
Information Concerning a Lawyer Form

The Law Society of Alberta is the independent regulator of the legal profession. We regulate in the public interest by promoting and enforcing a high standard of professional and ethical conduct by Alberta lawyers.

The information you provide concerning a lawyer is important and ultimately contributes to ensuring lawyers maintain the high standards demanded of the profession. However, we are unable to assist with matters which fall [outside our mandate](#) as regulator or which do not require early intervention or discipline.

We address most information concerning a lawyer with remedial and preventative processes. However, where the information provided poses significant regulatory risk, we will refer it to our discipline process.

If you provide information about a lawyer, you will receive a letter acknowledging that we have received your information and updating you on the status of the matter.

INITIATE MATTERS

1. Other Jurisdictions

The Law Society only has jurisdiction over Alberta lawyers. If your information is regarding a lawyer in another province or territory, please contact the Law Society in that jurisdiction.

2. Fee Disputes

Concerns about lawyers' fees and charges should be directed to the [Review Office](#) at the Court of Queen's Bench of Alberta. Please note that there are time limits on this process so you should pursue this remedy as soon as possible.

3. Financial Compensation

The Law Society of Alberta does not have jurisdiction to pay compensation.

If the actions of your lawyer resulted in a financial loss due to theft or negligence, you may be entitled to make a claim with the [Alberta Lawyers Insurance Association](#) (ALIA).

Filing this Information Concerning a Lawyer form with the Law Society does not initiate an ALIA claim. In order for ALIA to review your claim, you must file a written claim with ALIA.

You should also seek independent legal advice.

4. Current Court Matters

Matters involving Court proceedings are regulated by the Rules of Court and the general practice of the Court. In most cases, the Court decides on the conduct of Court proceedings.

The Law Society's process does not provide an alternative way to resolve a legal dispute you may have with someone else.

The Law Society will not get involved in any related legal disputes and cannot provide you with legal advice or opinion. The Law Society cannot compel a lawyer to withdraw from a file.

The Law Society is committed to communicating with you in a respectful manner and expects the same courtesy. We understand that this process can be stressful. However, we will not accept discriminatory, harassing, profane communications or any threatening behavior. Please note that repeated behavior of this kind may result in the Law Society restricting communications with you.

Please be aware that a copy of this form (or a summary of it) and any enclosures may be sent to the lawyer you are providing information about. **If you do not want us to provide your contact information to the lawyer, you must advise us in writing of any restrictions.**

1. INFORMATION ABOUT YOU (please print or type)

Prefix: Mr. Ms. Mx.

Name: _____

PLEASE ENSURE THAT YOU PROVIDE US WITH YOUR CONTACT INFORMATION ON THE LAST PAGE OF THIS FORM

If your business or company is involved:

Company Name: _____

Street Address: _____

City: _____ Prov/Terr: _____ Postal Code: _____

Contact: _____

Position/Title: _____

2. INFORMATION CONCERNING THE LAWYER

Name: _____

Firm/Company: _____

Street Address: _____

City: _____ Province: Alberta Postal Code: _____

Phone Number: _____

3. RELATIONSHIP TO LAWYER

(a) **What is your relationship to the lawyer?**

Client

Former Client

Opposing Party

Employed by Lawyer

Opposing Lawyer

Other (*specify*) _____

(b) **If referencing your own lawyer:**

When did you hire the lawyer? _____

Has the lawyer quit or been fired? Yes No

What was the lawyer hired to do?

(c) Is the matter completed? Yes No

(d) **If referencing someone else's lawyer:**

Who does the lawyer act for? _____

What is your involvement? _____

Have you discussed your concerns with your own lawyer? Yes No

(e) **Are you currently represented by a lawyer?** Yes No

Current Lawyer Former Lawyer

Name: _____

Firm/Company: _____

Street Address: _____

City _____ Prov/Terr: Alberta Postal Code: _____

Phone Number: _____

(f) **What is the area of law?**

- | | | |
|-------------|------------------|---------------------------------|
| Real Estate | Civil Litigation | Administrative/Boards/Tribunals |
| Corporate | Family | Personal Injury |
| Immigration | Wills/Estate | Other (<i>specify</i>) _____ |
| Aboriginal | Criminal | |
| Employment | Commercial | |

(g) **If you indicated that this is a wills/estate matter above:**

Are you the estate's executor or administrator? Yes No

If not, who is the estate executor or administrator? _____

Are you a beneficiary? Yes No

4. INFORMATION CONCERNING THE LAWYER

(a) Please provide detailed information in your own words. If necessary, use a separate sheet of paper and attach to this form.

- (b) Are you providing any supporting documentation to our office? Please list all enclosures you are providing to our office. **Please do not include original documents, copies only.**

Please note that the Law Society does not have access to evidence such as Court transcripts, documents, emails, etc. and will not obtain that evidence for you. If there are relevant documents you wish us to see, you must provide them to us.

- (c) What would you like to see happen as a result of your submission?

5. ACKNOWLEDGMENT, CONSENT AND SIGNATURE

Pursuant to Section 78(3) of the *Legal Profession Act*, this Information Concerning a Lawyer Form is private and confidential.

The Law Society of Alberta requires your consent so that we can gather all information necessary to deal with your concerns. If you do not consent, we may not be able to take any action respecting your concerns.

Do we have your consent to discuss this document with your lawyer or former lawyer? Yes No

I acknowledge that by giving my consent, I am waiving any solicitor-client privilege related to matters outlined in this document, and that my lawyer or former lawyer is authorized to fully discuss these matters with the Law Society of Alberta.

The Personal information collected in this form will be used by the Law Society of Alberta for one or more purposes contemplated by the Legal Profession Act, the Rules of the Law Society of Alberta, the Code of Conduct, Guidelines and Protocols of the Law Society or a resolution of the benchers and will be accessible to all departments of the Law Society of Alberta, including the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Law Society of Alberta, now or in the future, to its early intervention programs, for any of its regulatory purposes, investigations and proceedings. The Law Society of Alberta may contact you to obtain additional information or to obtain clarification on the information you have provided.

If you have any questions about the collection, use or disclosure of this information, please contact the Law Society of Alberta Information/Privacy Officer at 1-800-661-9003.

Date: _____ Signature: _____

Please return signed and completed forms to:

The Law Society of Alberta
500, 919 - 11 Avenue SW
Calgary, Alberta T2R 1P3
Attention: Intake Specialist
Phone: (403) 229-4700
Toll Free: 1-800-661-9003
Fax: (403) 228-1728

OR submit a signed and scanned copy to intake@lawsociety.ab.ca

Your contact information:

Mailing Address: _____

City: _____ Prov/Terr: _____ Postal Code: _____

Home Number: _____ Work Number: _____

Mobile Number: _____ Fax Number: _____

Email Address: _____

This page containing your contact information may be detached from the Information Concerning a Lawyer Form at the discretion of the Law Society of Alberta or upon your written request.

What happens after I submit this form?

You will receive a letter acknowledging that we have received your information and updating you on the status of the matter. We will contact you if we need any further information and will advise you when our assessment is complete. For more information visit our [website](#).