

Application

(supporting document)

Articling Agreement

Law Society
of British Columbia

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9
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Registration & Licensee Services
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BETWEEN:

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

AND:

_____ for the period: _____
(the "Student") (MMM/DD/YYYY to MMM/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

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.

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Articling Skills and Practice Checklist

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During the Articling Term, _____ shall obtain practical experience and training in the following:
(student's name)

1. **Ethics** — Practical experience and training in ethics including the following:
 - a lawyer's duties to the courts, clients, the public, other members of the profession and him or herself;
 - a lawyer's duty to adhere to the highest ethical standards, including demonstrating courtesy and good character in all dealings;
 - the ability to recognize circumstances that give rise to ethical problems and to recognize that such problems benefit from prompt and serious attention and from guidance from others; and
 - a lawyer's obligation to maintain and enhance the reputation of the profession, including acting in a respectful, non-discriminatory manner, protecting all client confidences and discharging all undertakings.
2. **Practice Management** — Practical experience and training in practice management, including the following:
 - effective client communication, development and relations;
 - appropriate timekeeping, reminder systems and billing practices;
 - teamwork and good relations with office staff;
 - prioritizing deadlines and workload;
 - record keeping and file maintenance; and
 - trust and general accounting and financial planning.
3. **Lawyering Skills** — Practical experience and training in **all** of the following lawyering skills (**check all seven**):

Skill	Description/Examples
☐ Research	Conducting legal research, including identifying issues, selecting resources and recording, analyzing, applying and communicating research results.
☐ Writing	Writing legal opinions and other communications in a clear, well-organized, and succinct manner that meets the purpose of each communication, ensures accuracy of content and maintains civility.
☐ Drafting	Drafting legal documents (such as leases, agreements and pleadings) that are well-organized, clear, succinct and that meet the intended purpose, both with and without the use of precedents. Understanding and explaining legal documents drafted by others.
☐ Advocacy	Representing a client effectively, including preparing, presenting and testing evidence and arguing persuasively in accordance with the procedures and etiquette of the forum, including conduct of Provincial Court, Supreme Court Chambers or administrative tribunal matters, in accordance with Law Society Rule 2-71.
☐ Negotiation/ Mediation	Preparing for and negotiating a matter on behalf of a client, including documenting a settlement and/or preparing for and representing or co-representing a client at a mediation.
☐ Interviewing	Conducting interviews of witnesses and clients using appropriate questioning techniques, explaining the legal situation clearly and accurately and ensuring there is a mutual understanding with clients regarding retainers, fees and instructions.
☐ Problem Solving	Analyzing clients' problems based on the law, the facts and the clients' circumstances, developing, assessing and recommending options for resolution and preparing a plan for implementation.

4. Practice Areas — Practical experience and training in the following practice areas (**check all that apply**):

- ☐ Corporate and Securities
- ☐ Commercial
- ☐ Intellectual Property
- ☐ Criminal
- ☐ Administrative
- ☐ Labour and Employment
- ☐ Immigration
- ☐ Family
- ☐ Real Estate
- ☐ Civil Litigation
- ☐ Creditors Remedies
- ☐ Wills and Estates
- ☐ Tax
- ☐ Other (one only) _____.

Date_____
Signature of applicant_____
Date_____
Signature of principal

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