

Trust Safety Accounting Upload Using Clio Software

This document provides information on how to generate the Law Society Trust Report. This report pulls in all the transaction and balance information from your Clio trust account, which can be used to verify compliance with the Law Society trust accounting requirements.

NOTE: All law firms must use the new PricewaterhouseCoopers (PwC) Connect Tool to upload the data to the Law Society. An email will be sent to all Responsible Lawyers with instructions to login and use the Connect Tool.

For the Law Society Trust Report to pull in the correct information, your Clio trust account(s) must be set up correctly.

Generating the Law Society Trust Report

First, ensure that the Responsible Lawyer's Member ID number has been entered under the Lawyer Registered Number on your profile page in Clio.

Users > Don Draper



Don Draper

The Draper Firm

[Edit Picture](#)

User Information EDIT

Job Title	-	Permissions	Administrator
Email	DonD.draperlaw@gmail.com	Time Zone	Pacific Time (US & Canada)
Phone	-	Last Login	11/28/2016
Groups	Firm, Family Law, Employment Group, Firm Partners, Litigation Group, Criminal Group, Personal Injury Group, Real Estate	Subscription	Attorney
Billing Rate	\$350.00	Lawyer Registered Number	123456789

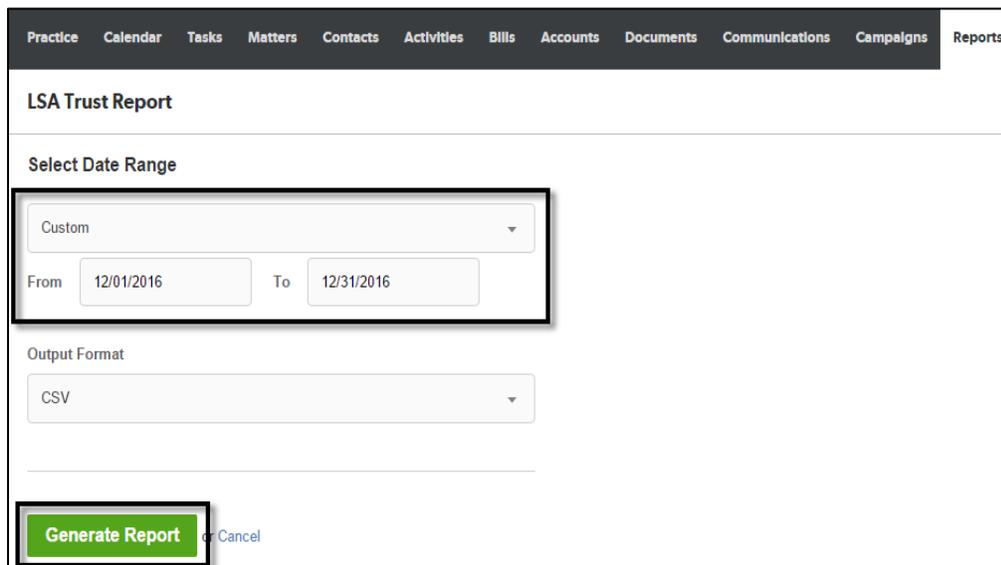
To generate the Law Society Trust Report, click on the **Reports** tab. Then scroll down to **Compliance Reports** and click **LSA Trust**.

Practice
Calendar
Tasks
Matters
Contacts
Activities
Bills
Accounts
Documents
Communications
Campaigns
Reports

Compliance Reports

[LSA Trust](#)
Trust accounting for the Law Society of Alberta

Select **Custom** from the dropdown menu, choose your date range, and click **Generate Report**.



Practice Calendar Tasks Matters Contacts Activities Bills Accounts Documents Communications Campaigns Reports

LSA Trust Report

Select Date Range

Custom

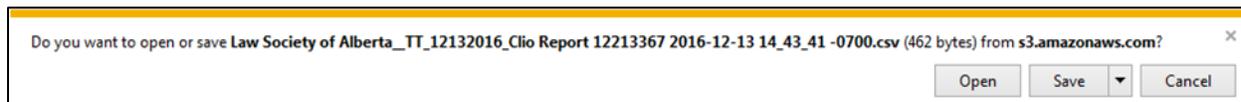
From 12/01/2016 To 12/31/2016

Output Format

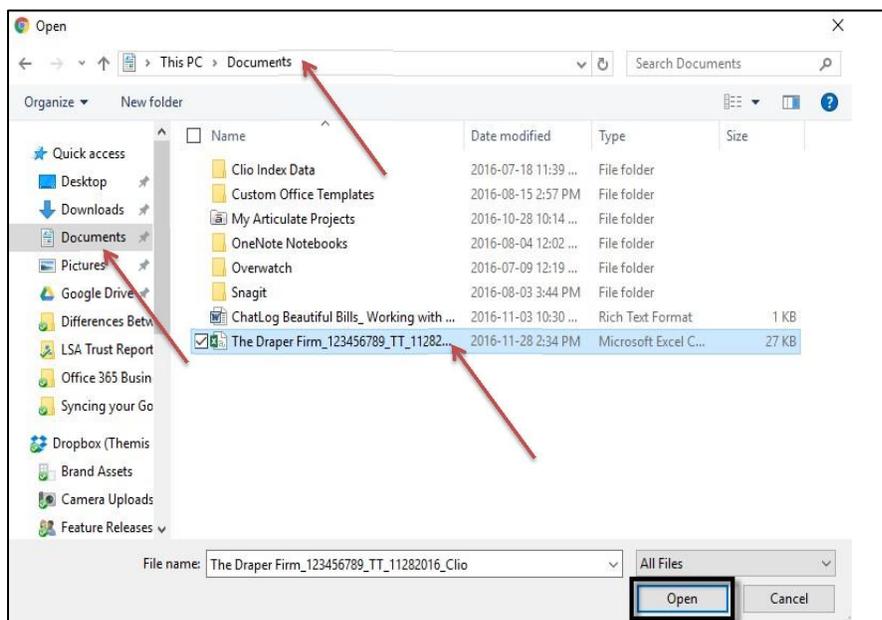
CSV

Generate Report Cancel

The Law Society Trust Report will be generated and downloaded to your computer. An Open/Save dialog box will display prompting you to either **Open** or **Save** the report.



Save the report and note the location of where the file was saved. For example, ThisPC\Documents.



Before uploading the LSA Trust Report to the Law Society of Alberta, you must edit the file name. To do so, right click the file and select “Rename”. The file name will look something like this:

 The Draper Firm_123456789_TT_11282016_Clio Report 12015625 2016-11-28 13-11-02 -0800

For the file to upload successfully to the Law Society of Alberta, you need to delete everything after the “Clio” in the file name. The resulting file name will look something like this:

 The Draper Firm_123456789_TT_11282016_Clio

Ensure that there are no spaces or any other characters after “Clio” in the file name

Uploading the files to the Law Society

All law firms must use the new (PwC) Connect Tool to upload the data to the Law Society. An email will be sent to all Responsible Lawyers with instructions to login and use the Connect Tool. There is also information available on the Law Society website www.lawsociety.ab.ca.

Questions?

If you have questions regarding the file transfer process or your data upload, contact the Trust Safety department by email at trust.safety@lawsociety.ab.ca or call 403-228-5632.