Starting a new solo firm?

Here's what you need to do about LAWPRO

STEP 1: Let LAWPRO know

Send an email to service@lawpro.ca with the following information:

- Your full name and Law Society number
- Effective date of the start of your new practice
- Any changes to your contact information including mailing address, email address, telephone, and fax numbers

STEP 2: Your coverages

Deductible: If you were previously at another firm, your deductible was the same as other lawyers in the firm. If you want to change your deductible, complete the Application for Mid-Term Changes form available in My LAWPRO.

Premium payment: If your premium was being paid by a previous firm, you will now need to complete the Premium Payment Authorization form in My LAWPRO to update and set up your payment details.

STEP 3: Area of law

Criminal and/or Immigration only: If you will only be practicing criminal and/or immigration law, you an claim the Restricted Area of Practice discount by completing the Application for Mid-Term change form available in My LAWPRO. Once added, you 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 the Real Estate Practice Coverage Option

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.

NOT practising ANY real estate or civil litigation? Apply for an exemption from filing levies on My LAWPRO.

STEP 4: Payment arrangement

If you would like to pay by credit card or in installments, complete the Premium Payment Authorization form in My LAWPRO. To pay by lump sum cheque, respond to the invoice you will receive in the mail.

STEP 5: Your insurance will renew automatically

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