The Law Society of Manitoba
INCORPORATED 1877 | INCORPORÉ EN 1877

Application to Commence/ Resume Active Practice

This form must be submitted by Non-Practising members seeking to commence/ resume active practice, together with the appropriate non-refundable fee:

- Applying for Practising status within 90 days of being Called to the Bar – **No fee required**
- Out of practice for less than one (1) year - **$157.50** ($150.00 plus $7.50 GST)
- Out of practice for more than one (1) year - **$315.00** ($300.00 plus $15.00 GST)

All fees are subject to change without notice.

All members must complete Parts A, B, C, E and F.

Members requesting an exemption from insurance, must also complete Part D.

Upon approval of your application, you must pay your fees within 30 days or another application to resume will be required. You cannot return to active practice until your fees have been received by the Law Society and you have fulfilled any conditions imposed.

Please review the Good Character Guidelines.

Note that any omissions or inaccuracies will be grounds for rejection of the application.

☐ I have not previously held Practising status and I am seeking to commence active practice.

Date of Call to the Bar: _____
(YYYY/MM/DD)

I am returning to active practice from:

☐ Maternity/ Parental Leave ☐ Leave of Absence

☐ Suspension ☐ Other:

Requested date of return to practice: _____
(YYYY/MM/DD)

SECTION A – NAME AND CURRENT RESIDENTIAL ADDRESS

First:	Middle:	Last:
Street:		
City/Town:	Prov:	Postal Code:
Home Phone:	Cell:	
Personal Email:		
Alternate Email:		
Preferred email contact after resuming practice: ☐ Business emai ☐ Home email ☐ Alternate		

SECTION B – PRACTICE OR EMPLOYMENT INFORMATION

Employer/Firm:		
Mailing Address:		
City/Town:	Prov:	Postal Code:
Telephone:	Fax:	
Direct Line:	Business Email:	

Areas of Practice:

I will:

- ☐ be practising at a workplace which already has a trust account
- ☐ apply to the Law Society for approval to open my own trust account, as required by Rule 5-42(1)
- ☐ not receive or handle trust money; not use or operate a trust account

Your Practising Arrangement(s)

I will be practising as or with:

- ☐ Sole owner with associate(s)
- ☐ Partner
- ☐ Associate
- ☐ Academic
- ☐ Sole practitioner (in transition/seeking work)
- ☐ Sole practitioner (active practice)
- ☐ Sole practitioner sharing space & expenses
- ☐ Other:
- ☐ Legal Aid
- ☐ Government
- ☐ In-house counsel

If you will be practising as a solo practitioner or creating a new firm with others you must submit a Law Firm Registration Form.

SECTION C – BACKGROUND

1. Areas of law in which you have practised:

2. Start date of Non-Practising status in Manitoba: (YYYY/MM/DD)

Reasons:

3. Please list all of your professional and occupational endeavours **since you took Non-Practising status**. Include details such as name of employer, position, duties, institution and further education. If you wish, you may attach a resume containing this information.

4. I am or have been a member of the following law societies or equivalent regulatory bodies in these other jurisdictions: (*Please list*)

You are required to arrange for a certificate of standing to be sent directly to The Law Society of Manitoba from each law society or regulatory body listed.

5. As a member of The Law Society of Manitoba have you:

   (a) been convicted of professional misconduct, conduct unbecoming or incompetence? ☐ Yes ☐ No

   (b) accepted a formal caution? ☐ Yes ☐ No

   (c) been limited by the Law Society in your ability to practise law (such as inability to sign trust cheques or practise under supervision of another practitioner)? ☐ Yes ☐ No

   (d) granted a pardon by a panel of the Discipline Committee? ☐ Yes ☐ No

6. Do you owe any money to The Law Society of Manitoba? ☐ Yes ☐ No

   If so, how much? _____

7. While holding Non-Practising status have you been:

   (a) found guilty of a criminal offence? ☐ Yes ☐ No

   (b) found liable in any proceeding based on fraud or dishonesty? ☐ Yes ☐ No

   (c) a judgment debtor? ☐ Yes ☐ No

   (d) refused membership in another Canadian Law Society? ☐ Yes ☐ No

8. Have you ever made a proposal or voluntary assignment in bankruptcy or been petitioned into bankruptcy? ☐ Yes ☐ No

   Have you been discharged? ☐ Yes ☐ No

   If **not**, explain the circumstances on a separate sheet.

If you answered "Yes" to any part of questions 5-8, you must provide full particulars on a separate sheet.

9. Are there any events, circumstances or conditions, other than those mentioned above, that might be considered an impediment to your commencing active practice or might require further inquiry by The Law Society of Manitoba? ☐ Yes ☐ No

10. I, _____ consent to the disclosure of all information in the possession of the Law Society to be reviewed in considering my application to commence active practice. I understand and agree that the information which may be disclosed may include full particulars about any insurance claims against me, and my audit, complaints, competence and discipline histories, including information concerning any pending complaints or charges against me.

11. **Some members may be eligible for an exemption from professional liability insurance**. Are you claiming an exemption from professional liability insurance? ☐ Yes ☐ No
    If YES, please complete Section D.

SECTION D: EXEMPTION FROM INSURANCE – Please check the applicable option

☐ I will be employed exclusively by the Government of Manitoba, an agency of the Government as defined in ss. 1(1) of *The Civil Service Act* (except the Legal Aid Services Society of Manitoba), a municipality, or the Federal Government and will not practice law in Manitoba outside the scope of this employment.

Attach an original completed Insurance Exemption Application form.

☐ I am a member in good standing of the Law Society of _____ with a current practicing certificate in that jurisdiction and current professional liability insurance with coverage of at least $1,000,000 per occurrence with respect to professional services I will perform in Manitoba. I do not maintain an office in Manitoba from which I provide legal services on a regular basis.

Attach a Certificate of Insurance from your home law society.
Attach an original completed Insurance Exemption Application form.

☐ I am a member in good standing of the Law Society of _____ with a current practicing certificate in that jurisdiction and current professional liability insurance with coverage of at least $1,000,000 per occurrence with respect to professional services I will perform in Manitoba I maintain an office in Manitoba from which I provide legal services, however, I continue to maintain an office in _____, and this is my primary place of business.

Attach a Certificate of Insurance from your home law society.
Attach an original completed Insurance Exemption Application form.

SECTION E – PRIVACY INFORMATION

On occasion, the Law Society may provide basic contact information about practising members (name, business address, email address, fax and phone numbers) to professional legal associations, organizations and institutions without charge, in order to enhance communications with the profession and to facilitate the maintenance of mailing lists. Contact information will be provided only when the requested information will be used for a purpose that will assist in fulfilling the mandate of the Law Society and will be secured in a manner that is satisfactory to the Law Society.

Members of the public are able to access basic contact information about practising members by accessing the "Lawyer Lookup" function on our website or by contacting us.

If you have any questions or concerns regarding the Privacy Information, please contact privacy@lawsociety.mb.ca.

☐ I do **NOT** want the Law Society to provide my contact information to any professional legal association, organization or institution.

SECTION F: FEE PAYMENTS

☐ I am aware that my practising fees must be paid prior to resuming practice.:

Please provide an invoice to: ☐ my employer ☐ me directly

At the following email address: _____

Please add the following to my invoice
Note: These fees will require renewal on April 1st each year.

☐ Fast Track Photo ID **$26.25** ($25 + $1.25 GST)

☐ Courthouse locker **$105** ($100 + $5 GST)

☐ I hereby request a release from my undertaking not to practise law in Manitoba upon being approved to resume active practicing status.

I certify that all of the information provided in this application is true and accurate.

_____ _____

Signature **Date** (YYYY/MM/DD)

Rev. 26.1

HOW TO SUBMIT YOUR FORM

COMPLETE AND RETURN WITH THE APPLICATION FEE:

The Law Society of Manitoba
Admissions and Membership
200 – 260 St. Mary Avenue
Winnipeg, MB R3C 0M6

Questions about this form? Contact: membership@lawsociety.mb.ca