

Application to Designate a Responsible Lawyer and Exemption from Operating a Trust Account

Rule 119.13

Instructions:

A law firm shall obtain and thereafter maintain approval of designation of a Responsible Lawyer and authorization to maintain a trust account and/or a general account unless specifically exempted by the Executive Director, Rule 119.13.

Please submit this form to Trust.Safety@lawsociety.ab.ca. We do not require the original.

I am applying for the following designation:

Responsible Lawyer

Alternate Responsible Lawyer

SECTION A – APPLICANT DETAILS

1. Name: _____
2. Member ID: _____
(on member card)
3. Business Name: _____
4. Street Address: _____
City: _____ Province: _____ Postal Code: _____
5. Main Phone: _____ Fax: _____
Direct Phone: _____
6. Email: _____
(for Law Society use only)
7. The area of law practiced is (are) [please insert percentage]:

_____ Aboriginal	_____ Arbitration
_____ Civil Litigation	_____ Corporate
_____ Employment/Labour	_____ Entertainment
_____ Immigration	_____ International Business
_____ Mediation	_____ Tax
_____ Administrative / Boards / Tribunals	_____ Bankruptcy / Insolvency / Receivership
_____ Commercial	_____ Criminal
_____ Environmental	_____ Estate Planning & Administration
_____ Intellectual Property	_____ Matrimonial / Family
_____ Real Estate Conveyancing	
_____ Other (please specify) _____	
TOTAL 100%	

The information provided 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, the Code of Conduct, or a resolution of the Benchers and will be accessible to all departments of the Law Society, including the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Law Society of Alberta, now or in the future, for regulatory purposes, including Law Society of Alberta investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about this, please contact the Privacy Officer at 403-229-4700.

8. The law firm uses the following accounting software for general bank accounting: _____
N/A If not applicable, please provide an explanation: _____
9. In the course of your employment do you **only** provide legal services with respect to one or more of the following? Please check any that apply and provide a brief description of the circumstances of your employment.
- Director of a private or public company
 - Officer of a company not engaged in providing legal services to the public
 - Corporate/Public Secretary
 - Not applicable
 - Description:

SECTION B – EXEMPTION DETAILS

1. The reasons for requesting an exemption from maintaining a trust account are:
2. I have made the following arrangements to manage any trust money that I may receive:

SECTION C – DECLARATION

I, _____

hereby apply for an exemption from maintaining a trust account.

I acknowledge that I am still the Responsible Lawyer for the law firm and unless the law firm obtains and maintains approval for a trust account;

- (a) The law firm and any lawyer practising with the law firm is not permitted to operate a trust account in the name of the law firm, and
- (b) I am responsible in relation to any general account maintained by the law firm to ensure compliance in accordance with Part 5 of the Rules of the Society, unless exempted by the Executive Director.

I undertake that I will at all times during which I am carrying on the practice of law in Alberta, faithfully and to the best of my ability, perform my obligations as a member of the Society under the *Legal Profession Act*, the Rules of the Society, and any code or ethical standards authorized or established by the Benchers of the Society.

Declaration

I, _____
solemnly declare that all statements made by me in the applications, and in the documents furnished in connection with this application, are correct and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at _____

On _____
(mm/dd/yyyy)

A Commissioner for Oaths for the Province of Alberta
(Note: If the declaration is made outside Alberta, it must be made before a Notary Public).

Applicant Signature