

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.