

Request

Complainants' Review Committee

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Before completing the Complainants' Review Committee Request Form, please make sure you read the attached *Complainants' Review Committee Information Sheet*. If you are requesting a review about more than one file, a separate request is required for each one.

PART A: Information – About you		
Salutation <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Mx <input type="checkbox"/> Prof <input type="checkbox"/> Hon		
Given Name(s)		Surname
Street		City
Province/State	Country	Postal/ZIP code
Telephone (home)		(cell)
Email		
File number (required)		
PART B: Explanation		
Being as brief as possible, explain why you are requesting a review.		

PART C: Acknowledgment and signature

I have read the Complainants' Review Committee Information Sheet and I understand the following:

- The Law Society will share some or all of the information and copies of documents that it receives from me and any other person with the lawyer complained about;
- The Law Society may at its discretion talk to any third parties that have relevant information to my complaint;
- Our records are subject to the *Freedom of Information and Protection of Privacy Act* and as a result, information gathered by the Law Society may be disclosed as requested by FIPPA, on request, to other persons whose interests are affected; and
- Under Section 87 of the *Legal Profession Act*, this form and any other document relating to this complaint are not admissible as evidence in any proceedings without the consent of the author of the material or the Executive Director.

Date

Signature of applicant

Information

Complainants' Review Committee

This Information Sheet is used to answer some of the common questions complainants have regarding the Complainants' Review Committee. The Complainants' Review Committee Request Form is available on our website at www.lawsociety.bc.ca. Please read this form prior to submitting your Request Form.

What is the Complainants' Review Committee?

The Complainants' Review Committee is made up of Appointed Benchers (who are not lawyers), and Benchers or Non-Benchers, who are lawyers. The Benchers make up the Board of Directors of the Law Society. The members of the Committee are appointed by the Law Society's President at the beginning of each year. Your complaint will be reviewed by a panel made up of half of the Committee's members.

What is the purpose of the Complainants' Review Committee?

The purpose of the Committee's review of your complaint is to determine whether the decision to close the file as not warranting further action by the Law Society was appropriate.

What authority does the Committee have?

- The Committee can make enquiries of the complainant, the lawyer or any other person.
- The Committee can confirm the decision to take no further action;
- The Committee can refer the complaint to the Practice Standards Committee or the Discipline Committee.
- The Committee can direct the Executive Director to conduct further investigation of the complaint to determine its validity.

What is the Committee unable to do?

- The Committee cannot review new complaints received from the complainant.
- The Committee does not have the authority to make a finding of professional misconduct or incompetence on the part of any lawyer.
- The Committee cannot authorize disciplinary action.

Who can request a review?

Any complainant can request a review of their complaint by the Complainants' Review Committee if the file was closed under Rule 3-8. If your complaint was closed under section Rule 3-5(3) the Complainants' Review Committee has no authority to review your complaint.

How can I request a review?

Please fill out the Complainants' Review Committee Request Form. The Request Form is available on our website at www.lawsociety.bc.ca.

Is there a deadline to apply for a review and are there exceptions to this deadline?

To initiate a review, you must apply to the Complainants' Review Committee within 30 days after the decision closing your file was communicated to you.

Pursuant to Rule 3-14(3) of the Law Society Rules 2015, only the Chair of the Committee has the authority to grant time extensions "in extraordinary circumstances beyond the control of the complainant". Your reasons for missing the 30-day deadline will be provided to the Chair of the Committee and he/she will consider your request and decide whether to grant you additional time.

Will my request for review be disclosed to the lawyer?

Yes. The Law Society may at its discretion talk to any third parties that have information relevant to the complaint. Our records are subject to the Freedom of Information and Protection of Privacy Act and as a result, information gathered by the Law Society may be disclosed, on request, to other persons whose interests are affected. If you have any concerns about this, please send an email to professionalconduct@lsbc.org to the attention of the Paralegal, Complainants' Review Committee.

What other information do I need to send in?

The Committee has your complete file and conducts its review based solely on the file materials. The Committee cannot review new complaints that have not been investigated and assessed by staff of the Professional Regulation Department.