



Please complete as much of this form as you can. This will assist in a timely evaluation of your proposal. If you answer **"No"** to any of the following questions, this does not necessarily mean your application will be denied. *Following an initial review of your proposal further information may be required.*

**SECTION A – ORGANIZATION/SERVICE PROVIDER**

**1. Contact Information**

Full Name:		Title:	
Legal name of Organization:			
Business or Charitable Registration # (if applicable):			
Physical Address:			
City/Town:	Prov:	Postal Code:	
Telephone:		Direct Line:	
Cell:		Fax:	
Email:		Website (if applicable):	

**2 Additional Information** - Please tell us about yourself and/or the organization that will be providing the service, including the organizational structure, governance, diversity and inclusion.

## SECTION B – ABOUT THE PROPOSED SERVICE

1. **Legal Services** – Tell us about the legal services you intend to provide. What legal help is involved? Is there technology involved? If so, please describe.

2. **Consumer/Client** - Who do you think will be the consumers of the legal services you intend to provide? (What is the market for your service?)

3. **Addressing Unmet Legal Needs** - What legal needs will the services address? How do you expect that your legal services will address unmet legal needs or improve access to legal services and/or access to justice for Manitobans?

4. **Scope of Legal Services** - Please describe the scope of legal help that the service will provide.  
(Please check all that could apply)

*Legal information*

- General information about the law, legal processes and the legal system, that is intended to be educational and is not tailored to any person's unique circumstances or objectives

*Limited assistance*

- Summary legal advice
- Document/form completion
- Support for a negotiation or transaction
- Legal communication
- Filing legal documents
- Preparation/coaching for a legal process
- Referral to legal representative

*Extensive assistance*

- Preparation/negotiation of a transaction
- Negotiation of a settlement without litigation
- Negotiation of a settlement with litigation
- Representation in an administrative or court proceeding
- Full representation and legal assistance
- Other type of legal help not listed above (please describe):

5. **Risk Management** - Please describe any potential risks to users of your proposed services. How will you address and mitigate the risk to the public arising from the legal services you intend to provide, including with any relevant credentials, education, training or experience and accountability?

6. **Insurance** - Do you have insurance for your proposed legal service?  Yes  No  
If **yes**, please provide details of that coverage.

7. **Finance/Payments** -How will you fund your operations and/or charge those who use your services?

8.**Customer Service** - How will you handle complaints from consumers using your services?

9. **Accreditation or Authorization** - Have you ever been accredited or authorized to provide legal services in any jurisdiction?  Yes  No

If **yes**, please provide details.

10. **Jurisdiction(s)** - In which jurisdiction(s) do you operate or intend to operate?

11. **Business Plan & Strategy** – Can you provide a copy of your business plan that sets out, for example, what you want to accomplish, safeguards for the public, the tools and resources you have in place/will develop and a planned exit strategy ( in the event the delivery model must cease operations)?

- Yes, I have attached a copy of my business plan/exit strategy.
- No, I will provide a copy of my business plan/exit strategy at a later date.

12. **Service Delivery Plan** - Are you ready to provide the proposed services?

- Yes
- No

If **no**, please provide details about your plan to deliver the services, including a timeline to start.

13. **Success Metrics** - What does success of the service look like and how will you measure that in relation to your proposal's objectives? (e.g. expanded services to clients in northern/remote or other rural areas)

14. **Other Applicable Information** - Is there anything else that you would like us to know about the proposed service?

**SECTION C - REQUEST AND ACKNOWLEDGEMENT**

I ask that the Law Society consider the proposal for inclusion in its innovation sandbox and if successful provide an approval letter subject to whatever conditions may be appropriate. I understand that the proposal may not be accepted for inclusion and also understand that if the proposal is approved such approval may be revoked if the legal service provided is different from what is described in this proposal or if there is failure to abide by any conditions imposed. I further understand that the Law Society maintains the right to add conditions or alter existing conditions at any time.

I consent to the Law Society making any inquiries or investigations as necessary to verify the information provided in this proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The information in this form will be used to evaluate proposals for inclusion in the Law Society's regulatory sandbox.*

## HOW TO SUBMIT YOUR FORM

*If you need more space to answer a particular question, please provide your full answer to this question in a separate document referencing the question # and attach this when submitting your form.*

### Application Fees & Payment:

**\$100.00 (\$100.00 plus \$5.00 GST)**

See details for various [payment methods](#) accepted by the Law Society. Successful applicants will be required to submit an annual payment in the amount of \$200.

#### Mail:

The Law Society of Manitoba  
Attention: Alissa Schacter  
200 – 260 St. Mary Avenue  
Winnipeg, MB R3C 0M6

#### Email:

aschacter@lawsociety.mb.ca

#### Fax:

204-956-0624  
Attention: Alissa Schacter

#### **Questions about fees/payment? Contact:**

Sandra Alleyne  
Chief Financial Officer  
204-926-2054  
salleyne@lawsociety.mb.ca

#### **Questions about this form and use of this information? Contact:**

Alissa Schacter  
Director | Policy and Strategic Initiatives  
204-926-2029  
aschacter@lawsociety.mb.ca