



# Starting a new multi member firm?

## Here's what you need to do about LAWPRO



### STEP 1: Let LAWPRO know

The partner who will be responsible for handling LAWPRO filings for the firm should email [service@lawpro.ca](mailto:service@lawpro.ca) with the following information:

- The firm name and contact information
- The names and Law Society numbers of all lawyers in the firm
- We will follow up with you shortly to have online filing capability put in place



### STEP 2: Firm coverages

**Deductible and restricted area of practice:** All members of the firm must have the same deductible. If they do not, they need to complete an Application for Mid-Term Changes in the [My LAWPRO Portal](#) to request the same deductible.

To take advantage of the Restricted Area of Practice discount for criminal and immigration law, all members in the firm must only practice those areas of law.



### STEP 3: Payment arrangement

Complete the Premium Payment Authorization form for the firm members in the My LAWPRO portal. If the firm will be paying the premiums for all or some of the lawyers, the lawyer responsible for filing on behalf of the firm can complete one form. If any individual lawyers will be paying their own premiums, they can each login to their individual accounts and complete the form on their own behalf.



### STEP 4: Levy filings

#### **Criminal and/or Immigration only:**

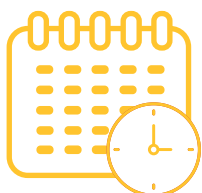
If all lawyers in the firm will be practising only criminal and/or immigration law, they can claim the Restricted Area of Practice discount by completing the Application for Mid-Term Changes form available in My LAWPRO. Once added, they do not need to file transaction levies as long as the restriction is present.

#### **Civil Litigation or Real Estate:**

If you will be practising in real estate, apply for REPCO coverage.

Both civil litigation and real estate practitioners need to diarize the deadlines for completing transaction levy filings: April 30, July 31, October 31, and January 31. The filing forms are available on My LAWPRO.

If a lawyer is NOT practising ANY real estate or civil litigation they can apply for an exemption from filing levies on My LAWPRO.



### STEP 5: Renew each year

Set a reminder in your calendar to renew your insurance each year in the first week of October. The renewal filing can be completed online through My LAWPRO.

#### LAWPRO

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