



Law Society of Saskatchewan

November 1, 2019

**DEADLINE
DECEMBER 1, 2019**

MEMBERSHIP RENEWAL PROCESS

This year the Law Society of Saskatchewan will once again follow the online process to renew the 2020 membership. All members (**Active**) must complete the following process by **December 1, 2019**.

Practice areas added to your Member Profile continue to be available to the public via the Find a Lawyer search feature on the Law Society website. Members are encouraged to review and update the practice areas in which they (personally) are prepared to offer legal services to the public. This will enable members of the public to more efficiently access legal counsel working in a specific area. The Practice Area portion of your Member Profile will remain accessible to you year-round and can be edited at any time.

The practice areas entered in your Member Profile will automatically populate into the Declaration that forms part of the renewal process. As part of the Declaration you will be asked to add any additional areas of law in which you practiced during the reporting period. For example, if you decide to list only Litigation and Administrative Law in your Member Profile as areas in which you are serving the public but handled an occasional Real Estate file for friends during the reporting period, you should add Real Estate to your Declaration. Additional areas that you add for the purposes of your Declaration will not be included in the Find a Lawyer section visible to the public.

1. Go to the Law Society of Saskatchewan web page at <http://www.lawsociety.sk.ca/>;
2. Click on the **Member Profile** Login button on the left hand side of the page;
3. You will be prompted to enter your login information. Your User ID is your barrister number. If you do not know your barrister number, you can contact the Law Society or locate it by searching for yourself in the "Find a Lawyer" section on our website and viewing your own details. If you have forgotten your Password, Click "[click here if you forgot your password](#)" then fill in the "[Required Credentials](#)" and [submit](#) and you will then receive a new password by email.

4. After logging in, select the “**Renewal**” option from the bar on the upper portion of the page. This will take you to Step 1 of the renewal process which is a Welcome Screen. Click “Next” to move to Step 2;
5. **Step 2** requires you to review, and if necessary, update your personal information. Please enter your practice areas for use in the “Find a Lawyer” search, at this time. Click “Next” to move to Step 3;
6. **Step 3** confirms that you wish to renew in the same membership category as you are currently registered. If you wish to change your registration category from **Active to Inactive**, click on the link provided to print off the Application to Change Membership Status – Form P-1. Rather than continuing the online renewal process, complete and return **Form P-1** by mail or email to the Law Society along with payment of \$150.00 plus GST for a total of **\$157.50**. If you wish to change your registration category from **Active to Pro Bono Membership**, click on the link provided to print off the Application to Change Membership Status – Form P-5. Rather than continuing the online renewal process, complete and return **Form P-5** by mail or email to the Law Society. For any other changes in your registration category, contact the Law Society directly at (306) 569-8242. If there are no changes, Click “Next” to move to Step 4;
7. **Step 4** of the online renewal process is the collection of demographic data. Similar to other Canadian Law Societies, the Law Society of Saskatchewan is providing an opportunity for members to voluntarily self-identify in certain areas (i.e. gender, race, sexual orientation, disability and language). The Law Society of Saskatchewan believes that a legal profession which reflects the diverse communities of Saskatchewan best serves the public interest. In asking these questions, the Law Society is seeking to obtain information that will allow us to better understand the current make-up of our membership in order to serve them better, focus our efforts to increase equity, diversity and inclusion in the profession, and monitor our progress over time. In order to obtain the most representative data possible, members are required to read and proceed through the demographic questions. **Please note that self-identification in any area is completely voluntary, and members will have the option to decline to answer any or all of the questions in this section.** In order to protect the anonymity of members, the questions must be accessed by following a link to a third party platform (Survey Monkey). The responses will be provided to the Law Society in aggregate form so that **responses will not be tied to individual members**. Once you have read and proceeded through the questions, close the Survey Monkey page, complete the declaration indicating that you have completed the demographic data step in the renewal process and click “next” to move to step 5.
8. **Step 5** of the online renewal process is the online **Declaration** form that replaces the former TA-4 paper Trust Declaration. Everyone, (with the exception of those who are submitting forms to the Law Society to change their membership category), must complete this online Declaration. Individuals who are changing their membership category will receive instructions on how to complete the Declaration. This Declaration must be completed by **YOU** as a member. The nature of the information requested is such that **administrative staff should not attempt to complete the Declaration** on your behalf. This Declaration is considered to be part of each member’s trust reporting obligations. If you are in private practice, you will also be asked to identify all your areas of practice. You must select at least one in order to proceed. If you want to check your information again, click the back button in your browser to move back through the steps. Check the box and click “Submit” to move to Step 6, the payment option page;

9. **Step 6** allows you to select payment by online bill payment or cheque and print an invoice. The invoice for individual members, even if your fees are paid by GST exempt organizations, will include GST. Exempt organizations need only remit the pre-tax total.

PAYMENT OPTIONS:

Option 1: By **CHEQUE** payable to **LAW SOCIETY OF SASKATCHEWAN**; or

Option 2: By **ONLINE Bill Payment**, similar to paying utility and other bills online.
If paying Online, you will have to use the payee of "**Law Society of Saskatchewan**";
or

Option 3: **QUARTERLY PAYMENTS.**

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Payments by Cheque (Individual or Group)

Payment by cheque, made payable to **Law Society of Saskatchewan**, either individually or in a group, must be accompanied by the printed screen invoice showing the amount due for each member covered by the cheque. Provide this sheet to your accounting department, as it must be included with payment.

To set up ONLINE bill payment:

- Log into your general bank account online;
- Add "Law Society of Saskatchewan" as a new (bill) payee, if not already added;
- Input your account number; and
- Pay the amount owing.

Your "Account Number" for ONLINE banking will be an alphanumeric combination as follows (no spaces):

- Your 4-digit barrister number; and
- The first 4 letters of your last name.

The following financial institutions have Law Society of Saskatchewan added as a payee:

- TD Bank
- CIBC
- Bank of Montreal
- HSBC
- Royal Bank of Canada
- Scotia Bank
- Credit Unions, Affinity CU & Conexus CU

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For firms with more than one member, you can elect to pay for all firm members with one online payment. In the case of a bulk payment, the "account number" of any member of your firm may be used to make the entire bulk payment. In the case of bulk payments, an email must be sent to our office administrator at ruth.armstrong@lawsociety.sk.ca with a breakdown of the fees attributable to each member covered by the bulk payment.

Quarterly Payments

Quarterly payment by pre-authorized direct deposit is also available. This option has an additional service fee of \$100.00 plus GST and you are required to reapply each year. Please contact Ruth Armstrong at (306) 569-8242 or by e-mail at ruth.armstrong@lawsociety.sk.ca to make the necessary arrangements prior to November 22, 2019.

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Practice certificates and ID cards will follow in the mail after payment is received regardless of payment method used.

Late Payment

Late fees will be charged after December 1, 2019 for Active Members who fail to complete the online renewal process or remit annual fees. Late fees are as follows:

December 3 - 9, 2019	\$ 75.00	December 17 - 23, 2019	\$225.00
December 10 - 16, 2019	\$150.00	December 24 - 31, 2019	\$300.00

Any member, either Active or Inactive who fails to complete the renewal process and pay fees by the end of December 31, 2019, will be disqualified as of January 1, 2020. Online renewal for 2020 will no longer be available after December 31, 2019. Disqualified members must contact the Law Society to be reinstated.



Active or Inactive members who fail to pay their Annual Fee and/or late fees prior to January 1, 2020 will be disqualified.

Practicing Fee = \$2,283.75 (\$2,175.00 + \$108.75 GST) and **Inactive Fee = \$157.50** (\$150.00 + \$7.50 GST)

**Law Society of Saskatchewan
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