MEMORANDUM

TO: **All Applicants seeking regular membership**

DATE: **22 October 2026**

This memo is intended to provide information and clarification related to the admissions process for regular membership in the Law Society of the Northwest Territories under section 18 of the *Legal Professions Act* and Rule 40 of the Rules of the Law Society of the Northwest Territories; see excerpts at the end of this document.

If you wish to apply, you must create an account and submit your application via the Member Portal on our website. You will be guided through the steps to apply. It is recommended that you gather all the materials required in advance of beginning the process; however, you can login to the portal to add material as required.

TIMEFRAME

Approval of a completed application for regular membership may take up to four weeks from the date received. We recommend that Applicants submit well in advance of the date they wish to commence the practice of law in the Northwest Territories.

FEES

The applicable fees for membership are:

Application Fee	$205.00
Admission Fee	$230.00
License Fee	$1400.00*****
GST (5%)	$91.75
TOTAL	**$1926.75**

**pro-rated per Rule 68 between January 1st and March 31st*

BEFORE SUBMITTING AN APPLICATION

Relevant materials required to complete the mandatory Reading Requirements are available online, on the Law Society Reading Requirements, Department of Justice Website, and the website for NWT Courts.

You will be required to upload the following documents during the application process:

- Certificate of Indemnity/Insurance, if applicable.
- Certificate(s) of Standing from each Law Society of which the Applicant is a member. Each Certificate of Standing must be dated not earlier than forty-five days prior to receipt of the application by the Law Society and must state "is entitled/authorized to practice law in this jurisdiction."

- Notarized copy of government issued photo identification, such as a driver's license or passport. **Please note:** the jurat and notarial seal must be legible on the same page as the identification.
- Two letters of good character. Referees for giving the letters of good character:
  - should be prepared to be contacted should the need arise;
  - cannot be current partners or employed by the same employer, or be family members of the applicant;
  - must be a member in good standing of a Law Society of which the Applicant is a member or a judge of a provincial, territorial or superior court of the jurisdiction of the Law Society of which the applicant is a member,

  and must state:

    - the Law Society in Canada to which they belong and that they are in good standing in that Society;
    - 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;
    - a telephone number and email address where the referee can be contacted, if necessary.

WHAT TO EXPECT

Once a completed application and applicable fees are received, your application:

- will be reviewed by:
  - the Admissions Committee initially who will make a recommendation to the Executive Committee; and
  - the Executive Committee for final approval.
- may be subject to further requests for information or clarification at any stage and, if necessary, a hearing. In the event the Executive receives information adverse to your character, you will be informed of the information and given a reasonable opportunity to respond; see Rule 55.

If approved by the Executive, you will be entitled to become a member of our Law Society. **Please note:** *before you can engage in the practice of law in the Northwest Territories, you will be required to take an Oath of Office before a Justice of the Supreme Court of the Northwest Territories.*

If refused by the Executive, you may apply to the Supreme Court of the Northwest Territories under section 19 of the *Legal Profession Act.*

Will you be resident in the Northwest Territories and be in private practice? You may need to apply to be a responsible lawyer. Please see here for information on setting up private practice in the NWT.

If you require any further information, please do not hesitate to contact our office by email to info@lawsociety.nt.ca or by calling 867-873-3828.

RULES OF THE LAW SOCIETY OF THE NORTHWEST TERRITORIES

December 2020

REGULAR MEMBERS

40. (1) An applicant for admission under paragraph 18(1)(b) of the Act may apply for membership as an active member or as an inactive member, and shall submit to the Secretary

(a) an Application for Admission as Member in an approved form;

(b) two letters of good character from members in good standing of a provincial or territorial law society or a comparable body of which the applicant is a member, or from judges of a provincial, territorial or superior court of the jurisdiction of the law society or body of which the applicant is a member;

(c) a certificate from each provincial or territorial law society or comparable body of which the applicant is a member dated not earlier than 45 days before the receipt of the application by the Secretary, stating

(i) the standing of the applicant,

(ii) the period of time during which the applicant has been listed as an active member of the society or body,

(iii) whether disciplinary proceedings are pending against the applicant, and

(iv) the nature and disposition of any disciplinary action that has been taken against the applicant;

(d) payment of the insurance levy, or if the applicant is exempt under subrule 90(4), proof that he or she

(i) is covered by errors and omissions insurance referred to in paragraph 90(4)(a), or

(ii) is exempt under paragraph 90(4)(b);

(e) payment of any assurance fund levy;

(f) payment of the application, admission and annual fees set out in Schedule A;

(g) a notarized copy of a document acceptable to the Secretary indicating proof of identity; and

(h) any other information requested by the Secretary.

(2) Subject to subrule (3), an applicant shall pass such bar admission examinations as may be established under rule 39.

(3) An applicant may petition the Executive to waive the requirement for the taking of any bar admission examination.

Legal Profession Act

R.S.N.W.T. 1988, c. L-2

[February 4, 2009]

QUALIFICATIONS FOR MEMBERSHIP

Qualifications for membership

18. (1) The following persons are qualified for admission to the Society:

a) a person who immediately before April 1, 1978, was registered in the Barristers and Solicitors Register under the *Legal Profession Ordinance*, R.S.N.W.T. 1974, c.L-3, and every such person is a member of the Society;

b) subject to subsection 16(1), a person who,

i. has been duly called to the bar of a province or territory or has been admitted to practise as an attorney, advocate, barrister or solicitor in any superior court of a province or territory, and

ii. is of good character and of good standing in the law society of the province or territory of which he or she is an attorney, advocate, barrister or solicitor;

c) a person who,

i. has, subject to subsection (2), completed 12 months of continuous service in the Territories under articles as a student-at-law approved by the Executive to a barrister and solicitor and has taken a bar admission course and passed a bar admission examination, and

ii. is of good character, and

a. is a graduate of a law school approved by the Executive, or

b. has been duly called to the bar in a country that is a member of the British Commonwealth of Nations and has been actively engaged in the practice of law in that country for a period of not less than three years within the five years immediately before the date of his or her application and who has a legal education that, in the opinion of the Executive, is equivalent to graduation from a law school approved by the Executive.

Articles of student-at-law

(2) Except as provided in subsection 17(2), the articles of a student-at-law referred to in subparagraph (1)(c)(i) shall be with a barrister and solicitor residing in the Territories

a) who is in good standing;

b) who is and has been engaged in the practice of law for not less than five years of which not less than two years were spent in the Territories; and

c) whose practice affords reasonable opportunity for the instruction and training of the student-at-law in the general practice of the profession of a barrister and solicitor.

Entitlement to admission

(3) Every person who

a) produces evidence and testimonials satisfactory to the Executive that he or she is qualified under subsection (1), and

b) sends to the Secretary the admission fee fixed by the rules,

is entitled to be admitted as a member of the Society.

Attorney General

(4) Notwithstanding anything in this Act, a person who is Attorney General of the Northwest Territories, if he or she is a barrister and solicitor, is entitled to be enrolled as a member of the Society without complying with this Act or any of the rules of the Society with respect to admission, examinations, payment of fees or otherwise, and one enrollment is entitled to practise at the Bar of Her Majesty's courts in the Territories.
S.N.W.T. 2004, c.10, s.6.