

### LAW FIRM REGISTRATION (RULE 902)

A law firm must complete and submit a Registration Form within 30 days of commencing or engaging in the practice of law. If the firm will be handling trust funds and operating a trust account, the firm must receive written approval **before opening** a trust account. Please complete this form and return to:

The Law Society of Saskatchewan  
1100-2002 Victoria Avenue  
Regina, SK S4P 0R7

**Anticipated Commencement date:** \_\_\_\_\_

#### Part A: FIRM REGISTRATION

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

- Firm has one or more branch offices (complete Part B)
- Firm shares space with other law firms (complete Part C)
- Firm has a total of \_\_\_\_\_ practising members

Please attach a current list of all participating members associated with the firm (including members on leave).

#### Part B: BRANCH OFFICES (if Applicable)

Branch Office: \_\_\_\_\_  
(Please indicate if the branch office operates under a different firm name)

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Firm Email: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

Branch Office: \_\_\_\_\_  
(Please indicate if the branch office operates under a different firm name)

Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Firm Email: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax: \_\_\_\_\_

**On the attached listing of members with the firm, indicate which members practice at each branch office.**

**Part C: SPACE SHARING**

Where the law firm shares space with other law firms under a common firm name, the common firm name is: \_\_\_\_\_

**Part D: DESIGNATED REPRESENTATIVE(S)**

The Designated Representative\* is a member in the firm designated to receive and complete or respond to communication from the Law Society on behalf of the firm with respect to matters pertaining to members of the law firm, including but not limited to:

- a) complaints, charges and disciplinary matters;
- b) professional liability insurance reports, claims or processes;
- c) the Assessment Tool;
- d) the Annual Report, and, if applicable, the Accountant's Report;
- e) ensuring that the firm maintains documents as required by Parts 9,15 and 18 of the Rules.

\*A sole practitioner is automatically the Designated Representative.  
\*One or more lawyers of the firm can be the Designated Representative.

Representative #1  
Full Name: \_\_\_\_\_  
Direct Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Representative #2 (if applicable)  
Full Name: \_\_\_\_\_  
Direct Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Part E: TRUST ACCOUNT**

I/We undertake not to receive or handle trust funds.

I/We will be receiving or handling trust funds.  
If selected, please complete Part F

**Part F: REQUEST TO OPERATE A TRUST ACCOUNT**

**Please complete this section only if the member will be receiving or handling trust funds. Please note, approval from the Law Society must be obtained prior to opening the trust account (Rule 902(5)).**

1. The fiscal year-end of the firm will be: \_\_\_\_\_
2. The books, records and accounts of the firm will be kept at \_\_\_\_\_  
\_\_\_\_\_ and meet the requirements of Part 15 of the Rules of the Law Society of Saskatchewan (particularly Rules 1519 and 1520).
3. The firm's trust accounting records will be computerized:  Yes  No  
If yes, what software will be in use? \_\_\_\_\_  
(Note: ESI Law, PC Law, Cosmolex, Thomson Elite, Brief Legal Software and Acumin are the only computerized systems approved for use.)
4. Responsibility for day-to-day updating of accounting records and preparation of the monthly reconciliations is assigned to: \_\_\_\_\_
5. Qualifications (Education/Experience): \_\_\_\_\_

On behalf of the firm, I undertake to submit to the Law Society of Saskatchewan Trust Safety copies of the trust bank statements, trust bank reconciliations, trust journal, client trust listing, general journal, general reconciliation and general bank statement on a monthly basis by the 30<sup>th</sup> of the month following for a minimum period of 6 months from the commencement date of the practice. Information will be provided on all pooled and interest bearing trust accounts maintained by the firm.

Yes  No

On behalf of the firm, I agree that upon the reasonable request of the Law Society of Saskatchewan, all firm books, records and accounts will be reviewed by an independent Chartered Professional Accountant for verification that said books, records and accounts comply with Part 15 of the Rules of the Law Society of Saskatchewan.

Yes  No

DATED at \_\_\_\_\_, Saskatchewan, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

This form must be signed by all partners/member's/shareholders of the firm.