

Specialist Accreditation



Online Reaccreditation

User Guide



THE LAW SOCIETY
OF NEW SOUTH WALES



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1. Introduction to My Law Society

What is My Law Society?

The Law Society of NSW has created an online web portal to provide access to renewals for Specialist Accreditation, Practising certificates and Associate Membership.

The 'My Law Society' portal has been designed to streamline the renewal process by allowing renewals to be processed online without the need for completing a paper renewal. All current solicitor details are displayed and can be verified and modified by the solicitor during the renewal process.

Browser Support

My Law Society site is optimised for viewing in Internet Explorer 9 and above, and Google Chrome 33 and above, and also supports Mozilla Firefox and Safari. Other browsers may produce minor site rendering issues.

Help and Support

All screens in My Law Society have links at the top of the page that will provide guidance to the user including Frequently Asked Questions and Contact Us details for emailing to our IT Support area.

[Contact Us](#) [FAQs](#) [Logout](#) 

2. Accessing My Law Society

Access My Law Society directly - <http://my.lawsociety.com.au>



The Law Society of New South Wales - Please Login

This section of the website requires you to login.

* User Name

* Password

Sign In

[Lost your password?](#) [Don't have a login?](#)

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Logging In

To log in to the solicitor portal, individuals will need to enter their **USERNAME and PASSWORD**.

The standard for The Law Society user name is the initials of the solicitor's name followed by their Law Society Number.

Enter your user name and password and select the **SIGN IN** button.



The Law Society of New South Wales - Please Login

This section of the website requires you to login.

* User Name ←

* Password ←

Sign In ←

[Lost your password?](#) [Don't have a login?](#)

Don't have a login?

If you do not have a login, select **DON'T HAVE A LOGIN** to be directed to the screen where you can create a user name and password.



Creating a User Name and Password

A user name and password is needed to access My Law Society

When the 'Retrieve Login Details' screen is presented, enter your details including First Name, Surname, and your Law Society Identification number (LSID).

If this matches our records, a user name and password will be sent to the email address you use for communications with The Law Society.

If your email address needs to be changed, contact The Law Society using Contact Us information.

Retrieve Login Details

[<<Back](#)

Lost your username or password?

Type your email address in the field below - If it matches the one in our database, your username and password will be emailed to you.

Email:

SUBMIT

Don't have a login?

First Name:

Last Name:

Solicitor number:

(On practising certificate or ID card)

SUBMIT

Please enter in your details as registered with the Law Society. Login details will be emailed to you as confirmation.

Who is eligible to login?

- Members of the Law Society (all areas)
- Solicitors / Non-members (limited access)
- Journal subscribers (Journal archive)



Lost or forgotten your password?

If you have forgotten your user name or password, select **LOST YOUR PASSWORD?** to be directed to the screen where you can reset your user name and password.

Resetting Your User Name or Password

If you have previously registered with The Law Society but have forgotten your user name or your password, enter your LSID and the email address you use for communications with The Law Society, and your login details will be sent to you.

If the solicitor's email address needs to be changed, contact The Law Society using Contact Us information to update the email address.

Retrieve Login Details

[<<Back](#)

Lost your username or password?

Type your email address in the field below - If it matches the one in our database, your username and password will be emailed to you.

Email:

SUBMIT

Don't have a login?

First Name:

Last Name:

Solicitor number:
(On practising certificate or ID card)

SUBMIT

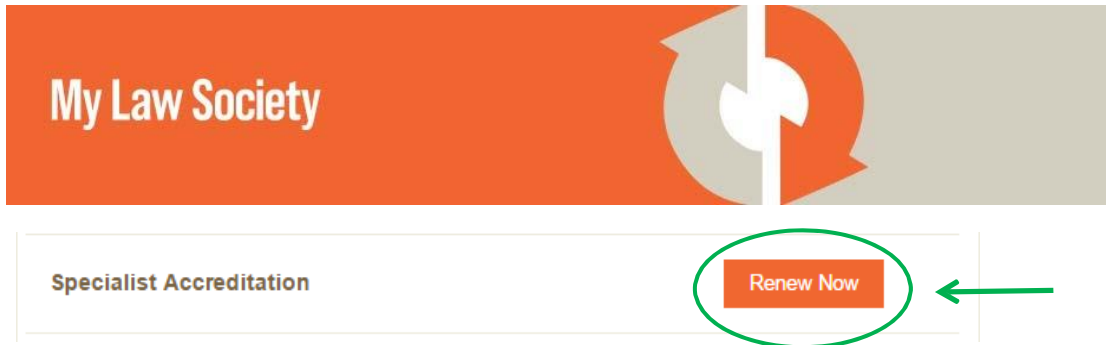
Please enter in your details as registered with the Law Society. Login details will be emailed to you as confirmation.

Who is eligible to login?

- Members of the Law Society (all areas)
- Solicitors / Non-members (limited access)
- Journal subscribers (Journal archive)

1. Renewing your Accreditation using My Law Society

Once you have signed into My Law Society, any renewals that are current will be available for you to process. These will display with a **RENEW NOW** button next to them. Select **RENEW NOW** to continue.



2016/17 Application for Renewal of your Specialist Accreditation

Please refer to Information for Accredited Specialists [here](#)

USING THIS ONLINE FORM

NEXT and **BACK** will move you through each page in the form
Selecting **SAVE** will store the details you have entered and return you to the Welcome page
Selecting **CANCEL** will NOT save any details you have entered
Place your cursor on the **?** symbol to see further information about the question
For detailed instructions, please consult the User Guide in the [FAQ](#) section

* Are your renewing your specialist accreditation?

- Yes
- No
- Leave of Absence

Cancel

Next

- If you are renewing your Specialist Accreditation, select **Yes** and the **NEXT** button.
- If you are not renewing, select **No** and the **NEXT** button.
- If you wish to apply for a Leave of Absence, select **Leave of Absence**.



Your Details

The first page within the renewal form lists your contact details and practice or company information. If this information needs to be updated, we would advise you to please contact us; however this will not prevent you from renewing your accreditation.



Your Details

Law Society Number (LSID)

21665

Title

Mr

First Name

Steven

Others Names

Surname

Specialist

Email Address

steven@specialistlawfirm.com.au

Phone Number

02 5555 5555

Principal Place of Practice

Accreditation Law Firm

Principal Place of Practice Address

LEVEL 7, 56 HUNTER STREET, SYDNEY NSW 2000

Have your details changed?

Save

Cancel

Back

Next

After checking the details, the options available are:

- **SAVE** will store the details you have entered and return you to the My Law Society page. This is a good option if you need to gather documents such as Proof of CPD as your selections and modifications will remain.
- **NEXT** will move to the next screen
- **BACK** will return to the previous screen
- **CANCEL** will not save any changes and will return you to the My Law Society page. This is a good option should you wish to start the renewal again.



Areas of Law

Your area of Accreditation is generated automatically.

Please contact us at specialists@lawsociety.com.au if this information is incorrect.

Areas of Law

Area of Law Speciality

Criminal Law

Save Cancel Back **Next** ←

Application Declarations

NOTE: All declarations require a response from you or you will not be able to submit your renewal. Use the Help option to find out more information about the declaration and what is required.

Application Declarations

Declarations

* I hold a current solicitor's Practising Certificate issued by The Law Society of NSW or an equivalent body in Australia

NSW Practising Certificate

Interstate Practising Certificate

No

* I am a current solicitor member of the Law Society of NSW (or full solicitor member of an equivalent body in Australia) and intend to renew my membership

NSW Solicitor Membership

Interstate Membership

No

* I am a government solicitor or sole practitioner eligible for the discounted annual accreditation fee

Yes

No

* In the period 1 April 2015 - 30 April 2016, I have maintained substantial involvement in the area(s) of accreditation not less than 25% of normal full-time practice

Yes

No

* In the period 1 April 2015 - 30 April 2016, I have completed 10 CPD points in the area(s) of accreditation

Yes

No


Save Cancel Back Next

Uploading or attaching a document


You can upload documents for each declaration such as a copy of an interstate practicing certificate. If you need to prepare your document for uploading, use the **SAVE** option on the renewal screen and you can come back when your document is ready to be uploaded.

* I am a current solicitor member of the Law Society of NSW (or full solicitor member of an equivalent body in Australia) and intend to renew my membership

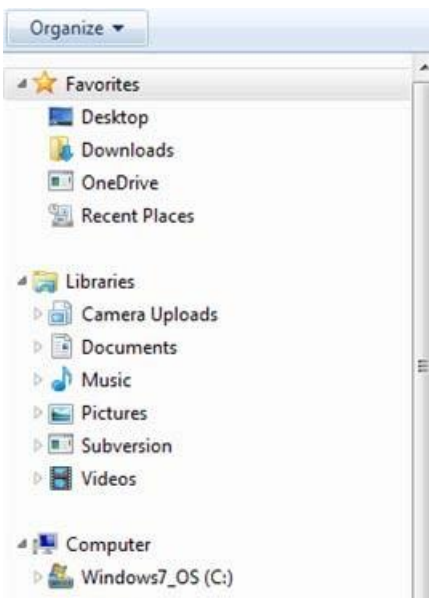
- NSW Solicitor Membership
- Interstate Membership
- No


Attach document No file chosen 

(Maximum file size: 5MB, Accepted formats: DOC, DOCX, JPG, PDF, PNG, RTF, TXT, XLS, XLSX)

Interstate PC.docx 

To upload a document, select the **CHOOSE FILE** button and you will be directed to your local computer drive. Below is an example of what your drive might display. Select the location of the file and then the actual file you wish to upload and it will be added to your renewal.



If you choose the incorrect file, select the  icon to delete the upload and try again.



Applying for an Exemption

25% substantial involvement

If your involvement in the area of accreditation has not met the minimum requirement, you may apply for an exemption by selecting **NO** and the reason from the **dropdown box**. You must also **upload** (attach) a written statement outlining the reasons for seeking the exemption.

* In the period 1 April 2015 - 30 April 2016, I have maintained substantial involvement in the area(s) of accreditation not less than 25% of normal full-time practice 

- Yes
- No

* Apply for Exemption

- Yes
- No

* Exemption Reason 

Change in Work Practices  

Please upload a written statement to the Specialist Accreditation Board

Attach document Choose file No file chosen 

(Maximum file size: 5MB, Accepted formats: DOC, DOCX, JPG, PDF, PNG, RTF, TXT, XLS, XLSX)

Exemption reasons – Spec Acc Board.docx 

CPD Report


All specialists renewing their accreditation must provide a CPD report. A CPD record template is available [here](#) on The Law Society’s website.

All components of the report must be completed and then attached to your renewal by uploading.

* In the period 1 April 2015 - 30 April 2016, I have completed 10 CPD points in the area(s) of accreditation

- Yes
- No

Please upload CPD Report

Attach document Choose file No file chosen 

(Maximum file size: 5MB, Accepted formats: DOC, DOCX, JPG, PDF, PNG, RTF, TXT, XLS, XLSX)



Applying for an Extension for CPD

You may apply for an extension of time in which to complete your CPD requirements. The maximum time available for an extension **is 30 June** in the year of renewal. Fill in the required fields and choose an extension reason from the **dropdown box**. You must also enter the **date** of your planned CPD (before 30 June) and **upload** (attach) your planned CPD report.

* In the period 1 April 2015 - 30 April 2016, I have completed 10 CPD points in the area(s) of accreditation

- Yes
- No

* Apply for Extension 

- Yes
- No

* Extension Reason

Extenuating circumstances of a personal nature 


CPD Booked

- Yes
- No

CPD Booked Date

24/05/2016  

Please upload planned CPD

Attach document No file chosen 

(Maximum file size: 5MB, Accepted formats: DOC, DOCX, JPG, PDF, PNG, RTF, TXT, XLS, XLSX)

CPD report.docx 



Renewal Declarations

Please review the details of the declaration screen carefully. If you select Yes to this declaration, you will be required to provide a written statement to the Specialist Accreditation Board. This statement can be attached by uploading to your renewal. Please also ensure that you enter date of the declaration.

Renewal Declarations



* Since your last renewal have you been subject to adverse action by a regulatory authority?

NOTE: for the purposes of this renewal, adverse action means:

- A finding by a Court or Tribunal of unsatisfactory professional conduct or professional misconduct; or
- A decision by a Regulatory or Law Enforcement Agency/Authority to refer the specialist a Court or Tribunal;
- A finding against the specialist by a Regulatory or Law Enforcement Agency/Authority resulting in the imposition of a caution or reprimand on that person; and/or
- Any other finding, allegation or matter involving the specialist which, in the view of the Board, would likely bring the Scheme into disrepute.

No ←
 Yes

In addition, should any of the events referred to in the above occur during the period ending 30 April 2017 you undertake, within twenty-one (21) days of the occurrence of the event, to:

- (i) Notify the Council of the Society of the said event; and
- (ii) Provide a written statement explaining why, despite the disclosed event, you consider yourself fit to hold Specialist Accreditation.

I authorise the Professional Standards Department of The Law Society of New South Wales and the Legal Services Commissioner to advise the Specialist Accreditation Board and release to the Specialist Accreditation Board any information in relation to any referral to a Disciplinary Body or any adverse conduct finding that may be made against me at any time.

I also authorise Specialist Accreditation to contact me with information about upcoming Specialist CPD events and to publish my contact information on The Law Society website as an Accredited Specialist.

* I declare that the contents of this application are true and correct.
 Yes ←
 No
* Declaration Date
 ←

Save Cancel

Back Next



Payment Details

The renewal fee will be generated automatically. Enter your payment details into the fields provided.

Payment can be made using one of two methods.:

- By Credit Card
(Amex, Visa and Mastercard are all accepted)
- By Cheque or Money Order
(A remittance advice will be emailed to you. Please return this advice with your payment).

NOTE: Your renewal is NOT valid until payment has been received by The Law Society.

Payment Details



Calculate Payment

The fees shown here are based on the Scale of Fees

Business Law	364
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Payment

I confirm the amounts shown above are correct and the total amount is being paid by:

- Credit Card
- Cheque/Money Order



Amount to be charged \$364.00

* Card Number

Card Type

* Expiry Date
 /

* Security Code

* Cardholder's Name

Cancel

Back Submit





Select **SUBMIT** to process your payment.

NOTE: Once you have submitted your renewal, it cannot be altered using the online system.

Contact specialists@lawsociety.com.au if you need to update any details you have submitted in your online renewal.

END