

Civil Litigation  
Transaction  
Levy Surcharge

**2020**

**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, 2020  
**Due April 30, 2020**

**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.

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

# Civil Litigation Transaction Summary Form

For Quarter Ending June 30, 2020  
**Due July 31, 2020**

**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.

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

# Civil Litigation Transaction Summary Form

For Quarter September 30, 2020  
**Due October 31, 2020**

**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.

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

# Civil Litigation Transaction Summary Form

For Quarter Ending December 31, 2020  
**Due January 31, 2021**

**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.