

**LAW SOCIETY OF SASKATCHEWAN**  
**APPLICATION TO BE AN APPROVED PRO BONO**  
**ORGANIZATION IN THE PROVINCE OF SASKATCHEWAN**  
**RULE 717**  
**FORM C-6**  
*(Created February 2023)*

APPROVED PRO BONO ORGANIZATION (RULE 717) An organization must complete and submit this form with any relevant attachments. If the pro bono organization will be handling trust funds and operating a trust account, the organization 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, Saskatchewan S4P 0R7  
Email: [allison.williamson@lawsociety.sk.ca](mailto:allison.williamson@lawsociety.sk.ca)

**Part A: ORGANIZATION**

Contact / Designated Representative: \_\_\_\_\_

Organization: \_\_\_\_\_

Address / Locations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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

Website: \_\_\_\_\_

Organization Mandate: \_\_\_\_\_

\_\_\_\_\_

Type of Organization: \_\_\_\_\_

**Part B: SERVICES**

Describe the nature of the legal services to be provided by the organization:

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\_\_\_\_\_

\_\_\_\_\_

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Describe the demographic / client population for the legal services and if legal services are delivered directly to the public:

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Describe eligibility requirements for legal services:

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### **Part C: FUNDING & FINANCES**

Identify sources of funding:

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Detail financial controls that are in place:

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Identify if the organization will hold client funds or include the payment or disbursement of fees in consideration of the legal services:

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### **Part D: SERVICE DELIVERY**

Detail by who and how legal services will be delivered:

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Identify if training is provided for those who will deliver legal services to support competent delivery, especially if acting outside their immediate area of knowledge:

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Describe oversight of legal service delivery provided by an insured (e.g. Active or Active Pro Bono) member of the Law Society of Saskatchewan:

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Identify if law students or students-at-law will be involved and supervisory arrangements (refer to the "Supervision" section of the [Law Society Code of Professional Conduct](#)):

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## **Part E: SYSTEMS & PROCESSES**

Describe the systems, policies and / or procedures in place with respect to:

a) obtaining client identification: \_\_\_\_\_

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b) retainer agreements: \_\_\_\_\_

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c) conflict avoidance between clients: \_\_\_\_\_

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d) file / record activity tracking, retention, and destruction: \_\_\_\_\_

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e) limitation periods: \_\_\_\_\_

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f) confidentiality: \_\_\_\_\_

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g) privacy and disclosure: \_\_\_\_\_

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#### **Part F: INSURANCE**

Provide a list of the services / programs the organization is delivering related to Endorsement No. 2. of the Saskatchewan Lawyer's Insurance Association Policy:

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#### **Part G: DECLARATION**

On behalf of \_\_\_\_\_, I certify that when issuing a letter in support  
[NAME OF ORGANIZATION]  
of an Active Pro Bono member, this individual will be volunteering with a program through my organization and be subject to the organizational practices detailed above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

*Please note, the Law Society will review this application and may follow-up with further questions or to clarify information. Pro bono organizations approved by the Law Society are listed [here](#).*

*Law Society reviews pro bono organizational status regularly which may include attendance at an annual general meeting or a site visit and may revoke approved pro bono organizational status at any time if conditions change such as:*

- change in status, mandate, and/or operational structure;*
- appropriate systems and records not being maintained;*
- use of lawyers who are not or cease to be members in good standing with the Law Society;*
- an inordinate number of claims against lawyers providing pro bono legal services through the organization; and/or*
- other relevant considerations that might arise.*