

## MEMORANDUM

**TO:** All Students-at-Law  
**RE:** Application for Admission as a Full Member

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Rule 49 of the *Rules of the Law Society of the Northwest Territories* provides that a Student-at-Law applying for membership at the completion of articles of clerkship, in addition to any other requirements for membership, is required to furnish the following to the Secretary:

- (a) An application in Form 2.9;
- (b) An affidavit or affidavits in Form 2.10 signed by each principal to whom the student has articulated (copy as required);
- (c) An affidavit in Form 2.11 signed by the student;
- (d) Proof that the student has passed all examinations prescribed by the *Legal Profession Act* or the Rules of the Society;
- (e) Payment of the application and admission fees;
- (f) Payment of the professional liability insurance assessment or proof that the application is covered by insurance in the amounts established by the Executive from year to year. An applicant seeking an exemption from the assessment must certify, in writing, the facts entitling him/her to the exemption by completing the enclosed Insurance Exemption Certificate and Undertaking.

On completion of your articles, your completed application, including all supporting documentation and the examination, should be returned to the Law Society together with a cheque for \$1,611.75. This fee includes your application and admission fees of \$305.00, the current annual membership fee of \$1230.00, plus \$76.75 in taxes (5% GST). At that time, your complete admission package will be forwarded to the Admissions Committee for evaluation. The Committee has ten (10) working days to evaluate your application.

If it is your intention to practice law in the Northwest Territories other than with a Government office or an employer who does not practise law, you will be required to enroll in the Law Society's group liability insurance program. The amount of your insurance levy will vary according to the actual date of your call and admission, and the date on which you wish to commence practising law. Please contact the Law Society for more information on the pro-rating of the levy on the annual policy. Payment may be remitted after your application for admission has been approved by the Executive; but must be received before your documents are released to the Court.

If you will be maintaining a trust account as a part of your law practice, you must file an Accountant's Report (Form 2.2) with the Law Society before commencing to practice. However, if you join a partnership or become associated with another Law Society member already covered by a Form 2.4 Certificate, filing is not required. In the latter case, you should insert a statement to that effect in your Form 2.9 application to satisfy clause 3(d) of the Form. Alternatively, if you will not be maintaining a trust account, you must submit a Lawyers' Undertaking (Form 2.3).

You will be required to write the Statutes and Rules Examination within thirty (30) days of completion of your articles. This is an "open book" test and any or all the rules and statutes set out on the enclosed sheet may be referred to by you during the writing of the exam. Your answers are to be based on the *Revised Statutes of the Northwest Territories, 1988*, as amended.

If you require any further information with respect to the foregoing, please do not hesitate to contact the Law Society at any time.

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_ apply for admission as a member of the  
(full name)  
Law Society of the Northwest Territories.

1. My contact address is:

City/Town: \_\_\_\_\_ Territory/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

For active members, your name and contact information will be published in the member directory of the website of the Law Society of the Northwest Territories. This information cannot be withheld (see s. 14 *Legal Profession Act* and rules 34-38).

2. My date of birth is: \_\_\_\_\_  
(YYYY-MM-DD)

3. I was admitted to the Law Society of \_\_\_\_\_ as a student-at-law on \_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

4. Annexed to this application are:

- (a) if applicable, my declaration respecting service under my articles of clerkship;
- (b) if applicable, the declaration of my principal (or principals) respecting service under my articles of clerkship;
- (c) proof that I have successfully completed the bar admission course as required by the Executive Committee of the Law Society of the Northwest Territories;
- (d) an Accountant's Report in Form 2.2 or my Application and Lawyer's Undertaking in Form 2.3 or a statement indicating that I am joining a partnership that, or am becoming associated with a member who, has filed a Certificate of Accountant and Member in Form 2.4;
- (e) the insurance levy or my Insurance Exemption Certificate and Undertaking attached;
- (f) the assurance fund levy;
- (g) the prescribed application, admission and annual fees.

5. I certify that the information I have provided in or annexed to this application is correct.

6. I undertake with the Law Society of the Northwest Territories that I will, during my enrolment, well and faithfully keep and perform all my obligations as a barrister and solicitor and as a member of the Society and abide by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories* and the requirements of the Law Society.

7. I authorize the Law Society of the Northwest Territories to make enquiries of any person, other law societies, any government, any official or body, including the police or academic authority, with regard to any of the statements in this application or in any document provided in connection with this application. I authorize any law society of which I am or ever have been a member or any other persons or organizations enquired of, under this authorization, to provide all information requested.

8. I consent to receiving emails from the Law Society of the Northwest Territories apprising members and other interested parties of relevant information such as, but not limited to, key dates, meetings, events, general community notices and professional development opportunities. I understand that I may withdraw my consent at any time by clicking the "unsubscribe" link at the bottom of the emails. I understand that if I unsubscribe from the emails I assume full and sole responsibility for regularly visiting the website of the Society for regulatory and other Notices as well as general information relevant to my membership in the Society.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant)

The personal information collected in this form will be used by the Law Society of the Northwest Territories for one or more purposes contemplated by the *Legal Profession Act*, the *Rules of the Law Society of the Northwest Territories*, the *Code of Professional Conduct*, or a resolution of the Executive, and will be accessible to all departments of the Law Society and where applicable the Alberta Lawyers Insurance Association. The information may be used or disclosed by the Society, now or in the future, for regulatory purposes, including Society investigations and proceedings. We may contact you to obtain additional information, or to obtain clarification on the information you provided. Should you have any questions about the collection, use or disclosure of this information, please contact the Executive Director of the Law Society at (867) 873-3828.

**INSURANCE EXEMPTION  
CERTIFICATE AND UNDERTAKING**  
(Form 2.9)

TO: The Executive  
Law Society of the Northwest Territories

I, \_\_\_\_\_ CERTIFY THAT  
(print or type name)

1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
2. I am employed by, and my professional services are provided exclusively to:
- (a) a government agency; or
  - (b) an employer who does not practice law.
3. I do not render or will not be rendering legal services of any kind to the public in the Northwest Territories with the possible exception of: providing *pro bono* professional services to the public through the Law Line Program or a similar program approved by the Law Society of the Northwest Territories.

- OR -

1. I am an active member or am applying for membership in the Law Society of the Northwest Territories.
2. I do not ordinarily reside or carry out my principal practice of law in the Northwest Territories.
3. I am covered by errors and omissions insurance which provides indemnification to a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and which covers my practice of the law in the Northwest Territories, which insurance is carried through the following insurer or Law Society:
- \_\_\_\_\_ .
4. I will provide further information, upon request, respecting my insurance coverage.

I UNDERTAKE to notify the Law Society immediately if there is a change in my status such that the foregoing statements are no longer applicable.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature)

**APPLICATION AND LAWYER'S UNDERTAKING**  
(Paragraphs 40(1)(d), 49(d), 51(2)(d), 52(2)(e), 57(2)(c), 82(1)(a),  
83(1)(c) and 104(1)(a))

TO: The Secretary

Law Society of the Northwest Territories

I, \_\_\_\_\_, of \_\_\_\_\_  
(full name)

UNDERTAKE THAT:.

*(Select those boxes that apply)*

- I am applying for membership in the Law Society of the Northwest Territories.
- I am applying for a change of status from an inactive to an active member of the Law Society.
- I will be employed at a law firm that maintains a trust account in the Northwest Territories.

I will not maintain a clients' trust account in the Northwest Territories with respect to this membership.

If I do set up a client's trust account in the Northwest Territories, I will immediately notify the Law Society and I will comply with the Rules of the Law Society of the Northwest Territories and any other requirements of the Law Society.

I make this undertaking in place of completing an Accountant's Report in Form 2.2 under the Rules of the Law Society of the Northwest Territories, conscientiously believing it to be true.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(signature of applicant lawyer)

**ACCOUNTANT'S REPORT**

*(Paragraphs 40(1)(d), 49(d), 51(d), 57(2)(c),  
83(1)(c), 104(1)(a) and 104(2)(a))*

1. On \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_, I (*or we*) inspected the books of account of the law practice of \_\_\_\_\_.
2. The purpose of my (*or our*) attendance was to ascertain the nature of the books of account kept by the member.
3. Based on the inspection, I (*or we*) report that
  - (a) the books of account kept by the member are sufficient to meet the requirements of the rule 93 of the *Rules of the Law Society of the Northwest Territories*;
  - (b) the member has opened an account designated as a client's trust account for trust money as required by section 44 of the *Legal Profession Act*; and
  - (c) the fiscal year of the member ends on \_\_\_\_\_ in each year.

Accountant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I, \_\_\_\_\_, a member of the Law Society of the Northwest Territories carrying on the practice of the profession of a barrister and solicitor at \_\_\_\_\_, in the Northwest Territories, declare that:

1. \_\_\_\_\_ (the "Student-at-Law") has well and faithfully served me as my student-at-law in the general practice of the profession of a barrister and solicitor in the Northwest Territories under articles of clerkship from \_\_\_\_\_, \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, \_\_\_\_\_, 20\_\_ at the office where I carry on my practice;

2. The Student-at-Law has been diligent and honest and conducted himself or herself with propriety throughout the whole term of his or her service and has not been engaged or concerned in any other profession, business or employment, other than:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. The Student-at-Law has not at any time during the term of the articles of clerkship been absent from service to me without my permission, other than:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The Student-at-Law did not during the term of the articles of clerkship carry on any of my professional business other than at my office and under my personal supervision, or the supervision of an associate of mine duly qualified as a barrister and solicitor, other than:

N/A  
*[check if not applicable]*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. The Student-at-Law is in my opinion a fit and proper person to be admitted as a member of the Law Society of the Northwest Territories.

Dated at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*(signature of Principal)*

I, \_\_\_\_\_, of \_\_\_\_\_, in the Northwest Territories, a student-at-law, declare that:

1. I have well and faithfully served \_\_\_\_\_ to the best of my ability as his or her student-at-law in the profession of a barrister and solicitor in the Northwest Territories under articles of clerkship from \_\_\_\_\_, \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, \_\_\_\_\_, 20\_\_ at the office where I carry on my practice;
2. During the term of my articles of clerkship, I have not engaged in any other profession or employment other than

N/A  
*[check if not applicable]*

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3. I have not during the term of my articles been absent from service under my articles without the permission of my principal, other than

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Dated at \_\_\_\_\_ on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*(signature of student-at-law)*