

## Trust Account Shortages

Rules 132 (1) and (3)

### INSTRUCTIONS

1. This form must be completed if:

(a) a shortage exists that cannot be attributed to a client file and is greater than \$50 or not corrected within 30 days, or

(b) a shortage exists on a client file and

- (i) the law firm does not correct the deficiency within 7 days of the time the shortage arose, and/or
- (ii) the deficiency is an amount greater than \$2,500, regardless of when the deficiency is corrected.

2. A member practising as a sole practitioner is a "Law Firm" as defined in the Rules.

Note: All questions on this form must be answered. One form must be submitted for each client matter shortage/overdraft.

Please submit this form to the Executive Director.

### SECTION A – LAW FIRM INFORMATION

1. Law Firm name: \_\_\_\_\_

2. Law Firm address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

3. Law Firm telephone number: \_\_\_\_\_

4. Lawyer responsible for file: \_\_\_\_\_

5. Law Firm Responsible Lawyer: \_\_\_\_\_

### SECTION B – FILE INFORMATION

1. File number and nature of matter: \_\_\_\_\_

2. Name of client: \_\_\_\_\_

3. Last known address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

**SECTION C – DETAILS OF TRUST ACCOUNT OR CLIENT ACCOUNT SHORTAGE**

Date Discovered mm/dd/yyyy	Date Occurred mm/dd/yyyy	Date Corrected mm/dd/yyyy	Amount

Reason (Select one of the following)

Overpayment

Wrong trust bank account

Deposit NSF

Bank error/service charges

Cheque issued before deposit

Deposit made to general account

Counterfeit/fraudulent cheque

Clerical error

Other (Please explain)

2. Please provide further explanation:

3. Please attach the following as proof of correction:

Proof of deposit (including stamp by bank)

Bank statement

Client ledger card

Copy of the cheque

**SECTION D – LAWYER CERTIFICATION**

I, \_\_\_\_\_, certify that the foregoing information is complete and correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Lawyer