



REMINDER

Effective Jul 5, 2022 when logging into My LAWPRO use ONLY your Law Society Number without an "A0" prefix.

My LAWPRO > File Online > Civil Litigation Transaction Summary Approval Screen

My LAWPRO
Civil Litigation Transaction Summary Approval Screen

Please select a payment method at the bottom of the page.

Year: 2022
Quarter Ending: September 30

1. General Information

LSO#: A170205
Name of LAW FIRM, Association or Sole Practitioner: SCOTT PETRIE LLP
Address: #200 - 252 PALL MALL ST LONDON ON N6A 5P6
Phone Number: 519-433-5310
Fax Number: 519-433-7909

2. Transactions

Record the total number of transactions which qualify for payment of the civil litigation levy surcharge:
For files opened on or after January 1, 2018: 11 @ \$100.00/transaction
For files opened before January 1, 2018: 0 @ \$50.00/transaction
Total Payable: CAD\$1100

3. List of members

Listed below are the names and Law Society numbers of all lawyers whose transactions are included in this Civil Litigation Transaction Summary Form, including those members who are not exempt from the Civil Litigation Transaction Surcharge but who nonetheless had zero transactions during this quarter. New names may be added to this filing by following the instructions under the 'Additional LAWYERS' heading at the bottom of the list of members. If a person should not be on the list for this filing, uncheck the box adjacent to their name.

Table with 3 columns: LSO#, Last Name, First Name. Lists 15 lawyers including Jeffrey Allan, Benjamin Gordon, Angelo Carmelo, etc.

Number of LAWYERS practising in the firm: 15

Buttons: Revise Form, Cancel

Payment Options

- Pay by credit card online (entering new credit card info)
Pay by pre-authorized payment online

For more information about this form, please contact LAWPRO Customer Service at: 1-800-410-1013, or (416) 598-5899 in Toronto or via e-mail at service@lawpro.ca.

| Matter        | Lawyer | Entry Date  | Claim Category | Fee           | HST         | Total         |
|---------------|--------|-------------|----------------|---------------|-------------|---------------|
| 27883         | 10     | Jul/ 1/2022 | Other          | 100.00        | 0.00        | 100.00        |
| <b>Total:</b> |        |             |                | <b>100.00</b> | <b>0.00</b> | <b>100.00</b> |

REPORT SELECTIONS - Transaction Levy - Detail

Layout Template: All  
 Requested by: JOHN  
 Finished: Wednesday, November 23, 2022 at 10:19:31 AM  
 Date Range: ALL DATES  
 Matter: 27883  
 Lawyer: All  
 Levy Type: Civil Litigation  
 Ver: 14.1 (14.1.20150324)

Civil Litigation  
Transaction  
Levy Surcharge

**2022**

**Original forms remain in this  
booklet for your permanent  
records. Send a copy with  
your remittance to LAWPRO.**



### **How much is the civil litigation levy surcharge and who must pay it?**

Pursuant to By-Law 6, a LAWYER, PARALEGAL PARTNER OR SHAREHOLDER, or firm that acts for one or more parties on a civil litigation transaction (as defined in paragraph A of Endorsement No. 3 of the POLICY) must pay the Law Society of Ontario (Law Society) a civil litigation transaction levy surcharge of \$100 per transaction, **inclusive of all taxes.**

### **How is the transaction levy surcharge calculated when I remit it to the Law Society and when I disburse the surcharge to my clients?**

#### ***Remitting the surcharge to the Law Society***

The transaction levy surcharges are considered insurance premiums and therefore are **not** subject to HST or GST. However, they are subject to PST. The total amount that is to be remitted to the Law Society therefore is **\$ 100 per transaction.**

|              |                 |  |
|--------------|-----------------|--|
| Surcharge    | \$92.59         |  |
| PST          | 7.41            |  |
| <b>Total</b> | <b>\$100.00</b> |  |

#### ***Calculating the surcharge when it is disbursed to clients***

Because you are required to remit \$100 to the Law Society per transaction, and therefore are out of pocket \$100, you may disburse the full \$100 to your clients. As do your other disbursements, this expense attracts HST, at the rate of 13 per cent, as calculated below.

|              |                 |                            |
|--------------|-----------------|----------------------------|
| Surcharge    | \$100.00        |                            |
| HST          | 13.00           | (remit directly to C.R.A.) |
| <b>Total</b> | <b>\$113.00</b> |                            |

### **Who may file documentation on a LAWYER'S behalf?**

LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) may delegate to their firms the responsibility of completing and remitting to LAWPRO the civil litigation transaction summary sheet along with the quarterly payments. However, it remains the responsibility of the individual LAWYER and PARALEGAL PARTNER OR SHAREHOLDER to ensure that the civil litigation surcharge forms are submitted accurately on time to LAWPRO.

### **When are levy surcharge payments due to the Law Society?**

The civil litigation transaction levies payable by a LAWYER and PARALEGAL PARTNER OR SHAREHOLDER under Endorsement No. 3 of the POLICY shall be accumulated and paid quarterly within thirty days of the quarterly period ending on the last day of March, June, September and December.

### **When do I have to file an exemption form?**

LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) who are exempt from remitting the civil litigation transaction levy surcharge quarterly forms must file the exemption form once every year, by April 30<sup>th</sup>. LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) admitted into practice after that date should file the exemption form within 30 days of the next quarterly period ending on the last day of June, September or December. The exemption form is on page 15 of this booklet.

### **I have opted for the Restricted Area of Practice option and intend to practise only criminal law. Am I not automatically exempt from having to remit civil litigation transaction surcharge filings?**

No. All LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) insured under the LAWPRO program, regardless of their area of practice or the practice option(s) selected, are required to file either an annual transaction levy exemption form (which exempts them from the transaction levy filings) or a quarterly transaction levy filing form indicating total transactions and surcharges payable for that quarter. The exemption form must usually be filed by April 30 each year.

### **Who can I contact if I have any questions regarding the above information?**

All questions can be directed to LAWPRO's Customer Service Department at 1-800-410-1013 or 416-598-5899 or via email to [service@lawpro.ca](mailto:service@lawpro.ca)

# Civil Litigation Transaction Summary Form

For Quarter Ending March 31, 2022  
**Due April 30, 2022**

**You must submit this form even if you have no transactions to report in this period.**

For your transaction levy filing to be considered complete, LAWPRO must have received a copy of this form **and payment in full** of the amount indicated in Item 2 – **Total Surcharge Payable**. Filings consisting of only a completed surcharge form without payment will not be complete. Please note, no cheques post-dated beyond the due date will be accepted.

**I. General Information** (print or type)

Firm number\*:  (Sole practitioners may enter their Law Society number)

Name of Law Firm, Association or Sole Practitioner: \_\_\_\_\_

Managing Partner, Association LAWYER or Sole Practitioner: \_\_\_\_\_

Firm contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Transactions**

Record the total number of transactions which qualify for payment of the civil litigation levy surcharge.

|   |   |                      |                 |                      |
|---|---|----------------------|-----------------|----------------------|
| <b>For files opened on or after January 1, 2018</b> | # | <input type="text"/> | x \$100.00 = \$ | <input type="text"/> |
| <b>For files opened before January 1, 2018</b>      | # | <input type="text"/> | x \$50.00 = \$  | <input type="text"/> |
| <b>Total Payable</b>                                |   |                      | \$              | <input type="text"/> |

**3. List of LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S), if any**

Please list the name and Law Society number of all LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), whose transactions are included in this Civil Litigation Transaction Summary Form, including those LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), who are **not exempt** from the Civil Litigation Transaction Surcharge but who nonetheless had zero transactions during this quarter. Use this page and page 16 of this booklet to list additional LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any).

| Law Society #        | Name                 |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

**4. Declaration**

I hereby certify on behalf of all the LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), listed on this form or on the attached schedule, that the above information is correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Managing Partner/Lawyer, LAWYER on behalf of Association, or Sole Practitioner

A) **Copy this form.**

B) **Attach cheque(s) made payable to:**

Law Society of Ontario

Note: No cheques post-dated beyond the due date will be accepted.

C) **Forward copy and cheque(s) to:**

Lawyers' Professional Indemnity Company  
250 Yonge Street, Suite 3101, P. O. Box 3  
Toronto, Ontario M5B 2L7  
Attn: Finance Department

\* Firm number is the number used by your firm to e-file LAWPRO insurance forms.

# Civil Litigation Transaction Summary Form

For Quarter Ending June 30, 2022  
**Due July 31, 2022**

**You must submit this form even if you have no transactions to report in this period.**

For your transaction levy filing to be considered complete, LAWPRO must have received a copy of this form **and payment in full** of the amount indicated in Item 2 – **Total Surcharge Payable**. Filings consisting of only a completed surcharge form without payment will not be complete. Please note, no cheques post-dated beyond the due date will be accepted.

**I. General Information** (print or type)

Firm number\*:  (Sole practitioners may enter their Law Society number)

Name of Law Firm, Association or Sole Practitioner: \_\_\_\_\_

Managing Partner, Association LAWYER or Sole Practitioner: \_\_\_\_\_

Firm contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Transactions**

Record the total number of transactions which qualify for payment of the civil litigation levy surcharge.

|   |   |                      |                 |                      |
|---|---|----------------------|-----------------|----------------------|
| <b>For files opened on or after January 1, 2018</b> | # | <input type="text"/> | x \$100.00 = \$ | <input type="text"/> |
| <b>For files opened before January 1, 2018</b>      | # | <input type="text"/> | x \$50.00 = \$  | <input type="text"/> |
| <b>Total Payable</b>                                |   |                      | \$              | <input type="text"/> |

**3. List of LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S), if any**

Please list the name and Law Society number of all LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), whose transactions are included in this Civil Litigation Transaction Summary Form, including those LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), who are **not exempt** from the Civil Litigation Transaction Surcharge but who nonetheless had zero transactions during this quarter. Use this page and page 16 of this booklet to list additional LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any).

| Law Society #        | Name                 |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

**4. Declaration**

I hereby certify on behalf of all the LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), listed on this form or on the attached schedule, that the above information is correct.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Managing Partner/Lawyer, LAWYER on behalf of Association, or Sole Practitioner

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Lawyers' Professional Indemnity Company  
250 Yonge Street, Suite 3101, P. O. Box 3  
Toronto, Ontario M5B 2L7  
Attn: Finance Department

\* Firm number is the number used by your firm to e-file LAWPRO insurance forms.

To e-file this form and your payment, visit My LAWPRO at **lawpro.ca**

# Civil Litigation Transaction Summary Form

For Quarter September 30, 2022  
**Due October 31, 2022**

**You must submit this form even if you have no transactions to report in this period.**

For your transaction levy filing to be considered complete, LAWPRO must have received a copy of this form **and payment in full** of the amount indicated in Item 2 – **Total Surcharge Payable**. Filings consisting of only a completed surcharge form without payment will not be complete. Please note, no cheques post-dated beyond the due date will be accepted.

**I. General Information** (print or type)

Firm number\*:  (Sole practitioners may enter their Law Society number)

Name of Law Firm, Association or Sole Practitioner: \_\_\_\_\_

Managing Partner, Association LAWYER or Sole Practitioner: \_\_\_\_\_

Firm contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Transactions**

Record the total number of transactions which qualify for payment of the civil litigation levy surcharge.

|   |   |                      |                 |                      |
|---|---|----------------------|-----------------|----------------------|
| <b>For files opened on or after January 1, 2018</b> | # | <input type="text"/> | x \$100.00 = \$ | <input type="text"/> |
| <b>For files opened before January 1, 2018</b>      | # | <input type="text"/> | x \$50.00 = \$  | <input type="text"/> |
| <b>Total Payable</b>                                |   |                      | \$              | <input type="text"/> |

**3. List of LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S), if any**

Please list the name and Law Society number of all LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), whose transactions are included in this Civil Litigation Transaction Summary Form, including those LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), who are **not exempt** from the Civil Litigation Transaction Surcharge but who nonetheless had zero transactions during this quarter. Use this page and page 16 of this booklet to list additional LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any).

| Law Society #                            | Name                                     |
|--|--|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

**4. Declaration**

I hereby certify on behalf of all the LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S) (if any), listed on this form or on the attached schedule, that the above information is correct.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Managing Partner/Lawyer, LAWYER on behalf of Association, or Sole Practitioner

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Toronto, Ontario M5B 2L7  
Attn: Finance Department

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To e-file this form and your payment, visit My LAWPRO at **lawpro.ca**

# Civil Litigation Transaction Summary Form

**You must submit this form even if you have no transactions to report in this period.**

For Quarter Ending December 31, 2022  
**Due January 31, 2023**

For your transaction levy filing to be considered complete, LAWPRO must have received a copy of this form **and payment in full** of the amount indicated in Item 2 – **Total Surcharge Payable**. Filings consisting of only a completed surcharge form without payment will not be complete. Please note, no cheques post-dated beyond the due date will be accepted.

**1. General Information** (print or type)

Firm number\*:  (Sole practitioners may enter their Law Society number)

Name of Law Firm, Association or Sole Practitioner: \_\_\_\_\_

Managing Partner, Association LAWYER or Sole Practitioner: \_\_\_\_\_

Firm contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Transactions**

Record the total number of transactions which qualify for payment of the civil litigation levy surcharge.

|   |   |                      |                 |                      |
|---|---|----------------------|-----------------|----------------------|
| <b>For files opened on or after January 1, 2018</b> | # | <input type="text"/> | x \$100.00 = \$ | <input type="text"/> |
| <b>For files opened before January 1, 2018</b>      | # | <input type="text"/> | x \$50.00 = \$  | <input type="text"/> |
| <b>Total Payable</b>                                |   |                      | \$              | <input type="text"/> |

**3. List of LAWYERS and PARALEGAL PARTNER(S) OR SHAREHOLDER(S), if any**

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| Law Society #                            | Name                                     |
|--|--|
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

**4. Declaration**

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\_\_\_\_\_ Date \_\_\_\_\_ Signature of Managing Partner/Lawyer, LAWYER on behalf of Association, or Sole Practitioner

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