



NOVA SCOTIA  
BARRISTERS' SOCIETY

## New Law Firm Registration Form

After January 1, 2018, a new law firm must be registered before it practises law and delivers legal services (see [subregulation 4.8.4](#))

Completed forms should be forwarded to the attention of the [Program Coordinator, Education & Credentials](#).

**Firm name:**

**Anticipated opening date:**

**Type of firm:**      **New sole lawyer firm**       **New firm of two or more lawyers**       **Merger of two or more existing firms / sole practices**       **Interjurisdictional firm (see [regulation 7.2](#))**

Other <input type="checkbox"/> (explain):	
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### 1. Contact information

Mailing address line 1:					
Line 2:					
City:		Province:		Postal Code:	
Phone:			Fax:		
Civic address line 1:					
Line 2					
City:		Province:		Postal Code:	
General email:					
Website:					
Designated Lawyer:*					

\* The purpose of a law firm appointing a Designated Lawyer is to assign responsibility for fulfilling a defined list of regulatory obligations, under [subregulation 4.7.3](#). In the case of a sole practice, the practising lawyer will be automatically designated.

## 2. Fees

### Membership fees are to be paid by:

- (a) the firm through the Pre Authorized Payment program:  
*(there is no need to fill out a Pre-Authorized Payment Form)*
- (b) the firm by cash or cheque for the full amount:
- (c) Individual lawyers:

## 3. Law firm associations

### Lawyers associated with the firm:

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

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

Association: \_\_\_\_\_

*\*Association is the individual's association with the firm i.e. partner, associate*

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

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

Association: \_\_\_\_\_

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

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

Association: \_\_\_\_\_

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

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

Association: \_\_\_\_\_

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

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

Association: \_\_\_\_\_

*Attach a separate sheet if extra space is needed.*

Staff in the firm who are **not lawyers**, who assist in or deliver legal services by the law firm\*:

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

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

Position: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

*\* Note: This question prepares the NSBS for anticipated amendments to the Legal Profession Act that will allow more staff in law firms to deliver legal services. Please identify staff who have independent contact with clients and / or initiate or receive communications from clients such as paralegals or senior administrative assistants. Do not identify staff with only incidental or non-file related interactions with clients such as accounting or office support staff.*

*Attach a separate sheet if extra space is needed.*

#### 4. Law corporations

If applicable, identify all [law corporation\(s\)](#) associated with the new firm:

a. Name of law corporation: \_\_\_\_\_

Has the law corporation been issued a permit?  Yes  No

b. Name of law corporation: \_\_\_\_\_

Has the law corporation been issued a permit?  Yes  No

c. Name of law corporation: \_\_\_\_\_

Has the law corporation been issued a permit?  Yes  No

*\*Law Corporations are required to have a permit from the Society pursuant to regulation 7.4. See [Law Corporation Application Procedures](#) and [Application Form](#).*

#### 5. Limited Liability Partnership

Is the firm a partnership that proposes to register as a **Limited Liability Partnership** under the Nova Scotia Partnerships and Business Names Registration Act?

No

Yes  (See the [LLP Application Procedures](#) and [Application Form](#))

## 6. Trust account information

The firm has reviewed [regulation 4.10](#) and advises that it:

(a) will operate a general trust account	<input type="checkbox"/>
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OR

(b) will not hold money or property in trust:	<input type="checkbox"/>
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### **If you indicated (a) above:**

- The following lawyer(s) of the new firm have obtained the Society's approval to operate a trust account under [regulation 4.10](#):

Name(s): \_\_\_\_\_

## 7. Trust Monies Undertaking

Pursuant to Regulation 4.8.5 (g)

I, \_\_\_\_\_, Designated Lawyer for \_\_\_\_\_  
\_\_\_\_\_ (law firm) undertake that the firm will not accept trust money or trust property until one or more of its lawyers has received permission from the Nova Scotia Barristers' Society to operate a trust account under subregulation 4.10.1.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 8. Designated Lawyer's Undertaking

I, \_\_\_\_\_ (Designated Lawyer) confirm that I have made reasonable effort to confirm that the information provided here is accurate.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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