

# Application

The Law Society  
of British Columbia



## Law Society Admission Program Enrolment

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9  
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f 604.687.0135 | TTY 604.443.5700  
Email memberinfo@lsbc.org | lawsociety.bc.ca

Complete this application form fully and precisely; **omissions or inaccuracies in your answers may delay your enrolment.** The declaration must be sworn before a notary public or a commissioner. If the space provided for any answer is insufficient, complete your answer on a separate sheet. Sign and date the sheet and staple it to this form. When completed, this application form and supporting documents and fee must be filed with the Law Society of British Columbia not less than **30 days** before your enrolment start date. The Credentials Committee may investigate or verify any information supplied on this application form, and may require further explanation from you before your enrolment commences. **Please review eligibility requirements before completing or filing this form.**

PART A: Enrolment information - Specify dates MM/DD/YYYY		
Enrolment start date	PLTC preferred start date	
Are you now or will you be doing a clerkship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes", please specify:		
Court where clerkship is taking place	Period of clerkship (specify dates)	
Clerking pattern	From	To
PART B: Name and identification		
1. Full Given Name(s)	Surname	
2. Birth date (YYYY/MMM/DD)		
3. Place of birth: City	Province/State	Country
4. Drivers' licence no.	Issuing jurisdiction	
5. Social security or other identification no. (optional)		
6. Have you ever used a name other than the above, formally or informally?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes," list all the names you have used (last, first, middle) and indicate when you used them:		<p>Please <b>tape</b> a 2" x 2" passport-type photo of yourself taken within three months of the date of this application.</p> <p>In the space provided below, write the date on which the photo was taken.</p> <p>Date of photo _____</p>
Name	When used	
If the change in name was made by court order, attach a certified copy of the order.		

**PART C: Address**

**1. Current address**

Street		City
Province/State	Country	Postal/ZIP code
Telephone	Email	

**2. Permanent address (if different than above)**

Street		City
Province/State	Country	Postal/ZIP code
Telephone	Email	

**3. List your former places of residence for the preceding five years. Start with the most recent. Any omission will result in a delay in the processing of your application**

From (YYYY/MM)	To (YYYY/MM)	Street	City	Province	Postal code

**PART D: Education and employment experience**

1. Have you been called and admitted to the bar in another Canadian jurisdiction?  Yes  No  
 If "yes", please specify

Jurisdiction(s) Date(s)

2. Have you been admitted to a law society or legal governing body in a jurisdiction outside Canada?  Yes  No  
 If "yes", please specify

Jurisdiction(s) Date(s)

*Please obtain and attach a current certificate of standing from each legal governing body of which you are or have been a member.*

3. List all secondary schools and post-secondary institutions you have attended **and are currently attending**, the dates of your attendance and any awards received. Start with the most recent.

From (YYYY/MM)	To (YYYY/MM)	Name of school or institution	Location	Degree attained	Awards

4. While attending at a post-secondary institution, have allegations of misconduct, including academic misconduct, ever been made against you or have you ever been suspended, required to withdraw, expelled or penalized by a post-secondary institution for misconduct?  Yes  No

If "yes", please provide details of the allegations, suspension, expulsion or penalty imposed upon you.

**5. Using Schedule 1**, list all full-time or part-time employment since you graduated from high school or for the immediately preceding 10 years, whichever is lesser. Start with the most recent and account for the total applicable period, including unemployment periods if applicable. **Any omission will result in a delay in the processing of your application.**

6. Have you ever been discharged, suspended or asked to resign from any employment?  Yes  No

If "yes", give full particulars

7. Have you ever served in any police force or in the armed forces?  Yes  No

If "yes", give full particulars

8. As a member of a police force or armed forces:

a. Have any formal charges or proceedings ever been instituted against you?  Yes  No

b. Have you ever been a defendant in a court martial?  Yes  No

9. If you have been discharged from a police force or the armed forces, state the nature of the discharge.

If the discharge was other than honourable, specify the date, the nature of the charge, the facts, the disposition of the matter, and the name and address of the authority in possession of the relevant records.

## PART E: Good character

If you answer "yes" to any of the questions in this part, **give full particulars** on a separate sheet, including the applicable dates, places, nature of acts or offences, and penalties.

1. Have you ever been charged, in Canada or elsewhere, with any crime, offence or delinquency under a statute or ordinance, excluding parking or speeding tickets if you have received fewer than five such tickets in the last three years?  Yes  No

2. Have you, or has any company or partnership of which you are or were a director, officer or employee, ever:

a. Made an assignment under the *Bankruptcy and Insolvency Act*?  Yes  No

b. Had a petition for receiving order filed against you or it under the *Bankruptcy and Insolvency Act*?  Yes  No

c. Lodged a proposal under the *Bankruptcy and Insolvency Act*?  Yes  No

d. Applied for a consolidation order under the *Bankruptcy and Insolvency Act*?  Yes  No

e. Used the provisions of any federal or provincial legislation to seek a compromise of or delay in the payment of your or its debts?  Yes  No

- |  |  |
|--|--|
| 3. Have you ever been a defendant in any civil action in which allegations of fraud, theft or misrepresentation were made against you?                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Is there, at the present time, a civil action or a civil judgment outstanding against you?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you ever failed to obey a court order?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Have you ever been imprisoned for failing to obey a court order?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Have you ever, as member of a professional or other organization, had disciplinary action commenced against you, or been censured, suspended or disqualified? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Have you ever been denied, or had revoked, a licence or permit the procurement of which required proof of good character?                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Have you ever been refused registration as a student of law, articled law student, law clerk or similar position in any jurisdiction?                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**PART F: Declaration of application**

I, \_\_\_\_\_, do solemnly declare that:

1. I am the applicant described in this application for enrolment;
2. I have personal knowledge of the information I have added in completing this application;
3. the information is true, accurate and complete; and

I make this solemn declaration conscientiously believing it to be true and knowing that it has the same legal force and effect as if made under oath.

Declared before me at \_\_\_\_\_ of  
 \_\_\_\_\_ in the Province of  
 \_\_\_\_\_, this \_\_\_\_\_ day of  
 \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public in and for the Province of \_\_\_\_\_,  
 or a Commissioner for taking affidavits for \_\_\_\_\_.

\_\_\_\_\_  
**Signature of applicant**

**PART G: Acknowledgment of principal**

I, \_\_\_\_\_, acknowledge that:

1. I have agreed to act as principal to the person described in this application for enrolment; and
2. I have read his or her completed application for enrolment form.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of principal**

**PART H: Applicant's authorization and undertaking**

I, \_\_\_\_\_, the applicant in this application for enrolment:

1. grant to the Law Society of British Columbia permission to ask any person, government, educational institution, police force, military authority, governing body or other organization about anything relevant to my application for enrolment as an articled student in the Law Society of British Columbia,
2. authorize any person, government, educational institution, police force, military authority, governing body or other organization enquired of under this authorization, to provide to the Law Society of British Columbia all information or documents requested by that Society;
3. undertake that, while enrolled in the Law Society Admission Program, I will comply with the *Legal Profession Act*, the Law Society Rules, the *Code of Professional Conduct Handbook* and any other requirements of the Society applicable to articled students.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of applicant**

**IMPORTANT**

When completed, this application form and supporting documents must be filed with the Law Society not less than 30 days before your enrolment start date. Please ensure that you enclose with this application:

- any separate sheets used in the completion of any of the questions on this form; the separate sheets must be signed by you and stapled to this form;
- a completed Articling Agreement
- a certificate of good standing (30 days current) from the legal governing body of which you are a member (if applicable);
- the enrolment fee fixed by Law Society Rule 2-54(1)(e); and
- any other documents relevant to this application.

*The information in this form is collected under Law Society Rule 2-54. The information will be used to process your application for enrolment in the Law Society Admission Program. If you have any questions about the collection of this information, contact the Credentials Officer at the Law Society of British Columbia*

**SCHEDULE 1: Employment**

List all full-time or part-time employment since you graduated from high school or for the immediately preceding 10 years, whichever is lesser. Start with the most recent and account for the total applicable period, including time at school and unemployment periods if applicable. **Any omission will result in a delay in the processing of your application.**

FROM YYYY/MM	TO YYYY/MM	Employer	Address	Telephone	Name of supervisor	Reason for cessation

Tips:

- Account for the entire period of time requested (either since you graduated from high school or for the immediately preceding 10 years, whichever is lesser).
- Separate each set of dates worked at a particular location and do not include periods when you were not working there.
- Do not overlap dates unless you were working at both locations at the same time. It is helpful when filling out this section to outline the dates first and then fill in the remaining information.
- You must include all requested information. Any missing information will result in delays in the processing of your application and you will be asked to provide it.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of applicant

# Schedule A

## MEDICAL FITNESS

**Must be completed legibly and is to be signed by the applicant only.**

Section 19 of the Legal Profession Act requires that each applicant for articles, call or admission, transfer or reinstatement satisfy the Benchers that he or she is a person of good character and repute and is fit to become a barrister and solicitor.

In asking the questions in this Schedule, the Benchers are seeking information that will help them assess medical fitness to practice competently. Information with respect to practice standards and a competency profile outlining the knowledge, skills and behaviours expected of entry level lawyers is available on the Law Society's website at [lawsociety.bc.ca](http://lawsociety.bc.ca).

The practice of law is often rigorous, demanding a high level of functioning. Any medical condition that would render you incapable of practicing law competently puts clients' interests at risks and harms the profession's reputation. However, the Benchers recognize that everyone experiences pressures in life and responds to those pressures differently. You may be quite capable of practicing law competently in spite of a medical condition.

It is the Benchers' responsibility as the governing body of the profession to determine if an Applicant has an impairment that effectively disables that individual from carrying out the functions normally required of a lawyer. Accordingly, the Benchers are not looking for information about past conditions that have been resolved and are not currently affecting your ability to function as a lawyer. You need only report current conditions that could impair your ability to perform the duties of an articulated student.

The fact that you may have sought professional assistance for a problem is not a bar to enrolment. In most cases, evidence of having sought professional assistance is positive evidence as it suggests that you are actively seeking to deal with a problem and taking control of your life.

On behalf of the Law Society, the Lawyers Assistance Program and LifeWorks Canada provide confidential counselling and referral services to lawyers and articulated students and their families who suffer from alcohol or chemical dependencies, stress, depression or other personal problems. Although funded by the Law Society, these programs are entirely independent and their services confidential. The Law Society actively encourages individuals to seek the education and assistance they need. The Lawyers Assistance Program can be contacted at: 1.888.685.2171 and LifeWorks Canada at 1.888.307.0590.

In order to protect your right to privacy, the information you provide relating to this application will be held in confidence and will only be provided to the Credentials Committee where it is deemed relevant to a concern regarding your fitness to practice law and only after you have been notified of the information to be provided to the Committee.

If you answer yes to the questions below, you may be asked to provide further information from a source that the Law Society deems appropriate.

*If you would like to discuss a personal concern confidentially, please contact a Bencher or the Manager of Credentials and Licensing.*

1. **Given Name(s)** \_\_\_\_\_ **Surname** \_\_\_\_\_

2. a) Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have a substance use disorder<sup>1</sup>?  Yes  No

b) Have you been counseled or received treatment for a substance use disorder?  Yes  No

3. ***If you answered yes to questions 2 (a) or (b), please provide a general description on a separate sheet.***

4. Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have any existing condition that is reasonably likely to impair your ability to function as an articulated student?  Yes  No

5. ***If the answer to question 4 is “yes”, please provide a general description of the impairment on a separate sheet.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

<sup>1</sup>Substance Use Disorder includes alcohol or drug abuse or dependence (for more exact diagnostic criteria for substance use disorders, refer to DSM-IV-TR-American Psychiatric Association 2000. Diagnostic and Statistical manual of Mental Disorders: 4<sup>th</sup> Edition, Text Revision. Washington, DC)