

Request

Complainants' Review Committee

Do not use this form if you are lodging a complaint. 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. Submit the completed form by mail, fax or email through the information on the top right of this page.

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 "Committee"). The Complainants' Review Committee Request Form is available on our website at [The Complaints Process](#). Please read this form prior to submitting your Request Form.

Who are the Complainants' Review Committee?

The Committee includes both lawyers and non-lawyers. Its members are chosen each year by the President of the Law Society. A list of the current members can be found on our website. When you ask for a review, your complaint is looked at by a panel made up of half of the Committee's members. The Committee is guided by Law Society Rules 3-13-3-14.

What is the purpose of the Complainants' Review Committee?

The purpose of the Committee's review of your complaint is to review the decision to take no further action after investigating a complaint.

What authority does the Committee have?

Law Society Rule 3-14 (5) sets out what the Committee must do following the review:

- 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 [The Complaints Process](#).

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.

Can I meet the Committee or attend the review?

No. Neither the lawyer nor the complainant can meet with the Committee or attend the review.

Will my request for review be disclosed to the lawyer?

Yes. The lawyer you complained about will be given a copy of your Request Form. 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 the attention of the Paralegal, Complainants' Review Committee.

What other information do I need to send in?

Once you have provided the completed Request Form, there is nothing further you should provide. You only need to submit your request for review. The Committee will receive all the materials to pursuant to Law Society Rule 3-14 (4) (a) and will base its review solely on the

existing materials. Please note that the Committee cannot accept or consider any new information, documents, or complaints that were not previously investigated and assessed by the Professional Regulation Department.