



APPLICATION TO WITHDRAW FROM PRACTICE – SOLE PRACTITIONER

COMPLETE AND RETURN ORIGINAL TO:

Admissions & Membership Department
The Law Society of Manitoba
200-260 St. Mary Avenue, Winnipeg, Manitoba, R3C 0M6

I, _____, make application to the Law Society
First / Middle / Last
of Manitoba to change my membership category from that of practising member to:

- Non-Practising Member** (annual fee of \$105.00 [\$100 plus GST] to receive Law Society publications and access to Members Portal)
- Inactive Member** (no fee payable and no services provided)

I wish to withdraw from practice because I am:

- Retiring from my legal practice effective: _____
- Taking a maternity/parental leave, commencing: _____
Anticipated date of return to work: _____
- Taking a leave of absence from my employment/practice commencing: _____
Anticipated date of return to work: _____
- Transferred to another Jurisdiction: _____ Date of Call: _____
- Other: _____

Change of status effective: _____

1. **Business Contact Information** (if applicable) **Home & Mailing Contact Information** after date of withdrawal

Name of Firm	For Law Society use only
Current Address	Address
Business e-mail	Personal e-mail
Telephone ()	Telephone ()
Direct line ()	Cell # ()
Fax # ()	Fax # ()

2. **Court Locker**

If you have a court locker you must return the key to the Law Society.

- N/A
- I have returned the locker key previously or with this application.
- I will return the locker key before the date of my withdrawal from practice.

3. Fast Track Card

I confirm that if I have received a fast track photo ID card issued by the Law Society:

- N/A
- I will return the fast track card on or before the date of my withdrawal from practice.

4. I currently practice through a law corporation: Yes No _____
Initials

If "Yes" name of law corporation(s): _____

Voting Shareholder Yes No _____
Initials

5. Client Matters

I confirm that all client matters have been completed Yes No _____
Initials

a) Open Client Files

I confirm that pursuant to my clients' instructions I have returned their files, original wills and titles, and other important documents, records and valuables to them or their new counsel.

Initials

(Complete the following, if applicable)

In winding up my practice, it has been essentially transferred to the following lawyer(s):

(name[s] of practising lawyer[s])

b) Closed Client Files

I confirm that all closed client files and documents have been turned over to:

(name[s] of practising lawyer[s]) **OR** are stored at:

c) Original Wills

I confirm that original wills and corporate documents in my possession have been dealt with as follows:

d) Original Titles

I confirm that original titles in my possession have been dealt with as follows:

6. Personal Representative Capacity

I have been appointed to act in a personal representative capacity (as defined in Law Society Rule 5-49(1)) and/or I am acting as a personal representative:

Yes No _____
Initials

If yes:

I confirm that I have provided written notice, as required by Law Society Rule 5-50(1), to all known persons for whom I have been appointed to act in a representative capacity or for whose benefit I am acting in a representative capacity that I am withdrawing from practice and that I will no longer have professional liability insurance coverage or reimbursement coverage.

Yes No _____
Initials

7. Trust Accounts

a) During the past 12 months I maintained a trust bank account(s) at a Savings Institution:

Yes No

Initials

If yes, please complete all parts of questions (b), and (c):

b) Have all monies in your trust account been disbursed? Yes No

Initials

If yes:

I confirm that all money or other valuable property held in trust has been accounted for and either remitted to the clients or other persons on whose behalf they were held or, with the consent of the client, transferred to _____

(name of practising lawyer)

for the benefit of the clients or other persons entitled to the money or property. _____

Initials

I confirm that any net interest earned on my pooled trust account(s) has been remitted to the Manitoba Law Foundation. _____

Initials

My trust account is closed, or will be closed by _____
(insert a date not later than 90 days from the date of this application).

Initials

If no:

Indicate the bank balance(s) in all pooled and specific trust investment accounts as of the date of this application:

1) _____

Account # _____

Branch Amount in trust: _____

2) _____

Account # _____

Branch Amount in trust: _____

3) _____

Account # _____

Branch Amount in trust: _____

Briefly outline what matters remain outstanding (i.e. outstanding cheques that need to clear the bank, number of and amount of trust balances remaining, etc.)

I undertake to disburse all monies in my trust account(s) and close my account(s) within 90 days of this application.

Initials

7. Trust Accounts *continued...*

c) I undertake to cooperate with the audit department to provide any necessary documents or information regarding my accounting records and the closure of my trust account.

Initials

8. Members Practice

I am not aware of any claims or potential claims against me in my professional capacity or in respect of my practice which have not been reported to the Law Society's Professional Liability Claims Fund.

Initials

9. Annual Members Report

I confirm that I understand that I am required to complete this report for the current calendar year pursuant to Law Society Rule 2-81.2(1).

Initials

10. Refund of Fees

Inquiries regarding refunds should be directed to the Law Society's Finance Department

If your practising fees have been paid for the year, you may be eligible to receive a prorated refund. If you are requesting a refund, please indicate to whom the refund should be made payable:

If you are becoming a non-practising member:

- The non-practising fee can be deducted from the refund if sufficient funds are available
- Enclosed is my cheque for **\$105.00 (\$100 plus GST)**, payable to *The Law Society of Manitoba*

UNDERTAKING

(strike out and initial as applicable)

I undertake that I will not practise law in Manitoba once I become a **non-practising** or **inactive** member except as a visiting lawyer pursuant to the provisions of the National Mobility Agreement.

Signature of Member

Date

If you have any questions please contact:

Admissions & Membership Department

The Law Society of Manitoba
200 - 260 St. Mary Avenue, Winnipeg, Manitoba, R3C 0M6
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membership@lawsociety.mb.ca