

# 2004 insurance program news:

## LAWPRO opts for Web over paper

Prompted largely by the success of our e-filing programs of the last few years, LAWPRO has opted to expand the range of services it offers lawyers over the Web for the 2004 Law Society program.

Insurance applications, invoices and other relevant information will be delivered primarily electronically, resulting in a significant reduction in the amount of paperwork associated with annual insurance renewals and other mandatory insurance filings.

The more than 14,000 lawyers who e-filed their insurance applications last year will be invited to access the required forms only online, through our Web site at [www.lawpro.ca](http://www.lawpro.ca) starting in early October 2003. Printed paper applications will be mailed only to lawyers who have never e-filed – although they too will be invited to file online.

This Web-based process not only streamlines lawyers' interactions with LAWPRO, but also saves the company more than \$40,000 in printing and mailing costs (in the past, we mailed pre-populated applications and program guides to each lawyer and law firm insured under the Law Society insurance program).

As well, insurance premium invoices and related policy materials will be available online, via a secure, password-protected service. Lawyers and law firms who prefer to receive their invoices and policy declaration pages by mail will be invited to indicate this preference on their insurance applications.

For specific groups of lawyers, the decision to move most of our transactions into the electronic domain applies as follows:

**For lawyers who e-filed on an individual lawyer basis in 2002 for the 2003 insurance program:** You will receive e-mail notification that your pre-populated 2004 insurance application is available online in early October 2003. You will be able to access your application in two formats:

- as a pre-populated PDF document similar to the version mailed to you in the past. This document will be pre-populated with information from our database on you, your law firm, and your coverage and payment options. This document is a reference document only, and replaces the paper version that would have been mailed to you in past years.
- as a pre-populated, online application form that you can review, update and submit electronically in minutes. Filing online will again qualify you for a \$50 per lawyer discount that will be applied to your 2004 insurance premium.

**For all law firms of five or more lawyers:** In early October, the managing partner, firm administrator or other insurance contact identified on your most recent online filing will receive e-mail notification that the firm summary form is available online, enabling firm-wide filing for all lawyers in the firm. The online form will be pre-populated with information from our Ostatus, and the coverage and payment options selected for the firm.

The online firm form has been simplified to make it easy for law firms to add the names and other relevant information for new lawyers in their firm. Rather than complete an online or paper form for each new lawyer, the insurance contact will provide only some basic information such as the new firm mem-

ber's Law Society number, name, status and specific practice options that apply (e.g. part-time practice).

Filing online will qualify the firm for a \$50 per lawyer discount that will be applied to the firm's 2004 insurance premium.

**For all lawyers who completed paper/fax applications in 2002 for the 2003 insurance program:** You will be invited to complete your application online, via the LAWPRO Web site and qualify for the \$50 online filing discount. You will continue to receive a package containing your pre-populated paper application and the printed instruction booklet. However, filing by mail or fax will not entitle you to the \$50 discount available to those who file electronically.

**Invoice and policy packages for all lawyers:** If you or your law firm filed the 2004 application electronically, you will automatically receive your 2004 insurance premium invoice online; you will be informed via e-mail later this fall that your electronic invoice and policy documentation have been issued and are available, in a secure, password-protected portion of our Web site. Lawyers and law firms can request a printed invoice.

As in the past two years, LAWPRO will send printed packages of the 2004 policy and the booklet containing forms for transaction levy filings only to those lawyers who do not e-file and for whom we do not have an e-mail address. Printed copies of both will continue to be available on request.