

## Business Contact Information

Lawyers must notify the Law Society of any changes to their Business Contact information; The Rules of the Law Society of Alberta require prompt disclosure of this information immediately following any changes.

If the location of your office has changed, please provide the new address, inclusive of office telephone and fax numbers, to [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca).

You can submit changes to your **business** contact information including email addresses and phone number(s) through the Lawyer Portal. To update your business address, log into the Lawyer Portal, then select **My Profile** from the dropdown menu. Select the **Business Location** tab to submit your changes.



MY PROFILE → INTRODUCTION

**INTRODUCTION**

MY ACCOUNT

UPDATE BUSINESS INFORMATION

BUSINESS LOCATION

BUSINESS TELEPHONE/EMAIL

UPDATE PERSONAL INFORMATION

NAME

### Introduction

There are a number of reasons you are required to keep the Law Society of Alberta informed of any changes to your business and personal information. You have a professional obligation to keep your information current. In doing so, you enable the Law Society of Alberta to notify you of important information that supports the ongoing competence and professionalism of lawyers in Alberta.

**Publishing Information**  
Your information also supports our online Lawyer Directory service. This service is provided to members of the legal profession and the public to search for individual lawyers they may wish to contact on a professional basis or to verify their status. The information is not to be used for any commercial, marketing or fundraising purposes.

Please note, by selecting the *Publish* checkbox you authorize the Law Society of Alberta to display your name and business address on the public Lawyer Directory.

If you are leaving your current business location, please provide your last day of employment using the End Date calendar. The date must either be today or in the future, you cannot backdate. Enter the Business name and click **Lookup**.

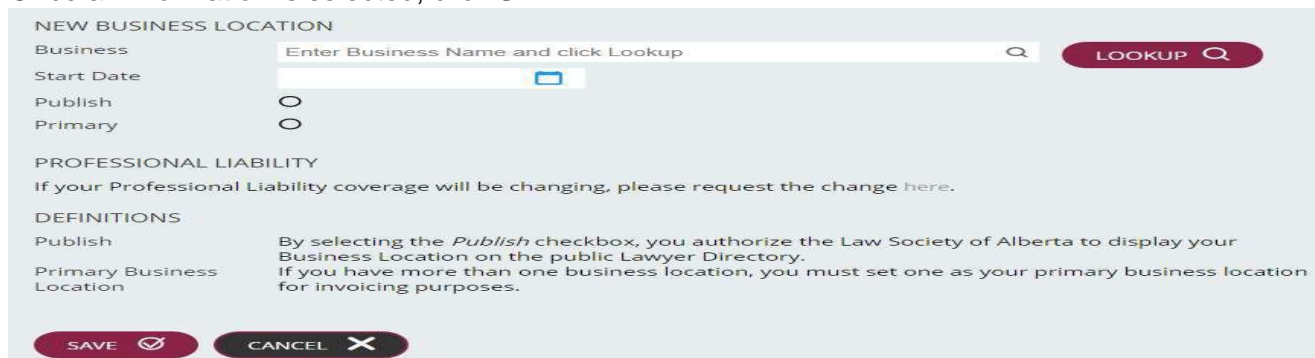
Responsible Lawyers must provide proof of trust account closure or designate a new Responsible Lawyer prior to leaving and/or closing their practice. Please contact [Trust Safety](#) to determine requirements.

Using the Start Date calendar, select the effective date of your new employment. The date must either be today or in the future, you cannot backdate.

By selecting the *Publish* option, your new Business Location will appear on Lawyer Directory.

**If you have more than one business location, you must set one as your Primary Business Location for invoicing purposes.**

Once all information is selected, click **SAVE**.



**NEW BUSINESS LOCATION**

Business

Start Date

Publish ☐

Primary ☐

**PROFESSIONAL LIABILITY**  
If your Professional Liability coverage will be changing, please request the change [here](#).

**DEFINITIONS**

Publish By selecting the *Publish* checkbox, you authorize the Law Society of Alberta to display your Business Location on the public Lawyer Directory.

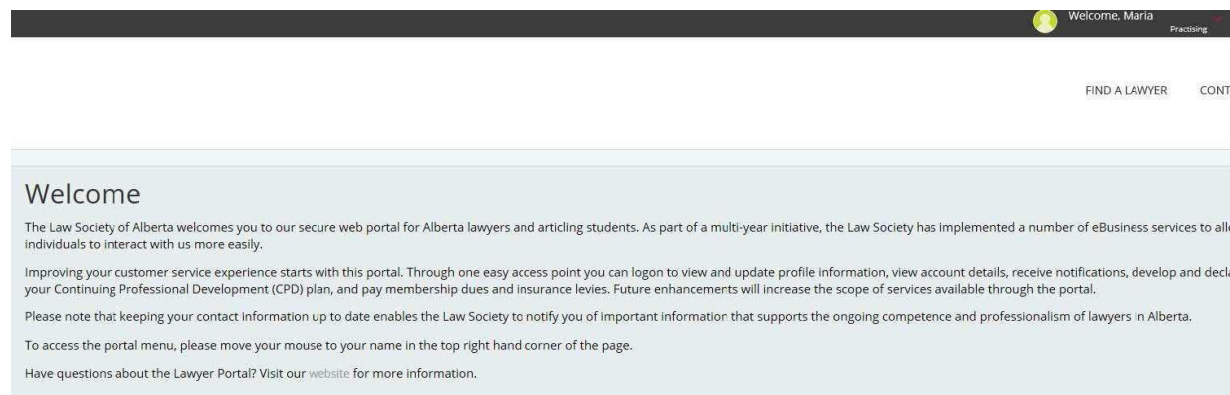
Primary Business Location If you have more than one business location, you must set one as your primary business location for invoicing purposes.

## Online Application to Change your Lawyer Status

Please complete the following steps to change your lawyer status.

### Selecting your Status

Log into the Lawyer Portal and hover the cursor over your name in the top right corner; select **My Applications**.



Welcome, Maria Practising

FIND A LAWYER CONTACT

### Welcome

The Law Society of Alberta welcomes you to our secure web portal for Alberta lawyers and articling students. As part of a multi-year initiative, the Law Society has implemented a number of eBusiness services to allow individuals to interact with us more easily.

Improving your customer service experience starts with this portal. Through one easy access point you can log on to view and update profile information, view account details, receive notifications, develop and declare your Continuing Professional Development (CPD) plan, and pay membership dues and insurance levies. Future enhancements will increase the scope of services available through the portal.

Please note that keeping your contact information up to date enables the Law Society to notify you of important information that supports the ongoing competence and professionalism of lawyers in Alberta.

To access the portal menu, please move your mouse to your name in the top right hand corner of the page.

Have questions about the Lawyer Portal? Visit our [website](#) for more information.

### Selecting your Status - Application Requirements

Under **New Application**, you have four status options to choose from. A description of each status can be found below, please read through them carefully to select the appropriate status.

#### 1. Application for Lawyer Status: In House

If you are leaving private practice to an In-House position with the government or a corporation, or you are currently In House but changing employers, click **NEW**.



Current ☒ Show History

Options	Application	Submitted	Status	Status Date
<div> <div></div> <div>UPDATE</div> </div>	Application for Lawyer Status: Active In House		In Progress	Jan-22-2020

Using the Start Date calendar, select the date your In-House status is effective. The date must either be today or in the future, you cannot backdate.

APPLICATION FOR LAWYER STATUS: ACTIVE IN HOUSE


Form ID	1547090
Received	
Status	Incomplete May 13, 2020
Last Updated	May 13, 2020 14:42
Email	tuis.vargas@lawsociety.ab.ca

\* Start Date  
May-13-2020

\* ☐ In-House Employment (rules 148(1)(b))  
I certify that I will be:

Once an effective date is entered, select **In House**; click **Save**.

Status	Incomplete May 13, 2020
Last Updated	May 13, 2020 14:42
Email	

\* Start Date  
May-13-2020 

\* ☒ **In-House Employment** (rules 148(1)(b))

I certify that I will be:

- a. employed by or contracting with an organization other than a law firm;
- b. that my employer is not or my contract is not with one of the organizations listed in Rule 148(2); and
- c. that I practice law solely within the scope of that employment or contract. (Subject to the exception set out in Rule 148(6)).


I certify to immediately notify the Society of any change in circumstances related to this application for Active Exempt status with the Law Society of Alberta (rule 148(4)).

The personal information collected in this form will be used by the Law Society 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 Indemnity Association. The information may be used or disclosed by the Law Society, now or in the future, for regulatory purposes, including Law Society 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 the collection, use or disclosure of this information, please contact the Privacy Officer at 403-229-4700.

A message will generate informing you that your application has been saved. To submit your application to the Law Society, scroll to the bottom of the page and select **Submit**. Please note, you will not be able to edit the information once you have submitted your application.

## 2. Application for Lawyer Status: Active PrivatePractice

If you are leaving an In-House position into private practice, only working part-time, wanting to return to full time practice from part-time, moving to another jurisdiction or are currently looking to secure employment, select **Application for Lawyer Status: Active Private Practice**.

 My Applications

Select the application you wish to apply for from the dropdown menu and click New. If you are unable to select an application, contact Membership by email [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca).

New Application

Application for Lawyer Status: Active In House

Application for Lawyer Status: Active Private Practice

NEW

Current Applications

Current ☒ Show History

Options	Application	Submitted	Status	Status Date


Once you have selected the appropriate status, click **NEW**.

Under **Current Applications > Options**, click **Update**.

Using the Start Date calendar, select the date your status is effective. The date must either be today or in the future, you cannot backdate.

Select the status that best describes your practicing situation. If you select an affirmative answer to Q1(d), Q1(e) or Q1(f), you must provide proof of coverage under Question 2. Proof of coverage will be a Certificate of Insurance from the jurisdiction you currently reside in.

Once all information is checked off and supporting documents are attached, click **SAVE**.

\* Start Date  
May-13-2020 

\* 1. Select the status that best describes your practising situation:

☐ a. **Firm/Sole Practitioner**  
I am eligible to participate in the Law Society of Alberta's Group Professional Liability Indemnity program.

☐ b. **Part Time**  
I will meet the criteria of the Law Society of Alberta for part time practice, defined as a lawyer who works fewer than 20 hours per week on average and fewer than 750 hours per year in total on billable tasks, excluding pro bono work, and has gross billings of less than \$90,000 per year globally. I certify that I will notify the Law Society of Alberta immediately if my practice ceases to meet the criteria for part-time practice.

☐ c. **Lloydminster: Indemnified by the Law Society of Alberta**  
The location of my business address will be in The City of Lloydminster and I hold an active status with the Law Society of Saskatchewan. I am eligible to participate in the Law Society of Alberta's Group Professional Liability Indemnity program

☐ d. **Lloydminster: Insured by the Law Society of Saskatchewan**  
I am an active member of the Law Society of Saskatchewan and I am insured by their Professional Liability program. If you carry your Professional Liability Insurance coverage in Saskatchewan, proof of insurance must be provided via an upload in question 2 below prior to submitting your application.

☐ e. **Private Practice – principal practice of law within Canada but outside of Alberta:** (rule 148(1)(c).  
My principal practice of law is within Canada but outside of Alberta. If you wish to practise Alberta law outside of Alberta, you must provide proof of insurance via an upload in question 2 below. This must be comparable to the Alberta's mandatory program and proof that such insurance covers your practice in Alberta. The Alberta program provides \$1,000,000 per occurrence limits, \$2,000,000 annual aggregate. **Please review the *Call Dates* tab under *My Profile*, and confirm you have entered all Canadian jurisdictions to which you have been called.**

☐ f. **Private Practice – principal practice of law outside of Canada** (rule 148(1)(c) and 148(5)(b)).  
My principal practice of law is outside of Canada. If you wish to practise Alberta law outside of Alberta, you must provide proof of insurance via an upload in question 2 below. This must be comparable to the Alberta's mandatory program and proof that such insurance covers your practice in Alberta. The Alberta program provides \$1,000,000 per occurrence limits, \$2,000,000 annual aggregate. **Please review the *Call Dates* tab under *My Profile*, and confirm you have entered all Canadian jurisdictions to which you have been called.**

☐ g. **Currently Looking for employment**

A message will generate informing you that your application has been saved. To submit your application to the Law Society, scroll to the bottom of the page and select **Submit**. ***Please note, you will not be able to edit the information once you have submitted your application.***

A message will generate confirming your application has been submitted for review. Once the Law Society has reviewed your application, you will receive an email outlining any further applicable requirements related to your status change application. If there are no additional requirements, you will be notified that your application has been approved.



### 3. Application for Lawyer Status: Pro Bono

You must have an active status before you can apply for Pro Bono Legal Services status.

If you would like to provide Pro Bono legal services exclusively through an Approved Legal Services Provider, you can apply for Active Member, Pro Bono Legal Services status, Rule 2(1.2)).

To apply for a **Pro Bono Legal Services Status**, select **Application for Lawyer Status: Pro Bono**.



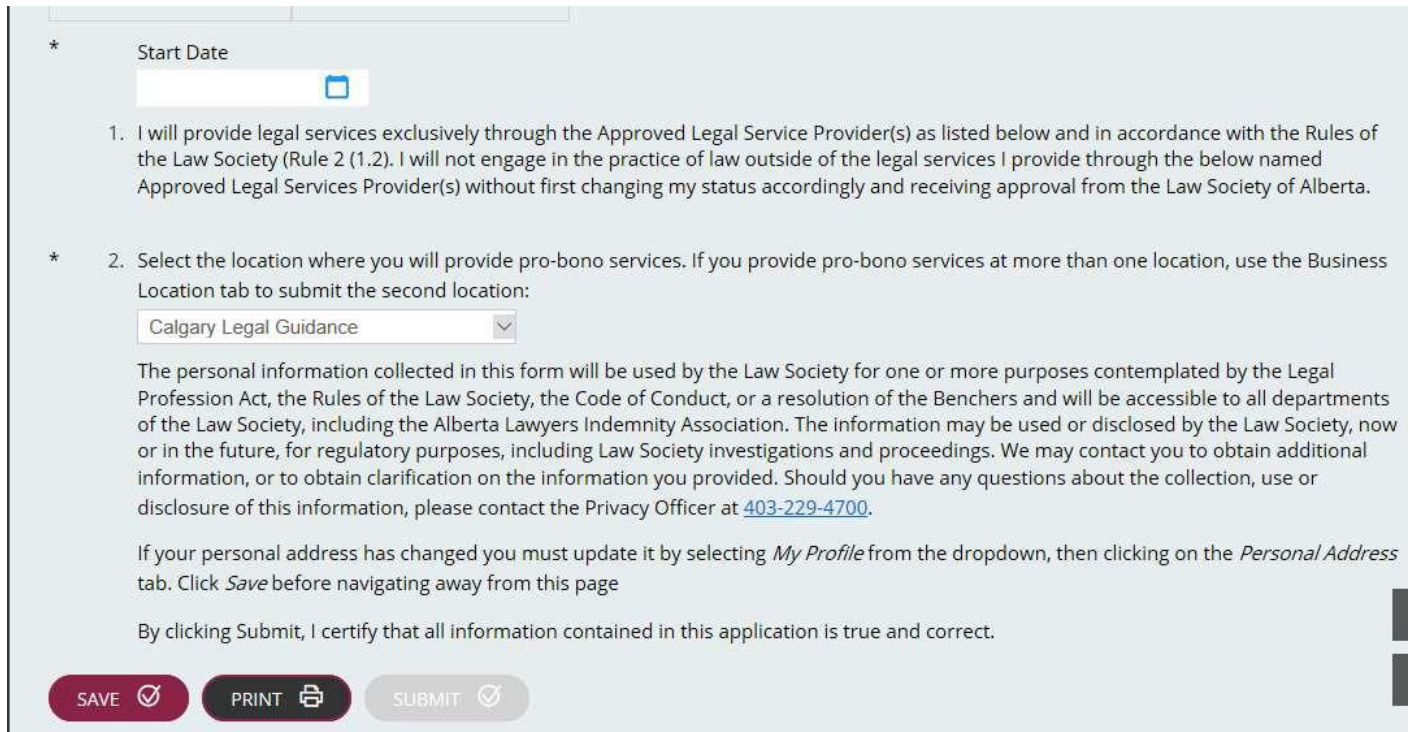
Once you have selected the appropriate status, click **NEW**.

Under **Current Applications > Options**, click **Update**.

Using the Start Date calendar, select the date your Pro Bono status is effective. The date must either be today or in the future, you cannot backdate.

Once an effective date is entered, select the location where you will provide Pro Bono services.

If you provide Pro Bono services at more than one location, use the **Business Location** tab to enter the second location. Once all information is selected, click **SAVE**.



\* Start Date

1. I will provide legal services exclusively through the Approved Legal Service Provider(s) as listed below and in accordance with the Rules of the Law Society (Rule 2 (1.2)). I will not engage in the practice of law outside of the legal services I provide through the below named Approved Legal Services Provider(s) without first changing my status accordingly and receiving approval from the Law Society of Alberta.

\* 2. Select the location where you will provide pro-bono services. If you provide pro-bono services at more than one location, use the Business Location tab to submit the second location:

Calgary Legal Guidance

The personal information collected in this form will be used by the Law Society 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 Indemnity Association. The information may be used or disclosed by the Law Society, now or in the future, for regulatory purposes, including Law Society 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 the collection, use or disclosure of this information, please contact the Privacy Officer at [403-229-4700](tel:403-229-4700).

If your personal address has changed you must update it by selecting *My Profile* from the dropdown, then clicking on the *Personal Address* tab. Click *Save* before navigating away from this page

By clicking Submit, I certify that all information contained in this application is true and correct.

SAVE PRINT SUBMIT

A message will generate informing you that your application has been saved. To submit your application to the Law Society, scroll to the bottom of the page and select **Submit**.

**Please note, you will not be able to edit the information once you have submitted your application.**

A message will generate confirming your application has been submitted for review. Once the Law Society has reviewed your application, you will receive an email outlining any further documentation requirements related to your business information. If there are no additional requirements, you will be notified that your application has been approved.

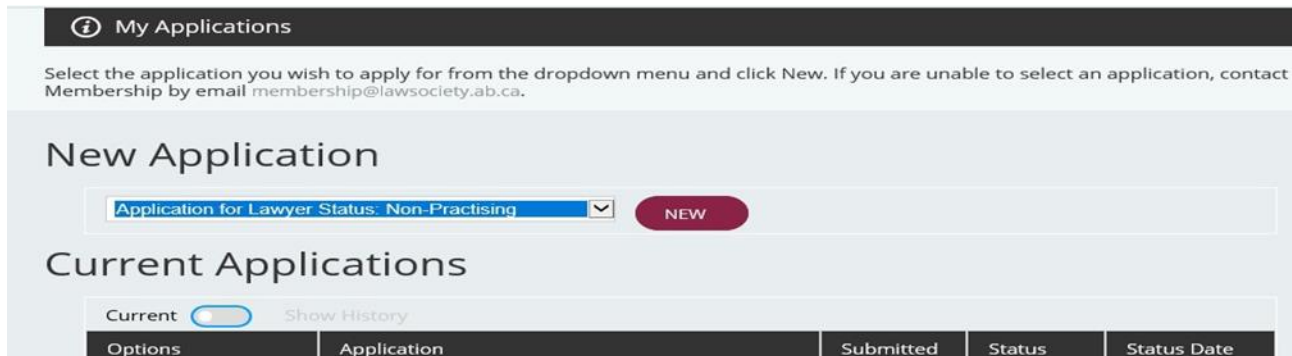
#### 4. Application for Lawyer Status: Non-Practising

If you wish to remain a member of the Law Society of Alberta but will not be practising law, you can apply for **Inactive** status. As an Inactive member, you will continue to receive Law Society materials and you are entitled to act as a Notary Public. You are not entitled to practise law, nor are you eligible for nomination to become a Benchers or vote in Benchers elections. Should you wish to practise law, you must apply for [reinstatement](#) and will be required to pay the [reinstatement fee](#).

If you wish to maintain your Active status but will not be practising law, you can apply for **Active Non- Practising** status. You cannot engage in the practice of law or give any legal advice. You are required to pay the full active membership fee; however, you are exempt from paying the Professional Liability Indemnity levy. You must annually complete and submit a Member Information Update form (MUIF). Should you wish to practise law, you must apply for reinstatement; however, you are exempt from paying the reinstatement fee.

To apply for either status, select **Application for Lawyer Status: Non-Practising**.

Once you have selected the appropriate status, click **NEW**.



The screenshot shows a web interface for 'My Applications'. At the top, there is a header with an information icon and the text 'My Applications'. Below this, a message states: 'Select the application you wish to apply for from the dropdown menu and click New. If you are unable to select an application, contact Membership by email membership@lawsociety.ab.ca.' The main section is titled 'New Application' and contains a dropdown menu with 'Application for Lawyer Status: Non-Practising' selected, and a red 'NEW' button. Below this is a section titled 'Current Applications' with a toggle switch for 'Current' (which is turned on) and a link for 'Show History'. At the bottom, there is a table with the following columns: 'Options', 'Application', 'Submitted', 'Status', and 'Status Date'.

Under **Current Applications > Options**, click **Update**.

Once an effective date is entered, select **Inactive (Rule 68)** or **Active Status but not Practicing Law (Rule 148(1)(d))**; click **Save**.

**Question 1:** Confirm if you will have access to your primary email address, and that both your residential address and email are correct. If your personal address and/or primary email has changed, you must update it by selecting the appropriate link(s).

1. I confirm that I will continue to have access to the email and that both the Address and Email listed above are correct.

☐ Yes

To make changes to your address, [click here](#).

To make changes to your email, [click here](#).

Per Rule 42, lawyers must notify the Law Society of any changes to their contact information, including email addresses, business and residential addresses and phone number(s). The Law Society sends all important notices such as disciplinary outcomes, notices regarding fee deadlines, and changes to the Legal Profession Act, Rules of the Law Society of Alberta and the Code of Conduct by email communications only. Please note that clicking the above links will exit the application, and it will not be saved or submitted. Return to the "My Applications" tab to continue once the personal information has been updated.

**Questions 2 and 3:** Using the Start Date calendar, select the date your Non-Practicing status is effective. The date must either be today or in the future, you cannot backdate. You will also need to select the status that best describes your practicing status.

2. Start Date

3. Select your preferred non-practising status.

☐ Inactive Status (Rule 68)

Allows you to maintain your membership status with the Law Society. As an inactive member, you can act as a Notary Public and Commissioner for Oaths. You cannot practice law or provide any legal advice, nor are you eligible for nomination to become a Benchler or vote in Benchler elections. You are required to renew your inactive membership annually. Should you wish to resume the practice of law or provide legal advice, you must apply for reinstatement and pay the reinstatement application fee along with any applicable fees and levies before resuming practice.

☐ Active Status but not Practising Law (Rule 148(1)(d))

Allows you to maintain an active status; however, you cannot practice law or provide any legal advice. You can still act as a Notary Public or Commissioner for Oaths. Payment of the active membership fee will be required annually however, you are exempt from paying the Professional Liability Indemnity Levy. You must complete and submit your Practice Information Update (MIUF) annually and meet other requirements for active status holders. Should you wish to resume the practice of law or provide legal advice, you must apply for reinstatement. You are exempt from paying the reinstatement fee, but must pay any applicable fees and levies before resuming practice.

**Question 4:** If you are a Responsible Lawyer, you must attach supporting documents that your trust account has been closed; or provide a bank statement showing a balance of \$0.00 stating the account(s) are closed. This information is reviewed by Trust Safety at which time they confirm if Membership can proceed with the application.

**If you are a Responsible Lawyer, Questions 4(a) to 4 (e) are mandatory. If you are not a Responsible Lawyer, please go to Question #5.**

Responsible Lawyers must provide proof of trust account closure or designate a new Responsible Lawyer prior to leaving and/or closing their practice. Please contact [Trust Safety](#) to determine requirements.

b. Are all trust accounts closed?

☐ No


Proof that all trust accounts are closed must be provided before your application will be processed unless a new responsible lawyer has been approved for the firm.

☐ Yes

Please note that if you have a Trust Account, we will be unable to process your request until you have provided acceptable confirmation from your bank that the Trust Account is closed. Rule 119.4(a) requires a Responsible Lawyer to be an active member of the Society. Confirmation can be one of the following:

1. a letter from your bank confirming your trust account(s) have been closed; or
2. a bank statement from the bank showing a balance of \$0.00 and stating the account(s) are closed.

Please note that your proof of closure will be reviewed by the Trust Safety department to confirm it is acceptable.

Document Attachment(s)	Page or Section Reference(s)
 Browse...	Optionally enter the reference to the specific page or section

To submit multiple documents, you must click **SAVE** between each upload.

If a new Responsible Lawyer has been appointed by the firm, please select the appropriate Lawyer in the drop down provided in 4(c).

☐ Yes

The new responsible lawyer for the firm is

d. Do you have books of account?

Certification that you will provide all final reports and filings to [Trust Safety](#) within 14 days of your approved application is required.

e. Certification

☐ I acknowledge as a Responsible Lawyer who has held a trust account(s), that if my application for inactive status is approved, I will provide all final reports and filings to Trust Safety and undertake to provide this information within **14 days** from the date my application is approved. I will contact the Manager, Trust Safety if any extension to this deadline is required. I understand the obligation to provide this information continues notwithstanding my status change.

Please contact [Trust Safety](#) with any questions related to trust account requirement or final filings

Once all information is checked off and supporting documents are attached, click **SAVE**.



Question 5: Select the box that best describes your file disposal information.

5. Choose only ONE of the following:

- ☐ I am in private practice and will provide my file handling information using the Non-Practising Disposal tab on the left.
- ☐ I am in private practice but do not have any files/wills (open or closed) and will provide an explanation using the Non-Practising Disposal tab on the left.
- ☐ I am working In House (example: Corporate or Government) OR Pro Bono and have no file information to provide.

A message will generate informing you that your application has been saved. To submit your application to the Law Society, scroll to the bottom of the page and select **Submit**. **Please note, you will not be able to edit the information once you have submitted your application.**

A message will generate confirming your application has been submitted for review. Once the Law Society has reviewed your application, you will receive an email outlining any further requirements related to your application. If there are no additional requirements, you will be notified that your application has been submitted for approval.

## Non-Practising File Disposal

Lawyers in Private Practice must go to the **Non-Practising Disposal** tab and provide the Law Society of Alberta with the name of the Active Lawyer(s) who is taking open, closed files, and wills.

To indicate you are transferring your files to multiple lawyers, you will need to enter each lawyer and their firm/practicing location individually into the non-practising disposal list.

If you were not responsible for any files, and do not have any files to transfer over, or are in your possession, please provide an explanation in the "No File Information Box". Remember to click **SAVE**.

NEW FILE DISPOSAL

Disposal Date

Disposal Type

No File Information

HANDLED BY

☐ The Client

☐ A Lawyer

☐ A Firm

☐ Retained by you

A message will be sent to the lawyer you chose to retain your files to advise them that they have been selected as the designated lawyer on your application. They will be required to log into the Lawyer Portal to accept/deny the request.

**Withdrawing an Application**

To withdraw your application, go back to your ***My Applications*** tab and scroll over the **Options** dropdown. Click **Withdraw**. The system will prompt you to confirm the withdrawal.

If you wish to proceed, click **OK**. If you do not wish to withdraw your application, click **Cancel**.

If you selected **OK**, the system will notify you to confirm your application has been withdrawn.

Current Applications

Current ☒ Show History

Options	Application	Submitted	Status
<div><div>☰</div><div>UPDATE</div><div>WITHDRAW</div></div>	Application for Lawyer Status: Active Private Practice		In Progress