



Law Society of Saskatchewan

November 1, 2019

TO: Inactive Members of the Law Society of Saskatchewan

The Annual Fee for **Inactive Members** for 2020 remains at \$150.00 plus GST for a total of **\$157.50**, payable **December 1, 2019**.

Membership renewal is online again this year and is available until December 31, 2019. It is important to take the opportunity to keep your membership information current. The Law Society relies on its database to provide timely communications to members in a cost, efficient manner.

As an Inactive member we cannot set up employer information on our database, only your home information.

Any Inactive member who fails to complete the renewal process and pay fees, will be disqualified as of **January 1, 2020**. Disqualified members must contact the Law Society to be reinstated.

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Change in Membership Status

If you would like to change your registration category from **Inactive to Active**, effective January 1, 2020, please complete and return Form P-2 by mail or email to the Law Society along with payment as set out below:

Reinstatement Fee	\$ 175.00
Annual Fee 2020	\$2,175.00
Insurance Assessment	<u>\$ 463.00</u>
Sub-Total	\$2,813.00
PST on CLIA portion of Insurance Assessment	\$ 3.84
GST (5%)	<u>\$ 140.65</u>
Total	<u><u>\$2,957.49</u></u>

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

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:

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

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If you would like to change your registration category from **Inactive to Pro Bono Member**, effective January 1, 2020, please complete and return Form P-2 by mail or email to the Law Society, and reinstatement fee in the amount of \$175.00 plus GST for a total of \$183.75 is required. We have attached some information from Pro Bono Law Saskatchewan Inc. on how to make this change.

If you would like to change your registration category from **Inactive to Retired**, effective January 1, 2020, please complete and return Form P-1 by mail or email to the Law Society, and no fee is required.

If you have any questions, please contact the writer at (306) 569-8242 or email ruth.armstrong@lawsociety.sk.ca

Ruth K. Armstrong
Office Administrator

/rka

Law Society of Saskatchewan
#1100 – 2002 Victoria Avenue
Regina, SK S4P 0R7



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 (**Inactive**) must complete the following process by **December 1, 2019**.

1. Go to the Law Society of Saskatchewan web page at <http://www.lawsociety.sk.ca/>;
2. Click on **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. 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. 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 **Inactive to Active** or make 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** allows you to select a payment method 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.

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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.

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- Log into your general bank account online;
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- Input your account number; and
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Your “Account Number” for ONLINE banking will be an alphanumeric combination as follows (no spaces):

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

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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
#1100 – 2002 Victoria Avenue
Regina, SK
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