

Application

Law Society of British Columbia

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Articling Enrolment

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 an answer is insufficient, complete your answer on a separate sheet. Sign and date the sheet(s) and include as part of your application package. When completed, this application form, supporting documents, and fee must be filed with the Law Society of British Columbia no less than **30 days** before your proposed enrolment start date.

PART A: Enrolment information						
1. Proposed Articling start date (MMM/DD/YYYY):						
2. Have you completed PREP? ☐ No – I intend to take the ☐ Accelerated (11 weeks, full-time) / ☐ Standard (33 weeks, part-time) PREP session starting in (MMM/YYYY): _____ ☐ Yes – CPLED Student ID: _____ PREP session start date (MMM/DD/YYYY): _____ Select one: ☐ I confirm that I had previously received a PREP tuition subsidy from another Law Society. I understand that I/my articling firm will not be issued another tuition subsidy by LSBC. ☐ I confirm that I have never received a PREP tuition subsidy from another Law Society. Issue the LSBC subsidy to ☐ me OR ☐ my articling firm.						
3. Are you now or will you be doing a clerkship? ☐ No ☐ Yes – please specify: <table border="0" style="width: 100%;"><tr><td style="width: 50%;">Court where clerkship is taking place:</td><td style="width: 50%;">Period of clerkship (specify dates MMM/DD/YYYY):</td></tr><tr><td>Clerking pattern:</td><td>From _____ To _____</td></tr></table>			Court where clerkship is taking place:	Period of clerkship (specify dates MMM/DD/YYYY):	Clerking pattern:	From _____ To _____
Court where clerkship is taking place:	Period of clerkship (specify dates MMM/DD/YYYY):					
Clerking pattern:	From _____ To _____					
PART B: Legal name and identification						
1. Legal Given Name(s)		Legal Surname				
2. Birth date (MMM/DD/YYYY)						
3. Place of birth:	City	Province/State Country				
4. Drivers' license no.		Issuing jurisdiction				
5. Have you ever used a name other than the above, formally or informally?		☐ Yes ☐ No				
If "yes," list all the names you have used (last, first, middle) and indicate when you used them:		<i>Please tape a 2" x 2" passport-type photo of yourself taken within three months of the date of this application.</i> <i>In the space provided below, write the date on which the photo was taken.</i>				
Name	When used					

If the change in name was made by court order, attach a certified copy of the order.		Date of photo _____

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 (excluding your *current* address). Start with the **most recent**. There must **not** be any gaps in dates/missing periods. Omissions will result in a delay in the processing of your application.

From (MMM/YYYY)	To (MMM/YYYY)	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 contact each legal governing body with which you are or have been a member and request that they send your Certificate of Standing directly to the Law Society (registration@lsbc.org).

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 (MMM/YYYY)	To (MMM/YYYY)	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. **There must not be any gaps in dates/missing periods. Omissions 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:

a. been charged, in Canada or elsewhere, with any crime, offence or delinquency under a statute or ordinance, excluding parking or speeding tickets? ☐ Yes ☐ No

b. received any combination of speeding and/or parking tickets totaling more than five in the last three years? ☐ Yes ☐ No

c. been the subject of any alcohol or drug related driving prohibitions? ☐ Yes ☐ No

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

PART F: Declaration of application

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 the applicant's 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 include with this application:

- any separate sheets used in the completion of any of the questions on this form; the separate sheets must be signed and dated by you and submitted with this form;
- a completed Articling Agreement and a completed Articling Skills and Practice Checklist – both signed by you and your principal;
- a certificate of good standing (30 days current) from the legal governing body of which you are a member (if applicable). Please note that this document must be sent directly from the legal governing body;
- 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 in accordance with Law Society Rule 2-54 and section 26(c) of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165. 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 and use of this information, contact a Credentials Assistant at credentialslicensing@lsbc.org.

SCHEDULE 1: Employment

List all full-time and 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**. **There must not be any gaps in dates/missing periods. Omissions will result in a delay in the processing of your application.** If you were previously employed at a law firm, please specify your role during your employment.

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

If you have additional employment information to provide, please include it on a separate sheet of paper as an addendum with the application.

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. 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. If you have overlapping employments and are unable to enter the information in the electronic form (due to the pre-populated dates feature), submit a separate sheet of paper (detailing the additional employment) as an addendum with the application.
- There must not be any gaps in dates or missing periods. 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