

Online Transfer Application via the Lawyer Portal

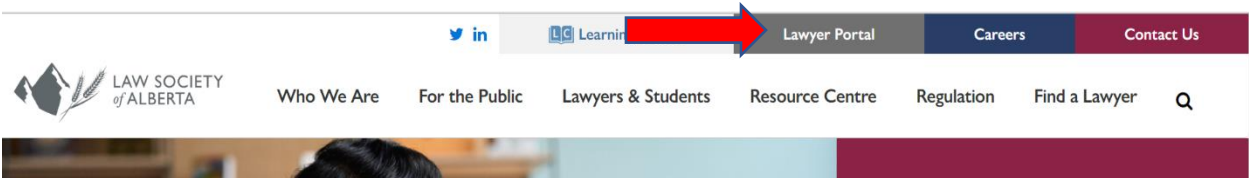
Please complete the following steps to submit your Canadian Transfer application. Please note all supporting documents specified in the application must be received as part of an application. Once submitted, the application will be reviewed for completeness, and you will be contacted for any outstanding items, including payment of fees and levies. You cannot provide legal services or give any legal advice until you have received formal confirmation from the Law Society of Alberta that your application has been approved and you are licensed to practice in Alberta.

Your application will be reviewed once the following has been submitted:

- Canadian Lawyer Application
- Status Application
- Business Location

1. To begin, log into the Lawyer Portal

On the main Law Society of Alberta web page, click on the [Lawyer Portal](#) tab.



2. Click *Apply* If you have previously applied, click *Sign In*



3. Select *Transfer Applicant* and complete the personal information details on this page.

SIGN IN → APPLY

Apply

Please enter your personal information to create an account with the Law Society.
Once submitted, you will then receive an email with information on how to log into the Lawyer Portal where you can create and submit any required applications as well as update your contact information.

[Already Applied?](#)

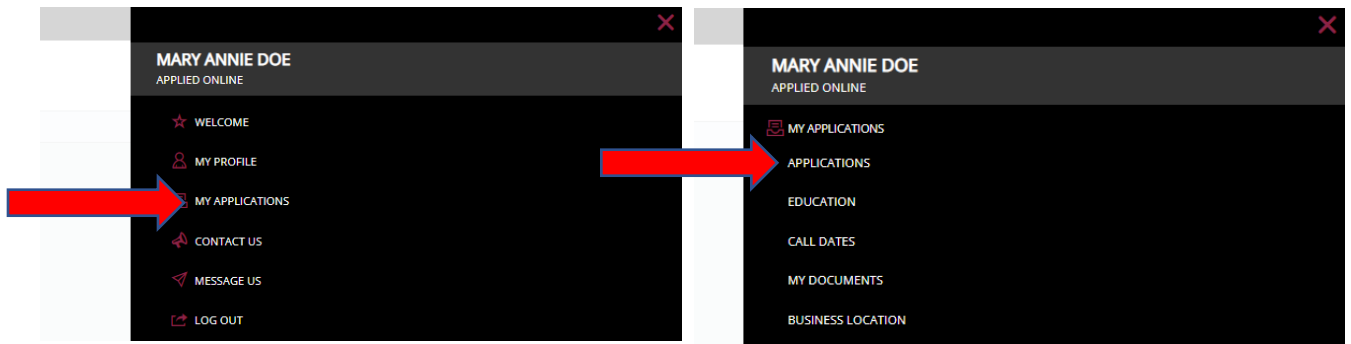
CHOOSE YOUR ADMISSION

ENTER YOUR FULL LEGAL NAME

Title

4. You will be redirected to the Lawyer Portal login page. You will receive an email with your Login ID number and temporary password. Use this information to log in to your account. You will be prompted to change your password to one that only you know.

5. Once you have logged in, click the menu option in the right-hand corner and select *My Applications*, then again, *Applications*.

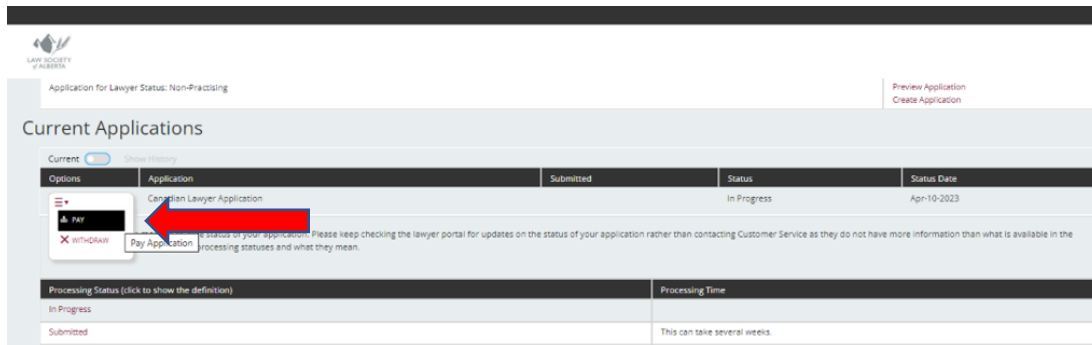


6. Under *New Application*, you must first click on *Create Application* for the *Canadian Lawyer Application*.

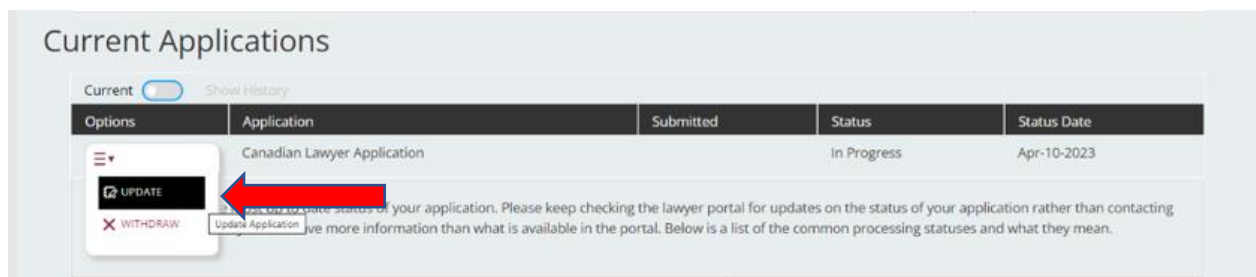
New Application

Canadian Lawyer Application	Preview Application Create Application
Application for Lawyer Status: Active Private Practice	Preview Application Create Application
Application for Lawyer Status: Active In House	Preview Application Create Application
Application for Lawyer Status: Active Pro Bono (Approved Legal Services Provider(s))	Preview Application Create Application
Application for Lawyer Status: Non-Practising	Preview Application Create Application

7. Navigate down the page to *Current Applications* and click the menu dropdown. You must first click *Pay* before you can complete and submit your application. Follow the payment prompts. You must confirm and certify that immediate payment will be made. Once you have certified, proceed to make your payment using one of the acceptable payment methods listed on our [website](#).



8. Navigate back to the *Applications* tab, as demonstrated under Step 5. Under *Current Applications* click to open the dropdown menu and select *Update*. Complete and submit your application. Please ensure all supporting documents are uploaded via the online application, or emailed to membership@lawsociety.ab.ca.



9. To continue with your application, please complete your Lawyer Status Application. Return to the *Applications* page by selecting the *Applications* tab, as demonstrated under Step 5, or by clicking *Applications* in the toolbar on the page above your application.

10. Under *New Application*, select *Create Application* next to the status application that applies to your practice arrangement. For status information and definitions, click *Preview Application* or visit our [website](#).

New Application

Application for Lawyer Status: Active Private Practice	Preview Application Create Application
Application for Lawyer Status: Active In House	Preview Application Create Application
Application for Lawyer Status: Active Pro Bono (Approved Legal Services Provider(s))	Preview Application Create Application
Application for Lawyer Status: Non-Practising	Preview Application Create Application

11. Navigate down the page to *Current Applications*. Click the menu dropdown and select *Update* to complete and submit your status application.

Current Applications

Current Show History

Options	Application	Submitted	Status	Status Date
☰	Canadian Lawyer Application	Apr-10-2023	Submitted	Apr-10-2023
☰	Application for Lawyer Status: Active Private Practice		In Progress	Apr-10-2023

UPDATE
Update Application date status of your application. Please keep checking the lawyer portal for updates on the status of your application rather than contacting they do not have more information than what is available in the portal. Below is a list of the common processing statuses and what they mean.

WITHDRAW

12. Please submit your business location. Using the menu dropdown in the top right-hand corner, select *My Applications*, then select *Business Location*.

MARY ANNIE DOE
APPLIED ONLINE

- ★ WELCOME
- 👤 MY PROFILE
- 📄 MY APPLICATIONS
- 📞 CONTACT US
- ✉ MESSAGE US
- 🚪 LOG OUT

MARY ANNIE DOE
APPLIED ONLINE

- 📄 MY APPLICATIONS
- APPLICATIONS
- EDUCATION
- CALL DATES
- MY DOCUMENTS
- BUSINESS LOCATION

13. **Begin typing the name of the government, corporation or firm where you will be employed, then click *Lookup*. Once the name appears in the dropdown options below, click to select the applicable location. Indicate your start date and complete the remainder of the form, then click *Save*.**

Please note, if the location does not appear in the dropdown menu, please provide the name of your employer/sole practice, address, inclusive of office telephone and fax numbers via email to membership@lawsociety.ab.ca. Please also ensure you have included your proposed start date.

NEW PLANNED BUSINESS LOCATION

Business

Start Date

Publish
 Primary Business Location

DEFINITIONS

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

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

If you have any difficulties completing the steps above, please call our Customer Service department at 403.229.4700 or email membership@lawsociety.ab.ca for assistance.