

MEMORANDUM

TO: All Students-at-Law

RE: Application for Admission as a Full Member

If you are a Student at Law applying to become a full member of the Law Society of the Northwest Territories, please log into your account through the member portal and complete the application process.

Rule 49 of the *Rules of the Law Society of the Northwest Territories* provides that a Student-at-Law applying for membership at the completion of articles of clerkship, in addition to any other requirements for membership, is required to furnish the following to the Secretary:

- (a) An affidavit or affidavits in Form 2.10 signed by each principal to whom the student has articulated (copy as required);
- (b) An affidavit in Form 2.11 signed by the student;
- (c) Proof that the student has passed all examinations prescribed by the *Legal Profession Act* or the Rules of the Society;
- (d) Payment of the application and admission fees;
- (e) Payment of the professional liability insurance assessment or proof that the application is covered by insurance in the amounts established by the Executive from year to year. An applicant seeking an exemption from the assessment must certify, in writing, the facts entitling him/her to the exemption by completing the enclosed Insurance Exemption Certificate and Undertaking.

On completion of your articles, your completed application, including all supporting documentation and the examination, should be returned to the Law Society together with a cheque for \$1,611.75. This fee includes your application and admission fees of \$305.00, the current annual membership fee of \$1230.00, plus \$76.75 in taxes (5% GST). At that time, your complete admission package will be forwarded to the Admissions Committee for evaluation. The Committee has ten (10) working days to evaluate your application.

If it is your intention to practice law in the Northwest Territories other than with a Government office or an employer who does not practise law, you will be required to enroll in the Law Society's group liability insurance program. The amount of your insurance levy will vary according to the actual date of your call and admission, and the date on which you wish to commence practising law. Please contact the Law Society for more information on the pro-rating of the levy on the annual policy. Payment may be remitted after your application for admission has been approved by the Executive; but must be received before your documents are released to the Court.

If you will be maintaining a trust account as a part of your law practice, you must file an Accountant's Report (Form 2.2) with the Law Society before commencing to practice. However, if you join a partnership or become associated with another Law Society member already covered by a Form 2.4 Certificate, filing is not required. In the latter case, you should insert a statement to that effect in your Form 2.9 application to satisfy clause 3(d) of the Form. Alternatively, if you will not be maintaining a trust account, you must submit a Lawyers' Undertaking (Form 2.3).

You will be required to write the Statutes and Rules Examination within thirty (30) days of completion of your articles. This is an "open book" test and any or all the rules and statutes set out on the enclosed sheet may be referred to by you during the writing of the exam. Your answers are to be based on the *Revised Statutes of the Northwest Territories, 1988*, as amended.

If you require any further information with respect to the foregoing, please do not hesitate to contact the Law Society at any time.
