

## Memorandum- Application for Admission as a Student at Law

This memo will provide you with the information regarding the steps necessary to obtain Articles of Clerkship in the Law Society of the Northwest Territories. Accordingly, extracts from both the *Legal Profession Act* and the Rules of the Law Society dealing with students-at-law and the qualifications for membership are included with this package. You will note that an application for admission as a student-at-law consists of the following:

- a) an application in 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
  - a telephone number where the referee can be contacted, if necessary.
- c) proof from the proper authority of graduation from a law school approved by the Executive;
- d) articles of clerkship in Form 2.6 duly signed;
- e) signed original of the Articling Plan
- f) payment of the application and admission fees set out in Schedule A.

The application fee is currently \$25.00 and the admission fee for a student is \$105.00 for a total fee of \$130.00. All of these fees are subject to 5% GST. The amount is payable with your application.

Please be aware that the Law Society of the Northwest Territories, due to the small size of the Bar, 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 enrol in the CPLED Program offered by the Legal Education Society of Alberta and register as students at law in Alberta as well.

Registration information and application materials are available online at:

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

or directly from the Legal Education Society of Alberta:

Suite 2610, Canada Trust Tower  
10104 - 103 Avenue  
Edmonton, Alberta, T5J OH8

Telephone: (780) 420-1987  
Fax: (780) 425-0885

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, who may be contacted as follows:

The Law Society of Alberta  
#600, 919 - 11th Avenue, S.W.  
Calgary, Alberta, T2R 1P3

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

The Law Society of Alberta requires that all individuals applying as a student-at-law who have graduated from other than an Alberta law school apply to the Universities Co-ordinating Council of the Province of Alberta for an evaluation of their law degrees. Application forms are available through that Law Society, or directly from:

Universities Co-ordinating Council  
Professional Examinations Office  
#740, 8303 - 112 Street  
Edmonton, Alberta, T6G 1K4

Telephone: (780) 492-6850  
Fax: (780) 425-0885

Be advised that if you wish to be called to the Bar in Alberta following completion of your articles, then you must register as a student with the Law Society of Alberta when you commence articles in this jurisdiction or you will be required to seek admission as a transfer applicant and write the Alberta transfer examination.

Applications for admission as a student-at-law are referred to our Admissions Committee. When that Committee has recommended, and the Executive of our Society has approved an application, the applicant's term of service under the articles of clerkship begins on the day he or she complies with all the requirements of the Act and the rules for admission or on such date as fixed by the Executive.

If all documents and the required fees are not received at the Law Society Office within one month following the date that the Articles of Clerkship (Form 2.6) are signed, articles may be approved as commencing only as of the date that the documents and fees were actually received. Please also be aware that approval of an application of this sort will usually take two to four weeks from the date the application is submitted.

If we may be of further assistance, please do not hesitate to contact us.