LAW SOCIETY
OF THE NORTHWEST TERRITORIES

MEMORANDUM

TO: **All applicants seeking Student-At-Law membership**
DATE: **31 August 2026**

This memo is intended to provide information and clarification related to the admissions process for prospective Students-At-Law with the Law Society of the Northwest Territories, under s. 17 and s. 18(2) of the *Legal Profession Act* and Rule 41 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 materials to your open application as required.

TIMEFRAME

Approval of a completed application for Student-At-Law admission 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 their articles of clerkship in the Northwest Territories.

FEES

The applicable fees for Student-At-Law applications are:

Application Fee	$25.00
Admission Fee	$105.00
GST	$6.50
Total	**$136.50**

BEFORE SUBMITTING AN APPLICATION

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

- two letters of good character from reputable persons which include the following information:
    - the capacity in which the referee knows you;
    - how long the referee has known you;
    - why the referee is of the view that you are of good character; and
    - a telephone number and e-mail address where the referee can be contacted, if necessary.

- proof from the proper authority of graduation from a law school approved by the Executive, or if you did not graduate from a Canadian common or civil law program, a Certificate of Qualification from the National Committee on Accreditation;

- signed Articles of Clerkship in Form 2.6;
- signed Articling Plan; Student at Law Education Plan;
- 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, and;
- payment of the application and admission fees.

BAR ADMISSION COURSE

The Law Society of the Northwest Territories, does not provide its own bar admission course. Articling students in the Northwest Territories are required to complete the bar admission or equivalent course in another Canadian common law jurisdiction which satisfies this Law Society's requirements. Most often, students enroll in the PREP Program offered by the Canadian Centre for Professional Legal Education.

Registration information and application materials are available at: https://cpled.ca/

WHAT TO EXPECT

Applications for admission as a student-at-law are referred to the Law Society Admissions Committee. When that Committee has recommended an applicant, the recommendation goes to the Law Society Executive for approval. Once approved, the articling student's term under the Articles of Clerkship begins on the day they comply with all the requirements of the *Legal Profession Act* and the Rules for admission or on any other date set by the Executive.

If all documents and the required fees are not received by the Law Society within one month following the date that the Articles of Clerkship (Form 2.6) are signed, your articles may be approved, and your period of articling will commence as of the date that documents and fees were actually received.

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.

RELEVANT EXCERPTS

Rules of the Law Society of the Northwest Territories
October 2024

STUDENTS-AT-LAW

41. (1) An applicant for admission as a student-at-law under subsection 17(1) of the Act shall submit to the Secretary

(a) an Application for Admission as Student-at-Law in an approved form;
(b) two letters of good character from reputable persons;
(c) a Certificate of Qualification from the National Committee on Accreditation, or proof from the proper authority of graduation from a law school approved by the Executive;
(d) a duly signed articling Agreement in an approved form, with two additional copies;
(e) an education plan in an approved form;
(f) payment of the application and admission 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) When the Admissions Committee has recommended and the Executive has approved an application for admission as a student-at-law, the applicant's term of service under the articles begins on the day the applicant complies with all requirements of the Act and these rules for admission or on a date fixed by the Executive, and the applicant is deemed to be admitted as a student-at-law as of that date.

(3) On the admission of an applicant as a student-at-law, the Secretary shall issue a certificate of admission as a student-at-law. R-081-2012,s.1; R-090-2013,s.4,6; R-136-2016,s.4; R-106-2019,s.3; R-127-2020,s.7; R-063-2021,s.7; R-025-2022,s.7.

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

STUDENTS-AT-LAW

Certificate

17. (1) An applicant for admission to the Society as a student-at-law shall obtain from the Secretary a certificate as to the compliance by the applicant with the rules respecting the admission of students-at-law.

Articles with judge

(2) The Executive may, subject to terms and conditions that it considers proper, permit an applicant for admission as a student-at-law to serve a part of his or her period under articles with a judge of the Supreme Court or Territorial Court. RSNWT 1988, c.40(Supp.),s.8.

Articles of student-at-law

s. 18

(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 Northwest 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.