

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 Drap	er		
	Don Draper		
	The Draper Firm		
Edit Picture			
User Information	1		EDIT
Job Title	ā	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
Complia	ance Repo	rts									
LSA Tr Trust acc	<u>ust</u> counting for the l	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 Tru	ist Report										
Select [)ate Range)					_				
Custom From	12/01/2016		То	12/31/2016		•					
Output Fo	ormat					Ŧ					
Gene	rate Repor	t or Ca	ncel				_				

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.

Do you want to open or save Law Society of Alberta_TT_12132016_Clio Report 12213367 2016-12-13 14_43_41 -0700.csv (462	bytes) from s	3.amazona	ws.co	m? ×
	Open	Save	•	Cancel

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

← → < ↑ 🗄 > This PC > Documents 🔪 🗸 Search Docum						P
Organize 🔻 New folder				-		3
A Quick access	Name	Date modified	Type File felder	Size		
🔜 Desktop 🛛 🖈	Custom Office Templates	2016-08-15 2:57 PM	File folder			
🖶 Downloads 🖈	My Articulate Projects	2016-10-28 10:14	File folder			
🔮 Documents 🖈	OneNote Notebooks	2016-08-04 12:02	File folder			
📰 Pictures 🗸 🖈	Overwatch	2016-07-09 12:19	File folder			
💪 Google Drive	Snagit	2016-08-03 3:44 PM	File folder			
Differences Betw	💼 ChatLog Beautiful Bills_ Working with	2016-11-03 10:30	Rich Text Format		1 KB	
LSA Trust Report	Call The Draper Firm_123456789_TT_11282	2016-11-28 2:34 PM	Microsoft Excel C		27 KB	
Grice 365 Busin						
🌄 Syncing your Go						
😂 Dropbox (Themis						
Brand Assets						
🚺 Camera Uploads						
🞎 Feature Releases 🗸						
			All Files			~



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.