a respectful manner and expects the same courtesy. We understand that this process can be stressful. However, we will not accept discriminatory, harassing, or profane communications, or any threatening behavior. Please note that repeated behavior of this kind may result in the Law Society restricting communications with you.

## Information Concerning a Lawyer Form

### 1. INFORMATION ABOUT YOU (please print or type)

Please ensure that you provide us with your contact information on the last page of this form.

Prefix: ☐ Mr. ☐ Ms. ☐ Mx.

Name: \_\_\_\_\_

### 2. INFORMATION ABOUT THE LAWYER

Please complete a separate form for each lawyer you would like to provide information about. Forms must name individual lawyers and not firms.

Name: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### 3. RELATIONSHIP TO LAWYER

#### (a) What is your relationship to the lawyer?

- |  |  |
|--|--|
| <input type="checkbox"/> Client          | <input type="checkbox"/> Former Client         |
| <input type="checkbox"/> Opposing Party  | <input type="checkbox"/> Employed by Lawyer    |
| <input type="checkbox"/> Opposing Lawyer | <input type="checkbox"/> Other (specify) _____ |

#### (b) If referencing your own lawyer:

When did you hire the lawyer? \_\_\_\_\_

Has the lawyer quit or been fired? ☐ Yes ☐ No

What was the lawyer hired to do?

(c) Is the matter completed? ☐ Yes ☐ No

#### (d) If referencing someone else's lawyer:

Who does the lawyer act for? \_\_\_\_\_

What is your involvement? \_\_\_\_\_

Have you discussed this submission with your own lawyer? ☐ Yes ☐ No

- (e) **Are you currently represented by a lawyer?** ☐ Yes ☐ No

☐ Current Lawyer ☐ Former Lawyer

Name: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ Prov/Terr: Alberta Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- (f) **Which area of law is your matter regarding?**

<input type="checkbox"/> Real Estate	<input type="checkbox"/> Civil Litigation	<input type="checkbox"/> Administrative/Boards/Tribunals
<input type="checkbox"/> Corporate	<input type="checkbox"/> Family	<input type="checkbox"/> Personal Injury
<input type="checkbox"/> Immigration	<input type="checkbox"/> Wills/Estate	<input type="checkbox"/> Other ( <i>specify</i> ) _____
<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Criminal	
<input type="checkbox"/> Employment	<input type="checkbox"/> Commercial	

- (g) **If you indicated that this is a wills/estate matter above:**

Are you the estate's executor or administrator? ☐ Yes ☐ No

If not, who is the estate executor or administrator? \_\_\_\_\_

Are you a beneficiary? ☐ Yes ☐ No

#### 4. INFORMATION CONCERNING THE LAWYER

- (a) Please provide detailed information in your own words. If necessary, use a separate sheet of paper and attach to this form.

- (b) If you are providing any supporting documentation for your complaint, please list all enclosures you are including below. You may submit **up to 50** additional pages of documents with this form. Please note the following when providing supporting documentation:
- **Do not include original documents, copies only.**
  - **Do not submit more than 50 additional pages.** If you have more information that you believe is relevant to share, please provide a list of the materials you have not included in your complaint. We will contact you if we require any of the listed materials.
  - **The 50-page limit applies to every document attached to the complaint,** including any emails you are submitting as evidence of your concerns, as well as any attachments to those emails.
  - **Do not send us videos or audio recordings.** If you have recordings, please provide a written description of the recording. We will contact you if we require a copy of the recording.
  - **Do not send hyperlinks or zip files.** For security reasons, hyperlinked documents and/or documents in zip files will not be reviewed.
  - The Law Society does not have access to evidence such as Court transcripts, documents, emails, etc. and will not obtain that evidence for you. **If you have relevant materials that you want us to see, you must provide the materials or a list of the materials to us together with this form.**

Complaints or materials that exceed the page limit may be deleted or returned to you. For more information about supporting documentation and the page limit, please see our [website](#). If you cannot access the website, please request the information by emailing [Intake@lawsociety.ab.ca](mailto:Intake@lawsociety.ab.ca) or calling 403.930.7218.

- (c) What would you like to see happen as a result of your submission?

**5. ACKNOWLEDGMENT, CONSENT AND SIGNATURE**

Pursuant to Section 78(3) of the *Legal Profession Act*, this Information Concerning a Lawyer Form is private and confidential, and must not be used in any other proceeding or for any collateral purpose.

I acknowledge that by submitting this form, I am giving my consent to the Law Society of Alberta, directly or indirectly, to gather all information necessary to address my concerns and to disclose some or all of the information I have provided to the lawyer concerned. This acknowledgment and consent will also allow my lawyer or former lawyer to gather any file information in the possession of another lawyer or law firm. I am waiving any solicitor-client privilege related to matters outlined in this document, and my lawyer or former lawyer is authorized to fully discuss these matters with the Law Society of Alberta.

The personal information collected in this form will be used by the Law Society of Alberta for one or more purposes contemplated by the Legal Profession Act, the Rules of the Law Society of Alberta, the Code of Conduct, Guidelines and Protocols of the Law Society or a resolution of the benchers and will be accessible to all departments of the Law Society of Alberta. This information may be used or disclosed by the Law Society of Alberta, now or in the future, to its early intervention programs, and for any of its regulatory purposes, investigations and proceedings. The Law Society of Alberta may contact you to obtain additional information or to obtain clarification on the information you have provided.

If you have any questions or concerns about the collection, use or disclosure of this information, please contact the Law Society of Alberta Information/Privacy Officer at 1-800-661-9003.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return this signed and completed form and supporting documentation to [intake@lawsociety.ab.ca](mailto:intake@lawsociety.ab.ca)**

**Your contact information:**

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/Terr: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**If your business or company is involved:**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/Terr: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact: \_\_\_\_\_

Position/Title: \_\_\_\_\_

**OPTIONAL:**

Do you self-identify as an Indigenous person (First Nations, Metis, Inuit)? ☐ Yes ☐ No

*The Law Society of Alberta is committed to providing accessible services to Indigenous Peoples.*

**This page containing your contact information may be detached from the Information Concerning a Lawyer Form at the discretion of the Law Society of Alberta or upon your written request.**

What happens after I submit this form?

You will receive a letter acknowledging that we have received your information. We will contact you if we need any further information and will advise you when our assessment is complete. For more information visit our [website](http://www.lawsociety.ab.ca).