

# MEMBER'S MANUAL

The Law Society  
of British Columbia



## AMENDMENT PAGES

2013: No. 3 September

### Highlights

**Law Society Rules:** A scheme for temporary mobility of foreign lawyers is adopted, similar to that for Canadian lawyers from other jurisdictions under the National Mobility Agreement; note, however, that the time limit for practice of foreign law without a permit is 30 business days, as opposed to 100 business days for Canadian lawyers (definitions of “disciplinary record,” “practitioner of foreign law” and “provide foreign legal services,” and Rules 2-10.1, 2-17.2, 2-18(2), 2-19(1) and (2) and 2-19.1: pp. 12, 14, 14.1, 34 and 38.2 to 38.4); it is now specifically stated in the Rules that retired or non-practising members must pay a fee when applying for a practising certificate (Rule 2-4.1(1) and Schedule 1(G): pp. 32 and 130); the Law Society may continue a lawyer as a member not in good standing and not entitled to practise law despite the failure to pay fees, in order to continue an investigation, discipline proceeding or practice review (Rules 3-13(7) and 4-4.2(1), (2), (4) and (5): pp. 67 and 96).

**Filing:** File the amended pages in your *Member's Manual* as follows:

| Manual section    | Existing pages to be removed   | Amendment pages to be inserted   |
|-------------------|--|--|
| Law Society Rules | 11 – 14, 14.1 – 14.2<br>31 – 32 [32.1 – 32.2 remain]<br>33 – 34, 34.1 – 34.2<br>38.1 – 38.4<br>67 – 68<br>95 – 96<br>129 – 130 | 11 – 14, 14.1 – 14.2<br>31 – 32<br>33 – 34<br>38.1 – 38.6<br>67 – 68<br>95 – 96<br>129 – 130 |

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**Updates:** This amendment package updates the *Member's Manual* to **August 30, 2013**. The previous amendment package was 2013: No. 2 June.

To check that your copy of the *Manual* is up to date, consult the contents checklist on the next page. If you have further questions about updating your *Manual*, contact Jenna Kirouac in the Communications department: telephone 604.697.5838 or toll-free 1.800.903.5300 or email [communications@lsbc.org](mailto:communications@lsbc.org).

**Website:** The *Legal Profession Act*, Law Society Rules and the *Code of Professional Conduct for British Columbia* can be accessed in the Publications section of the Law Society website at [lawsociety.bc.ca](http://lawsociety.bc.ca) in both HTML (for online use) and PDF (for printout, including printout of *Member's Manual* replacement pages).

Refer to the Law Society website for the most current versions of the Act, Rules and Code.

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## DEFINITIONS

### Definitions

1 In these Rules, unless the context indicates otherwise:

“**Act**” means the *Legal Profession Act*, S.B.C. 1998, c. 9;

“**admission program**” means the training program for articulated students administered by the Society or its agents, commencing on an articulated student’s enrolment start date and including the period during which the student is

- (a) articulated to a principal, or
- (b) registered in the training course;

“**advertising**” includes letterhead, business cards and the use of paid space or time in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public or a group of people, for the purpose of promoting professional services or enhancing the image of the advertiser;

“**agreed statement of facts**” means a written statement of facts signed by discipline counsel and by or on behalf of the respondent;

“**applicant**” means a person who has applied under Part 2 for enrolment as an articulated student, for call and admission or for reinstatement;

“**appointed Benchers**” means a person appointed as a Benchers under section 5;

“**articled student**” means a person who is enrolled in the admission program;

“**articling agreement**” means a contract in a form approved by the Credentials Committee executed by an applicant for enrolment and his or her prospective principal;

“**articling start date**” means the date on which an articulated student begins employment with his or her principal;

“**articling term**” means the 9 month period referred to in Rule 2-32;

“**Benchers**” does not include the Attorney General unless expressly stated;

“**chair**” means a person appointed to preside at meetings of a committee or panel;

“**company**” means a company as defined in the *Business Corporations Act*;

“**complainant**” means a person who has delivered a complaint about a lawyer or a law corporation to the Society under Rule 3-2;

“**complaint**” means an allegation that a lawyer or a law corporation has committed a discipline violation;

“**conduct unbecoming a lawyer**” includes any matter, conduct or thing that is considered, in the judgment of the Benchers, a panel or a review board,

- (a) to be contrary to the best interest of the public or of the legal profession, or
- (b) to harm the standing of the legal profession;

“**costs**” includes costs assessed under Rule 3-18 or 3-74.1 or Part 5;

“**disbarred lawyer**” means a person to whom section 15(3) of the Act applies;

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**“disciplinary record”** includes any of the following, unless reversed on appeal or review:

- (a) any action taken by a governing body as a result of
  - (i) professional misconduct,
  - (ii) incompetence,
  - (iii) conduct unbecoming a lawyer,
  - (iv) lack of physical or mental capacity to engage in the practice of law, or
  - (v) any other breach of a lawyer’s professional responsibilities;
- (b) disbarment;
- (c) a lawyer’s resignation or otherwise ceasing to be a member of a governing body as a result of disciplinary proceedings;
- (d) restrictions or limits on a lawyer’s entitlement to practise, other than those imposed as a result of failure to pay fees to a governing body, insolvency or bankruptcy or other administrative matter;
- (e) any interim suspension or restriction or limits on a lawyer’s entitlement to practise imposed pending the outcome of a disciplinary hearing;

**“discipline violation”** means any of the following:

- (a) professional misconduct;
- (b) conduct unbecoming a lawyer;
- (c) a breach of the Act or these Rules;
- (d) incompetent performance of duties undertaken by a lawyer in the capacity of a lawyer;
- (e) conduct that would constitute professional misconduct, conduct unbecoming a lawyer or a contravention of the Act or these Rules if done by a lawyer;

**“enrolment start date”** means the date on which an articulated student’s enrolment in the admission program becomes effective;

**“Executive Committee”** means the Committee elected under Rule 1-39;

**“Executive Director”** includes a person designated by the Executive Director to perform any of the duties assigned to the Executive Director in these Rules;

**“firm”** includes one lawyer or two or more lawyers practising together, including in the following arrangements:

- (a) a sole proprietorship;
- (b) a partnership, including a limited liability partnership or a partnership of law corporations;
- (c) an arrangement for lawyers to share certain common expenses but otherwise practise as independent practitioners;
- (d) a law corporation;
- (e) a public body such as government or a Crown corporation;
- (f) a corporation that is not a law corporation, or other private body;
- (g) a multi-disciplinary practice;

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- “foreign jurisdiction”** means a country other than Canada or an internal jurisdiction of a country other than Canada;
- “Foundation”** means the Law Foundation of British Columbia continued under section 58 (1) of the Act;
- “funds”** includes current coin, government or bank notes, bills of exchange, cheques, drafts, money orders, charge card sales slips, credit slips and electronic transfers;
- “general”** in relation to accounts, books, records and transactions means those pertaining to general funds;
- “general funds”** means funds other than trust funds, received by a lawyer in relation to the practice of law;
- “governing body”** means the governing body of the legal profession in another province or territory of Canada;
- “insolvent lawyer”** means a lawyer who
- (a) is the respondent of a petition for a receiving order under section 43,
  - (b) has made an assignment of all his or her property for the general benefit of the lawyer’s creditors under section 49,
  - (c) has made a proposal under section 50 or 66.11,
  - (d) has filed a notice of intention to make a proposal under section 50.4, or
  - (e) has applied for a consolidation order under section 219
- of the *Bankruptcy and Insolvency Act*, S.C. 1992, c. 27;
- “inter-jurisdictional law firm”** means a firm carrying on the practice of law in British Columbia and in one or more other Canadian or foreign jurisdictions, unless all lawyers in all offices of the firm are practising lawyers;
- “inter-jurisdictional practice”** includes practice by a member of the Society in another Canadian jurisdiction;
- “investigate”** includes authorizing an investigation and continuing an investigation in progress;
- “law clerk”** means a law clerk employed by a judge appointed under section 96 of the *Constitution Act, 1867*, or a judge of the Supreme Court of Canada, the Federal Court of Canada or the Tax Court of Canada;
- “lawyer”** means a member of the Society;
- “limited liability partnership”** or **“LLP”** means a limited liability partnership under Part 6 of the *Partnership Act*, including an extraprovincial limited liability partnership registered under that Part;
- “multi-disciplinary practice”** or **“MDP”** means a partnership, including a limited liability partnership or a partnership of law corporations, that is owned by at least one lawyer or law corporation and at least one individual non-lawyer or professional corporation that is not a law corporation, and that provides to the public legal services supported or supplemented by the services of another profession, trade or occupation;

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- “**National Mobility Agreement**” means the 2002 National Mobility Agreement of the Federation of Law Societies of Canada, as amended from time to time;
- “**net interest**” means the total interest earned on a pooled trust account, minus any service charges and transmittal fee that the savings institution charges to that account;
- “**officer**” means the Executive Director, a Deputy Executive Director or other person appointed as an officer by the Benchers;
- “**Ombudsperson**” means a person appointed by the Executive Director to provide confidential dispute resolution and mediation assistance to lawyers, articulated students, law students and support staff of legal employers, regarding allegations of harassment or discrimination by lawyers on the basis of race, national or ethnic origin, colour, religion, sex, sexual orientation, marital or family status, disability or age, and includes anyone employed by the Ombudsperson to assist in that capacity;
- “**panel**” means a panel established in accordance with Part 5;
- “**practice review**” means an investigation into a lawyer’s competence to practise law ordered under Rule 3-12(3)(d) or 3-13(1);
- “**practice year**” means the period beginning on January 1 and ending on December 31 in a year;
- “**practitioner of foreign law**” means a person qualified to practise law in a foreign jurisdiction who provides foreign legal services in British Columbia respecting the laws of that foreign jurisdiction;
- “**principal**” means a lawyer who is qualified to employ and employs an articulated student;
- “**pro bono legal services**” means the practice of law not performed for or in the expectation of a fee, gain or reward;
- “**professional conduct record**” means a record of all or some of the following information respecting a lawyer:
- (a) an order under Rule 2-30(4), prohibiting the lawyer from acting as a principal for an articulated student;
  - (b) any conditions or limitations of practice or articles accepted or imposed under the Act or these Rules;
  - (c) a decision by a panel or a review board to reject an application for enrolment, call and admission or reinstatement;
  - (c.1) a decision by the Credentials Committee to reject an application for an inter-jurisdictional practice permit;
  - (c.2) any suspension or disbarment under the Act or these Rules;
  - (d) recommendations made by the Practice Standards Committee under Rule 3-14;
  - (d.1) to (f) [rescinded 11/2008]
  - (g) an admission accepted by the Discipline Committee under Rule 4-21;
  - (h) an admission and consent to disciplinary action accepted by a hearing panel under Rule 4-22;

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- (i) any Conduct Review Subcommittee report delivered to the Discipline Committee under Rule 4-9, and any written dispute of that report considered by the Committee;
  - (j) a decision made under section 38(4)(b) of the Act;
  - (k) an action taken under section 38(5), (6) or (7) of the Act;
  - (l) an action taken by a review board under section 47 of the Act;
  - (m) and (n) [rescinded 11/2008]
  - (o) a payment made under section 31 of the Act on account of misappropriation or wrongful conversion by the lawyer;
  - (p) an order for costs made against the lawyer under Part 5;
  - (p.1) any failure to pay any fine, costs or penalty imposed under the Act or these Rules by the time that it is to be paid;
  - (q) the outcome of an application made by the lawyer under the *Judicial Review Procedure Act* concerning a decision taken under the Act or these Rules, including a predecessor of either;
  - (r) the outcome of an appeal under section 48 of the Act;
  - (s) any disciplinary or remedial action taken by a governing body or body regulating the legal profession in any other jurisdiction;
  - (t) a decision of or action taken by the Benchers on a review of a decision of a hearing panel;
- “professional corporation”** includes a law corporation and means a corporation that is a company, as defined in the *Business Corporations Act*, and that is in good standing under that Act or that is registered under Part 10 of the *Business Corporations Act*, through which a member of a profession, trade or occupation is authorized under a statute governing the profession, trade or occupation to carry on the business of providing services to the public;
- “Protocol”** means the Inter-Jurisdictional Practice Protocol signed on behalf of the Society on February 18, 1994, as amended from time to time;
- “provide foreign legal services”** means give legal advice in British Columbia respecting the laws of a foreign jurisdiction in which the person giving the advice is qualified;
- “qualification examination”** means an examination set by the Executive Director for the purposes of Rule 2-57;
- “reciprocating governing body”**
- (a) means a governing body that has signed the National Mobility Agreement, and adopted regulatory provisions giving effect to the requirements of the National Mobility Agreement, and
  - (b) includes a governing body that has signed the Territorial Mobility Agreement and adopted regulatory provisions giving effect to the requirements of the Territorial Mobility Agreement;
- “remedial program”** includes anything that may be recommended by the Practice Standards Committee under Rule 3-14(1)(b);

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- “respondent”** means a person whose conduct or competence is
- (a) the subject of a citation directed to be issued under Rule 4-13(1), or
  - (b) under review by a review board under section 47 of the Act;
- “review board”** means a review board established in accordance with Part 5;
- “Rule”** or **“subrule”** means a rule or subrule contained in these Rules;
- “Second Vice-President-elect”** means the Benchler elected under Rule 1-18, from the time of the election until he or she takes office as Second Vice-President;
- “section”** means a section of the *Legal Profession Act*;
- “Society”** means the Law Society of British Columbia continued under section 2(1) of the Act;
- “suspension”** means temporary disqualification from the practice of law;
- “Territorial Mobility Agreement”** means the 2006 Territorial Mobility Agreement of the Federation of Law Societies of Canada, as amended from time to time.
- “training course”** includes any assessments, examinations and remedial work taken during or after the training course, or an educational program required by the Credentials Committee;
- “trust funds”** includes funds received in trust by a lawyer acting
- (a) in the capacity of a lawyer, including funds
    - (i) received from a client for services to be performed or for disbursements to be made on behalf of the client, or
    - (ii) belonging partly to a client and partly to the lawyer if it is not practicable to split the funds, and
  - (b) as a personal representative of a person or at the request of a person, or as a trustee under a trust established by a person, if the lawyer’s appointment derived from a solicitor-client relationship;
- “vice chair”** means a person appointed to preside at meetings of a committee in the absence of the chair;
- “visiting lawyer”** means a member of a governing body who is qualified to practise law in another Canadian jurisdiction.

[amended 09/1999; 11/1999; 05/2000; 06/2001; 03/2003; effective 08/2003; 12/2003; 05/2004; 09/2004; “firm” amended and “limited liability partnership” added effective January 17, 2005; amended 02/2006; 06/2006; 10/2006; 09/2007; 04/2008; “professional conduct record” amended 11/2008; “statement of agreed facts” deleted and “agreed statement of facts” added 04/2009; “appointed Benchler” added 09/2009; “firm” amended and “multi-disciplinary practice” and “professional corporation” added 12/2009, effective 07/2010; “National Mobility Agreement,” “reciprocating governing body” and “Territorial Mobility Agreement” added 12/2011; “pro bono legal services” added 06/2012; “conduct unbecoming a lawyer,” “professional conduct record” and “respondent” amended, “review board” added 09/2012, effective 01/2013; “professional conduct record” amended 10/2012; “practitioner of foreign law” amended, “disciplinary record” and “provide foreign legal services” added 06/2013]



## **PART 2 – MEMBERSHIP AND AUTHORITY TO PRACTISE LAW**

### **Division 1 – Practice of Law**

#### **Members**

##### **Categories of membership**

**2-1** The following are the categories of members of the Society:

- (a) practising lawyers, as defined in section 1 of the Act;
- (b) retired members;
- (c) non-practising members;
- (d) Canadian legal advisor.

[amended effective 07/2010]

##### **Member in good standing**

**2-2** Subject to Rules 3-13(7) and 4-4.2(2), a member of the Society is a member in good standing unless suspended under section 38(5)(d) of the Act or under these Rules.

[amended 10/2006; 07/2008; 03/2010; 06/2012]

##### **Non-practising members**

**2-3** (1) Any member of the Society in good standing may become a non-practising member by

- (a) undertaking in writing to the Executive Director not to engage in the practice of law until released from the undertaking, and
- (b) paying the application fee specified in Schedule 1 and a prorated annual fee for non-practising members as provided in Schedule 3.

(2) Non-practising members must pay the annual fee specified in Schedule 1 by the preceding November 30.

[(2) amended 07/2004]

##### **Retired members**

**2-4** (1) A member of the Society in good standing who has done one of the following qualifies to become a retired member:

- (a) reached the age of 55 years;
- (b) been a member of the Society in good standing for 20 of the previous 25 years;
- (c) engaged in the full-time active practice of law for 20 of the previous 25 years.

(2) A lawyer who qualifies under subrule (1) may become a retired member by

- (a) undertaking in writing to the Executive Director not to engage in the practice of law until released from the undertaking, and
- (b) paying the application fee specified in Schedule 1 and the prorated annual fee for retired members as provided in Schedule 3.

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- (3) Retired members must pay the annual fee specified in Schedule 1 by the preceding November 30.
- (4) The Benchers may, by resolution, waive payment of the annual fee by a retired member or group of retired members.

[ (1) and (3) amended, (4) added 07/2004 ]

### **Release from undertaking**

- 2-4.1** (1) A retired or non-practising member may apply for release from an undertaking given under Rule 2-3 or 2-4 by delivering to the Executive Director
- (a) an application in a form approved by the Credentials Committee, including written consent for the release of relevant information to the Society, and
  - (b) the application fee specified in Schedule 1.
- (2) The Executive Director must not grant a release from undertaking under this Rule unless satisfied that the lawyer is not prohibited from practising law under Rule 2-57.

[added 06/2006; (1) amended 07/2013]

### **Legal services by non-practising and retired members**

- 2-4.2** Despite an undertaking given under Rule 2-3(1)(a) or 2-4(2)(a), a non-practising or retired member may
- (a) provide pro bono legal services, or
  - (b) act as a designated paralegal under Rule 2-9.2.

[added 06/2012; heading and rule amended 01/2013]

### **Transition**

- 2-4.3** A retired or non-practising member who has provided pro bono legal services between May 14, 2012 and June 16, 2012 is deemed not to be in breach of section 15 nor the undertaking given under Rule 2-3(1)(a) or 2-4(2)(a) for that reason alone.

[added 06/2012]

### **Certificates and permits**

- 2-5** The Executive Director may approve the form of
- (a) practising certificate issued under section 23 of the Act,
  - (b) retired membership certificate issued under Rule 2-4,
  - (c) non-practising membership certificate issued under Rule 2-3,
  - (d) practitioner of foreign law permit issued under Rule 2-18,
  - (e) inter-jurisdictional practice permit issued under Rule 2-12, and
  - (f) Canadian legal advisor certificate issued under Rule 2-51.

[amended 11/1999; amended effective 07/2010]

**Residential address**

**2-9** A lawyer who ceases to have a place of business separate from the lawyer’s residence must provide the following information to the Executive Director immediately:

- (a) the address of the lawyer’s residence;
- (b) any change in the address of the lawyer’s residence;
- (c) on return to practice, employment or other business, the address of the lawyer’s place of business.

**Practice history**

**2-9.1** (1) In this Rule “**practice history**” means a record of

- (a) the dates and places that a lawyer or former lawyer has practised law or been enrolled in the admission program, including the name of the firms through which the lawyer or former lawyer practised law, and
- (b) dates of any periods since call and admission during which the lawyer or former lawyer has been a non-practising or retired member or a former member.

(2) On request by any person, the Executive Director may disclose all or part of the practice history of any member or former member of the Society.

[added 10/2004]

**Paralegals**

**Supervision of limited number of designated paralegals**

**2-9.2** (1) In this Rule, “**designated paralegal**” means an individual permitted under section 6.1 of the *Code of Professional Conduct* to give legal advice and represent clients before a court or tribunal.

(2) A lawyer must not supervise more than 2 designated paralegals at one time.

[added 07/2012; (1) amended effective 01/2013]

**Unauthorized practice**

**Unauthorized practice of law**

**2-10** (1) A lawyer must not knowingly facilitate by any means the practice of law by a person who is not a practising lawyer or otherwise permitted to practise law under sections 15 to 17 of the Act or Rule 2-23.2.

(2) Without limiting subrule (1), a lawyer must not knowingly do any of the following:

- (a) act as an agent or permit his or her name to be used or held out in any way that enables a person to engage in the unauthorized practice of law;
- (b) send a process or other document to a person or do any other act that enables a person to engage in the unauthorized practice of law;
- (c) open or maintain an office for the practice of law unless the office is under the personal and actual control and management of a practising lawyer.

- (3) When the Society obtains a court order or an agreement restraining a person who is not a practising lawyer from the practice of law, the Executive Director may publish generally a summary of the circumstances and of the order or agreement, in a form that appears appropriate to the Executive Director.

[(3) amended 02/2006; (1) amended 12/2009, effective 07/2010]

### **Inter-jurisdictional practice**

#### **Definitions**

**2-10.1** In Rules 2-10.1 to 2-17.1,

“**business day**” means any calendar day or part of a calendar day in which a lawyer provides legal services;

“**entitled to practise law**” means allowed, under all of the legislation and regulation of a home jurisdiction, to engage in the practice of law in the home jurisdiction;

“**legal matter**” includes any activity or transaction that constitutes the practice of law and any other activity or transaction ordinarily conducted by lawyers in British Columbia in the course of practising law, whether or not persons other than lawyers are legally capable of conducting it;

“**National Registry**” means the National Registry of Practising Lawyers established under the National Mobility Agreement;

“**permit**” means an inter-jurisdictional practice permit issued under Rule 2-11;

“**provide legal services**” means to engage in the practice of law

(a) physically in British Columbia, except with respect to the law of a home jurisdiction, or

(b) with respect to the law of British Columbia physically in any jurisdiction, and includes to provide legal services respecting federal jurisdiction in British Columbia;

“**resident**” has the meaning respecting a province or territory that it has with respect to Canada in the *Income Tax Act* (Canada).

[added 11/99; amended effective 07/03; amended 11/06; 12/2011; 06/2013]

#### **Inter-jurisdictional practice without a permit**

**2-10.2** (1) Subject to the other requirements of this Rule, a visiting lawyer may provide legal services without a permit

(a) in the case of a visiting lawyer who is entitled to practise law in the jurisdiction of a reciprocating governing body of which the visiting lawyer is a member, for a maximum of 100 business days in any calendar year, or

(b) in all other cases, on not more than 10 legal matters and for not more than 20 business days in total during any 12-month period.

- (2) A visiting lawyer must not hold himself or herself out or allow himself or herself to be held out as willing or qualified to provide legal services, except as a visiting lawyer.

**Responsibilities of visiting lawyer**

- 2-14.1** (1) The Act, these Rules and the *Code of Professional Conduct* apply to and bind a visiting lawyer providing legal services.
- (2) It is the responsibility of a visiting lawyer providing legal services to
- (a) record and verify the number of business days in which he or she provides legal services, and
  - (b) prove that he or she has complied with these Rules.

[added effective 07/2003; (1) amended effective 01/2013]

**Enforcement**

- 2-15** (1) On the request of a governing body that is investigating the conduct of a lawyer, former lawyer or visiting lawyer or has initiated disciplinary proceedings against a lawyer, former lawyer or visiting lawyer, the Executive Director must provide all relevant information.
- (1.1) When the Executive Director provides information to a governing body under subrule (1), the Executive Director may inform any person whose personal, confidential or privileged information may be included of that fact and the reasons for it.
- (2) A fine imposed on a lawyer or former lawyer by a governing body may be enforced under Rule 4-36(4).
- (3) [rescinded]
- (4) A lawyer who practises law in another Canadian jurisdiction must comply with the applicable legislation, regulations, rules and *Code of Professional Conduct* of that jurisdiction.
- (5) The Executive Director may require a visiting lawyer to
- (a) account for and verify the number of business days spent providing legal services, and
  - (b) verify compliance with any Rules specified by the Executive Director.
- (6) If a visiting lawyer fails or refuses to comply with a requirement under subrule (5) within 20 days, or such longer time that the Executive Director may allow in writing,
- (a) the visiting lawyer is prohibited from providing legal services without a permit,
  - (b) any permit issued to the visiting lawyer under Rule 2-11 is rescinded, and
  - (c) the Executive Director must advise each of the governing bodies of which the visiting lawyer is or has been a member, of the visiting lawyer's failure to comply and the consequences.
- (7) A visiting lawyer who is affected by subrule (6) may apply to the Credentials Committee for restoration of any or all rights lost under that subrule and the Committee may, in its discretion, grant the application, subject to any conditions or limitations it considers to be in the public interest.

[(3) and (4) added 11/1999; (1) and (2) amended 06/2001; (3) rescinded, (5) to (7) added effective 07/2003; (1) and (2) amended, (1.1) added 10/2003; (7) amended 07/2012; (4) amended effective 01/2013]

**Trust funds and compensation fund**

- 2-16** (1) A visiting lawyer providing legal services must not maintain a trust account in British Columbia, and must
- (a) promptly remit funds received in trust to the visiting lawyer's trust account in the home jurisdiction, or
  - (b) ensure that trust funds received are handled
    - (i) by a practising lawyer in a trust account controlled by the practising lawyer, and
    - (ii) in accordance with the Act and these Rules.
- (2) The provisions of the Protocol concerning claims for compensation for misappropriation apply to a claim under Rule 3-30 involving inter-jurisdictional practice.

[amended, (1) added 11/1999; (1) amended 06/2001; effective 07/2003]

**Dispute resolution**

- 2-17** If a dispute arises with a governing body concerning any matter under the Protocol, the Credentials Committee may do one or both of the following:
- (a) agree with a governing body to refer the matter to a single mediator;
  - (b) submit the dispute to arbitration under Appendix 5 of the Protocol.

**National Registry of Practising Lawyers**

- 2-17.1** (1) The Executive Director must provide to the National Registry the current and accurate information about practising lawyers required under the National Mobility Agreement.
- (2) No one may use or disclose information obtained from the National Registry except for a purpose related to enforcement of the Act and these Rules.

[added effective 07/2003]

**Practitioners of foreign law**

**Definitions**

**2-17.2** In Rules 2-17.2 to 2-22,

“**business day**” means any calendar day or part of a calendar day in which a practitioner of foreign law provides foreign legal services;

“**permit**” means a practitioner of foreign law permit issued under Rule 2-18;

“**resident**” has the meaning respecting a province or territory that it has with respect to Canada in the *Income Tax Act* (Canada).

[added 06/2013]

**Practitioners of foreign law**

- 2-18** (1) A person who qualifies under section 17 of the Act may apply to the Executive Director for a permit to act as a practitioner of foreign law in British Columbia by delivering to the Executive Director
- (a) a completed permit application in a form approved by the Credentials Committee, including a written consent for the release of relevant information to the Society, and
  - (b) the application fee specified in Schedule 1.
- (2) The Executive Director may issue a permit to a person applying under subrule (1) if satisfied that the person
- (a) is a member of the legal profession in one or more foreign jurisdictions,
  - (b) is not suspended or disbarred and has not otherwise ceased, for disciplinary reasons, to be a member of a governing body or of the legal profession in any foreign jurisdiction,
  - (c) is a person of good character and repute,
  - (d) has practised the law of a foreign jurisdiction for at least 3 of the past 5 years, or undertakes in writing to act as a practitioner of foreign law in British Columbia only under the direct supervision of a practitioner of foreign law who has practised law in that foreign jurisdiction for at least 3 of the past 5 years,
  - (e) carries professional liability insurance or a bond, indemnity or other security
    - (i) in a form and amount at least reasonably comparable to that required of lawyers under Rule 3-21(1), and
    - (ii) that specifically extends to services rendered by the practitioner of foreign law while acting as such in British Columbia.
- (3) Subject to subrule (4), the Executive Director may attach conditions or limitations to a permit issued or renewed under this Rule.
- (4) The Executive Director may only attach under subrule (3) conditions or limitations that are authorized by the Credentials Committee.
- (5) A permit issued under subrule (2) is valid for one year from the issue date shown on it.
- (6) Despite subrule (5), a practitioner of foreign law permit ceases to be valid if the practitioner of foreign law
- (a) is suspended as a result of proceedings taken under Part 4, or
  - (b) ceases to comply with any of the requirements of this Part.

[ (1) amended 12/2011; (3) and (4) amended 07/2012; (2) amended 06/2013 ]

**Restrictions and limitations**

- 2-19** (1) Subject to Rule 2-19.1, no one may provide foreign legal services or market a foreign legal practice in British Columbia without a permit issued under Rule 2-18(2).
- (2) A practitioner of foreign law who holds a current permit may provide foreign legal services in British Columbia respecting
- (a) the law of a foreign jurisdiction in which the practitioner of foreign law is fully licensed to practise law, and
  - (b) trans-jurisdictional or international legal transactions.
- (3) A practitioner of foreign law must not
- (a) provide advice respecting the law of British Columbia or another Canadian jurisdiction, or
  - (b) deal in any way with funds that would, if accepted, held, transferred or otherwise dealt with by a lawyer, constitute trust funds, except money received on deposit for fees to be earned in the future by the practitioner of foreign law.
- (4) The Act, these Rules and the *Code of Professional Conduct* apply to and bind a practitioner of foreign law.
- (5) A practitioner of foreign law must notify the Executive Director promptly if he or she
- (a) is the subject of criminal or professional discipline proceedings in any jurisdiction,
  - (b) ceases to be a member in good standing of the legal profession in any jurisdiction, or
  - (c) fails to complete satisfactorily any continuing legal education program required of the practitioner of foreign law as a member of the legal profession in a foreign jurisdiction.

[(4) amended effective 01/2013; (1) and (2) amended 06/2013]

**Providing foreign legal services without a permit**

- 2-19.1** (1) Subject to the other requirements of this Rule, a practitioner of foreign law may provide foreign legal services without a permit for a maximum of 30 business days in any calendar year.
- (2) Subject to subrule (3), to qualify to provide foreign legal services without a permit, a practitioner of foreign law must at all times
- (a) qualify for a permit under Rule 2-18(2),
  - (b) comply with Rules 2-19(3) to (5),
  - (c) not be subject to conditions of or restrictions on his or her membership in the governing body or his or her qualification to practise law in any jurisdiction imposed as a result of or in connection with proceedings related to discipline, competency or capacity,



## PART 2 – MEMBERSHIP AND AUTHORITY TO PRACTISE LAW

- (d) not be the subject of criminal or disciplinary proceedings in any jurisdiction,
  - (e) have no criminal or disciplinary record in any jurisdiction, and
  - (f) not establish an economic nexus with British Columbia.
- (3) A practitioner of foreign law who provides foreign legal services without a permit must, on request,
- (a) provide evidence to the Executive Director that the practitioner of foreign law has complied with and continues to comply with this Rule, and
  - (b) disclose to the Executive Director each governing body of which the practitioner of foreign law is a member.
- (4) For the purposes of this Rule, an economic nexus is established by actions inconsistent with a temporary basis for providing foreign legal services, including but not limited to doing any of the following in British Columbia:
- (a) providing foreign legal services beyond 30 business days in a calendar year;
  - (b) opening an office from which foreign legal services are offered or provided to the public;
  - (c) becoming resident;
  - (d) holding oneself out or allowing oneself to be held out as willing or qualified to provide legal services, except as a practitioner of foreign law without a permit.
- (5) A practitioner of foreign law who practises law in a law firm in his or her home jurisdiction and provides legal services in or from an office in British Columbia affiliated with that firm does not, for that reason alone, establish an economic nexus with British Columbia.
- (6) A practitioner of foreign law who becomes disqualified under subrule (4) must cease providing foreign legal services forthwith, but may apply under Rule 2-18 for a permit.
- (7) On application by a practitioner of foreign law, the Executive Director may allow the practitioner of foreign law to begin or continue to provide foreign legal services pending consideration of an application under Rule 2-18.

[added 06/2013]

### **Dual qualification**

- 2-20** A lawyer, other than a retired or non-practising member, who is qualified to practise law in a foreign jurisdiction may act as a practitioner of foreign law in British Columbia without obtaining a permit, provided the lawyer holds liability insurance that
- (a) specifically extends to the lawyer's activities as a practitioner of foreign law in British Columbia, and
  - (b) is in a form and amount at least reasonably comparable to that required of lawyers under Rule 3-21(1).

**Marketing of legal services by practitioners of foreign law**

**2-21** A practitioner of foreign law who is not a member of the Society must do all of the following when engaging in any marketing activity as defined in the *Code of Professional Conduct*, section 4.2:

- (a) use the term “practitioner of foreign law;”
- (b) state the foreign jurisdiction in which he or she holds professional legal qualifications, and the professional title used in that jurisdiction;
- (c) not use any designation or make any representation from which a recipient might reasonably conclude that the practitioner of foreign law is a member of the Society.

[amended effective 01/2013]

## PART 3 – PROTECTION OF THE PUBLIC

- (3.1) Despite subrule (3)(e), the Practice Standards Committee may refer a complaint to the Chair of the Discipline Committee if the complaint concerns only allegations that the lawyer has done one or more of the following:
- (a) breached a Rule;
  - (b) breached an undertaking given to the Society;
  - (c) failed to respond to a communication from the Society;
  - (d) breached an order made under the Act or these Rules.
- (4) The Practice Standards Committee is not precluded from taking any of the steps in subrule (3) or (3.1) because it has previously taken another of those steps in the same matter.

[(3.1) added, (4) amended 07/2007; (3.1) amended 10/2010]

### Practice review

- 3-13** (1) The Practice Standards Committee may order a practice review of the practice of a lawyer under Rule 3-12(3)(d) or if the lawyer consents to the review.
- (2) When a practice review is ordered, the Executive Director must name one or more qualified persons to conduct the review.
- (3) After consultation with the lawyer and the practice reviewers, the Executive Director must set a date, time and place for the practice review.
- (4) A lawyer whose practice is being reviewed under subrule (1) must answer any inquiries and provide the practice reviewers with any information, files or records in the lawyer's possession or power as reasonably requested.
- (5) After completing a practice review, the practice reviewers must deliver to the Practice Standards Committee and to the lawyer a written report of their findings and recommendations.
- (6) A lawyer who is the subject of a practice review may not resign from membership in the Society without the consent of the Practice Standards Committee.
- (7) The Practice Standards Committee may, by resolution, direct that a lawyer who is subject to a practice review and would otherwise cease to be a member of the Society for failure to pay the annual fee or a special assessment continue as a member not in good standing and not permitted to practise law.
- (8) A direction under subrule (7) may be made to continue in effect until stated conditions are fulfilled.
- (9) When a direction under subrule (7) expires on the fulfillment of all stated conditions or if the Practice Standards Committee rescinds the direction,
- (a) the lawyer concerned ceases to be a member of the Society,
  - (b) if the rescission is in response to a request of the lawyer concerned, the Committee may impose conditions on the rescission.

[(6) to (9) added 06/2012; (7) amended 07/2013]

**Action by the Practice Standards Committee**

- 3-14** (1) After its consideration of a report received under Rule 3-12(3)(c) or 3-13(5), the Practice Standards Committee must
- (a) decide that no further action be taken, or
  - (b) recommend that the lawyer do one or more of the following:
    - (i) undertake not to practise in specified areas of law;
    - (ii) satisfactorily complete a remedial program;
    - (iii) satisfactorily complete an examination approved by the Committee or its designate;
    - (iv) obtain a psychiatric or psychological assessment or counselling, or both, and, if the Committee requests, provide a report on that assessment or counselling to the Committee;

[Rule 3-14 continues on page 68.1]

## PART 4 – DISCIPLINE

### Interpretation and application

- 4-1** (1) This Part applies to a former lawyer, an articled student, a visiting lawyer permitted to practise law under Rules 2-10.2 to 2-12 and a practitioner of foreign law as it does to a lawyer, with the necessary changes and so far as it is applicable.
- (2) This Part must be interpreted in a manner consistent with standards of simplicity, fairness and expediency, and so as to provide maximum protection to the public and to lawyers.
- (3) In this Part, “**conduct meeting**” means a meeting that a lawyer is required to attend under Rule 4-4(1)(a.2).

[(1) amended 11/1999; (3) added 07/2005]

### Discipline Committee

- 4-2** (1) For each calendar year, the President must appoint a Discipline Committee, including a chair and vice chair, both of whom must be Benchers.
- (2) The President may remove any person appointed under subrule (1).
- (3) At any time, the President may appoint a person to the Discipline Committee to replace a Committee member who resigns or otherwise ceases membership in the Committee, or to increase the number of members of the Committee.
- (4) Any function of the Chair of the Discipline Committee under this Part may be performed by the Vice Chair if the Chair is not available for any reason, or by another Bencher member of the Committee designated by the President if neither the Chair nor the Vice-Chair is available for any reason.

[(4) added 07/2007; (1) and (3) amended 06/2011]

### Consideration of complaints by Committee

- 4-3** (1) The Discipline Committee must consider any complaint referred to it under these Rules and may instruct the Executive Director to make or authorize further investigation that the Discipline Committee considers desirable.
- (2) If, in the view of the Executive Director and the Chair of the Discipline Committee, there is a need to act before a meeting of the Committee can be arranged, the Executive Director may refer a complaint to the Chair for consideration under Rule 4-4.1.

[heading and rule amended 07/2007; (2) added 10/2010]

### Action on complaints

- 4-4** (1) After its consideration under Rule 4-3, the Discipline Committee must
- (a) decide that no further action be taken on the complaint,
  - (a.1) authorize the chair or other Bencher member of the Discipline Committee to send a letter to the lawyer concerning the lawyer’s conduct,
  - (a.2) require the lawyer to attend a meeting with one or more Benchers or lawyers to discuss the conduct of the lawyer,
  - (b) require the lawyer to appear before the Conduct Review Subcommittee, or

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- (c) direct that the Executive Director issue a citation against the lawyer under Rule 4-13(1).
- (2) In addition to the determination under subrule (1), the Discipline Committee may refer any matter or any lawyer to the Practice Standards Committee.
- (3) In addition to any action taken under subrules (1) and (2), if a complaint discloses that there may be grounds for revoking a law corporation's permit under Rule 9-11, the Discipline Committee may order a hearing on the revocation of the law corporation's permit.
- (4) At any time before the Discipline Committee makes a decision under Rule 4-9(6)(a) to (c), the Committee may resolve to rescind a decision made under subrule (1)(b) to require a lawyer to appear before the Conduct Review Subcommittee and substitute another decision under subrule (1).

[(1) amended, (4) added 07/2005; (1) amended 10/2010]

### **Consideration of complaints by Chair**

- 4-4.1** (1) The Chair of the Discipline Committee must consider any complaint referred to him or her under these Rules and may instruct the Executive Director to make or authorize further investigation that the Chair considers desirable.
- (2) After considering a complaint under subrule (1), the Chair of the Discipline Committee must
- (a) direct that the Executive Director issue a citation against the lawyer under Rule 4-13(1), or
  - (b) refer the complaint to the Discipline Committee.

[added 07/2007; (2) amended 10/2010]

### **Continuation of membership under investigation or disciplinary proceedings**

- 4-4.2** (1) In this Rule, "**lawyer under investigation**" means a lawyer who is the subject of
- (a) an investigation under Part 3, Division 1, or
  - (b) a decision of the Discipline Committee under Rule 4-4(1)(a.2) or (b).
- (2) A lawyer under investigation may not resign from membership in the Society without the consent of the Executive Director.
- (3) A respondent may not resign from membership in the Society without the consent of the Discipline Committee.
- (4) The Executive Director may direct that a lawyer under investigation who would otherwise have ceased to be a member of the Society for failure to pay the annual fee or a special assessment continue as a member not in good standing and not permitted to engage in the practice of law.
- (5) The Discipline Committee may, by resolution, direct that a respondent who would otherwise have ceased to be a member of the Society for failure to pay the annual fee or a special assessment continue as a member not in good standing and not permitted to engage in the practice of law.
- (6) A direction under subrule (4) or (5) may be made to continue in effect until stated conditions are fulfilled.

[(1), (2), (4) and (5) amended 07/2013]

## SCHEDULE 1 – 2013 LAW SOCIETY FEES AND ASSESSMENTS

| <b>A. Annual fee</b>   | <b>\$</b> |
|--|-----------|
| 1. Practice fee (Rule 2-70) .....  | 1,893.06  |
| 2. [rescinded 06/2012]   |           |
| 3. Liability insurance base assessment (which may be increased or decreased<br>in individual cases in accordance with Rule 3-22(1)): |           |
| (a) member in full-time practice .....   | 1,750.00  |
| (b) member in part-time practice .....   | 875.00    |
| 4. Liability insurance surcharge (Rule 3-26(2)) .....  | 1,000.00  |
| 5. Late payment fee for practising members (Rule 2-72(3)) .....  | 100.00    |
| 6. Retired member fee (Rule 2-4(3)) .....  | 75.00     |
| 7. Late payment fee for retired members (Rule 2-72(4)).....  | nil       |
| 8. Non-practising member fee (Rule 2-3(2)) .....   | 300.00    |
| 9. Late payment fee for non-practising members (Rule 2-72(5)) .....  | 25.00     |
| 10. Administration fee (Rule 2-75(3)) .....  | 50.00     |
| <br><b>A.1 Trust administration fee</b>  |           |
| 1. Each client matter subject to fee (Rule 2-72.2(1)) .....  | 10.00     |
| <br><b>B. Special assessments</b>  |           |
| <br><b>C. Articled student fees</b>  |           |
| 1. Application fee for enrolment in admission program (Rules 2-27(3)(e)<br>and 2-33(1)(b)) .....                                     | 250.00    |
| 2. Application fee for temporary articles (Rule 2-42(1)(c)) .....  | 125.00    |
| 3. Application fee for temporary articles (legal clinic) (Rule 2-42(1)(c)) .....   | 25.00     |
| 4. Training course registration (Rule 2-44(4)(a)) .....  | 2,250.00  |
| 5. Remedial work (Rule 2-45(7)):   |           |
| (a) for each piece of work .....   | 50.00     |
| (b) for repeating the training course .....  | 3,500.00  |
| <br><b>D. Transfer fees</b>  |           |
| 1. Application fee for transfer from another Canadian province or territory<br>– investigation fee (Rule 2-49(1)(f)) .....           | 1,125.00  |
| 2. Transfer or qualification examination (Rules 2-49(6) and 2-58(2)) .....   | 300.00    |
| <br><b>E. Call and admission fees</b>  |           |
| 1. After enrolment in admission program (Rule 2-48(1)(d)) .....  | 200.00    |
| 2. After transfer from another Canadian province or territory (Rule 2-49(1)(f))....  | 200.00    |

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| <b>F. Reinstatement fees</b>  | <b>\$</b> |
|---|-----------|
| 1. Application fee following disbarment, resignation or other cessation of membership as a result of disciplinary proceedings (Rule 2-52(1)(b)) ..... | 600.00    |
| 1.1 Application fee following 3 years or more as a former member (Rule 2-52(1)(b)) .....  | 500.00    |
| 2. Application fee in all other cases (Rule 2-52(1)(b)) .....   | 415.00    |
| <br><b>G. Change of status fees</b>   |           |
| 1. Application fee to become retired member (Rule 2-4(2)(b)) .....  | 30.00     |
| 2. Application fee to become non-practising member (Rule 2-3(1)(b)) .....   | 60.00     |
| 3. Application fee for non-practising or retired member applying for practising certificate (Rule 2-4.1(1)(b)) .....                                  | 60.00     |
| <br><b>H. Inter-jurisdictional practice fees</b>  |           |
| 1. Application fee (Rule 2-11(2)(b)) .....  | 500.00    |
| 2. Renewal of permit (Rule 2-11(2)(b)) .....  | 100.00    |
| <br><b>I. Corporation and limited liability partnership fees</b>  |           |
| 1. Permit fee for law corporation (Rule 9-4(c)) .....   | 300.00    |
| 2. New permit on change of name fee (Rule 9-6(4)(c)) .....  | 75.00     |
| 3. LLP registration fee (Rule 9-15(1)) .....  | 300.00    |
| <br><b>J. Practitioners of foreign law</b>  |           |
| 1. Application fee for practitioners of foreign law (Rule 2-18(1)(b)) .....   | 600.00    |
| 2. Permit renewal fee for practitioners of foreign law (Rules 2-18(1)(b) and 2-22(2)(c)) .....  | 125.00    |
| 3. Late payment fee (Rule 2-22(6)) .....  | 100.00    |
| <br><b>K. Late fees</b>   |           |
| 1. Trust report late filing fee (Rule 3-74(2)) .....  | 200.00    |
| 2. Professional development late completion fee (Rule 3-18.4(1)(c)) .....   | 500.00    |
| 2. Professional development late reporting fee (Rule 3-18.4(3)(b)) .....  | 200.00    |
| <br><b>L. Multi-disciplinary practice fees</b>  |           |
| 1. Application fee (Rule 2-23.3(1)).....  | 300.00    |
| 2. Application fee per proposed non-lawyer member of MDP (Rules 2-23.3(1) and 2-23.5(2)) .....  | 1,125.00  |

**Note:** The federal goods and services tax applies to Law Society fees and assessments.