



LAW SOCIETY OF THE NORTHWEST TERRITORIES

ARTICLING PLAN

Pursuant to 41 (1) (e), Rules of the Law Society of the Northwest Territories

Names

Name of Student-at-Law: _____

Name of Principal: _____

Firm Name: _____

The Student-at-Law will acquire practical experience and training in the following areas under the direct supervision of the Principal.

Professional Responsibility & 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.



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.

Lawyering Skills

Practical experience and training in *all* of the following lawyering skills

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, and 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 NWT Territorial Court, Supreme Court Chambers or administrative tribunal matters.
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 mediation.
Interviewing	Conducting interviews of witnesses and clients using appropriate questioning techniques, explaining the legal situation clearly and accurately and ensuring there is mutual understanding with clients regarding instructions and if applicable, fees and retainers.
Problem – Solving	Analysing client’s problems based on the law, facts and the client’s circumstances, developing, assessing and recommending options for resolution and preparing a plan for implementation.



Practice Areas

The Student-at-Law will acquire reasonable knowledge in the following Practice Areas either (i) under the direct supervision of the Principal or other member of the Principal’s firm/office or (ii) through attendance at the Continuing Centre for Professional Legal Education Program (CPLED) or another Bar Admission Course.

Where it is expected that the Student-at-Law’s exposure to the practice area will be primarily acquired through the attendance at the Continuing Centre for Professional Legal Education Program (CPLED) or another Bar Admission Course, that should be identified.

Area	Name of Supervisor or CPLED or Other Bar Admission Course
Real Estate	
Business/Corporate/Commercial	
Civil Litigation	
Wills & Estates	
Family	
Criminal	
Administrative	
Labor & Employment	
Other (Please Specify)	

Transfer of Articles

Provide details of any proposed transfer of articles.

Practice Area	Proposed Principal for Transfer Period (<i>Lawyer at other firm/setting who is otherwise qualified to act as a Principal</i>)	Proposed dates



Signatures

The undersigned Principal and Student-at-Law certify that they have discussed the contents of this Articling Plan.

Dated at _____ on the ____ day of _____, 20____.

[Signature of Student-at-Law]

Dated at _____ on the ____ day of _____, 20____.

[Signature of Principal]