

Application

Law Society of British Columbia

Law Clerk - Call and Admission

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9
t 604.669.2533 | BC toll-free 1.800.903.5300
f 604.687.0135 | TTY 604.443.5700
Email registration@lsbc.org | lawsociety.bc.ca

This application for call and admission is for completion by a law clerk following a clerkship term where the law clerk is employed to work for a judge. This form must be completed fully and precisely; omissions or inaccuracies in your answers may delay your call and admission. 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, supporting documents, and fee must be filed with the Law Society of British Columbia not less than **30 days** before your anticipated call and admission. The Law Society may investigate or verify any information supplied on this application form, and may require further explanation from you before you may be called and admitted.

PART A: 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> Date of photo _____
Name	When used	
If the change in name was made by court order, attach a certified copy of the order.		
PART B: Clerkship and PREP information		
CLERKSHIP INFORMATION		
1. Court where clerkship is taking, or has taken, place:		
2. Name of Supervising Judge(s):		
3. Period of clerkship term ("clerkship term" means the period of time during which a law clerk is employed to work for a judge, not including any period of vacation or leave of absence):		
From (MMM/DD/YYYY):	To (MMM/DD/YYYY):	

4. Period(s) of time taken for vacation or leave of absence from the clerkship term (specify dates):

From (MMM/DD/YYYY):	To (MMM/DD/YYYY):	Indicate vacation or leave of absence:

PREP INFORMATION**1. CPLED Student ID:****2. PREP session start date (MMM/DD/YYYY):**

3. Subsidy confirmation: I confirm that I have ☐ / have not ☐ received a PREP tuition subsidy from another Law Society.

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:
- 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? ☐ Yes ☐ No
4. Is there, at the present time, a civil action or a civil judgment outstanding against you? ☐ Yes ☐ No
5. Have you ever failed to obey a court order? ☐ Yes ☐ No
6. Have you ever been imprisoned for failing to obey a court order? ☐ Yes ☐ 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? ☐ Yes ☐ No
8. Have you ever been denied, or had revoked, a licence or permit the procurement of which required proof of good character? ☐ Yes ☐ No
9. Have you ever been refused registration as a student of law, articled law student, law clerk or similar position in any jurisdiction? ☐ Yes ☐ No

PART F: Declaration of applicant

I, _____, do solemnly declare that:

1. I am the applicant described in this application for call and admission;
2. I have personal knowledge of the information I have provided in 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 the _____ of _____
 _____ in the Province of _____
 _____, this _____ day of _____
 _____, _____.

 Notary public in and for the Province of _____,
 or a Commissioner for taking affidavits for _____

 Signature of applicant

PART H: Applicant's authorization and undertaking

I, _____, the applicant in this application for call and admission:

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 call and admission 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 I will comply with the *Legal Profession Act*, the Law Society Rules, and the *Code of Professional Conduct Handbook*.

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 proposed call and admission 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;
- proof of academic qualification pursuant to Rule 2-54(2)(a);
- written report from the judge for whom you clerked;
- a certificate of good standing (30 days current) from the legal governing body of which you are a member (if applicable);
- the call and admission fee fixed by Law Society Rule 2-77 (1)(c)(i); and
- any other documents relevant to this application.

The information in this form is collected in accordance with Law Society Rule 2-77 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 call and admission. 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.

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