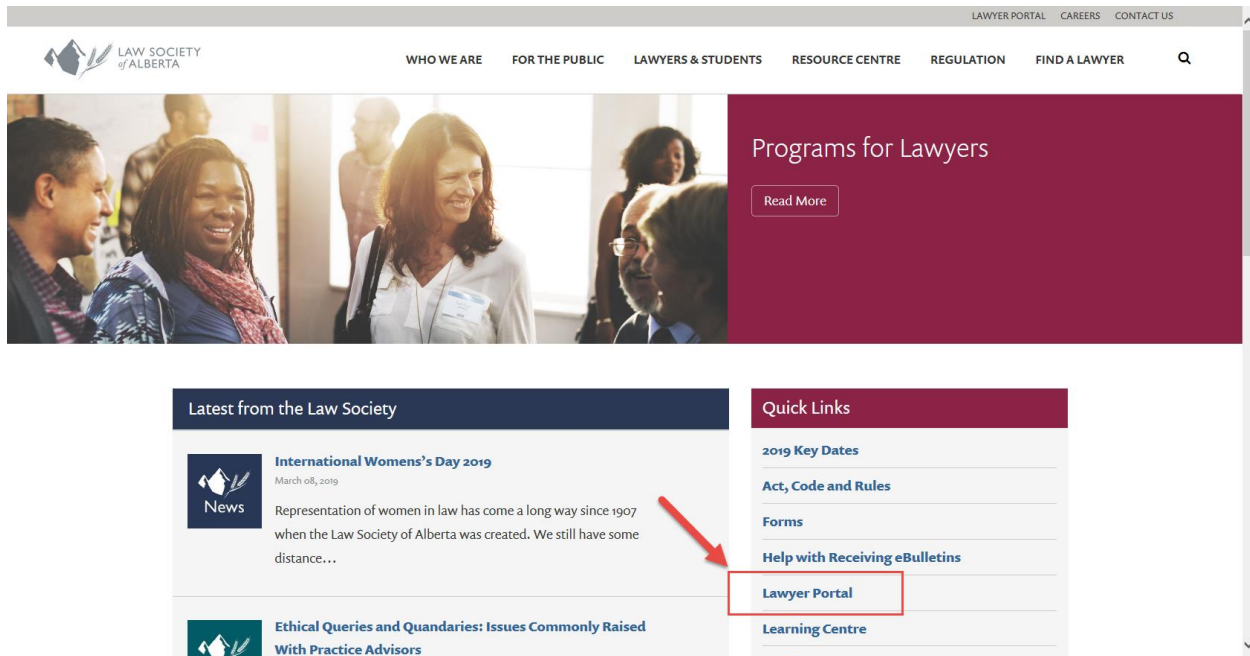


## User Guide

### Electronic Student Application and Articling Agreement

Step 1.

Visit [www.lawsociety.ab.ca](http://www.lawsociety.ab.ca). Click on the Lawyer Portal link under Quick Links.



The screenshot shows the Law Society of Alberta website. The top navigation bar includes links for LAWYER PORTAL, CAREERS, and CONTACT US. Below this, a main banner features a photo of diverse professionals and a section titled "Programs for Lawyers" with a "Read More" button. The "Latest from the Law Society" section contains two articles: "International Women's Day 2019" and "Ethical Queries and Quandaries: Issues Commonly Raised With Practice Advisors". On the right, the "Quick Links" section lists various resources, with the "Lawyer Portal" link highlighted by a red box and a red arrow pointing to it.

LAWYER PORTAL CAREERS CONTACT US

WHO WE ARE FOR THE PUBLIC LAWYERS & STUDENTS RESOURCE CENTRE REGULATION FIND A LAWYER Q

Programs for Lawyers  
Read More

Latest from the Law Society

**News**  
**International Women's Day 2019**  
March 08, 2019  
Representation of women in law has come a long way since 1907 when the Law Society of Alberta was created. We still have some distance...

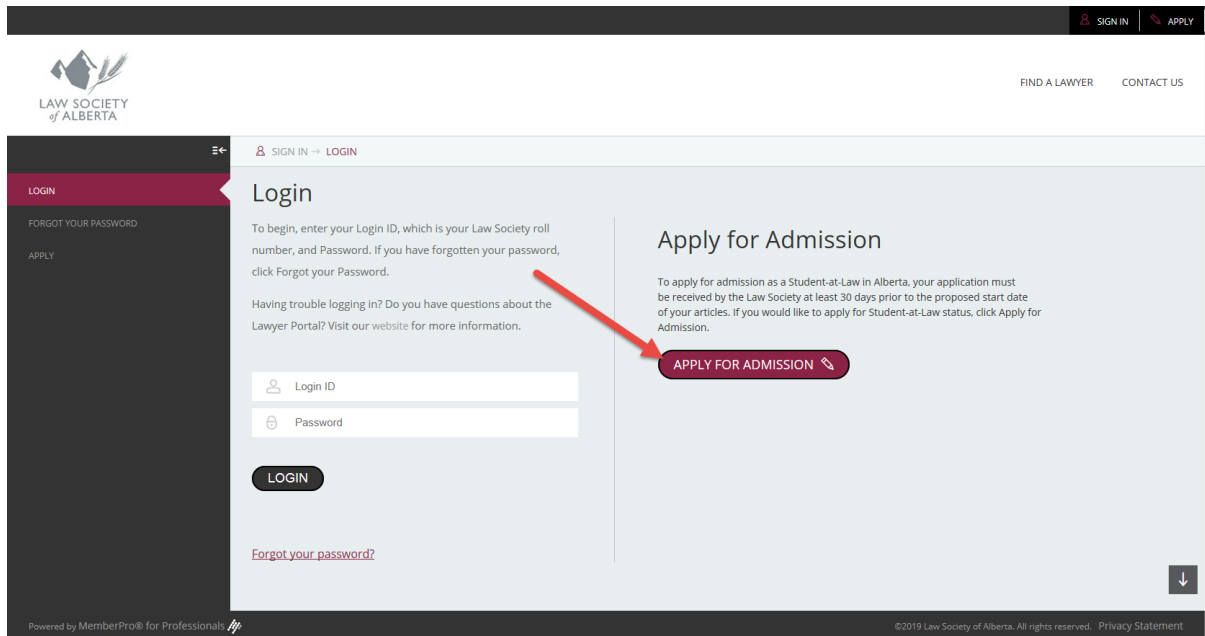
**Ethical Queries and Quandaries: Issues Commonly Raised With Practice Advisors**

Quick Links

2019 Key Dates  
Act, Code and Rules  
Forms  
Help with Receiving eBulletins  
**Lawyer Portal**  
Learning Centre

## Step 2.

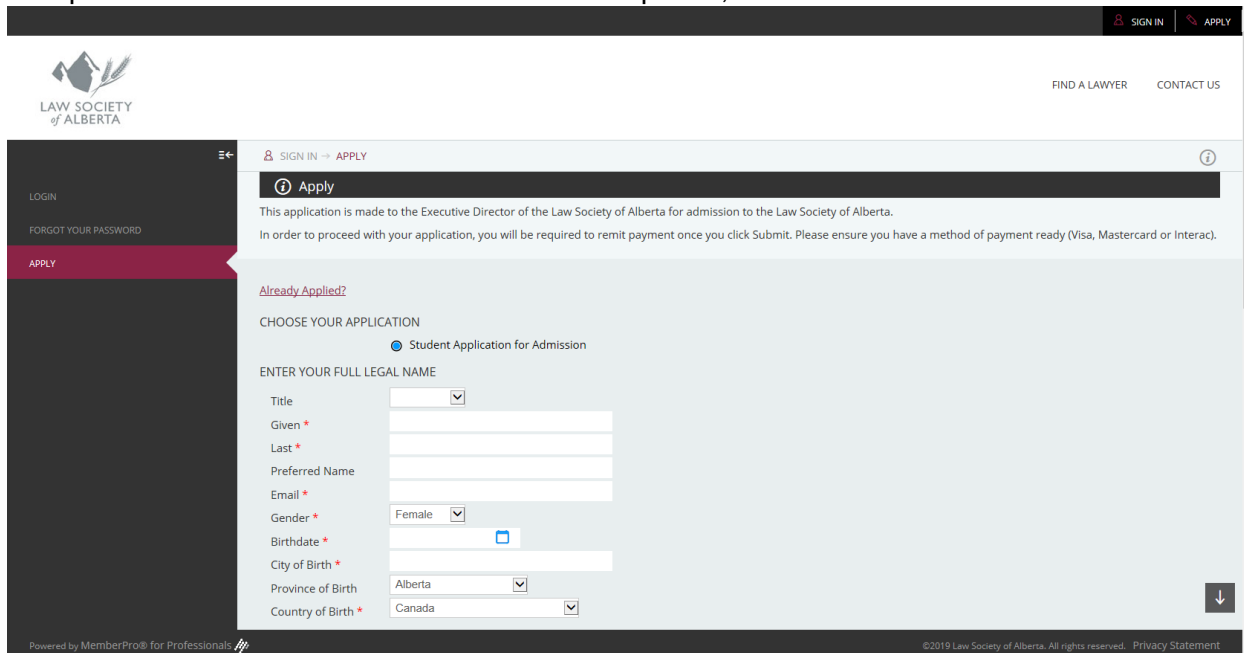
Click Apply for Admission to start your Student-at-Law Application



The screenshot shows the Law Society of Alberta website. The top navigation bar includes 'SIGN IN' and 'APPLY' links. The left sidebar has 'LOGIN', 'FORGOT YOUR PASSWORD', and 'APPLY' options. The main content area is divided into two sections: 'Login' and 'Apply for Admission'. The 'Login' section includes a 'Login ID' field, a 'Password' field, and a 'LOGIN' button. The 'Apply for Admission' section includes a description of the application process and a prominent 'APPLY FOR ADMISSION' button. A red arrow points to this button. The footer contains 'Powered by MemberPro® for Professionals' and '©2019 Law Society of Alberta. All rights reserved. Privacy Statement'.

## Step 3.

Complete all fields with a red asterisk. Once completed, click submit.



The screenshot shows the 'Apply' form on the Law Society of Alberta website. The top navigation bar includes 'SIGN IN' and 'APPLY' links. The left sidebar has 'LOGIN', 'FORGOT YOUR PASSWORD', and 'APPLY' options. The main content area is titled 'Apply' and includes a description of the application process. Below the description, there is a section for 'CHOOSE YOUR APPLICATION' with a radio button for 'Student Application for Admission'. The 'ENTER YOUR FULL LEGAL NAME' section includes fields for 'Title', 'Given', 'Last', 'Preferred Name', 'Email', 'Gender', 'Birthdate', 'City of Birth', 'Province of Birth', and 'Country of Birth'. The 'Given' and 'Last' fields are marked with a red asterisk. The 'Gender' field has a dropdown menu with 'Female' selected. The 'Birthdate' field has a calendar icon. The 'Province of Birth' field has a dropdown menu with 'Alberta' selected. The 'Country of Birth' field has a dropdown menu with 'Canada' selected. The footer contains 'Powered by MemberPro® for Professionals' and '©2019 Law Society of Alberta. All rights reserved. Privacy Statement'.

Country of Birth \*

ENTER YOUR PERSONAL ADDRESS

Street \*

City \*

Prov/State

Zip/Postal \*

Country \*


Telephone \*

\*Required Fields

[SUBMIT](#)

↑

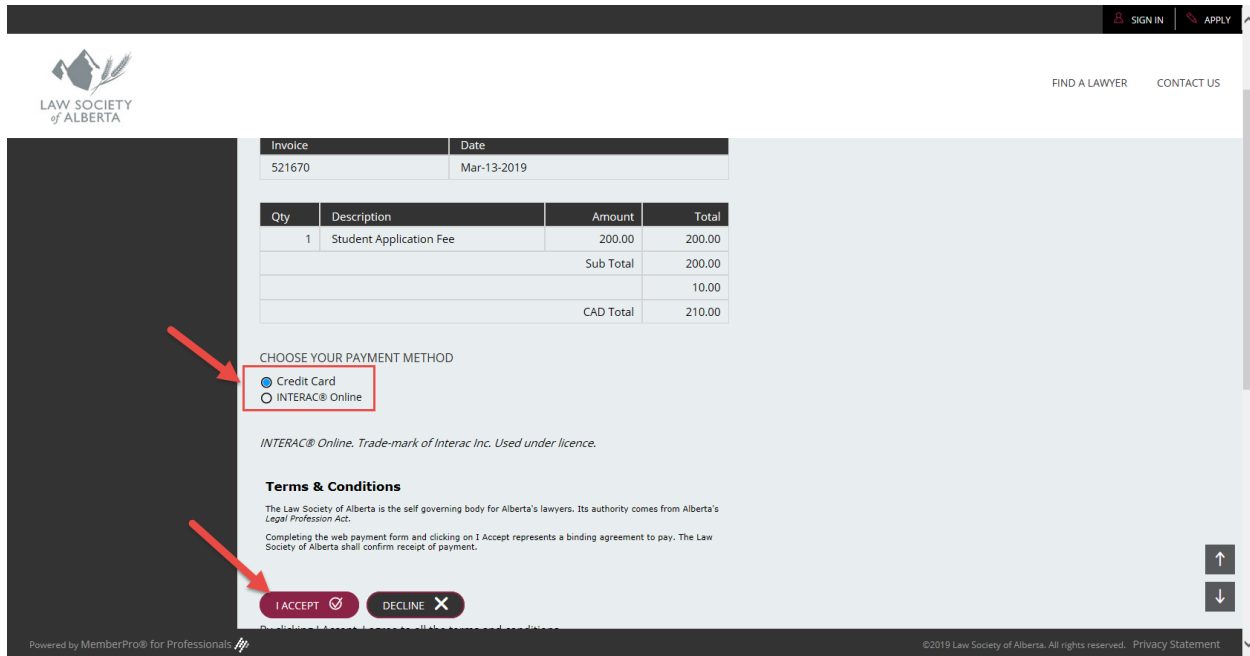
↓

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#### Step 4.

Choose your payment method. Payment must be made by credit card (Mastercard or Visa) or Interac. Click I Accept to continue.



**Invoice**

Invoice	Date
521670	Mar-13-2019

Qty	Description	Amount	Total
1	Student Application Fee	200.00	200.00
	Sub Total		200.00
			10.00
	CAD Total		210.00

**CHOOSE YOUR PAYMENT METHOD**

☒ Credit Card

☐ INTERAC® Online

*INTERAC® Online. Trade-mark of Interac Inc. Used under licence.*

**Terms & Conditions**

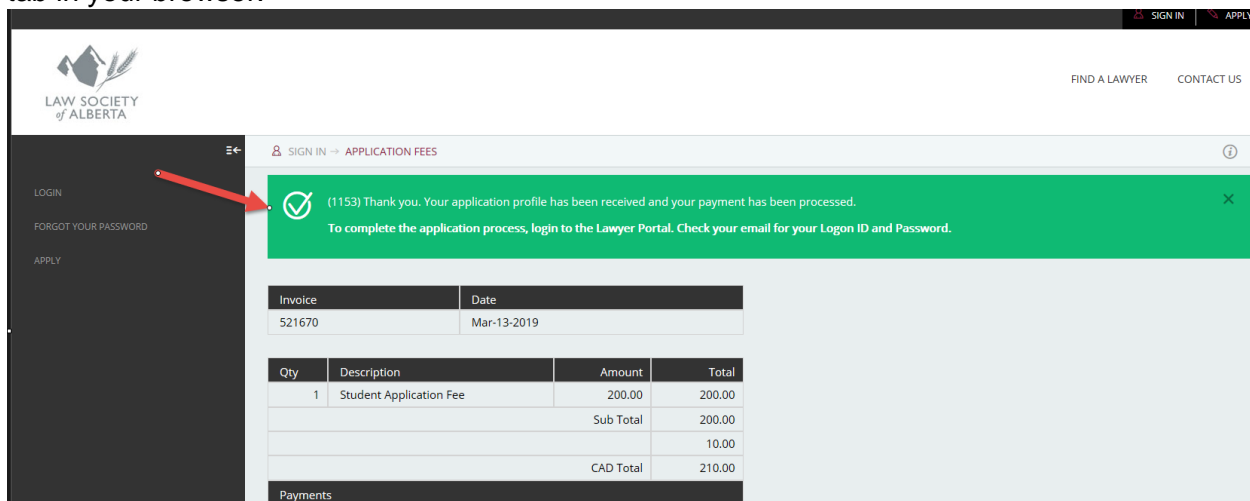
The Law Society of Alberta is the self governing body for Alberta's lawyers. Its authority comes from Alberta's Legal Profession Act.

Completing the web payment form and clicking on I Accept represents a binding agreement to pay. The Law Society of Alberta shall confirm receipt of payment.

**I ACCEPT** **DECLINE**

#### Step 5.

You will be sent an email with log in instructions. Please note the instructions and open a new tab in your browser.



**LOGIN**

**FORGOT YOUR PASSWORD**

**APPLY**

**SIGN IN → APPLICATION FEES**

**(1153) Thank you. Your application profile has been received and your payment has been processed.**

**To complete the application process, login to the Lawyer Portal. Check your email for your Logon ID and Password.**

Invoice	Date
521670	Mar-13-2019

Qty	Description	Amount	Total
1	Student Application Fee	200.00	200.00
	Sub Total		200.00
			10.00
	CAD Total		210.00

**Payments**



Law Society of Alberta Invoice 521670

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Jane Anne Doe,

You have been assigned Student-at-Law ID 21686. This will allow you to access features of the Lawyer Portal. Your login ID is your assigned Student-at-Law ID. For further information on logging in to your account through the Lawyer Portal, [click here](#).

The next step is for you to submit the Application for Admission by logging in to the [Lawyer Portal](#) and selecting *My Applications* from the drop-down menu. Once received, it will be reviewed by our Membership Department. **You cannot begin articling until you receive official approval from the Law Society.** For common articling FAQs, [click here](#).

Log in to your account to view the processing status of your application.

Go to: [Law Society of Alberta Lawyer Portal](#)

Login ID: 21686

Password: jDO\$63746

Best regards,  
Law Society of Alberta



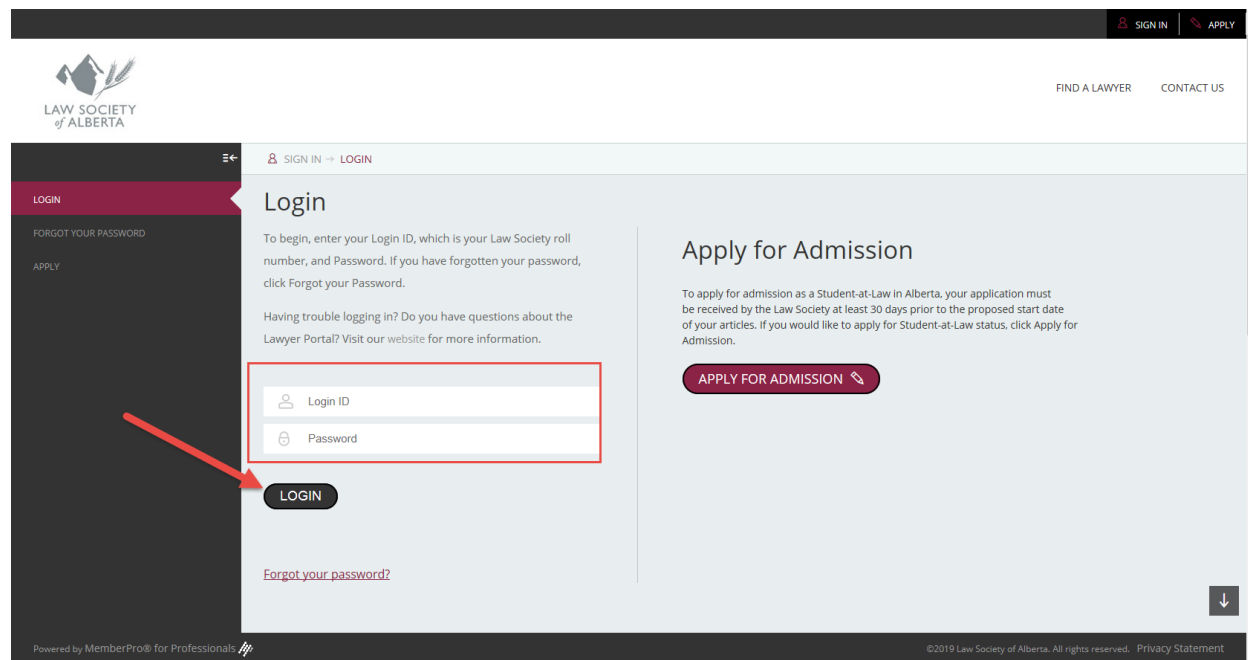
## RECEIPT

Jane Anne Doe  
123 Street  
Calgary AB CA T1T 2T2

Member No 21686  
Invoice No 521670  
Invoice Date 13 Mar 2019  
Due Date 13 Mar 2019

## Step 6.

Go to the Lawyer Portal. Enter your Login ID and Password from the email you received.



Law Society of Alberta

SIGN IN LOGIN

LOGIN

FORGOT YOUR PASSWORD

APPLY

Apply for Admission

APPLY FOR ADMISSION

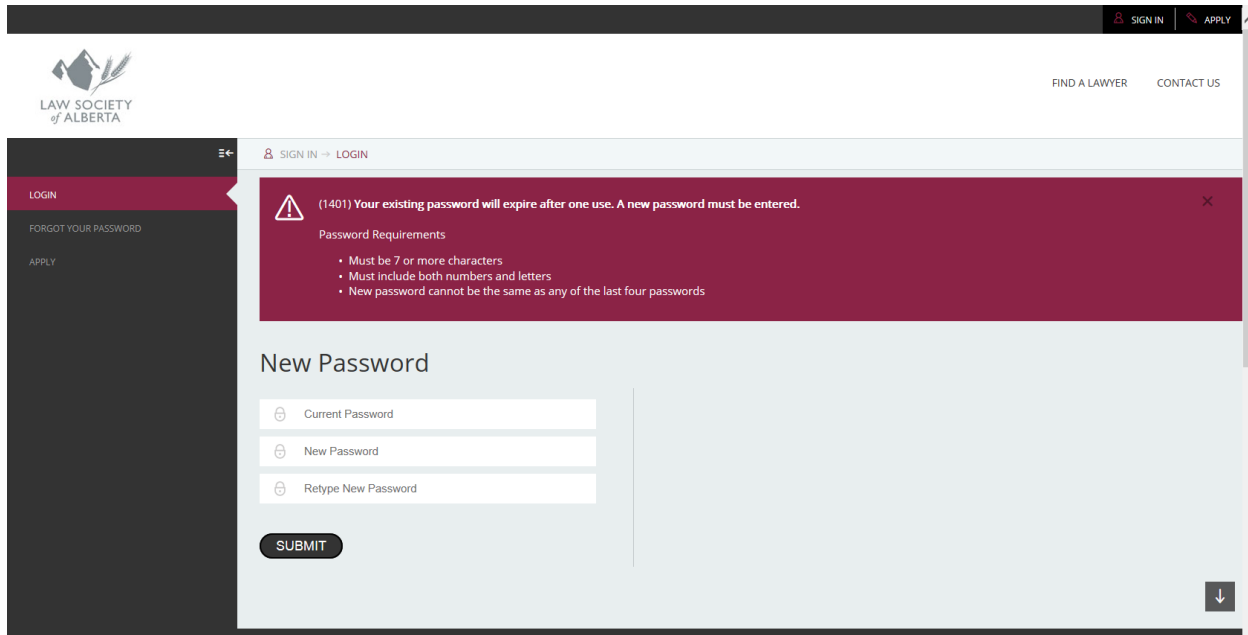
Forgot your password?

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## Step 8.

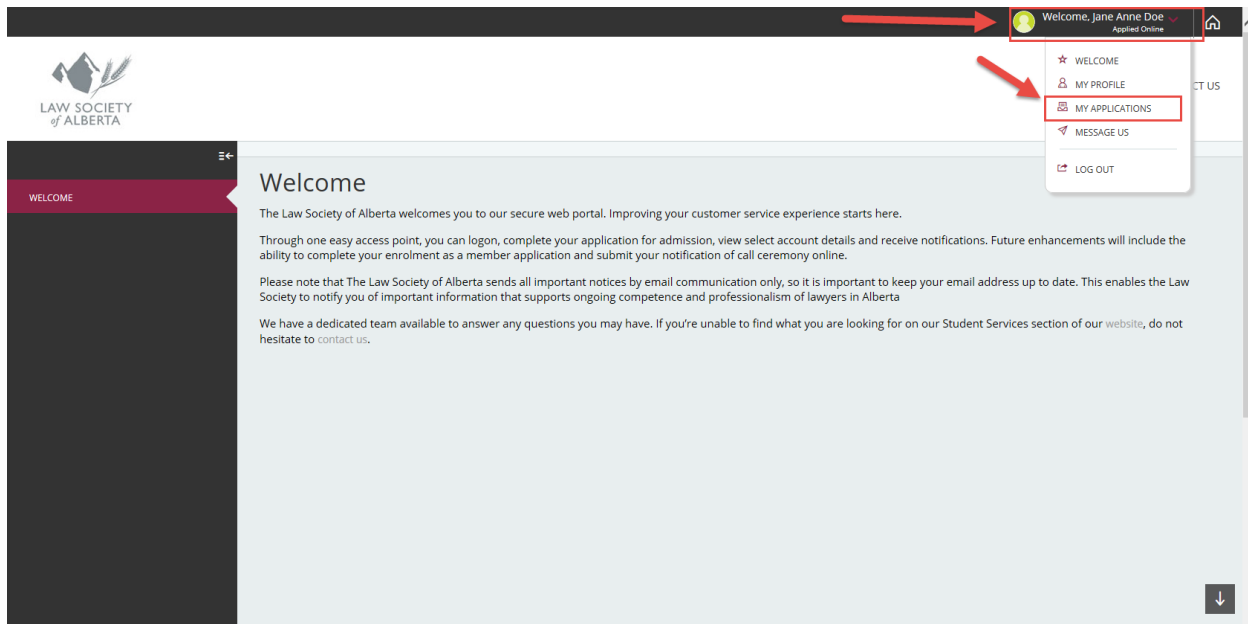
The temporary password provided will expire after one use. Please enter and note a new password and log in.



The screenshot shows the Law Society of Alberta login page. At the top right, there are links for "SIGN IN" and "APPLY". Below the logo, there are links for "FIND A LAWYER" and "CONTACT US". The main navigation bar includes "LOGIN", "FORGOT YOUR PASSWORD", and "APPLY". A warning message states: "(1401) Your existing password will expire after one use. A new password must be entered." Below this, the "Password Requirements" are listed: "Must be 7 or more characters", "Must include both numbers and letters", and "New password cannot be the same as any of the last four passwords". The "New Password" section contains three input fields: "Current Password", "New Password", and "Retype New Password", followed by a "SUBMIT" button.

## Step 9.

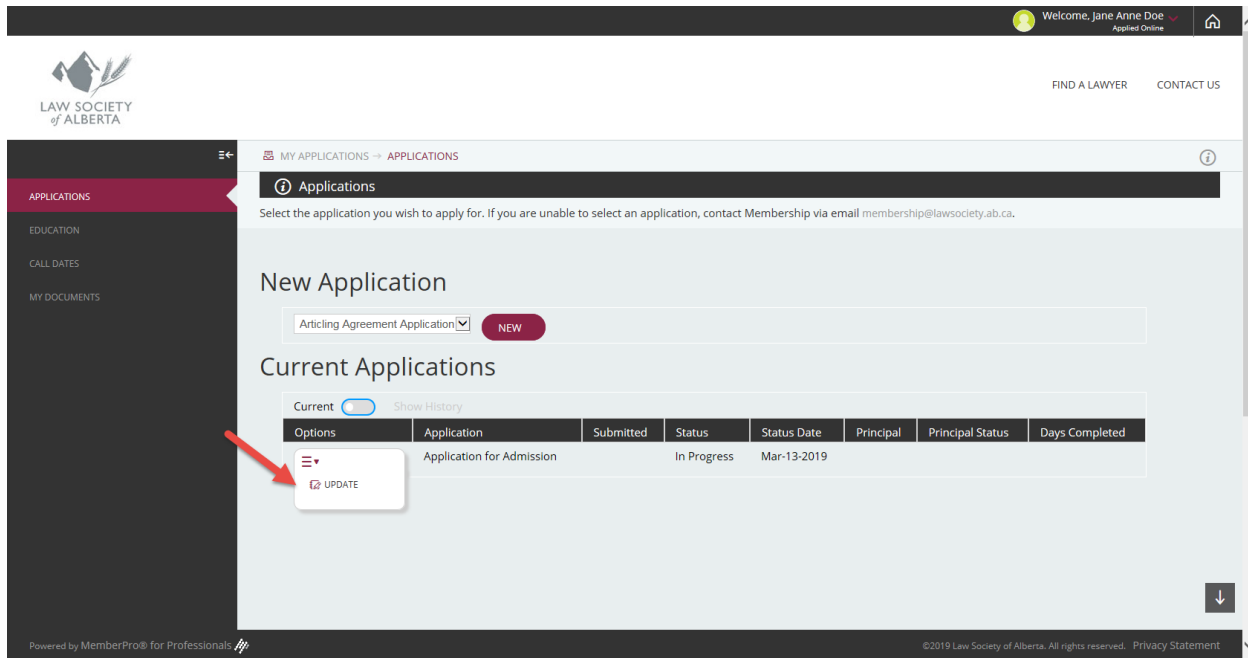
To access your Student-at-Law Applications, hover your cursor over your name and select My Applications.



The screenshot shows the Law Society of Alberta welcome page. At the top right, there is a user profile section with the text "Welcome, Jane Anne Doe" and "Applied Online". A dropdown menu is open, showing options: "WELCOME", "MY PROFILE", "MY APPLICATIONS" (highlighted with a red box), "MESSAGE US", and "LOG OUT". The main content area has a "WELCOME" heading and a message from the Law Society of Alberta. The message states: "The Law Society of Alberta welcomes you to our secure web portal. Improving your customer service experience starts here. Through one easy access point, you can logon, complete your application for admission, view select account details and receive notifications. Future enhancements will include the ability to complete your enrolment as a member application and submit your notification of call ceremony online. Please note that The Law Society of Alberta sends all important notices by email communication only, so it is important to keep your email address up to date. This enables the Law Society to notify you of important information that supports ongoing competence and professionalism of lawyers in Alberta. We have a dedicated team available to answer any questions you may have. If you're unable to find what you are looking for on our Student Services section of our website, do not hesitate to contact us."

## Step 10.

Select Update from the Options dropdown.



WELCOME, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

MY APPLICATIONS → APPLICATIONS

**Applications**

Select the application you wish to apply for. If you are unable to select an application, contact Membership via email [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca).

**New Application**

Articling Agreement Application **NEW**

**Current Applications**

Current ☒ Show History


Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
<div> <div></div> <div>UPDATE</div> </div>	Application for Admission		In Progress	Mar-13-2019			

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## Step 11.

You must answer ALL questions that have an asterisk on pages 1-3. To confirm the page is complete, the page number will be highlighted in blue.



APPLICATIONS

EDUCATION

CALL DATES

MY DOCUMENTS

Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

**i** The page numbers in grey are incomplete and those highlighted in blue are complete. Asterisks indicate a response is mandatory.

APPLICATION FOR ADMISSION AS A STUDENT-AT-LAW

Form ID	998466
Received	
Status	Incomplete Mar 13, 2019
Last Updated	Mar 13, 2019 08:11

PAGE 1

1 2 3

Please ensure to continually save your work. Any changes will be lost if you navigate away from this application without saving.

**Education**


1a. Add your education information [here](#).

\* 1b. I have asked for information to be sent directly to the Law Society

☐ My official original transcripts from the Canadian University from which I have obtained my common law degree

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APPLICATIONS

EDUCATION

CALL DATES

MY DOCUMENTS

Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

PAGE 1

1 2 3

Please ensure to continually save your work. Any changes will be lost if you navigate away from this application without saving.

**Education**

1a. Add your education information [here](#).

\* 1b. I have asked for information to be sent directly to the Law Society

☐ My official original transcripts from the Canadian University from which I have obtained my common law degree

☐ An original Certificate of Qualification from the Federation of Law Societies' National Committee on Accreditation (NCA)

2. **Jurisdiction Call Dates**

If you are or have been a member of an extra-provincial law society, add your other jurisdiction information [here](#).

**Identification**

\* 3a. Type of Id:

☐ Passport

☐ Birth Certificate

☐ Driver's Licence

\* 3b. Attach an original notarized copy of a birth certificate, passport or driver licence on which your full legal name appears.

☐ Document Attachment(s) ☐ Page or Section Reference(s)

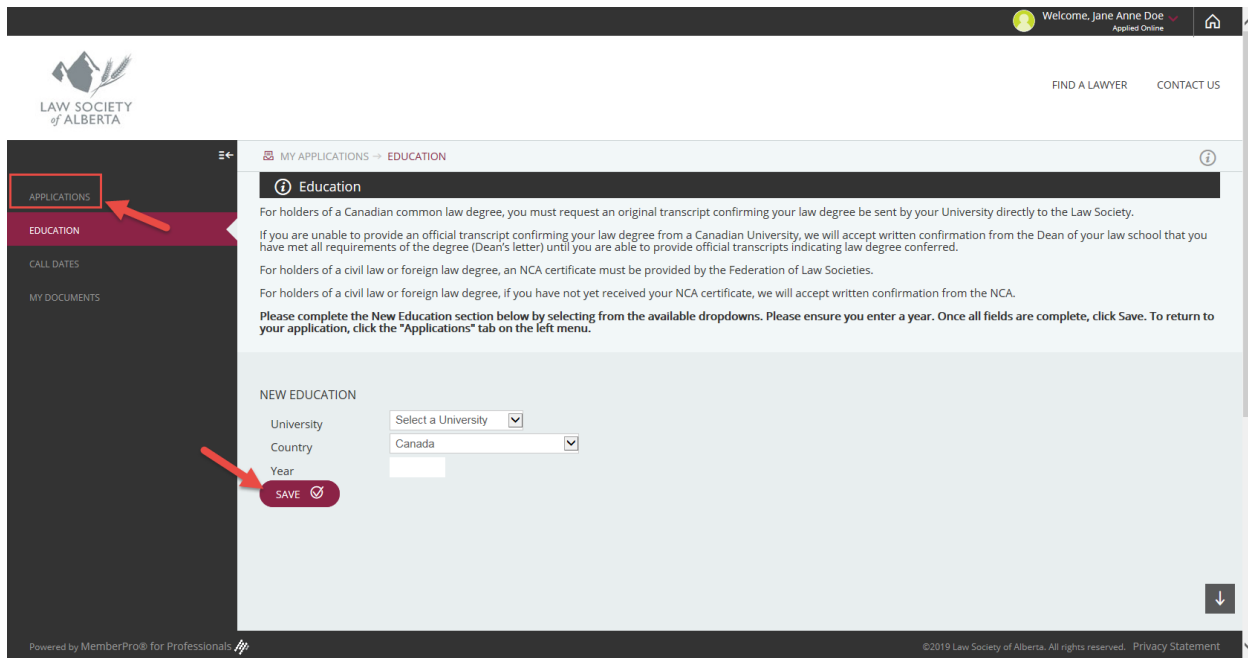
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## Step 12.

Once you have entered your education information, click Save. You will be prompted to navigate back to the Applications tab to continue.



WELCOME, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

LAW SOCIETY of ALBERTA

MY APPLICATIONS → EDUCATION

**Education**

For holders of a Canadian common law degree, you must request an original transcript confirming your law degree be sent by your University directly to the Law Society.

If you are unable to provide an official transcript confirming your law degree from a Canadian University, we will accept written confirmation from the Dean of your law school that you have met all requirements of the degree (Dean's letter) until you are able to provide official transcripts indicating law degree conferred.

For holders of a civil law or foreign law degree, an NCA certificate must be provided by the Federation of Law Societies.

For holders of a civil law or foreign law degree, if you have not yet received your NCA certificate, we will accept written confirmation from the NCA.

Please complete the New Education section below by selecting from the available dropdowns. Please ensure you enter a year. Once all fields are complete, click Save. To return to your application, click the "Applications" tab on the left menu.

**NEW EDUCATION**

University

Country

Year

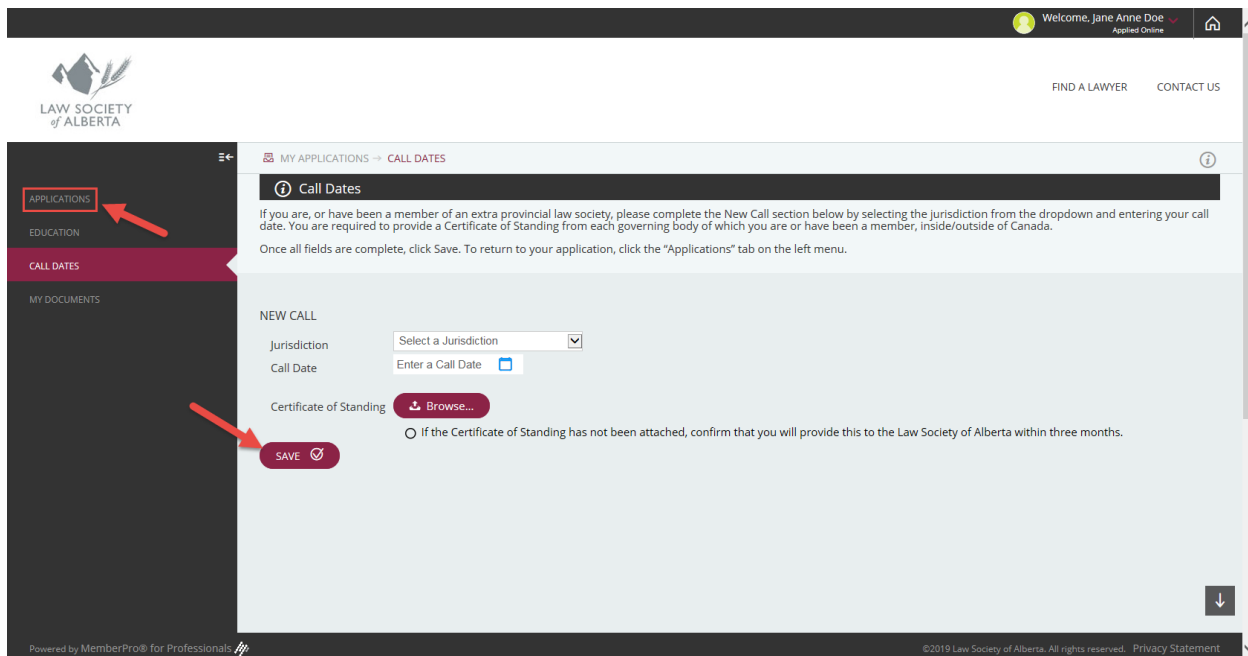
**SAVE**

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## Step 13. (if applicable)

If you have been called in another jurisdiction, enter your call information and click Save. You will be prompted to navigate back to the Applications tab to continue.



WELCOME, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

LAW SOCIETY of ALBERTA

MY APPLICATIONS → CALL DATES

**Call Dates**

If you are, or have been a member of an extra provincial law society, please complete the New Call section below by selecting the jurisdiction from the dropdown and entering your call date. You are required to provide a Certificate of Standing from each governing body of which you are or have been a member, inside/outside of Canada.

Once all fields are complete, click Save. To return to your application, click the "Applications" tab on the left menu.

**NEW CALL**

Jurisdiction

Call Date

Certificate of Standing

☐ If the Certificate of Standing has not been attached, confirm that you will provide this to the Law Society of Alberta within three months.

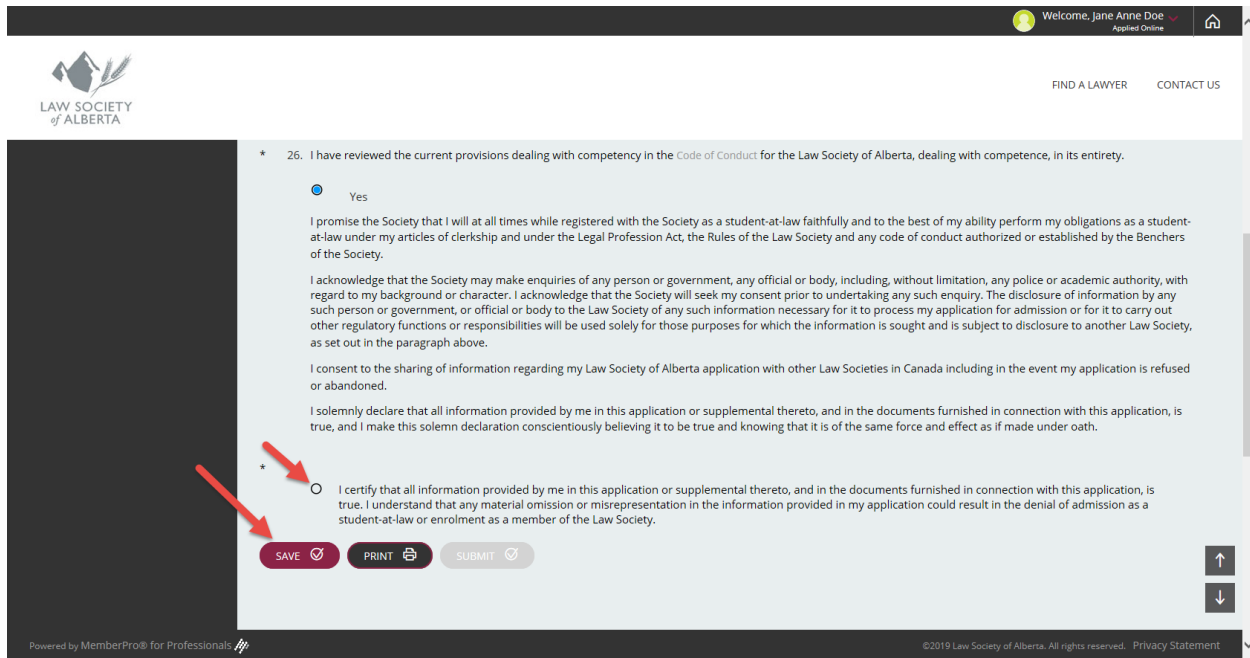
**SAVE**

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## Step 14.

Once pages 1-3 are complete (and highlighted in blue), you must certify and save.



Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

LAW SOCIETY of ALBERTA

26. I have reviewed the current provisions dealing with competency in the Code of Conduct for the Law Society of Alberta, dealing with competence, in its entirety.

☒ Yes

I promise the Society that I will at all times while registered with the Society as a student-at-law faithfully and to the best of my ability perform my obligations as a student-at-law under my articles of clerkship and under the Legal Profession Act, the Rules of the Law Society and any code of conduct authorized or established by the Benchers of the Society.

I acknowledge that the Society may make enquiries of any person or government, any official or body, including, without limitation, any police or academic authority, with regard to my background or character. I acknowledge that the Society will seek my consent prior to undertaking any such enquiry. The disclosure of information by any such person or government, or official or body to the Law Society of any such information necessary for it to process my application for admission or for it to carry out other regulatory functions or responsibilities will be used solely for those purposes for which the information is sought and is subject to disclosure to another Law Society, as set out in the paragraph above.

I consent to the sharing of information regarding my Law Society of Alberta application with other Law Societies in Canada including in the event my application is refused or abandoned.

I solemnly declare that all information provided by me in this application or supplemental thereto, and in the documents furnished in connection with this application, is true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

☐ I certify that all information provided by me in this application or supplemental thereto, and in the documents furnished in connection with this application, is true. I understand that any material omission or misrepresentation in the information provided in my application could result in the denial of admission as a student-at-law or enrolment as a member of the Law Society.

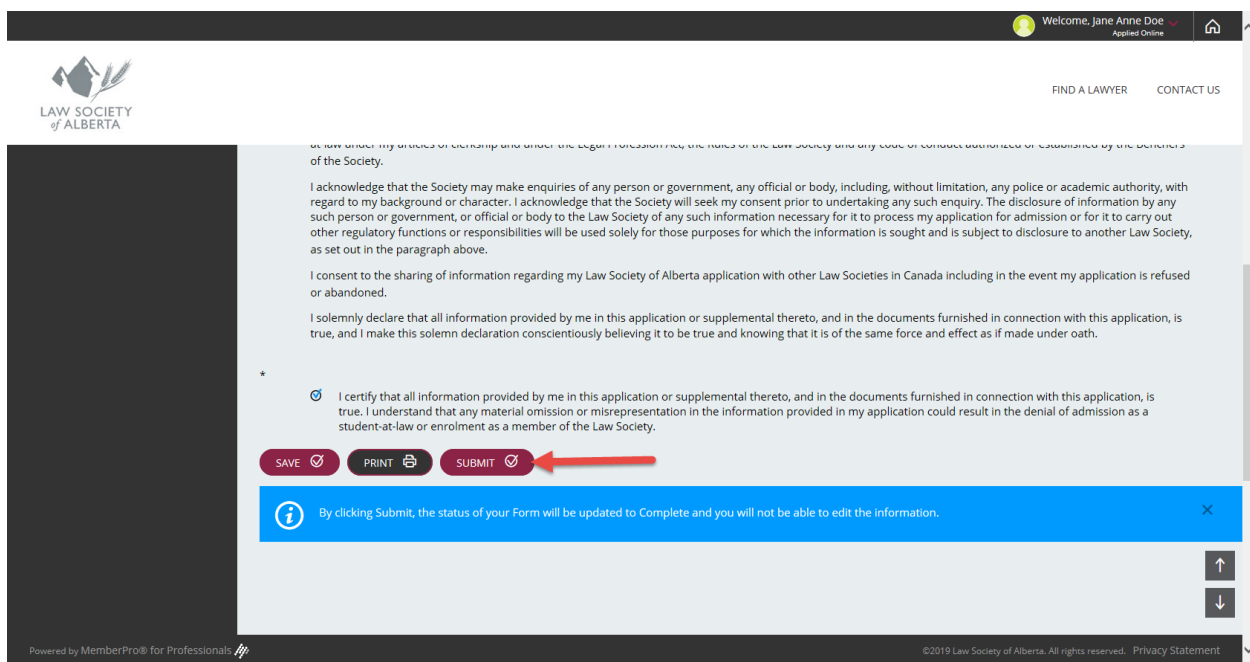
SAVE PRINT SUBMIT

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## Step 15.

After you have checked Certify and clicked Save, you can submit your application by clicking Submit.



Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

LAW SOCIETY of ALBERTA

I acknowledge that the Society may make enquiries of any person or government, any official or body, including, without limitation, any police or academic authority, with regard to my background or character. I acknowledge that the Society will seek my consent prior to undertaking any such enquiry. The disclosure of information by any such person or government, or official or body to the Law Society of any such information necessary for it to process my application for admission or for it to carry out other regulatory functions or responsibilities will be used solely for those purposes for which the information is sought and is subject to disclosure to another Law Society, as set out in the paragraph above.

I consent to the sharing of information regarding my Law Society of Alberta application with other Law Societies in Canada including in the event my application is refused or abandoned.

I solemnly declare that all information provided by me in this application or supplemental thereto, and in the documents furnished in connection with this application, is true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

☒ I certify that all information provided by me in this application or supplemental thereto, and in the documents furnished in connection with this application, is true. I understand that any material omission or misrepresentation in the information provided in my application could result in the denial of admission as a student-at-law or enrolment as a member of the Law Society.

SAVE PRINT SUBMIT

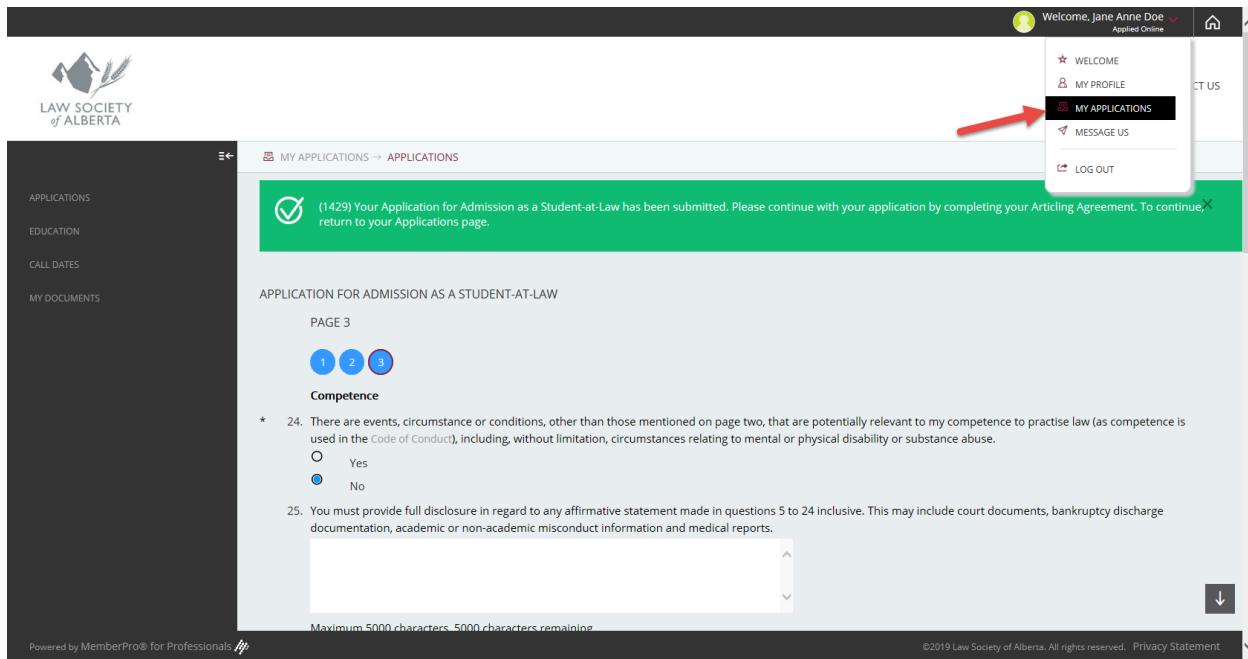
By clicking Submit, the status of your Form will be updated to Complete and you will not be able to edit the information.

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## Step 16.

You must return to the My Applications page to complete your Student-at-Law Articling Agreement.



Law Society of Alberta logo

Welcome, Jane Anne Doe  
Applied Online

MY APPLICATIONS → APPLICATIONS

(1429) Your Application for Admission as a Student-at-Law has been submitted. Please continue with your application by completing your Articling Agreement. To continue, return to your Applications page.

APPLICATION FOR ADMISSION AS A STUDENT-AT-LAW

PAGE 3

1 2 3

**Competence**

\* 24. There are events, circumstance or conditions, other than those mentioned on page two, that are potentially relevant to my competence to practise law (as competence is used in the Code of Conduct), including, without limitation, circumstances relating to mental or physical disability or substance abuse.

☐ Yes

☒ No

25. You must provide full disclosure in regard to any affirmative statement made in questions 5 to 24 inclusive. This may include court documents, bankruptcy discharge documentation, academic or non-academic misconduct information and medical reports.

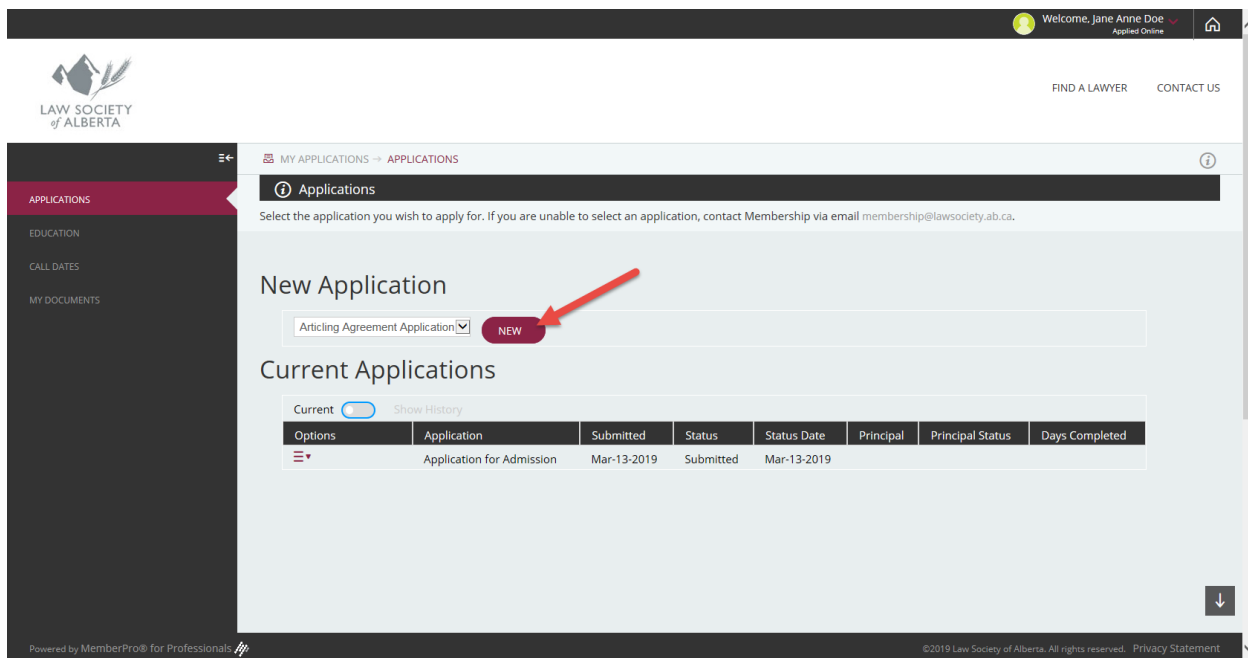
Maximum 5000 characters. 5000 characters remaining

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## Step 17.

To create a new Student-at-Law Articling Agreement, select Articling Agreement Application from the dropdown and click New.



Law Society of Alberta logo

Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

MY APPLICATIONS → APPLICATIONS

Applications

Select the application you wish to apply for. If you are unable to select an application, contact Membership via email [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca).

**New Application**

Articling Agreement Application **NEW**

**Current Applications**

Current ☒ Show History

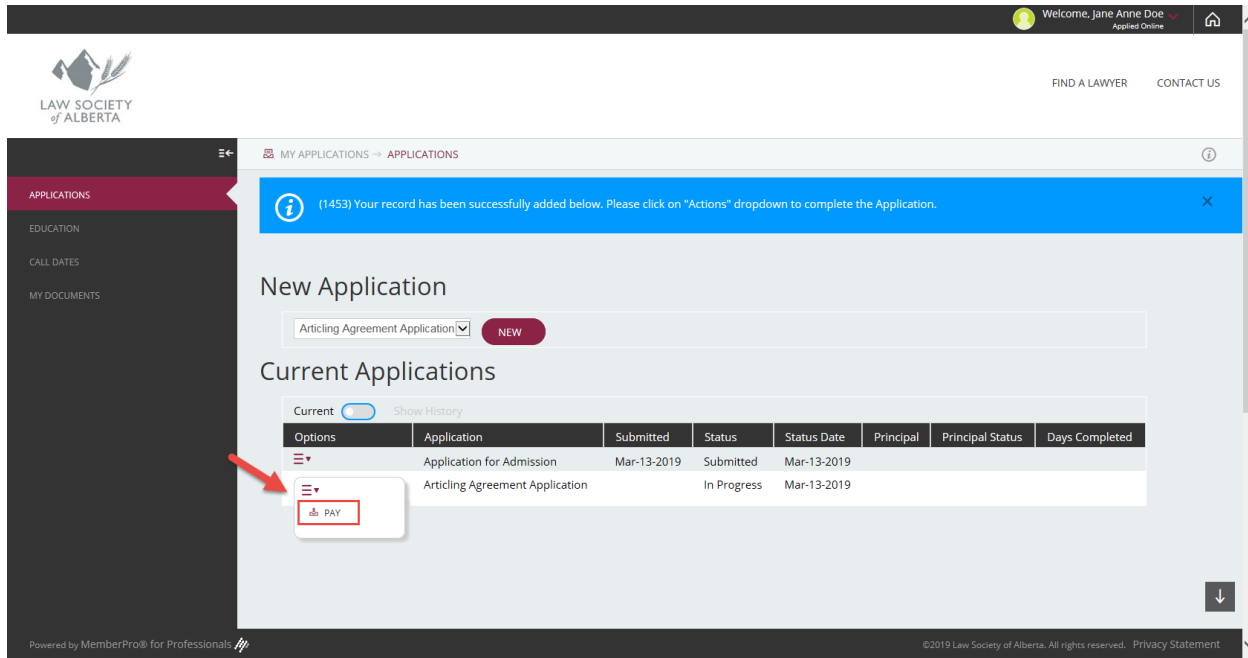
Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
+	Application for Admission	Mar-13-2019	Submitted	Mar-13-2019			

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## Step 18.

Prior to submitting your Student-at-Law Articling Agreement, select Pay from the Options dropdown and remit payment for your Student Articling Admission Fee.



Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

MY APPLICATIONS → APPLICATIONS

(1453) Your record has been successfully added below. Please click on "Actions" dropdown to complete the Application.

### New Application

Articling Agreement Application **NEW**

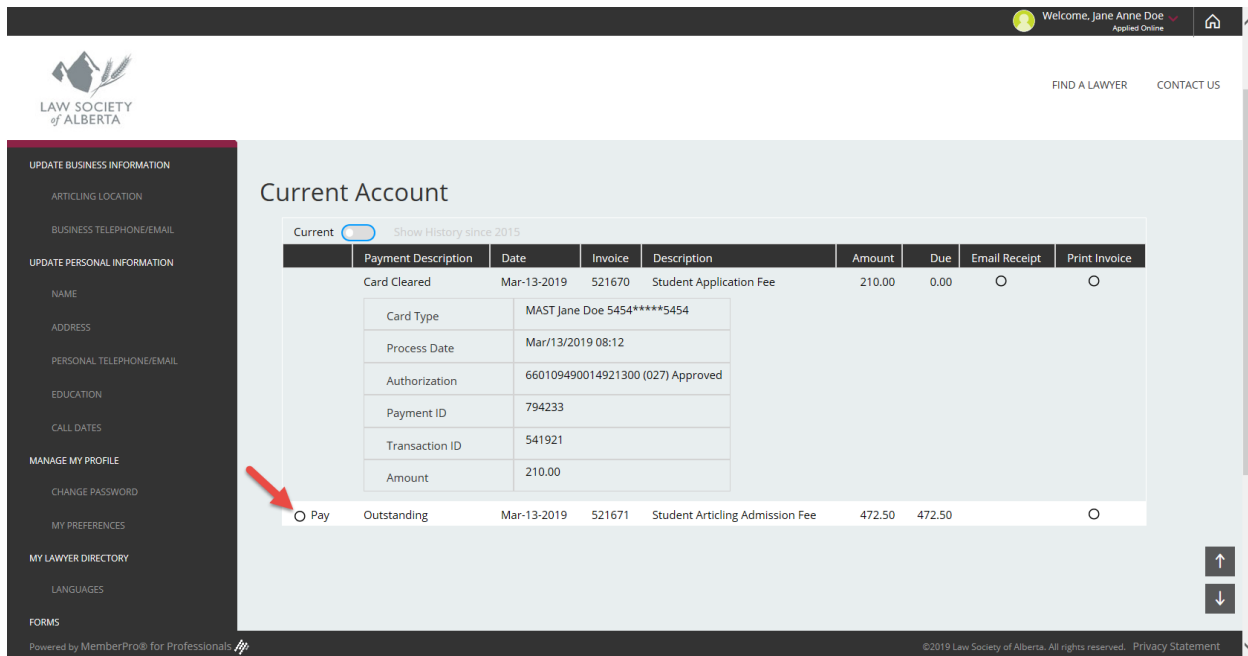
### Current Applications

Current ☒ Show History

Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
Application for Admission	Mar-13-2019	Submitted	Mar-13-2019				
Articling Agreement Application		In Progress	Mar-13-2019				

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Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

### Current Account

Current ☒ Show History since 2015

	Payment Description	Date	Invoice	Description	Amount	Due	Email Receipt	Print Invoice
Card Cleared	Mar-13-2019	521670	Student Application Fee	210.00	0.00	<input type="radio"/>	<input type="radio"/>	
Card Type	MAST Jane Doe 5454*****5454							
Process Date	Mar/13/2019 08:12							
Authorization	660109490014921300 (027) Approved							
Payment ID	794233							
Transaction ID	541921							
Amount	210.00							
<input checked="" type="radio"/> Pay	Outstanding	Mar-13-2019	521671	Student Articling Admission Fee	472.50	472.50	<input type="radio"/>	

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ARTICLING LOCATION

BUSINESS TELEPHONE/EMAIL

UPDATE PERSONAL INFORMATION

NAME

ADDRESS

PERSONAL TELEPHONE/EMAIL

EDUCATION

CALL DATES

MANAGE MY PROFILE

CHANGE PASSWORD

MY PREFERENCES

MY LAWYER DIRECTORY

LANGUAGES

FORMS

[REQUEST TO CHANGE CONTACT](#)

Invoice	Date
521671	Mar-13-2019

Qty	Description	Amount	Total
1	Student Articling Admission Fee	450.00	450.00
	Sub Total		450.00
			22.50
	CAD Total		472.50

#### CHOOSE YOUR PAYMENT METHOD

- ☒ Credit Card  
☐ INTERAC® Online

*INTERAC® Online. Trade-mark of Interac Inc. Used under licence.*

#### Terms & Conditions

The Law Society of Alberta is the self governing body for Alberta's lawyers. Its authority comes from Alberta's *Legal Profession Act*.

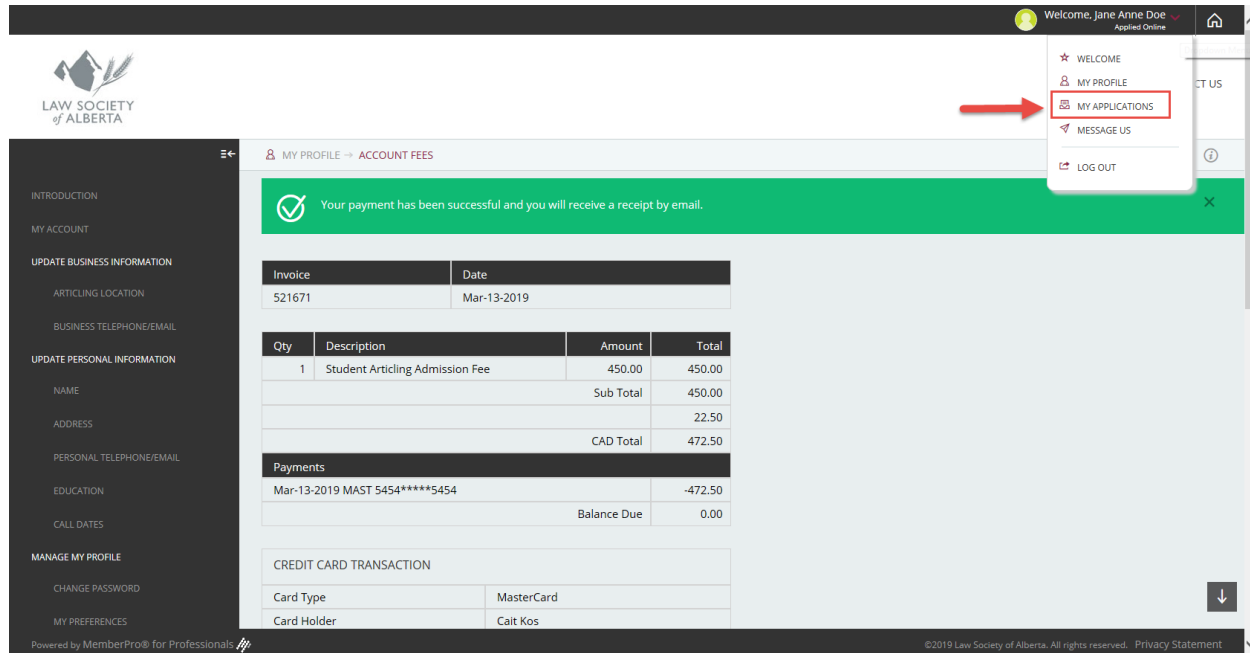
Completing the web payment form and clicking on I Accept represents a binding agreement to pay. The Law Society of Alberta shall confirm receipt of payment.

I ACCEPT ✓

DECLINE ✕

## Step 19.

Once payment is complete, you will need to return to the My Applications page. To complete your Student-at-Law Articling Agreement, select Update from the Options dropdown.



Welcome, Jane Anne Doe  
Applied Online

WELCOME  
MY PROFILE  
**MY APPLICATIONS**  
MESSAGE US  
LOG OUT

MY PROFILE → ACCOUNT FEES

✓ Your payment has been successful and you will receive a receipt by email.

Invoice	Date
521671	Mar-13-2019

Qty	Description	Amount	Total
1	Student Articling Admission Fee	450.00	450.00
	Sub Total		450.00
			22.50
	CAD Total		472.50

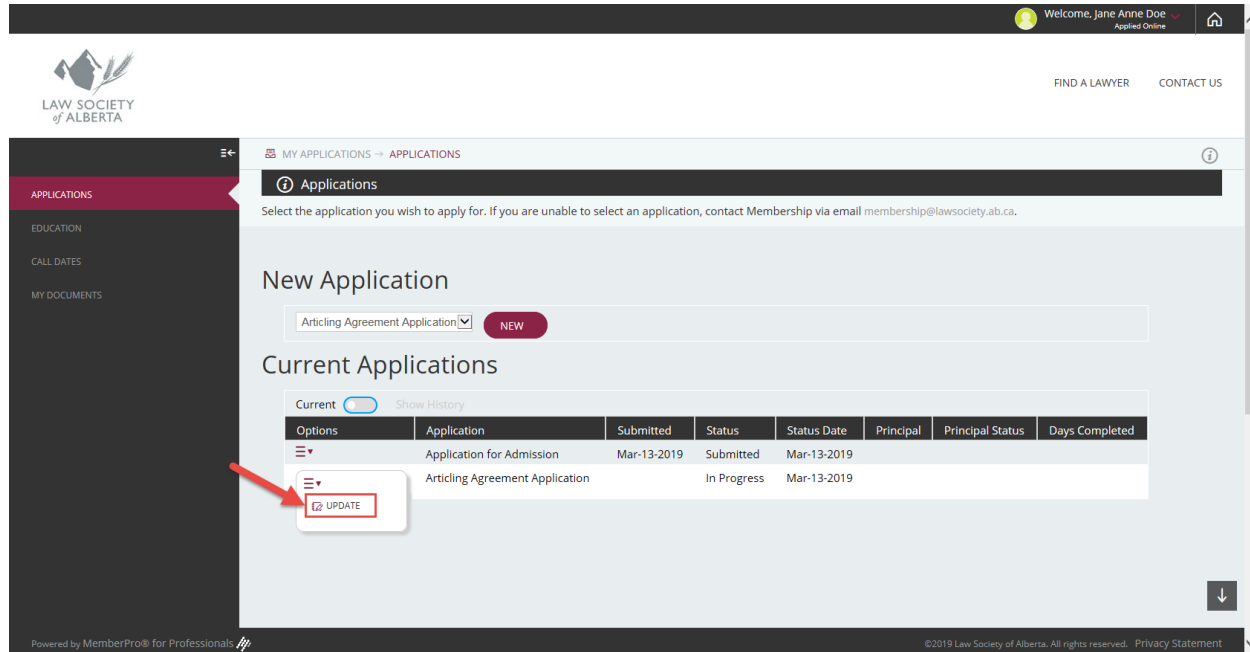
Payments	
Mar-13-2019 MAST 5454****5454	-472.50
Balance Due	0.00

CREDIT CARD TRANSACTION

Card Type	Card Holder
MasterCard	Cait Kos

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Welcome, Jane Anne Doe  
Applied Online

FIND A LAWYER CONTACT US

MY APPLICATIONS → APPLICATIONS

Applications

Select the application you wish to apply for. If you are unable to select an application, contact Membership via email [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca).

### New Application

Articling Agreement Application NEW

### Current Applications

Current ☒ Show History

Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
	Application for Admission	Mar-13-2019	Submitted	Mar-13-2019			
	Articling Agreement Application		In Progress	Mar-13-2019			

UPDATE

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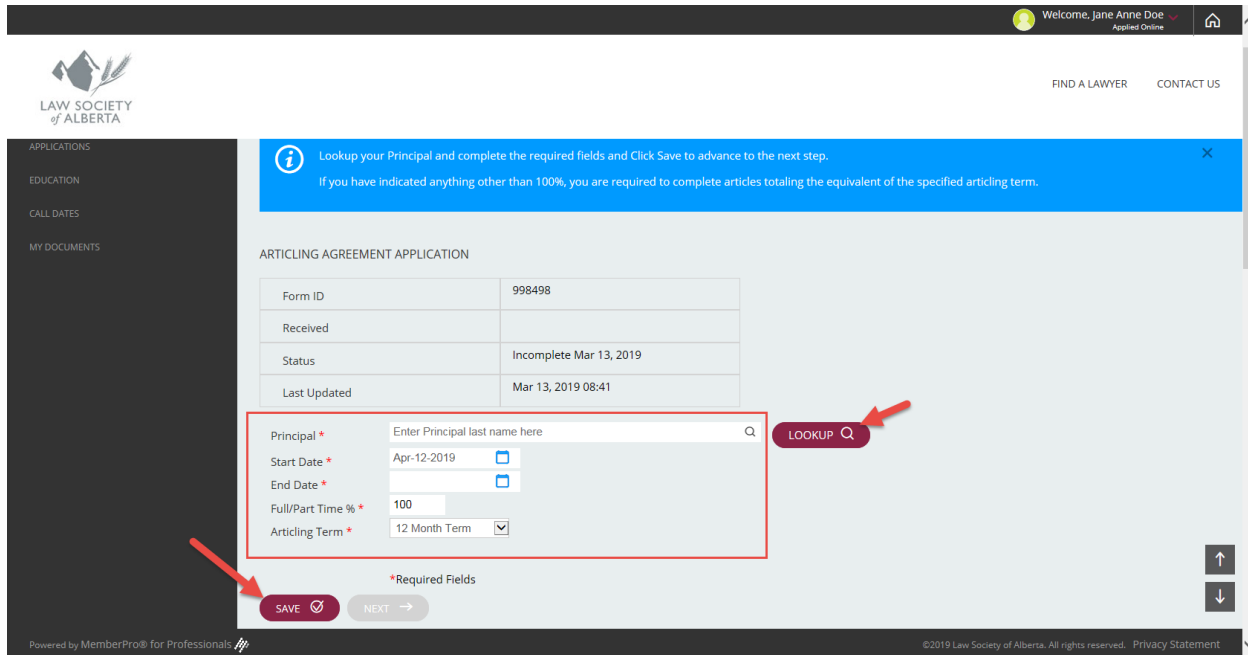
## Step 20.

To select your Principal, enter the Last Name in the Principal field and click Lookup.

Once you have selected your Principal, complete the fields for Start Date, End Date, Full/Time % (if not 100%), and select your articling term from the dropdown.

Once complete, click Save.

You will be prompted to select your articling location. If the address does not appear, click Not Listed and contact membership@lawsociety.ab.ca.



WELCOME, Jane Anne Doe  
Applied Online

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Lookup your Principal and complete the required fields and Click Save to advance to the next step.  
If you have indicated anything other than 100%, you are required to complete articles totaling the equivalent of the specified articling term.

ARTICLING AGREEMENT APPLICATION

Form ID	998498
Received	
Status	Incomplete Mar 13, 2019
Last Updated	Mar 13, 2019 08:41

Principal \* Enter Principal last name here

Start Date \* Apr-12-2019

End Date \*

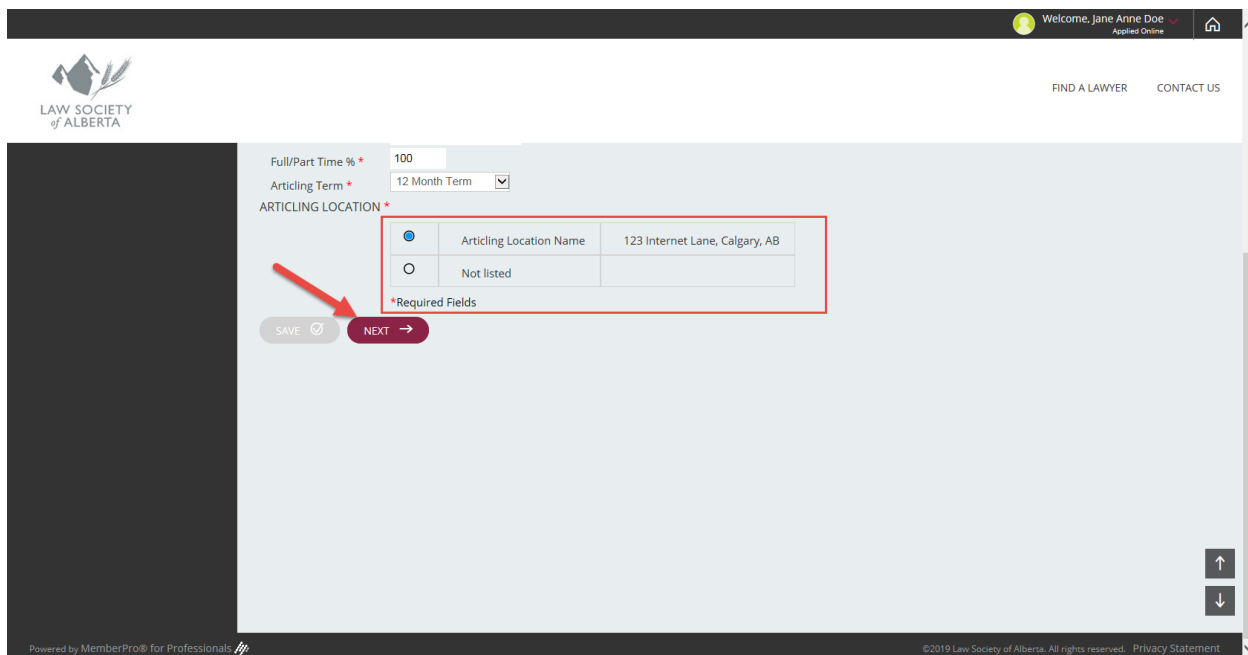
Full/Part Time % \* 100

Articling Term \* 12 Month Term

\*Required Fields

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Full/Part Time % \* 100

Articling Term \* 12 Month Term

ARTICLING LOCATION \*

☒ Articling Location Name 123 Internet Lane, Calgary, AB

☐ Not listed


\*Required Fields

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## Step 21.

Read and review the Articling Agreement and Education Plan. Once complete, certify and click Save. Be sure to submit your application by clicking Submit.



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### Articling Agreement

The Student covenants with the Principal as follows:

1. I will faithfully and to the best of my ability serve the Principal as a student-at-law in the profession of a barrister and solicitor throughout the articling term.
2. I will obey and execute the lawful and reasonable requirements of the Principal and will not be absent from the service of the Principal at any time during the articling term without the Principal's consent. I will at all times behave with diligence, honesty and propriety.
3. I will at all times keep in strict confidence the business and affairs of the Principal, the Courts of Alberta, the members of the Society who practise law in association with the Principal, any other members of the Society who supervise my service as a student-at-law under these Articles and members of the Society who practise in association with them, and the business and affairs of their respective clients.
4. I will at all times take proper care of and account for all books, paper writings, records, money and other property of the Principal and which are entrusted to me or come into my custody or possession.
5. I will comply with my obligations as a student-at-law under the Legal Profession Act, the Rules of the Law Society of Alberta and any code of ethical standards authorized or established by the Benchers of the Society.

### Education Plan

During the articling term the Principal, will ensure that the Student obtains practical experience, training and mentoring in the following key competency areas:


1. Ethics and Professionalism
2. Practice Management
3. Client Relationship Management
4. Conducting Matters
5. Adjudication/Alternative Dispute Resolution

Learning objectives for the articling year, as well as a sample of learning activities, for each competency are set out below. Learning objectives are at a level commensurate with entry to the profession, not at the level of mastery. This standard is derived from the National Entry to Practice Competency Profile for Lawyers. The list of learning activities is intended to serve as a description of the types of actions the Principal and Student are expected to undertake to support the learning objectives. It is not a checklist. In considering appropriate learning activities it should be noted that a "client" is anyone for whom a lawyer (or in this case the Student) is providing legal services and may include "clients" who are internal to the Student's employer.

### Ethics and Professionalism

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- legal accounting (e.g., statements of adjustment, marital financial statements, estate divisions, bills of costs).
- Imposing, accepting, or refusing trust conditions and/or undertakings.
- Negotiating a resolution of a dispute or legal problem.
- Reviewing financial statements and income tax returns.

### Adjudication/Alternative Dispute Resolution

At the end of the articling term, the Student will be able to identify core elements of a dispute and resolve disputes through use of alternative dispute resolution or adjudication.

Learning Activities to support this learning objective may include:

- Discussing effective strategy for resolution of dispute.
- Drafting litigation documents, including pleadings, court orders, and briefs.
- Preparing list of documents or an affidavit of documents.
- Requesting and producing/disclosing documents.
- Preparing or responding to a motion or application (civil or criminal).
- Observing, participating in, and conducting interviews and briefing of witnesses.
- Attending court or tribunal to observe or to speak to routine matters.
- Conducting a simple hearing or trial before an adjudicative body.

\* ☐ I certify that I agree to the terms of the Articling Agreement and Education Plan.

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Learning Activities to support this learning objective may include:

- Discussing effective strategy for resolution of dispute.
- Drafting litigation documents, including pleadings, court orders, and briefs.
- Preparing list of documents or an affidavit of documents.
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- Observing, participating in, and conducting interviews and briefing of witnesses.
- Attending court or tribunal to observe or to speak to routine matters.
- Conducting a simple hearing or trial before an adjudicative body.

\*

☒ I certify that I agree to the terms of the Articling Agreement and Education Plan.

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SUBMIT 



By clicking Submit, the status of your Form will be updated to Complete and you will not be able to edit the information.



You have successfully applied to become a Student-at-Law. If you have any questions, please contact [membership@lawsociety.ab.ca](mailto:membership@lawsociety.ab.ca)



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(1430) Membership has received your Articling Agreement Application for admission as a Student-at-Law. Your principal will now review the agreement and you will be notified once it has been approved. Articles cannot commence until you have received confirmation from the LSA.

ARTICLING AGREEMENT APPLICATION