Hearing File No.: [insert file no.]  
Citation Issued: [date]

**LAW SOCIETY OF BRITISH COLUMBIA TRIBUNAL**

**HEARING DIVISION**

*[Insert appropriate style of cause – e.g. for disciplinary proceedings use:]*

BETWEEN:

LAW SOCIETY OF BRITISH COLUMBIA

AND:

LAWYER/ARTICLING STUDENT/LAW FIRM’S NAME

RESPONDENT

**NOTICE TO ADMIT**

**(Rule 5-4.8 of the Law Society Rules)**

**TO:** [***Respondent’s Name****]*[*Address of Respondent*]

**AND TO:** His/Her/Their Solicitor  
[*Respondent’s Counsel*]

**YOU ARE REQUESTED TO ADMIT**, for the purposes of this hearing only, the truth of the facts and the authenticity of the documents listed below.

**YOU MUST RESPOND TO THIS REQUEST** in accordance with Rule 5-4.8 of the Law Society Rules by serving a response within 21 days that must contain one of the following in respect of each fact described in this request and each document attached to the request: an admission of the truth of the fact or the authenticity of the document attached to the request; or a statement that you do not admit the truth of the fact or the authenticity of the document, along with the reasons for not doing so.

**IF YOU FAIL TO RESPOND TO THIS REQUEST** in accordance with   
Rule 5-4.8 within 21 days as described above, you will be deemed to admit, for the purposes of this hearing only, the truth of the facts and the authenticity of the documents set out below. If you serve a response within these time limits but do not provide a response to each fact and document listed below, you will be deemed to admit, for the purposes of this hearing only, the truth of the facts and the authenticity of the documents for which you have not provided a response.

**YOU ARE REQUESTED TO ADMIT THE AUTHENTICITY OF THE FOLLOWING ATTACHED DOCUMENTS AND BY DOING SO, YOU ACKNOWLEDGE:**

“Authenticity” of each attached document means, unless otherwise stated:

* 1. the document is a true copy of the original document,
  2. the document was written or created on the date on the face of the document,
  3. where by the content or nature of the document it was intended to be sent or delivered, that it was sent or delivered on the date it bears on its face and was subsequently received by the intended recipient,
  4. where on its face the document purports to have been written or created under the instructions of the person who signed it or where on its face the document’s creation was authorized by the person who signed it, that it was so written, created or authorized,
  5. where the document purports on its face to have been received on a particular date or time, that it was so received, and
  6. the document is admitted into evidence to prove that the statements were made and not for proof of the truth of the matters recorded in it*[, unless otherwise indicated below].*

| **Tab Document Description** |
| --- |
| 1. Text \**keep text with Tab number (no column division)so hyperlinks will work\*\** |
| 1. Text |
| 1. Text |

**YOU ARE REQUESTED TO ADMIT THE TRUTH OF THE FOLLOWING FACTS:**

1. [Name of Respondent] (the “Respondent”) was called and admitted as a member of the Law Society of British Columbia on month day, year.
2. [*set out practice history*]

**Citation and Service**

1. The citation in this matter was authorized by the Discipline Committee on *month day, year* and was issued on *month day, year* (the “Citation”). A copy of the Citation is at **Tab 1**. *[Do not define citation here or attach if there is an amended citation]*
2. The Respondent admits that on \_\_\_\_ he was served with the Citation in accordance with the requirements of Rule 4-19 of the Rules *OR* The Respondent admits that on \_\_\_\_\_\_\_\_, he was served through his counsel with the Citation and waived the requirements of Rule 4-19 of the Rules.
3. *Add if citation was amended:* The citation was amended on \_\_\_\_\_under Rule 5-4.2(1)(a) of the Rules *OR* Rules 4-17(2) and 5-4.2(1)(a) of the Rules. The Respondent admits delivery of the amended citation (the “Citation”) in accordance with the Rules.

DATED at Vancouver, British Columbia, this        day of          , 2022.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Name)  
 Counsel for the Law Society of British Columbia