



# LAW SOCIETY

OF THE NORTHWEST TERRITORIES

## RECEIPT OF CASH CHECKLIST

Client No./Matter No.:	_____
Matter Description:	_____
Client Name:	_____
Responsible Lawyer:	_____
This Form Completed By:	_____
Date Completed:	_____
Signed:	_____

I am authorized to receive cash on behalf of the firm. Yes [ ] No [ ]

I have received cash of \$ \_\_\_\_\_ and I have entered in a book of duplicate receipts the following information in relation to the receipt of the cash (Rule 99(2)):

- a) the date received [ ]
- b) the person from whom it was received [ ]
- c) the amount received [ ]
- d) the client for whom it is received [ ]
- e) the file number for the matter [ ]
- f) my signature [ ]
- g) the signature of the person from whom it was received [ ]

I believe that the receipt of this cash is exempt from the restriction on receiving cash more than \$7,500 because (Rule 98(4)):

- a) the cash is received from a financial institution or public body
- b) the cash is received from a peace officer, law enforcement agency or other agent of the Crown acting in an official capacity
- c) the cash is received to pay a fine, penalty or bail
- d) the cash is received solely for legal fees, disbursements or expenses.

I believe that the receipt of this cash is subject to the restriction on receiving cash more than \$7,500 (Rule 98(1)). I have reviewed the firm's financial records and the aggregate amount of cash received on this client matter does not exceed \$7,500.  Yes  No

I have made a notation on the file that any refund to the client must also be in cash (Rule 98(4)(d)):  Yes  No

I cannot accept cash on this matter and:  Yes  No

I have returned it to the person from whom I received the cash on [insert date]  Yes  No

I have obtained the person's signature on a duplicate receipt  Yes  No