



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](#))

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 (explain) _____

1. Contact Information

Mailing Address: _____

City, Province, Postal Code: _____

Civic Address: _____

City, Province, Postal Code: _____

Phone #: _____

Fax #: _____

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

- (a) Lawyers associated* with the firm:
*(*Associated i.e. partner, associate)*

Name: _____

Email: _____

Association: _____

Name: _____

Email: _____

Association: _____

Name: _____

Email: _____

Association: _____

Name: _____

Email: _____

Association: _____

(Attach a separate sheet if extra space is required)

(b) 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 required)

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 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*?

Yes (see the [LLP Application Procedures](#) and Application Forms for [Provincial LLP](#) or [Extra-provincial LLP](#))

No

6. Trust Account Information

The firm has reviewed [regulation 4.10](#) and advises that it will operate a general trust account.

- Yes No

If you answered "Yes", please select one of the following:

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

or

- The law firm will not hold money or property in trust until the law firm has received approval to operate a trust account pursuant to [subregulation 4.10.4](#).

7. Trust Monies Undertaking (mandatory for all registrants)

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 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)

Date

Signature

Firm Name