

Undisbursable Trust Money – Long Form (For Client Matters Greater than \$50 Value)

Under Section 117 (1) of the *Legal Profession Act*
Rule 119.43

Instructions

1. One form must be submitted for each client matter.
2. If more than one person is entitled to funds, list names and amount each person is entitled to, and answer all applicable questions for each person individually.
3. The attempts to contact Client(s) over the past two years (methods involved including proof of such efforts and responses to those efforts) must be included with form.
4. The Law Society of Alberta reserves the right to request further information or deny the request if it appears that insufficient or no attempts have been made to distribute the trust money to the proper parties.
5. Under Section 117(1) of the *Legal Profession Act*, the Law Society cannot accept any money unless it has been held in trust by the law firm for a period not less than 2 years.
6. Please send the completed form to Trust Safety via email at trust.safety@lawsociety.ab.ca
7. **DO NOT send funds until this form has been approved. Once approved, Trust Safety will notify you of the approval and provide payment details.**

Note: All questions on this form must be answered.

SECTION A – LAW FIRM INFORMATION

1. Law Firm Name: _____
2. Law Firm Address: _____
City: _____ Province: _____ Postal Code: _____
3. Telephone Number: _____ Email: _____
4. Lawyer responsible for file/matter name: _____ Email: _____
5. Responsible Lawyer name: _____ Email: _____

SECTION B – FILE INFORMATION - Please complete in full

1. File number and nature of matter: _____
2. Name of client: _____
3. Last known address: _____
City: _____ Province: _____ Postal Code: _____
Country: _____
4. Last known telephone number: _____
5. Last known email: _____

The information provided 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, the Code of Conduct, or a resolution of the Benchers and will be accessible to all departments of the Law Society, including the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Law Society of Alberta, now or in the future, for regulatory purposes, including Law Society of Alberta investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about this, please contact the Privacy Officer at 403-229-4700.

SECTION C – CLAIMANT INFORMATION (complete if different from Section B)

- 1. Claimant Name: _____
- 2. Name of Person / Corporation who is entitled to the funds: _____
- 3. Last known address: _____
 City: _____ Province: _____ Postal Code: _____
 Country: _____
- 4. Last known telephone number: _____
- 5. If Corporation, current status with Corporate Registry _____

SECTION D – FINANCIAL DETAILS AND ATTEMPTS TO RETURN THE FUNDS

- 1. Dollar Amount being referred to the Law Society of Alberta _____ Received _____
 and date funds initially received by the law firm: _____ (mm/dd/yyyy) _____
- 2. Last date of activity in client's trust ledger: _____
- 3. Please attach Client Ledger Card: _____
- 4. Are these funds subject to trust conditions? _____
 If so, give complete details: _____ Yes No

5. Attempts to contact Client/Claimant over the past two years (state dates and methods involved):

	Date (mm/dd/yyyy)	Method (Select one of the following)	Other Details
a)	_____	_____	_____
b)	_____	_____	_____
c)	_____	_____	_____

6. Was there a need to contact the Public Trustee? Yes No
 If yes, state the result of contact:

7. Information useful in confirming validity of client's claim to these funds including the nature of the engagement by the law firm:

Note: if the space provided is not enough, please attach additional schedule.

SECTION E – LAWYER CERTIFICATION

I, _____, certify that the foregoing information is complete and correct to the best of my knowledge.

 Date (mm/dd/yyyy)

 Signature of Lawyer

 Date (mm/dd/yyyy)

 Signature of Responsible Lawyer of Firm

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