
Law Firm Self-Report Checklist

The Trust Safety Filing Requirements is located on the left-hand side of the page. You are required to navigate through each section and complete applicable reports to submit the on-line Law Firm Self-Report. It is not necessary to submit this checklist to the Law Society.

Failure to fully complete the Self-Report or provide the necessary support documents will result in an inability to submit the Law Firm Self-Report. Incomplete reports will be deemed outstanding and will be subject to late fees and penalties.

Your Name: _____
Name of Law Firm: _____
Date _____

Trust Safety Filing Requirements

Welcome Page - I have read the Introduction information.

Firm Practice Profile – I have indicated my area(s) of practice with percentages based on the approximate amount of time spent working in each area.

Bank Accounts – I have provided my Trust and General bank account(s) information for the reporting period.

Trust Bank Account Report – I have completed a Bank Account Report for each of my Trust Accounts only.

Law Firm Self-Report

Section A - General Information (TO BE COMPLETED BY ALL LAW FIRMS)

Section B - General Bank Account (TO BE COMPLETED BY ALL LAW FIRMS)

Exempt from operating a Trust account - check the NOT APPLICABLE option at the top of page 7.
This will eliminate the requirement for section C.

Section C - Trust Bank Account (TO BE COMPLETED BY LAW FIRMS THAT OPERATE A TRUST ACCOUNT)

Supporting Documents – I have attached all applicable supporting required documents.

Financial Institution Authorization Release Form - If you operate Trust Accounts.

The Responsible Lawyer must print their name, sign and date this document.

The completed form is attached to the Self-Report.

Lawyer Certification - Certify online to the accuracy of the information provided in the Self-Report.