



1. Name of Student-at-Law: _____
2. Name of Principal: _____
3. Firm Name: _____

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

1. 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.

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.

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, 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 clients circumstances, developing, assessing and recommending options for resolution and preparing a plan for implementation.

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 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 CPLED or other Bar Admission Course, that should be noted

Area	Name of Supervisor
Real Estate	
Business/Corporate/Commercial	
Civil Litigation	
Wills & Estates	
Family	
Criminal	
Administrative	
Labour & 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

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

Dated: _____
Signature of Student-at-Law

Dated: _____
Signature of Principal