

FOR FIRMS

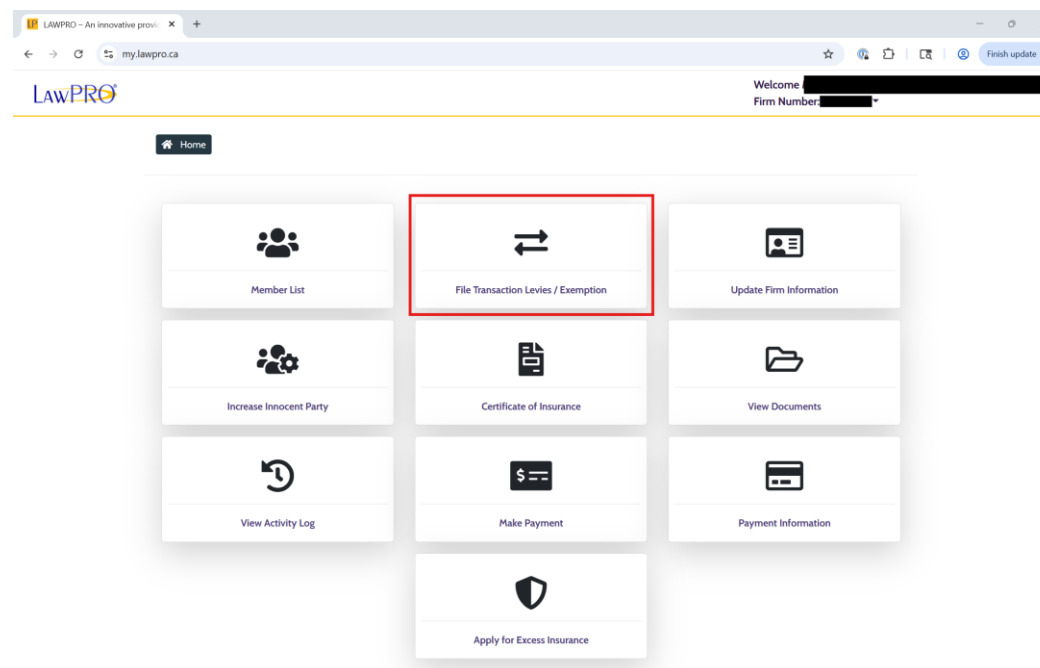
Transaction Levy and Exemption Filing Instructions

This document has three sections to help you complete your filing:

1. Review the transaction levy history
2. If applicable, complete exemption forms
3. File and pay outstanding transaction levies for lawyers that are not exempt

1. REVIEW THE TRANSACTION LEVY HISTORY

1. Log in to my.lawpro.ca using your LSO member credentials and choose the **Firm Tile**.
2. To file on behalf of many lawyers in the **Firm** – click on the **“File Transaction Levies / Exemption”** tile.



3. Before filing, please review **“Filing History”** to assess which transaction levies by quarter and by year are missing. **Please note that all insureds are required to file quarterly Transaction Levy forms OR a Transaction Levy Exemption form annually UNLESS they qualify for Restricted Area of Practice Option (RAOP) under the Primary E&O program as part of the annual renewal process. It is the individual lawyer’s responsibility to ensure that these items are appropriately filed – not their firm.**

The screenshot shows a web browser window with the URL `my.lawpro.ca/file-transaction-levies`. The page header includes the LAWPRO logo and a user greeting: "Welcome [redacted] Firm Number: [redacted]". A navigation bar contains "Home" and "File Transaction Levies". The main content area features five cards, each with a "Get Started" button:

- Transaction Levies for Real Estate
- Txn. Levies Exemption for Real Estate
- Transaction Levies for Civil Litigation
- Txn. Levies Exemption for Civil Litigation
- Filing History** (highlighted with a red border)

4. If the **Transaction Levy surcharge applies**, click on the **“Transaction Levy”** tile to view the history of quarterly filings to assess which periods have not been completed. **If you had no transactions this quarter, you are still required to file declaring you had zero transactions.**

The screenshot shows a web browser window with the URL `my.lawpro.ca/file-transaction-levies/filing-history`. The page header includes the LAWPRO logo and a user greeting: "Welcome [redacted] Firm Number: [redacted]". A breadcrumb trail shows: Home > File Transaction Levies > Filing History. The main content area features two large white tiles. The left tile is titled "Transaction Levy" and has a "Get Started" button; it is highlighted with a red border. The right tile is titled "Transaction Levy Exemption" and also has a "Get Started" button.

5. Please filter by **Levy Type**, **Year**, and/or **Quarter**. You will then see the quarters you have filed. Any missing quarters have yet to be filed. For this example, this firm has not completed any filings for their respective lawyers.

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my.lawpro.ca/file-transaction-levies/filing-history/transaction-levy-history

Welcome [REDACTED]
Firm Number: [REDACTED]

Home ▶ File Transaction Levies ▶ Filing History ▶ Transaction Levy

Transaction Levy

Filed By: Filed By

Year: Year

Quarter: select

Levy Type: select

Search Clear

Transaction Filed By	Year	Quarter	No. of Transactions	Amount Filed	Levy Type	Date Filed	Status
No filings available!							
0 filings							

Cancel Home

2. IF APPLICABLE, COMPLETE TRANSACTION LEVY EXEMPTION FORMS

1. If the Transaction Levy Surcharge **does not apply**, review the **“Transaction Levy Exemption”** tile to assess what years have been filed. It is ultimately the individual lawyer’s responsibility to ensure relevant exemptions and surcharges have been filed.

The screenshot shows a web browser window with the URL my.lawpro.ca/file-transaction-levies/filing-history. The page header includes the LawPRO logo and a user greeting: "Welcome [redacted] Firm Number: [redacted]". A breadcrumb trail shows: Home > File Transaction Levies > Filing History. Below the breadcrumb, there are two main tiles. The left tile is titled "Transaction Levy" and has a "Get Started" button. The right tile is titled "Transaction Levy Exemption" and also has a "Get Started" button. This right tile is highlighted with a red border.

2. A separate form needs to be completed for Civil Litigation AND for Real Estate. Filter by **Year** and **Levy Type** as circled in red below. For this example, this firm has filed both the Civil Litigation and Real Estate Exemption for 2022 and 2023. They need to file both the Civil Litigation and Real Estate Exemption for 2024, 2025, and 2026 unless members have already individually filed themselves.

Transaction Levy Exemption

Filed By <input type="text" value="Filed By"/>	Year <input type="text" value="Year"/>	Levy Type <input type="text" value="select"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

	Filed By	Year	Levy Type	Date Filed
<input type="checkbox"/>	[Redacted]	2023	Civil Litigation	Oct 11, 2022
<input type="checkbox"/>	[Redacted]	2023	Real Estate	Oct 11, 2022
<input type="checkbox"/>	[Redacted]	2022	Civil Litigation	Oct 11, 2021
<input type="checkbox"/>	[Redacted]	2022	Real Estate	Oct 11, 2021

4 filings

3. To file a Real Estate Transaction Levy Exemption, return to the **“File Transaction Levies”** landing page and click on **“Txn. Levies Exemption for Real Estate”**.

The screenshot shows a web browser window with the URL `my.lawpro.ca/file-transaction-levies`. The page header includes the LAWPRO logo on the left and a user greeting "Welcome [redacted]" and "Firm Number: [redacted]" on the right. A breadcrumb trail shows "Home" and "File Transaction Levies". The main content area features five cards, each with a "Get Started" button. The card for "Txn. Levies Exemption for Real Estate" is highlighted with a red border. Below these cards is a "Filing History" card, also with a "Get Started" button.

4. Scroll down to the bottom of the screen. Select the **year** drop down, tick off all relevant parties as well as add any missing individuals. **Check the box** as circled in red below. Click on review and submit. **You will need to separately submit the form for EACH relevant year missing.**

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my.lawpro.ca/file-transaction-levies/exemption-from-real-estate

Finish update

Welcome [redacted]
Firm Number: [redacted]

Home File Transaction Levies Exemption from Real Estate

Exemption from Real Estate Transaction Levy Surcharge

Note:

- For the purposes of this Application, **LAWYER** means each person who holds a Class L1 licence pursuant to the by-laws of the Law Society Act.
- If you do not practise Real Estate, you may exempt yourself from filing quarterly by filing this exemption form. Please refer to the [FAQs](#) before completing this form.

Firm Number
[redacted]

Employer/Law Firm name
[redacted]

Employer/Law Firm address 1
[redacted]

Employer/Law Firm address 2
Employer/Law Firm address 2

Employer/Law Firm address 3
Employer/Law Firm address 3

City
[redacted]

Province
[redacted]

Postal Code
[redacted]

Country
Country

Home phone number
[redacted]

Firm phone number
[redacted]

Work phone number
[redacted]


Work phone extension
Extension

Additional phone number
[redacted]

Website
Website

Fax number
[redacted]

Email address
Email address



Select year *

List of members *

The following member(s) of the above firm, association or sole practice claim exemption from payment of the transaction levy surcharge in respect of Real Estate on the grounds that the individual(s) are not engaged in transactions in the above area of law. If a person should not be on the list for this filing, uncheck the box adjacent to their name. 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.

<input type="checkbox"/>	LSO # ◊	Last Name ◊	First Name ◊
<input type="checkbox"/>	██████	██████	██████
<input type="checkbox"/>	██████	██████	██████

2 members

Additional LAWYERS.

- Enter the full LSO number (five numerals plus one alpha character) and last name of the LAWYER being added to the Member List for the purpose of this filing ONLY. Note that the LSO number and last name must be an exact match with our records.
- Click the "Add" button.
- Repeat the steps above for each new LAWYER you wish to add to your firm's Member List for the purpose of this filing ONLY.

LSO # *

Last Name *

Declaration

I hereby certify that the above information is correct.

Please check this box to evidence your signature for the declaration above *

Next steps: Note that you must first 'Review' your Exemption from Real Estate Transaction Levy form before being able to SUBMIT it online.

- Click **Review** to see if your form is valid for submission; OR
- Click **Cancel** to exit the application

Review

Cancel



5. To file a Civil Litigation Levy Exemption, return to the “**File Transaction Levies**” landing page and click on “**Txn. Levies Exemption for Civil Litigation**”.

The screenshot displays a web browser window with the following elements:

- Browser Tab:** LP LAWPRO – An innovative provic
- Address Bar:** my.lawpro.ca/file-transaction-levies
- Page Header:** LAWPRO logo on the left; Welcome [redacted] and Firm Number: [redacted] on the right.
- Navigation:** Home and File Transaction Levies buttons.
- Main Content Area:** Five cards arranged in a grid:
 - Transaction Levies for Real Estate (Get Started)
 - Txn. Levies Exemption for Real Estate (Get Started)
 - Transaction Levies for Civil Litigation (Get Started)
 - Txn. Levies Exemption for Civil Litigation (Get Started)** - This card is highlighted with a red border.
 - Filing History (Get Started)

6. Scroll down to the bottom of the screen. Select the **year** drop down, tick off all relevant parties as well as add any missing individuals. **Check the box** as circled in red below. Click on review and submit. **You will need to separately submit the form for EACH relevant year missing.**

LAWPRO - An innovative provic x +

my.lawpro.ca/file-transaction-levies/exemption-from-civil-litigation

Welcome [Redacted]
Firm Number [Redacted]

Home | File Transaction Levies | Exemption from Civil Litigation

Exemption from Civil Litigation Transaction Levy Surcharge

Note:

- For the purposes of this application, **LAWYER** means each person who holds a Class L1 licence pursuant to the by laws of the Law Society Act
- If you do not practise Civil Litigation, use this form to exempt yourself from quarterly filings. Please refer to the [FAQs](#) before completing this form.

Firm Number
[Redacted]

Employer/Law Firm name
[Redacted]

Employer/Law Firm address 1
[Redacted]

Employer/Law Firm address 2
Employer/Law Firm address 2

Employer/Law Firm address 3
Employer/Law Firm address 3

City
[Redacted]

Province
[Redacted]

Postal Code
[Redacted]

Country
Country

Home phone number
[Redacted]

Firm phone number
[Redacted]

Work phone number
[Redacted]


Work phone extension
Extension

Additional phone number
[Redacted]

Website
Website

Fax number
[Redacted]

Email address
Email address



[Empty input field]

Select year *

List of members *

The following member(s) of the above firm, association or sole practice claim exemption from payment of the transaction levy surcharge in respect of Civil Litigation on the grounds that the individual(s) are not engaged in transactions in the above area of law. If a person should not be on the list for this filing, uncheck the box adjacent to their name. 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.

<input type="checkbox"/>	LSO # ↕	Last Name ↕	First Name ↕
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]

2 members

Additional LAWYERS.

- Enter the full LSO number (five numerals plus one alpha character) and last name of the LAWYER being added to the Member List for the purpose of this filing ONLY. Note that the LSO number and last name must be an exact match with our records.
- Click the "Add" button.
- Repeat the steps above for each new LAWYER you wish to add to your firm's Member List for the purpose of this filing ONLY.

LSO # * Last Name *



Declaration

I hereby certify that the above information is correct.

Please check this box to evidence your signature for the Declaration above *

Next steps: Note that you must first 'Review' your Exemption from Civil Litigation Transaction Levy form before being able to SUBMIT it online.

- Click **Review** to see if your form is valid for submission; OR
- Click **Cancel** to exit the application

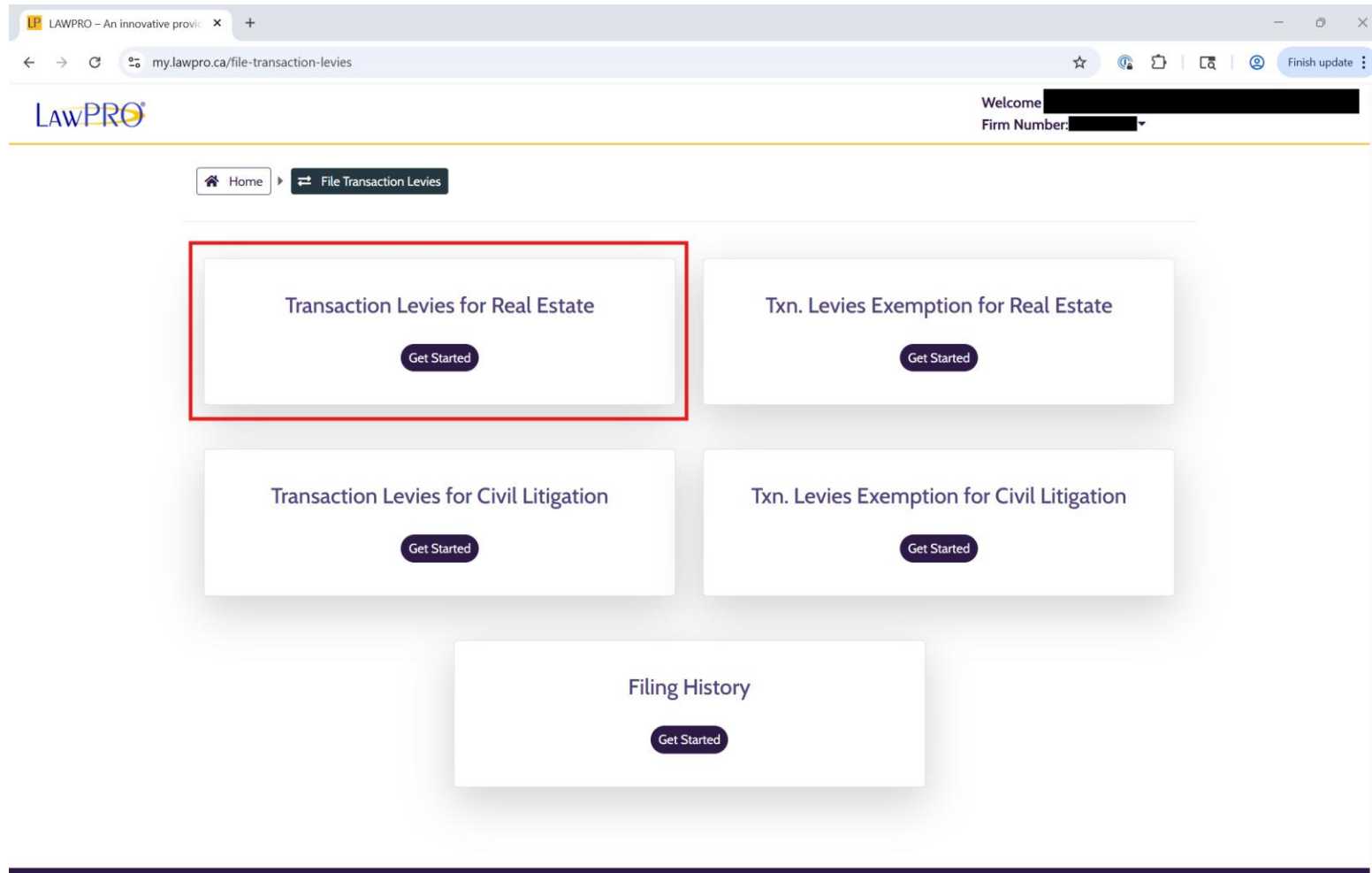
Review

Cancel



3. FILE AND PAY OUTSTANDING TRANSACTION LEVIES FOR LAWYERS THAT ARE NOT EXEMPT

1. To file a Real Estate Transaction Levy, return to the **“File Transaction Levies”** landing page and click on **“Transaction Levies for Real Estate”**.



- Scroll down to the bottom. Enter the **total number of quarter transactions** that qualify for payment of the real estate levy surcharge. It will automatically calculate the total due at the prescribed rate per transaction. Select the relevant **year** and **quarter ending**. Check off the relevant parties and add **any relevant LSO members** that are missing from the list. **Check the box** as evidence of signature and declaration of accuracy and completeness. Click on **review**. The next step will prompt for credit card or EFT details in order to **make payment online**.

The screenshot shows a web browser window with the URL `my.lawpro.ca/file-transaction-levies/surcharge-real-estate`. The page title is "Real Estate Transaction Levy Surcharge". A navigation breadcrumb shows "Home" > "File Transaction Levies" > "Real Estate".

Real Estate Transaction Levy Surcharge

Note:

- Complete this form to record your quarterly Real Estate transaction levies. Please refer to the [FAQs](#) before completing this form.

Firm Number

[Redacted]

Employer/Law Firm name

[Redacted]

Employer/Law Firm address 1 [Redacted] **Employer/Law Firm address 2** [Placeholder: Employer/Law Firm address 2] **Employer/Law Firm address 3** [Placeholder: Employer/Law Firm address 3]

City [Redacted] **Province** [Redacted] **Postal Code** [Redacted] **Country** [Placeholder: Country]

Home phone number [Placeholder: XXX-XXX-XXXX] **Firm phone number** [Redacted] **Work phone number** [Placeholder: XXX-XXX-XXXX] **Work phone extension** [Placeholder: Extension]

Additional phone number [Placeholder: XXX-XXX-XXXX] **Website** [Placeholder: Website] **Fax number** [Placeholder: XXX-XXX-XXXX] **Email address** [Placeholder: Email address]



Total quarterly transactions *

 x \$ 65

Record the total number of transactions that qualify for payment of the real estate levy surcharge

Total: \$0.00

Select year *

Select a quarter ending *

List of members *

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

<input type="checkbox"/>	LSO # ↕	Last Name ↕	First Name ↕
<input type="checkbox"/>	██████	██████	██████
<input type="checkbox"/>	██████	██████	██████

2 members

Additional LAWYERS.

- Enter the full LSO number (five numerals plus one alpha character) and last name of the LAWYER being added to the Member List for the purpose of this filing ONLY. Note that the LSO number and last name must be an exact match with our records.



Additional LAWYERS.

- Enter the full LSO number (five numerals plus one alpha character) and last name of the LAWYER being added to the Member List for the purpose of this filing ONLY. Note that the LSO number and last name must be an exact match with our records.
- Click the "Add" button.
- Repeat the steps above for each new LAWYER you wish to add to your firm's Member List for the purpose of this filing ONLY.

LSO # *	Last Name *	
<input type="text" value="LSO #"/>	<input type="text" value="Last Name"/>	<input type="button" value="Add"/>

Declaration

I hereby certify that the above information is correct.

Please check this box to evidence your signature for the declaration above *

Next steps: Note that you must first 'Review' your Real Estate Transaction Levy Surcharge form before being able to SUBMIT it online.

- Click **Review** to see if your form is valid for submission; OR
- Click **Cancel** to exit the application

<input type="button" value="Review"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------



3. To make payment, select a mode of payment saved or **add a new method of payment**.

Select a mode of payment * Credit Card

Please select a Credit Card *

✔ Pay with a new card

 Save for future one-time payment?

Select a mode of payment * Pre-Authorized Bank Account withdrawal

Please select an EFT *

✔ Pay with a new EFT

 Save for future one-time payment?

4. It will automatically redirect to the payment gateway to enter either your **credit card or EFT information** as selected:

Checkout

Payment Method

Cardholder Name

Card Number

MM/YY CW

Order Summary

Total **\$130.00**

[Back](#) [Checkout](#)

Make Payment

Amount: \$ 135.00 Transaction Date & Time: 04-29-2026 10:46 AM

Transaction ID: U08K061w25

Cheque Number
(not required)
Transit Number
(5-digit number)
Banking Institution
(3-digit number)
Account Number
(maximum 12-digit number)

Account Holder Name(*)

Account Number(*)

Transit Number(*) Banking Institution(*)

[Submit](#)

5. To file a Civil Litigation Transaction Levy, return to the “**File Transaction Levies**” landing page and click on “**Transaction Levies for Civil Litigation**”.

The screenshot displays a web browser window with the following elements:

- Browser Tab:** LAWPRO – An innovative provic
- Address Bar:** my.lawpro.ca/file-transaction-levies
- Header:** LAWPRO logo on the left; Welcome [redacted] and Firm Number: [redacted] on the right.
- Navigation:** Home and File Transaction Levies buttons.
- Main Content Area:** Five white cards with dark blue text and buttons:
 - Transaction Levies for Real Estate (Get Started)
 - Txn. Levies Exemption for Real Estate (Get Started)
 - Transaction Levies for Civil Litigation (Get Started)** - This card is highlighted with a red border.
 - Txn. Levies Exemption for Civil Litigation (Get Started)
 - Filing History (Get Started)

6. Scroll down to the bottom. Enter the **total number of quarter transactions** that qualify for payment of the civil litigation levy surcharge. It will automatically calculate the total due at the prescribed rate per transaction. Select the relevant **year** and **quarter ending**. Check off the relevant parties and add **any relevant LSO members** that are missing from the list. **Check the box** as evidence of signature and declaration of accuracy and completeness. Click on **review**. The next step will prompt for credit card or EFT details in order to **make payment online**.

LP LAWPRO – An innovative provic x +

my.lawpro.ca/file-transaction-levies/surcharge-civil-litigation

Finish update

Welcome [redacted]
Firm Number: [redacted]

Home File Transaction Levies Civil Litigation

Civil Litigation Transaction Levy Surcharge

Note:

- Complete this form to record your quarterly Civil Litigation transaction levies. Please refer to the [FAQs](#) before completing this form.

Firm Number
[redacted]

Employer/Law Firm name
[redacted]

Employer/Law Firm address 1
[redacted]

Employer/Law Firm address 2
Employer/Law Firm address 2

Employer/Law Firm address 3
Employer/Law Firm address 3

City
[redacted]

Province
[redacted]

Postal Code
[redacted]

Country
Country

Home phone number
XXX-XXX-XXXX

Firm phone number
[redacted]

Work phone number
XXX-XXX-XXXX

Work phone extension
Extension

Additional phone number
XXX-XXX-XXXX

Website
Website

Fax number
XXX-XXX-XXXX

Email address
Email address

Total quarterly transactions *

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

For files opened on or after January 1, 2018 #of transactions * x \$ 100 = \$0.00

For files opened on or before January 1, 2018 #of transactions * x \$ 50 = \$0.00

Total: \$0.00

Select year *

Select a quarter ending *

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. If a person should not be on the list for this filing, uncheck the box adjacent to their name. New names may be added to this filing by following the instructions at the bottom of the list of members.

<input type="checkbox"/> LSO #	Last Name	First Name
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/> [REDACTED]	[REDACTED]	[REDACTED]

z members



Additional LAWYERS.

- Enter the full LSO number (five numerals plus one alpha character) and last name of the LAWYER being added to the Member List for the purpose of this filing ONLY. Note that the LSO number and last name must be an exact match with our records.
- Click the "Add" button.
- Repeat the steps above for each new LAWYER you wish to add to your firm's Member List for the purpose of this filing ONLY.

LSO # *	Last Name *	
<input type="text" value="LSO #"/>	<input type="text" value="Last Name"/>	<input type="button" value="Add"/>

Declaration

I hereby certify on behalf of all the LAWYERS listed on this form that the above information is correct.

Please check this box to evidence your signature for the declaration above *

Next steps: Note that you must first 'Review' your Civil Litigation Transaction Levy Surcharge form before being able to SUBMIT it online.

- Click **Review** to see if your form is valid for submission; OR
- Click **Cancel** to exit the application

<input type="button" value="Review"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------



7. To make payment, select a mode of payment saved or **add a new method of payment.**

Select a mode of payment *

Please select a Credit Card *

Pay with a new card

Save for future one-time payment?

Select a mode of payment *

Please select an EFT *


Pay with a new EFT

Save for future one-time payment?

8. It will automatically redirect to the payment gateway to enter either your **credit card** or **EFT information** as selected:

Checkout

Payment Method



Cardholder Name
test

Card Number
[Redacted]

MM/YY [Redacted] CW ⓘ [Redacted]

Order Summary


Total **\$130.00**

Back [Checkout](#)

Make Payment

Amount: \$ 135.00 Transaction Date & Time: 04-29-2026 10:46 AM

Transaction ID: U08R061w25



Account Holder Name(*) [Redacted]

Account Number(*) [Redacted]

Transit Number(*) [Redacted] Banking Institution(*) [Redacted]

[Submit](#)