

Memorandum- Application for Admission as a Student at Law

This memo has information regarding the steps necessary to be admitted as a student-at-law with the Law Society of the Northwest Territories.

An application for admission as a student-at-law consists of:

- a) an application (Form 2.5);
- b) two letters of good character from reputable persons which include the following information:
 - the capacity in which the referee knows the Applicant;
 - how long the referee has known the Applicant;
 - why the referee is of the view that the Applicant is of good character; and
 - an e-mail address where the referee can be contacted, if necessary.

NOTE: these letters cannot come from one of the Applicant's current co-workers, supervisors, family members or someone who resides in the same dwelling as the Applicant.

- c) proof from the proper authority of graduation from a law school approved by the Executive;
- d) signed articles of clerkship (Form 2.6);
- e) signed Articling Plan;
- f) payment of the required fees.

The fees are currently \$130.00 plus 5% GST. Fees must be submitted with your application.

The Law Society of the Northwest Territories, due to its size, does not provide its own Bar Admission Course. Instead, persons articling in the Northwest Territories are required to complete the Bar Course in another Canadian common law jurisdiction which satisfies this Law Society's requirements.

Most often, students enroll in the CPLED Program offered by the Law Societies of Alberta, Saskatchewan and Manitoba. CPLED classes are conducted in Edmonton and Calgary, as well as in locations in Saskatchewan and Manitoba.

Registration information and application materials are available online at:

<http://www.cpled.ca/>

The Law Society of Alberta may accept for registration as students-at-law in Alberta, students articling in the Northwest Territories, and 100% credit for Northwest Territories articles will be applied to admission to the Bar in Alberta for the applicable Bar Admission Course year. Students must register directly with the Law Society of Alberta when you commence articles. You can obtain more information from:

The Law Society of Alberta
#500, 919 - 11th Avenue, S.W.
Calgary, Alberta, T2R 1P3

Telephone: (403) 229-4700
Fax: (403) 228-1728

Be advised that if you wish to be called to the Bar in Alberta following completion of your articles, you will need to comply with any requirements that the Law Society of Alberta may require.

Applications for admission as a student-at-law are referred to our Admissions Committee. After approval by the Admissions Committee, the application is approved by the Law Society Executive.

If a completed application, including payment of fees, is received by the Law Society within one month of the date your articles of clerkship are signed, the Executive may approve your application as of the date you signed articles of clerkship.

If your completed application is not received within that period, the Executive may approve your application commencing as of the date that the documents and fees were actually received.

Please also be aware that approval of your application may take two to four weeks from the date the application is submitted.

If the Law Society may be of further assistance, please do not hesitate to contact us.

All Applicants are encouraged to review the [Legal Profession Act](#), the [Rules of the Law Society of the Northwest Territories](#), and the [Policy Manual of the Law Society of the Northwest Territories](#) for complete information.

**APPLICATION FOR
ADMISSION AS STUDENT-AT-LAW**
(Paragraph 41(1)(a))

TO: The Secretary

Law Society of the Northwest Territories

I, _____, of _____
(full name)

apply for admission to the Law Society of the Northwest Territories as a student-at-law.

1. My contact address is:

City/Town: _____ Territory/Province: _____ Postal Code: _____
 Telephone: _____ Fax: _____
 Email: _____

For students-at-law, your name and contact information will be published in the member's directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. My date of birth is: _____
(YYYY-MM-DD)

3. I received a common law degree from _____ on _____
(name of university) (YYYY-MM-DD)

4. (1) I am or have been a member of the following law societies, or comparable bodies, for the following periods of time:

_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

(2) No disciplinary proceedings are pending or have been taken against me as a member of the societies or bodies listed in subsection (1) except:

N/A
[check if not applicable]

(3) The results of any disciplinary proceedings taken against me were:

N/A
[check if not applicable]

(4) No claims for lawyer's professional liability insurance are pending or have been made against me as a member of the societies or bodies listed in subsection (1), other than:

N/A
[check if not applicable]

(5) The results of any claims for lawyer's professional liability insurance made against me were:

N/A
[check if not applicable]

5. (1) Instructions: Please respond to the following statements by marking YES or NO:

- | | | |
|--|------------------------------|-----------------------------|
| (a) I have since attaining 18 years of age been convicted of an offence under the <i>Criminal Code</i> , the <i>Controlled Drugs and Substances Act</i> , the <i>Income Tax Act</i> , the <i>Income Tax Act (Canada)</i> , the <i>Bankruptcy and Insolvency Act</i> , the <i>Excise Tax Act</i> , legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (b) I have been adjudged a bankrupt in a legal proceeding. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (c) I have changed my name. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (d) I have had a civil judgment made against me relating to fraud. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (e) I am a judgment debtor. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| (g) I have been held in civil contempt. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

(2) I have attached full particulars in respect of each affirmative response to the statements set out in paragraphs (a) to (g).

6. Annexed to this application are (see subrule 41(1)):

- (a) two letters of good character from reputable persons;
- (b) proof from the proper authority of graduation from a law school approved by the Executive;
- (c) Articles of Clerkship in Form 2.6 duly signed, with two additional copies;
- (d) an education plan in a form approved by the Executive; and
- (e) payment of the application and admission fees set out in Schedule A.

7. I certify that the information I have provided in or annexed to this application is correct.

8. I undertake with the Law Society of the Northwest Territories that I will, at all times during my term as a student-at-law, well and faithfully keep and perform all my obligations as a student-at-law and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

9. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

10. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at _____ on _____, 20 _____

(Signature of Applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society 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 the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

THESE ARTICLES OF CLERKSHIP made this _____ day of _____, 20 _____,

BETWEEN:

_____ of _____ in the Northwest Territories,
Barrister and Solicitor (the "Solicitor")

- AND -

_____ of _____ in the Northwest Territories,
(the "Student-at-Law")

THESE ARTICLES OF CLERKSHIP WITNESS that the parties agree as follows:

1. The Student-at-Law binds himself or herself to the Solicitor as a Student-at-Law for the term of one year commencing on the day these articles of clerkship commence (the "term").
2. The Student-at-Law will, at all times during the term,
 - (a) faithfully and conscientiously serve the Solicitor as the Solicitor's student-at-law;
 - (b) readily obey the reasonable directions of the Solicitor;
 - (c) not absent himself or herself from the service of the Solicitor without the Solicitor's consent, but will conduct himself or herself with diligence, honesty and propriety;
 - (d) keep in strict confidence the affairs of the office of the Solicitor and its clients; and
 - (e) take proper care of and account for all property of the Solicitor, the office of the Solicitor and any of its clients that may be entrusted to the Student-at-Law.
3. The Solicitor will, for the term,
 - (a) accept the Student-at-Law as his or her student-at-law;
 - (b) use all reasonable means to advise and instruct the Student-at-Law in the profession of a barrister and solicitor; and
 - (c) at the expiration of the term, assist the Student-at-Law at the request and expense of the Student-at-Law to be admitted as a barrister and solicitor in the Northwest Territories, provided that the Student-at-Law has faithfully and diligently served his or her articles and has passed any examinations required of him or her and properly qualified himself or herself to be admitted to the practice of law in the Northwest Territories.
4. The Student-at-Law will, as part of his or her service under these articles:
 - (a) successfully complete a bar admission course and bar admission examinations as are required by the Executive of the Law Society; and
 - (b) successfully complete any further bar admission examinations as are established by the Executive of the Law Society.
5. Subject to the approval of the Executive of the Law Society, these articles commence on: _____ of _____, 20 _____, or on a later date fixed by the Executive.

Dated at _____ on _____, 20 _____

(Signature of Student-at-Law)

(Signature of Solicitor)



LAW SOCIETY OF THE NORTHWEST TERRITORIES

ARTICLING PLAN

Pursuant to 41 (1) (e), Rules of the Law Society of the Northwest Territories

Names

Name of Student-at-Law: _____

Name of Principal: _____

Firm Name: _____

The Student-at-Law will acquire practical experience and training in the following areas under the direct supervision of the Principal.

Professional Responsibility & Ethics

Practical experience and training in ethics including the following:

- a lawyer's duties to the courts, clients, the public, other members of the profession and him or herself;
- a lawyer's duty to adhere to the highest ethical standards, including demonstrating courtesy and good character in all dealings;
- the ability to recognize circumstances that give rise to ethical problems and to recognize that such problems benefit from prompt and serious attention and from guidance from others; and
- a lawyer's obligation to maintain and enhance the reputation of the profession, including acting in a respectful, non-discriminatory manner, protecting all client confidences and discharging all undertakings.



Practice Management

Practical experience and training in practice management, including the following:

- effective client communication, development and relations;
- appropriate timekeeping, reminder systems and billing practices;
- teamwork and good relations with office staff;
- prioritizing deadlines and workload;
- record keeping and file maintenance; and
- trust and general accounting and financial planning.

Lawyering Skills

Practical experience and training in *all* of the following lawyering skills

Skill	Description / Examples
Research	Conducting legal research, including identifying issues, selecting resources and recording, analyzing, applying and communicating research results.
Writing	Writing legal opinions and other communications in a clear, well-organized, and succinct manner that meets the purpose of each communication, ensures accuracy of content and maintains civility.
Drafting	Drafting legal documents (such as leases, agreements and pleadings) that are well-organized, clear, and succinct and that meet the intended purpose, both with and without the use of precedents. Understanding and explaining legal documents drafted by others.
Advocacy	Representing a client effectively, including preparing, presenting and testing evidence and arguing persuasively in accordance with the procedures and etiquette of the forum, including conduct of NWT Territorial Court, Supreme Court Chambers or administrative tribunal matters.
Negotiation / Mediation	Preparing for and negotiating a matter on behalf of a client, including documenting a settlement and/or preparing for and representing or co-representing a client at mediation.
Interviewing	Conducting interviews of witnesses and clients using appropriate questioning techniques, explaining the legal situation clearly and accurately and ensuring there is mutual understanding with clients regarding instructions and if applicable, fees and retainers.
Problem – Solving	Analysing client’s problems based on the law, facts and the client’s circumstances, developing, assessing and recommending options for resolution and preparing a plan for implementation.



Practice Areas

The Student-at-Law will acquire reasonable knowledge in the following Practice Areas either (i) under the direct supervision of the Principal or other member of the Principal’s firm/office or (ii) through attendance at the Continuing Centre for Professional Legal Education Program (CPLED) or another Bar Admission Course.

Where it is expected that the Student-at-Law’s exposure to the practice area will be primarily acquired through the attendance at the Continuing Centre for Professional Legal Education Program (CPLED) or another Bar Admission Course, that should be identified.

Area	Name of Supervisor or CPLED or Other Bar Admission Course
Real Estate	
Business/Corporate/Commercial	
Civil Litigation	
Wills & Estates	
Family	
Criminal	
Administrative	
Labor & Employment	
Other (Please Specify)	

Transfer of Articles

Provide details of any proposed transfer of articles.

Practice Area	Proposed Principal for Transfer Period (<i>Lawyer at other firm/setting who is otherwise qualified to act as a Principal</i>)	Proposed dates



Signatures

The undersigned Principal and Student-at-Law certify that they have discussed the contents of this Articling Plan.

Dated at _____ on the ____ day of _____, 20____.

[Signature of Student-at-Law]

Dated at _____ on the ____ day of _____, 20____.

[Signature of Principal]