

FOR INDIVIDUALS

Transaction Levy and Exemption Filing Instructions

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

1. Review your transaction levy history
2. If applicable, complete your exemption forms
3. File and pay your outstanding transaction levies if you are not exempt

1. REVIEW YOUR TRANSACTION LEVY HISTORY

1. Log in to my.lawpro.ca using your LSO number and password.
2. To file as an **Individual**, click on the “**File Transaction Levies / Exemption**” tile.

The screenshot shows a web browser window displaying the my.lawpro.ca user dashboard. The browser address bar shows the URL my.lawpro.ca. The dashboard includes a navigation bar with the LawPRO logo and a user profile section with a 'Welcome' message and 'LSO Number' field. A 'Home' button is located below the navigation bar. The main content area features a large card on the left with a yellow header 'Policy Number: [redacted]' and a 'Pay Now' button. To the right is a grid of ten tiles: 'Exemption / Increased Run-off', 'File Transaction Levies / Exemption' (highlighted with a red box), 'Update Personal Information', 'Risk Management Credit', 'View Documents', 'Increased Innocent Party', 'Certificate of Insurance', and 'View Activity Log'.

3. Before filing, please review your **“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 you qualify for the Restricted Area of Practice Option (RAOP) under the Primary E&O program as part of the annual renewal process.**

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] LSO Number: [redacted]". A navigation bar contains "Home" and "File Transaction Levies". The main content area features five cards, each with a "Get Started" button. The "Filing History" card is highlighted with a red border.

Card Title	Action
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
Filing History	Get Started

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] LSO Number: [redacted]". A breadcrumb trail shows: Home > File Transaction Levies > Filing History. Below the breadcrumb, there are two main tiles. The first tile, titled "Transaction Levy", is highlighted with a red border and contains a "Get Started" button. The second tile, titled "Transaction Levy Exemption", also contains 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.

Transaction Levy

Filed By: [Filed By] Year: [Year] Quarter: [select] Levy Type: [select]

Search Clear

Filed By	Year	Quarter	No. of Transactions	Amount Filed	Levy Type	Date Filed	Status
[Redacted]	2025	Quarter 2	0	\$0.00	Real Estate	Jul 2, 2025	Filed
[Redacted]	2024	Quarter 1	0	\$0.00	Real Estate	Mar 1, 2024	Filed
[Redacted]	2023	Quarter 3	0	\$0.00	Real Estate	Sep 12, 2023	Filed
[Redacted]	2023	Quarter 2	0	\$0.00	Real Estate	Jul 13, 2023	Filed

4 filings

Cancel Home

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For this example, this individual needs to file for the following periods to be compliant given their circumstances.

Transaction Levy	Year	Outstanding Quarters
Real Estate	2025	Q1, Q3, Q4
	2024	Q2, Q3, and Q4
	2023	Q1 and Q4
Civil Litigation	2025	ALL
	2024	ALL
	2023	ALL

2. IF APPLICABLE, COMPLETE YOUR TRANSACTION LEVY EXEMPTION FORMS

1. If the Transaction Levy Surcharge **does not apply**, review the “**Transaction Levy Exemption**” tile to assess what years an exemption has 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, a user greeting "Welcome [redacted]", and "LSO Number: [redacted]". A navigation breadcrumb shows "Home" > "File Transaction Levies" > "Filing History". Below the breadcrumb are two large white 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 rectangular 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 member has filed both the Civil Litigation and Real Estate Exemption for 2021, 2022, 2023, and 2024. They need to file both the Civil Litigation and Real Estate Exemption for 2025 and 2026.

Transaction Levy Exemption

Filed By:

Year: Levy Type:

Filed By	Year	Levy Type	Date Filed
[Redacted]	2024	Civil Litigation	May 23, 2024
[Redacted]	2024	Real Estate	May 23, 2024
[Redacted]	2023	Civil Litigation	Oct 11, 2022
[Redacted]	2023	Real Estate	Oct 11, 2022
[Redacted]	2022	Civil Litigation	Oct 11, 2021
[Redacted]	2022	Real Estate	Oct 11, 2021
[Redacted]	2021	Civil Litigation	Oct 13, 2020
[Redacted]	2021	Real Estate	Oct 13, 2020
[Redacted]	2020	Civil Litigation	Oct 16, 2019

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 and a user greeting: "Welcome [redacted] LSO Number: [redacted]". A breadcrumb trail shows "Home" and "File Transaction Levies". The main content area contains five cards, each with a title and a "Get Started" button. The card for "Txn. Levies Exemption for Real Estate" is highlighted with a red border.

Section Title	Action
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
Filing History	Get Started

4. Scroll down to the bottom of the screen. Select the **year** drop down and **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.**

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

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.

LSO Number: [Redacted]

Last name: [Redacted]

First name: [Redacted]

Employer/Law Firm name: [Redacted]

Employer/Law Firm address 1: [Redacted]

Employer/Law Firm address 2: [Redacted]

Employer/Law Firm address 3: [Redacted]

City: [Redacted]

Province: [Redacted]

Postal Code: [Redacted]

Country: [Redacted]

Home phone number: [Redacted]

Firm phone number: [Redacted]

Work phone number: [Redacted]

Work phone extension: [Redacted]

Additional phone number: [Redacted]

Fax number: [Redacted]

Email address: [Redacted]

Select year *

select

select

2026

2025

2024

2023

2022

Declaration

I hereby certify that the above information is correct.

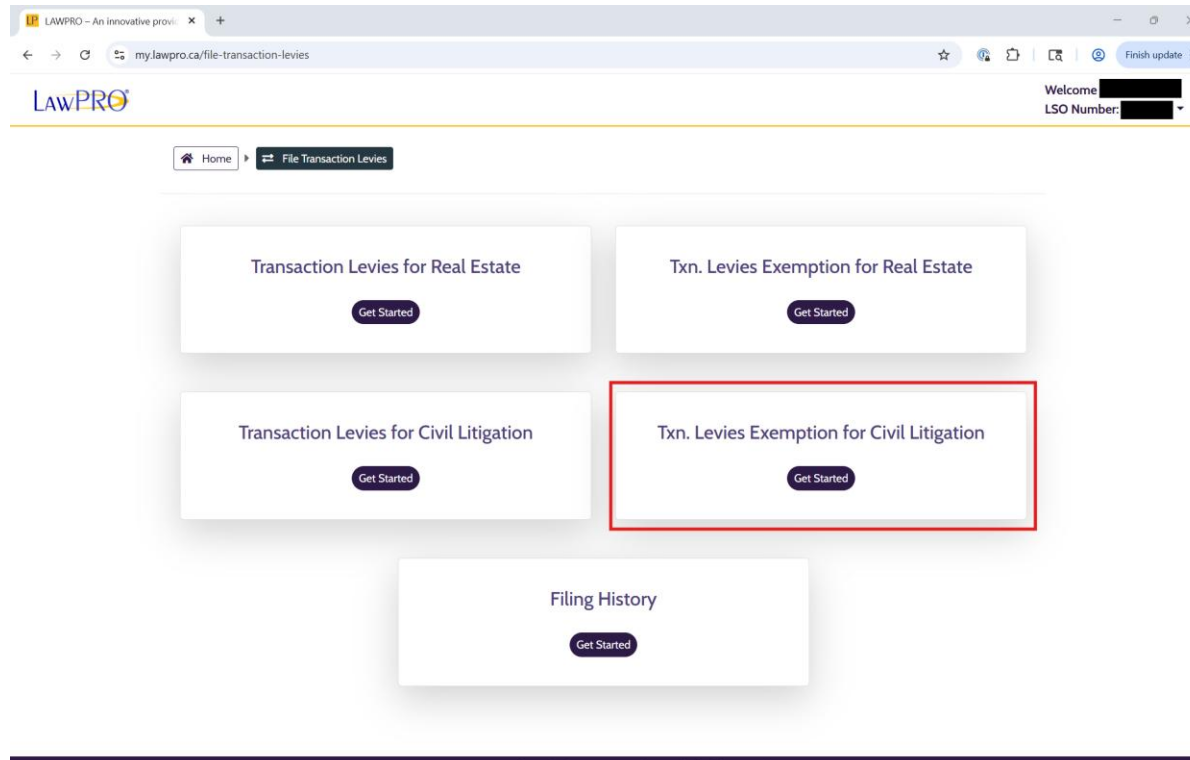
Please check this box to evidence your signature for the declaration above *

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”**.



6. Scroll down to the bottom of the screen. Select the **year** drop down and **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-civil-litigation

Finish update

Welcome [redacted]
LSO 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.

LSO Number [redacted] Last name [redacted] First name [redacted]

Employer/Law Firm name [redacted]

Employer/Law Firm address 1 [redacted] Employer/Law Firm address 2 [redacted] Employer/Law Firm address 3 [redacted]


City [redacted] Province [redacted] Postal Code [redacted] Country [redacted]

Home phone number [redacted] Firm phone number [redacted] Work phone number [redacted] Work phone extension [redacted]

Additional phone number [redacted] Fax number [redacted] Email address [redacted]

[Empty light gray rectangular box]

Select year *

select 

select

2026

2025

2024

2023

2022

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 YOUR OUTSTANDING TRANSACTION LEVIES IF YOU ARE NOT EXEMPT

TRANSACTION LEVY SURCHARGE FILING – REAL ESTATE AND CIVIL LITIGATION

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

The screenshot displays the LawPRO website's 'File Transaction Levies' landing page. The browser's address bar shows the URL 'my.lawpro.ca/file-transaction-levies'. The page features a navigation bar with 'Home' and 'File Transaction Levies' buttons. Below the navigation bar, there are five main content areas, each with a title and a 'Get Started' button. The first area, 'Transaction Levies for Real Estate', is highlighted with a red rectangular box. The other areas are 'Txn. Levies Exemption for Real Estate', 'Transaction Levies for Civil Litigation', 'Txn. Levies Exemption for Civil Litigation', and 'Filing History'. The page also includes a 'Welcome' message and an 'LSO Number' dropdown menu in the top right corner.

2. 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 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**.

my.lawpro.ca/file-transaction-levies/surcharge-real-estate

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.

LSO Number: [Redacted] Last name: [Redacted] First name: [Redacted]

Employer/Law Firm name: [Redacted]

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

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

Home phone number: [Redacted] Firm phone number: [Redacted] Work phone number: [Redacted] Work phone extension: [Redacted]

Additional phone number: [Redacted] Fax number: [Redacted] Email address: [Redacted]

Total quarterly transactions *

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

 x \$ 65

Total: \$0.00

Select year *

Select a quarter ending *

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

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: U08R061w25

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 shows a web browser window with the following elements:

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

6. 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 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**.

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

Welcome [redacted]
 LSO 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.

LSO Number: [redacted] Last name: [redacted] First name: [redacted]

Employer/Law Firm name: [redacted]

Employer/Law Firm address 1: [redacted] Employer/Law Firm address 2: [redacted] Employer/Law Firm address 3: [redacted]

City: [redacted] Province: [redacted] Postal Code: [redacted] Country: [redacted]

Home phone number: [redacted] Firm phone number: [redacted] Work phone number: [redacted] Work phone extension: [redacted]

Additional phone number: [redacted] Fax number: [redacted] Email address: [redacted]

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 *

Required

Select a quarter ending *

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 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

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

VISA    

Cardholder Name

test

Card Number

MM/YY

CW ⓘ





Order Summary

Total \$130.00

Back [Checkout](#)

Make Payment

Amount: \$ 135.00 Transaction ID: U03R061w25 Transaction Date & Time: 04-29-2026 10:46 AM

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