

# Application



## Compulsory Professional Liability Indemnification for Part-time Practice

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9  
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You may apply for an indemnity fee discount if you are engaged in the private practice of law, and related professional services and activities that further those services, for an average of 25 hours per week or less.

The term “activities that further those services” includes, but is not limited to, practice management, administration and promotion, and professional duties or representation on bodies such as the Law Society of British Columbia, the Canadian Bar Association, the Continuing Legal Education Society and other legal organizations. The term “an average of 25 hours per week or less” means 25 hours per week or less **on average** over successive six-month periods (January to June; July to December), starting from the effective date of your part-time practice and ending when you notify the Law Society of a change in your practice status.

PART A: Name and identification			
1. Given Name(s)		Surname	
2. Full Legal Name of Employer or Firm			
Address			City
Province/State	Country		Postal/ZIP code
Telephone	Fax	Email	
PART B: Indemnification information			
3. Effective date of indemnity coverage:			
PART C: Professional activities			
4. For lawyers new to the indemnity program, describe the activities you have engaged in during the past five years that you believe are relevant to the conditions stipulated in Law Society rules 2-88 to 2-90. Please also indicate “how often” you engaged in these activities by hours per week or month. For in-house lawyers, please also describe the activities for which you are seeking coverage with the number of hours per week or month you will be spending on those services.			
From (YYYY/MM)	To (YYYY/MM)	Name of employer or firm	Brief description of activities and number of hours you have been engaged in those activities

This section is to be filled out by in-house lawyers only.

From (YYYY/MM)	To (YYYY/MM)	General description of third party or third party group which may make a claim against you	Brief description of activities for which you are seeking coverage and number of hours you will be engaged in those activities

**PART D: Practice arrangement**

**5. Please indicate your practice arrangement (check one)**

Sole practitioner with:  lawyer employees; or  no lawyer employees.

Law corporation with:  lawyer employees; or  no lawyer employees.

Employee or associate of a:  law firm;  sole practitioner; or  law corporation.

Partner of a law firm.

In-house at one of the following and are opting to pay the part-time indemnity fee:

- a federal, provincial, territorial or municipal government department or a Crown corporation;
- a society or association;
- a partnership or corporation, other than a law firm;
- a trade union; or
- a regulatory body.

**PART E: Refund of indemnity fees (if applicable)**

**6. In the space below, indicate to whom the refund should be paid.**

**Payee**

<b>Address</b>		<b>City</b>
<b>Province</b>	<b>Country</b>	<b>Postal</b>
<b>Telephone</b>	<b>Fax</b>	<b>Email</b>

**PART F: Undertaking and declaration of applicant**

- I undertake to engage in the private practice of law, and related professional services and activities that further those services, for no more than an average of 25 hours per week or less, beginning on the effective date that I indicated in Part B of this form.
- I declare that I have not had a professional liability insurance or indemnity claim in the past five calendar years in BC or any other jurisdiction for which an indemnity payment has been made.
- I undertake to contact the Law Society as soon as possible if a change in circumstances arises that would alter any part of this undertaking and declaration.
- I declare that as a condition of approval of my application, I will make available to the Law Society or its agents all information, including books, accounts and records, which it requires to confirm my eligibility for this discount.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of applicant**

## ***Part-time practice activities***

These are the types of activities you should include in your part-time practice activities calculation. This list is not exhaustive:

- any professional services for which the indemnification policy extends coverage (for in-house lawyers, this means the professional services you provide which you believe may give rise to a claim against you by a third party);
- practice management;
- firm administration, and marketing;
- continuing professional development (CPD)\*, other continuing legal education such as participation in Canadian Bar Association sections, and other voluntary activities associated with the practice of law or provision of professional services such as mediation training;
- professional duties or representation on bodies such as the Law Society, the Canadian Bar Association, the Continuing Legal Education Society and other organizations; and
- professional services undertaken but delegated to others (e.g. to an articled student or a paralegal).

\*If the CPD is subject to a maximum credit allowance, you need include only that maximum in your calculation of hours. If you are a teacher or student at a post-secondary institution, those activities are not part-time practice activities, even if claimed as CPD, and are not included in your calculation of hours.

### ***Part-time practice hours***

You may occasionally practise more than 25 hours per week, as long as on average, over consecutive six-month periods, you practise 25 hours per week or less, starting from the effective date of your part-time practice and ending when you notify the Law Society of a change in your practice status. Part-time does not mean practising full-time for a portion of the year and not practising at all for a portion or the balance of the year.

I, \_\_\_\_\_, confirm that I have read and understood the contents of this information sheet.

Date \_\_\_\_\_

*The information in this form is collected under sections 30(3)(a) and 30(4)(b) of the Legal Profession Act and Law Society Rule 3-45. The information provided will be used to process your application for a discount for compulsory professional liability indemnification. If you have any questions about the collection and use of this information, contact the Member Services Department at the Law Society of British Columbia.*