

## Have you visited our FAQ pages?

Did you know that LAWPRO maintains an extensive collection of Frequently Asked Questions (FAQs) and answers on its website at [lawpro.ca/faqs](http://lawpro.ca/faqs)? If you have a question, we invite you to visit our FAQs to find an answer. We'll also be highlighting some of our FAQ content in upcoming issues of the magazine – look out for it under the “LAWPRO FAQ” header.

## Email is our preferred form of communication at LAWPRO

Our correspondence and reference documentation is now generated (and saved) electronically, allowing us to save on printing and postage costs as well as delivery time. Keeping your records with LAWPRO updated with respect to a current (and active) email address allows us to stay in touch with you for all your professional liability insurance needs, reminders, and status updates on an instantaneous basis. Visit our website at [lawpro.ca/file\\_online](http://lawpro.ca/file_online) to make sure your address and other contact data is correct. You will need your Law Society number and confidential LAWPRO password – if you do not have or cannot remember your password, follow the online instructions, or call LAWPRO customer service at (416) 598-5899 or 1-800-410-1013.

## Insurance renewal season is approaching

All non-exempt lawyers must file an annual renewal application form. It is expected that e-filing of renewal applications will open online on or about October 1, 2013. Applications not received by the annual deadline may be subject to an additional premium equal to 30 per cent of the base premium.

E-file your renewal application in three easy steps:

- Go to [lawpro.ca](http://lawpro.ca) and enter your Law Society number and your password in the MY LAWPRO sign-in box (note that the login fields are NOT case-sensitive);
- Select “Renew Professional Liability Insurance” from the list of options. Your application form will appear, pre-populated with your information pulled from our database;
- Complete the application in full, click ‘Review’ at the bottom of the form, and then ‘Submit.’

Successful filing results in an e-file confirmation number beginning with the letter ‘P.’

If you are practising in a law firm, your firm administrator can e-file a single firm-wide application on behalf of all the lawyers in your firm: All that is needed is a firm password (to be set up through LAWPRO customer service) and firm number.

Need help completing your application form?

Assistance can be provided by calling LAWPRO customer service or by accessing the online Program Guide which contains insurance program information.

## keyDATES for your insurance renewal

### September 15, 2013

File your LAWPRO Risk Management Declaration by this date to qualify for the \$50 premium discount for each LAWPRO-approved CPD program (to a maximum of \$100) completed by this date.

### On or about October 1, 2013

LAWPRO online filing of Professional Liability Insurance renewal applications is expected to begin. If you wish to file a paper application instead, please note that paper renewal applications will not be automatically mailed out, but it is expected that you will be able to download a 2014 pre-populated paper renewal application from our website on or about October 1, 2013.

### November 1, 2013

E-filing discount deadline: Renewal applications filed online on or before November 1, 2013 qualify for the e-filing discount to be applied to the 2014 insurance premium.

### November 8, 2013

Renewal application filing deadline: 2014 LAWPRO insurance applications filed/received after this date will be subject to a surcharge equal to 30 per cent of the base premium.