

Application

(supporting document)

Articling Agreement

BETWEEN:

_____ of: _____
(the "Principal") (the "Firm")

AND:

_____ for the period: _____
(the "Student") (MM/DD/YYYY to MM/DD/YYYY = 1 year period)

The Principal and the Student, in accordance with the *Legal Profession Act* and the Law Society Rules, agree that during the Articling Term, they will abide by the following terms:

General

1. The Principal will act as principal to the Student and ensure that the Student is instructed on the practice of law and professional conduct.
2. The Student will:
 - diligently and loyally provide his or her services as an articulated student to and for the benefit of the Firm as reasonably directed by the Principal and other members of the Firm;
 - observe all office rules and policies of the Firm; and
 - strictly safeguard all privileged or confidential information of the clients of the Firm.

Mentoring

3. The Principal will mentor the Student throughout the Articling Term, including while the Student is being supervised by other lawyers, by:
 - maintaining continued contact with the Student;
 - monitoring the Student's performance;
 - meeting with the Student from time to time;
 - discussing with the Student his or her work and progress; and
 - providing the Student with advice and direction on his or her development as a lawyer.

Skills and Practice Areas

4. The Benchers strongly recommend to the Principal and the Student that the Student obtains practical training and experience in a minimum of three Practice Areas as described in the attached Articling Skills and Practice Checklist (the "Checklist"). The Principal may permit the Student to work at another firm with a lawyer qualified to act as a principal, for up to eight weeks without Law Society approval.
5. The Principal and the Student will ensure that the Student obtains practical training and experience described in the Checklist.

Practice Management

- 6. The Principal and the Student will ensure that the Student obtains practical training and experience in practice management as described in the Checklist.

Ethics and Professionalism

- 7. The Principal and the Student will ensure that the Student is instructed in:
 - a lawyer’s duties to the courts, clients, the public, other members of the profession and him or herself, and the proper discharge of those duties;
 - acting in a manner becoming a professional; and
 - appropriate ethical standards and professionalism as described in the Checklist.
- 8. The Principal will explain to the Student the importance of attending educational programs offered by the Continuing Legal Education Society, the Canadian Bar Association and other organizations throughout a legal career in order to develop and maintain competence.

Evaluation Requirements

- 9. **Mid-term Report** — The Principal and the Student acknowledge the Law Society requirement that the Student complete the training described in the Checklist in order to qualify for Call and Admission. The Principal and the Student will meet at approximately the half-way point of the Articling Term, excluding the period of the Student’s attendance at PLTC, to discuss the progress of the Student and prepare and submit to the Law Society a plan for completing any outstanding training by the end of the Articling Term.
- 10. **Principal’s Evaluation** — The Principal and the Student will meet before the end of the Articling Term, at which time the Principal will provide the Student with a detailed evaluation of the Student’s competence. This need not be in writing and will not be submitted to the Law Society.
- 11. **Final Documentation** — At the end of the Articling Term, the Principal and the Student will prepare and submit all necessary documents related to the Student’s qualification for Call and Admission, including a final report to the Law Society itemizing what items from the Checklist have been completed during the course of the Articling Term.

Additional Terms

- 12. The Student and the Principal agree to the following additional term(s) that are not inconsistent with the spirit of this Agreement:

Certification

The Principal and the Student certify that they have met and discussed the terms of this Articling Agreement.

Date

Signature of Student

Date

Signature of Principal