

Keeping the Law Society informed

There are number of very good reasons for you to keep the Law Society informed of any changes to your personal information. Here are some of the most important ones:

1. From time to time, the Law Society will send you mailings on a variety of topics. These mailings may contain information about upcoming continuing education courses, changes to our by-laws and policy updates, or even reminders to fulfill outstanding obligations such as completion of our Annual Report.
2. Clients, colleagues and other interested parties often call the Law Society or use our web-based lookup service to obtain contact information about our licensees. The presence of old information on our databases can prevent others from reaching you regarding important practice-related matters.
3. Current information is required by the Law Society for a variety of reasons, including the calculation of status codes. This is particularly important, since some types of status changes also require adjustments to licensees' annual fees.
4. Most importantly, you have a professional obligation to keep this information current. Section 3.2(1) of [By-law 8](#) requires all licensees to notify the Law Society of such changes.

Methods you can use to keep us current:

- On-line: a [Change of Information](#) form is available on the Law Society's website
- By phone: call 416-947-3315 or 1-800-668-7380 ext. 3315
- By fax: to 416-947-3924
- By mail: see the "Contact Us" section for our address
- By e-mail: send changes to records@lsuc.on.ca.

What we mean by "personal information"

- Changes to your name ([Special Petition to Change Name](#))
- Changes to your address (personal and business), including telephone, facsimile & email contacts
- Changes to your practice status – paralegals need to tell the Law Society whether they are providing legal services, and whether they are doing so on their own, or as an employee.

Note: Paralegals are also required to inform the Law Society of any changes to their professional liability insurance.