

**APPLICATION TO DESIGNATE A RESPONSIBLE LAWYER
AND EXEMPTION FROM OPERATING A TRUST ACCOUNT**

Rule 118

Rule 114 requires a law firm to designate a Responsible Lawyer, and to have the Responsible Lawyer approved by the Law Society before opening a law practice.

Rule 124 requires every law firm to have a trust account and a general account unless specifically exempted from these requirements by the Executive Director.

This form is to be completed when a law firm is seeking the approval of a Responsible Lawyer, and does not wish to maintain a trust account.

Section A – Applicant Details

Identification

- Name of Applicant lawyer

- Name of Law Firm/Business Name

(the Law Firm)

- Address

- City

- Territory/Province

- Postal Code

- Telephone Number

- Fax number

- E-mail contact (for Law Society use only)

Areas of Law Practiced – insert percentages (must total 100%)

- Aboriginal _____
 - Administrative _____
 - Arbitration/Mediation _____
 - Bankruptcy/Insolvency/Receivership _____
 - Civil Litigation _____
 - Commercial Litigation _____
 - Corporate/ Commercial _____
 - Criminal _____
 - Employment/Labour _____
 - Environmental _____
 - Immigration _____
 - Matrimonial/Family _____
 - Municipal _____
 - Real Estate Conveyancing _____
 - Tax _____
 - Wills/Estates _____
 - Other (Please Specify) _____
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Accounting Software

The Law Firm uses the following accounting software for general bank accounts:

- PCLaw _____
 - EsiLaw _____
 - Clio _____
 - Cosmolex _____
 - Other – please specify _____
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- Manual System _____

Section B – Exemption Details

The reason for requesting an exemption from maintaining a trust account is:

I/We have made the following arrangements to manage any trust money that I/we would otherwise receive:

Section C – Declaration

I _____ (insert name) apply for an exemption from maintaining a trust account.

I acknowledge that I will be the Responsible Lawyer for the Law Firm and unless the Law Firm obtains and maintains approval for a trust account:

- (a) The Law Firm and any lawyer practicing with the Law Firm is not permitted to operate a trust account in the name of the Law Firm; and
- (b) I am responsible in relation to any general account maintained by the Law Firm to ensure compliance with Part 6 of the Rules of the Law Society, unless exempted by the Executive Director.

I undertake that I will at all times during which I am carrying on the practice of law in the Northwest Territories, faithfully and to the best of my ability, perform my obligations as a member of the Law Society under the *Legal Profession Act*, the Rules of the Law Society, the policies of the Law Society, and any code or ethical standards authorized or established by the Law Society.

Declaration

I _____ (Insert name) solemnly declare that all statements made by me in this application are correct and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Name _____

Signature _____

Date _____, 20_____