



NOVA SCOTIA BARRISTERS' SOCIETY

PROCEDURE FOR THE BAR ADMISSION CEREMONY

1.1 Procedure Regarding the Bar Admission Ceremony

1.1.1 As a general rule, a person eligible for membership in the Nova Scotia Barristers' Society is, and should be, called to the Bar in person, pursuant to subsection 5(3) of the *Legal Profession Act*.

Bar Admission Ceremony Location

1.1.2 The Call to the Bar will be held in Halifax, unless the Executive Director determines otherwise. With the exception of the June Call, the ceremonies will be held at the Law Courts. The June Call will be held in a conference room¹ to better accommodate the large number of admittees and guests.

Exceptions

1.1.3 The Act and Regulations recognize that there may be exceptions to the general rule on personal appearance, and that the Credentials Committee may excuse the admittee from personal appearance. (*See Policy Respecting Calls to the Bar – by Telephone or Video Conference.*)

2.1 Procedure

2.1.1 The following procedure pertains to a Call to the Bar in the regular course. The conference room used for the June call is deemed to be a courtroom for the purpose of this procedure.

Admission Package

2.1.2 Approximately two months prior to the anticipated Call to the Bar, the Admissions Officer will send the Admission package to each potential admittee.

Initial Materials Provided by Admittee

2.1.3 The potential admittee should immediately send back:

- (a) Information Regarding Employment/Trust Accounts form – One of the items on the form advises the Society how the admittee wishes his/her name to appear on their scroll; and
- (b) A completed Oath/Affirmation on Admission form and Oath/Affirmation of Allegiance (if applicable). The admittee must advise if he/she wishes to swear the oath on a book other than the Bible.

Filing Deadline & Completed Application

2.1.4 Pursuant to Regulation 3.8.3(a), the application for admission must be filed at least 30 and not more than 45 days before the anticipated call date, and must include:

- (a) Confirmation of completion of the Articling Agreement (or confirmation that the clerk will complete it prior to the date of call) – this is evidenced by the Certificate of Principal/Supervising Lawyer setting out the dates the clerk articulated;
- (b) Confirmation of completion of the Bar Admission Course – this is on file at the Society;
- (c) Evidence of competence – this is evidenced by the completed Final Report;

¹ For example: Kenneth C. Rowe Heritage Hall, Pier 21

- (d) Evidence of good character – this is evidenced by the Statement of Good Character signed by the Principal/Supervising Lawyer;
- (e) Evidence that the applicant is lawfully entitled to be employed in Canada, and will be so entitled at the time of call, if applicable;
- (f) Evidence of fitness, if the Committee requires; and
- (g) Other information required by the Committee.

Further Materials Required

2.1.5 In addition, the potential admittee must provide:

- (a) A cheque payable to the Prothonotary in payment of the filing fee, and a cheque payable to the Society in payment of the admission fee;
- (b) Two copies of the Order – with appropriate reference to swearing or affirming;
- (c) Five copies of the Biography and, if being admitted at the June call, an electronic copy of the Biography; and
- (d) A Phonetic pronunciation form, if the admittee believes the Presenting Officer may have difficulty pronouncing his/her name.

Staff Review

2.1.6 Staff will review the submitted documentation, do any necessary follow-up, arrange for the preparation of the scrolls, and prepare and confirm an Admission List for the call.

3.1 Approval by Executive Director

3.1.1 Pursuant to Regulation 3.8.6, the Executive Director may approve the Application for Admission, unless the Application must be referred to the Credentials Committee because of issues about the applicant's competence, character or fitness. Regulation 3.8.6 also sets out other authorized options available to the Executive Director.

Admission Documents to be filed with the Prothonotary

3.1.2 Pursuant to Regulation 3.9.2, staff will file the admission documents with the Prothonotary's Office at least five days in advance of the date of the Call:

Executive Director to Present Documents

3.9.2 Five days prior to a scheduled date for a call to the Bar ceremony the Executive Director shall file with the Prothonotary

- (a) a sworn affidavit attesting to the fact that each person being called to the Bar has satisfied all of the requirements of the Society entitling the person to be a practising lawyer,
- (b) a form of order of the Court admitting each person as a practising lawyer,
- (c) a brief biography of each person being called to the Bar, and
- (d) the prescribed fees.

Procedural Information

3.1.3 Staff will provide procedural information to the presiding justice, presenting officers and admittees one week in advance of the ceremony. The information packages are attached as appendices, as follows:

- (a) Appendix A – Preparation and Procedures for Presiding Justice and Presenting Officer;
- (b) Appendix B – Preparation and Procedures for Presiding Justice and Presenting Officer – June Admission Ceremony at Pier 21;
- (c) Preparation and Procedures for the Ceremony – Admittees;
- (d) Preparation and Procedures for the Ceremony – Admittees – June Admission Ceremony at Pier 21.

4.1 Society Member Checklist on Day of the Call

4.1.1 Society staff member will bring the following on the day of the ceremony:

- (a) the list of admittees;
- (b) the biographies;
- (c) a list of phonetic spellings (as required);
- (d) a list of oaths to be taken;
- (e) permanent ink pen maintained by the Executive Assistant to the Executive Director (for use when signing the Roll of Lawyers); and
- (f) a sign redirecting admittees and guests to a new courtroom, in the event the courtroom has been changed (to be used if needed).

Verification of Location

4.1.2 Society staff member will check the docket to ensure the ceremony has not moved to another courtroom. If it has, the staff member will post a sign on the original courtroom door, directing admittees and guests to the new courtroom.

Roll of Lawyers

4.1.3 With the exception of the June admission ceremony, Society staff member will obtain the Roll of Lawyers from the Prothonotary's Office, and will return the Roll to the Prothonotary's Office following the ceremony.

5.1 Bar Admission

5.1.1 Before entering the assigned courtroom, admittees will be lined up alphabetically left to right for each counsel table. First in line sits at the front counsel table on the presenting officer's immediate right. The Society staff member will identify where the breaks for each row will occur.

Entering Courtroom

5.1.2 Society staff member will advise guests when to enter the court room. Admittees will enter the court room, as instructed by society staff member, in the assigned order. Once the admittees and presenting officer are seated, the presiding justice will enter and the court will be opened in the normal fashion. All must stand when the justice enters, then sit.

Admittee Shall Stand throughout Application

5.1.3 The justice will recognize the presenting officer, who will stand, make a few introductory remarks and then proceed to introduce the first admittee. When the name of the admittee is called, he/she stands and remains standing, while the following takes place:

- (a) The presenting officer reads the biography of the admittee.
- (b) The admittee swears or affirms the Oath on Admission and, if applicable, the Oath of Allegiance (this oath is optional). There will be a Bible at the counsel table. If an admittee wishes to swear on a different religious book, he or she will bring it to the ceremony and keep it with him or her.²
- (c) The justice will likely prompt each admittee to take the oaths, so the admittee should pause a moment and if there is no prompt, proceed with reading the oaths.
- (d) The justice grants the order of admission.

² We decided against providing all religious books required for each ceremony as, in an effort to be inclusive, we could run the risk of offending admittees. Due to our lack of knowledge of world religions, we could inadvertently provide a book that appeared appropriate but, in fact, was not. As Nova Scotia becomes a more culturally diverse province, it is likely that more religions and different sects of major religions will become commonplace, and we recognize that different sects may subscribe to different versions of what to non-adherents may appear to be the same book.

Admittee Shall Sit Following Granting of the Order

5.1.4 Once the order is granted, the admittee thanks the justice, sits down, and passes the Bible to the next admittee on his/her right. Admittees at the far end of the table should give the Bible to the table behind him/her.

Admittees Shall be Introduced in Sequence and the Process Repeated

5.1.5 The presenting officer will introduce the second admittee, who will immediately stand and the above procedure is repeated for each of the admittees.

Justice's Address

5.1.6 Once all admittees have been presented and the orders granted, the justice will deliver a short address.

6.1 Signing the Roll

6.1.1 After the ceremony Society staff member will instruct admittees regarding signing the Roll of Lawyers and will provide a package of materials and scroll. **Admittees must sign the Roll of Lawyers in order to be called to the Bar.**

Questions Regarding Fees

6.1.2 If admittees have any questions regarding fees, they should contact the Accounting Administrator at the Society's offices.

Notice of Intent to Set Up A Sole Practice Required

6.1.3 If setting up a sole practice, admittees must advise the Officer of Database Administration at the Society offices and advise the Law Foundation regarding trust accounts.

Maintaining Relationship with Society

6.1.4 The admittees must be advised that it is important to file forms and pay fees on time in order to avoid automatic suspension. They should ensure that they are familiar with the Society's Regulations and always keep the Society up to date on address changes and contact information.

Revised – May 12, 2008

Revised by the Credentials Committee – December 10, 2009

**APPENDIX “A”
BAR ADMISSION CEREMONY**

PROCEDURES FOR PRESIDING JUSTICE AND PRESENTING OFFICER

Copies of each admittee’s Order, Biography, and Director of Admissions and Professional Development Affidavit are filed with the Prothonotary’s Office one week prior to the Admission Ceremony.

Presiding Justice and Presenting Officer receive each admittee’s biography, phonetic spelling of name (if necessary), and the Oaths to be taken upon admission, one week prior to the Admission Ceremony.

The Presiding Justice, Presenting Officer and admittees will wear the usual Court attire suitable for a formal sitting of the Court, i.e. participants must gown.

CEREMONY

1. Admittees are lined up alphabetically (left to right at each counsel table) and enter the courtroom a few minutes prior to the required time.
2. When the Presiding Justice enters, everyone rises and the Court is formally opened. The Justice then sits down and everyone else is seated.
3. The Presiding Justice recognizes the Presenting Officer, who rises and makes a brief introductory statement to the Court, such as:

“My Lord/Lady, today I have the pleasure of moving for the admission of (number) applicants to this Honourable Court. Our first applicant is (name)...”

The applicant stands upon hearing his/her name. The Presenting Officer then refers to the individual applicant’s biography and reads or paraphrases it to the Court.
4. Once the Presenting Officer has finished reading the biography, he/she should move for the admission of the individual applicant:

“I move that (name) be admitted as a Lawyer of this Honourable Court.”
5. The Presiding Justice will then indicate that the applicant should take the Oath of Office and Oath of Allegiance (optional). The applicant remains standing during the reading of the biography and while taking the Oath(s).
6. The Presiding Justice will by this time have checked the papers, and he/she will indicate that he/she is pleased to grant the Order.
7. Once the Order is granted, the applicant sits down. The Presenting Officer then introduces the next applicant, who rises while his/her biography is being read to the Court and remains standing until he/she is admitted by the Justice. This procedure is followed for each applicant.
8. When all applicants have been presented, all Oaths administered and all Orders granted, the Presenting Officer may sit down. The Presiding Justice will then deliver a short address.
9. When the Presiding Justice is finished his/her address, he/she will rise, the Clerk will ask everyone to rise, and the Court will formally be closed.

AFFIRMATION ON ADMISSION TO THE BAR

1. Affirmation on Admission to the Bar:

I, _____, affirm that as a lawyer, I shall, to the best of my knowledge and ability, conduct all matters and proceedings faithfully, honestly and with integrity. I shall support the Rule of Law and uphold and seek to improve the administration of justice. I shall abide by the ethical standards and rules governing the practice of law in Nova Scotia.

2. Affirmation of Allegiance: (OPTIONAL)

I, _____, affirm that as a lawyer, I shall bear true allegiance to Her Majesty Queen Elizabeth the Second, her Heirs and Successors according to law.

OATH ON ADMISSION TO THE BAR

1. Oath on Admission to the Bar:

I, _____, swear that as a lawyer, I shall, to the best of my knowledge and ability, conduct all matters and proceedings faithfully, honestly and with integrity. I shall support the Rule of Law and uphold and seek to improve the administration of justice. I shall abide by the ethical standards and rules governing the practice of law in Nova Scotia.

2. Oath of Allegiance: (OPTIONAL)

I, _____, swear that as a lawyer, I shall bear true allegiance to Her Majesty Queen Elizabeth the Second, her Heirs and Successors according to law.

APPENDIX “B”

JUNE BAR ADMISSION CEREMONY Kenneth C. Rowe Heritage Hall, Pier 21

PREPARATION AND PROCEDURES FOR PRESIDING JUSTICE AND PRESENTING OFFICER

FILING REQUIREMENTS

The ceremony list and copies of each admittee’s Order, Biography, and Director of Admissions and Professional Development Affidavit are filed with the Prothonotary’s Office **two weeks prior to the Admission Ceremony**.

The Presiding Justice receives the ceremony list and each admittee’s Biography, phonetic spelling of name (if necessary), and the Oath/Affirmation to be taken upon admission, **one week prior to the Admission Ceremony**.

The Presenting Officers receive each admittee’s Biography, phonetic spelling of name (if necessary), and the Oaths to be taken upon admission, **one week prior to the Admission Ceremony**.

PREPARATION FOR ADMISSION CEREMONY

The Presiding Justice and Prothonotary will bring all court files to the Admission Ceremony. The Prothonotary will bring the Lawyer’s Roll and Bible. Society staff will provide religious books other than the Bible, for those admittees who wish to swear the Oath on Admission on a book other than the Bible.

The Presiding Justice, Presenting Officer and admittees will wear the usual Court attire suitable for a formal sitting of the Court. The Court Clerk(s) will wear a Court Clerk gown. There will be a robing area for the Presiding Justice behind where he will be seated for the Ceremony.

The Kenneth C. Rowe Heritage Hall set-up will mirror a court room, based on criteria set by the Prothonotary and the Presiding Justice.

COURT ROOM SET-UP

- A desk/table will be set up in the centre of the stage for the Presiding Justice. The desk will be on a riser so that the Presiding Justice is elevated. There will be a second table on the stage below the Presiding Justice table, with two chairs for the Prothonotary and Court Clerk. These tables will have black table skirts.
- If both a Canadian and Nova Scotian flag are available, they will be on the stage, with the Canadian flag placed higher than the Nova Scotian flag. If there is only one flag available, it will be the Nova Scotian flag.
- Due to the acoustics in Pier 21, table microphones will be placed on both the Presiding Justice and the Court Clerk tables.
- The admittees will be seated below the stage. The admittee seats will be in two equal sections with a centre aisle between the two sections.
- There will be a podium, table and chair to the left of each admittee section for the Presenting Officers.

- There will be an aisle between where the admittees are seated and where the spectators are seated. The spectator seating will be divided into four sections. There will be two sections on each side of a centre aisle and an aisle between those two sections.

CEREMONY PROCEDURES

- At 9:45 a.m., the admittees are lined up alphabetically outside the courtroom (Kenneth C. Rowe Heritage Hall). This will be organized so as to match the admittee seating set-up and divided accordingly.
- Admittees will enter the courtroom, led by the Presenting Officers, a few minutes prior to 10:00 a.m.
- The proceedings will commence at 10:00 a.m. When the Presiding Justice enters, everyone rises and the Court is formally opened. The Presiding Justice then sits down and everyone else is seated.
- Photographs will be permitted as long as they do not interfere with the proceedings.
- The Presiding Justice recognizes the Presenting Officers, each of whom will present one-half of the admittees. The first Presenting Officer, **<insert name>*, will rise and make a brief introductory statement to the Court, such as:

My Lord, today we have the pleasure of moving for the admission of (number) applicants to this Honourable Court. Our first applicant is (name)...

- The admittee stands upon hearing his/her name. The Presenting Officer then reads a brief Biography to the Court. (Note – this will be a summary of the longer form Biography filed with the admission application).
- Once the Presenting Officer has finished reading the summarized Biography, he will move for the admission of the individual applicant:

I move that (name) be admitted as a Lawyer of this Honourable Court.

- The Presiding Justice will then indicate that the admittee should take the Oath/Affirmation of Office and Oath/Affirmation of Allegiance (optional). The admittee remains standing during the reading of the Biography and while taking the Oath(s)/Affirmation(s). Admittees who are also taking the Oath(s)/Affirmations in another language will do so after taking them in English. The Presiding Justice will prompt the admittee for each of these.
- The Presiding Justice will by this time have checked the papers, and will indicate that he is pleased to grant the Order.
- Once the Order is granted, the admittee sits down. The Presenting Officer then introduces the next admittee, who rises while his/her brief Biography is being read to the Court and remains standing until he/she is admitted by the Presiding Justice. This procedure is followed for each applicant.
- When all admittees in his section have been presented, all Oaths administered, and all Orders granted, the respective Presenting Officer may sit down.
- This process is repeated for admittees being presented by the second Presenting Officer, **<insert name>*,

who will introduce the next applicant.

- When all applicants have been presented, all Oaths administered and all Orders granted, the Presiding Justice will then deliver a short address.
- The Presiding Justice will remind admittees that they must sign the Roll of Lawyers immediately following the Ceremony.
- When the Presiding Justice finishes his address, he will rise, the Court Clerk will ask everyone to rise, and the Court will formally be closed.
- Society staff will supervise, and will ensure, the orderly exit of spectators and admittees after the Ceremony. Admittees will be directed to the Roll signing area.

SIGNING OF THE ROLL OF LAWYERS

- An area for the signing of the Roll of Lawyers will be set up outside of the courtroom (Kenneth C. Rowe Heritage Hall). The area will be separated by dividers from the reception area.
- There will be a table with a tabletop podium and two chairs in the area. The table will have a black table skirt and there will be a chair on either side of the table. The Lawyer's Roll will be on a podium on the table.
- The Prothonotary will witness each admittee signing of the Lawyer's Roll. Society staff will assist the Prothonotary, as needed, and will ensure an orderly process. Society staff will also ensure that all admittees have signed the Roll prior to leaving Pier 21.
- Each admittee will be given an admission kit upon signing the Roll of Lawyers.
- The Prothonotary will return the Roll of Lawyers to the Prothonotary's Office after the signing of the Roll.

AFFIRMATION ON ADMISSION TO THE BAR

3. Affirmation on Admission to the Bar:

I, _____, affirm that as a lawyer, I shall, to the best of my knowledge and ability, conduct all matters and proceedings faithfully, honestly and with integrity. I shall support the Rule of Law and uphold and seek to improve the administration of justice. I shall abide by the ethical standards and rules governing the practice of law in Nova Scotia.

4. Affirmation of Allegiance: (OPTIONAL)

I, _____, affirm that as a lawyer, I shall bear true allegiance to Her Majesty Queen Elizabeth the Second, her Heirs and Successors according to law.

OATH ON ADMISSION TO THE BAR

3. Oath on Admission to the Bar:

I, _____, swear that as a lawyer, I shall, to the best of my knowledge and ability, conduct all matters and proceedings faithfully, honestly and with integrity. I shall support the Rule of Law and uphold and seek to improve the administration of justice. I shall abide by the ethical standards and rules governing the practice of law in Nova Scotia.

4. Oath of Allegiance: (OPTIONAL)

I, _____, swear that as a lawyer, I shall bear true allegiance to Her Majesty Queen Elizabeth the Second, her Heirs and Successors according to law.

AFFIRMATION SOLENNELLE LORS DE L'ADMISSION AU BARREAU

5. Affirmation solennelle lors de l'admission au barreau :

Je, _____, affirme solennellement, comme avocat, que je m'acquitterai de mon mieux et au mieux de mes connaissances de toute question et de toute procédure fidèlement, honnêtement et avec intégrité. Je m'engage à appuyer la primauté du droit ainsi qu'à respecter et à chercher à améliorer l'administration de la justice. Je me conformerai aux normes de déontologie et aux règles régissant la pratique du droit en Nouvelle-Écosse.

6. Déclaration d'allégeance : (OPTIONNEL)

Je, _____, affirme, comme avocat, que je jure sincère allégeance à Sa Majesté la Reine Elizabeth II, à ses héritiers et à ses successeurs, suivant la loi.

SERMENT LORS DE L'ADMISSION AU BARREAU

5. Serment lors de l'admission au barreau :

Je, _____, jure, comme avocat, que je m'acquitterai de mon mieux et au mieux de mes connaissances de toute question et de toute procédure fidèlement, honnêtement et avec intégrité. Je m'engage à appuyer la primauté du droit ainsi qu'à respecter et à chercher à améliorer l'administration de la justice. Je me conformerai aux normes de déontologie et aux règles régissant la pratique du droit en Nouvelle-Écosse.

6. Serment d'allégeance : (OPTIONNEL)

Je, _____, affirme, comme avocat, que je jure sincère allégeance à Sa Majesté la Reine Elizabeth II, à ses héritiers et à ses successeurs, suivant la loi.

AFFIRMATION ON ADMISSION TO THE BAR

Ni'n _____ ta'n kelutmalsewet , teli kjijitu, na apoqnuatis wen, ma ewlew. Kaqi ika'lsitis ukjit ta'n wen teltetpaqa'luj. Ukji tetapua'tes msit koqoey ta'n telinikanutasik wula koqajaltimk, Nova Scotia.

Ni'n _____ telapukuey ne'kow lukowates Eleke'wi'sk Ta'puewey Elisapet aq ta'nik nekm wuji'jk ukjit koqaja'l timk.

OATH ON ADMISSION TO THE BAR

Ni'n _____ elwi'tmasi ta'n telikjijitu na lukwates ukjit tetapua'taqn. Ni'n ikanite'tes aq klo'tis ta'n tel tetapua'luj mimajuinu'k. Ukji tetapuates msit koqoey ta'n teli nikanutasik wula koqajaltimk, Nova Scotia.

Oath of Allegiance

Ni'n _____ , nike' wula telapukwey ukjit Ta'puewey Elekewi'skw Elisapet aq wuji'jk ukjit koqaja'l timk.

APPENDIX "C"

BAR ADMISSION CEREMONY

PROCEDURES FOR EXPLAINING THE CEREMONY TO ADMITTEES

Society Staff member will bring the following on the day of the ceremony:

- the admission list of admittees
- the biographies
- a list of phonetic spellings (as required)
- a list of oaths to be taken.

Explaining the Ceremony:

1. Admittees will be lined up alphabetically left to right for each counsel table. First in line sits at the front counsel table on the presenting officer's immediate right.
2. Once the admittees are in the courtroom, the justice will enter and the court will be opened in the normal fashion, i.e. stand when justice enters, then sit.
3. The justice will recognize the presenting officer, who will stand, make a few introductory remarks and then proceed to introduce the first candidate for admission. When the name of the admittee is called, he/she **stands and remains standing while the presenting officer reads the biography**. The presenting officer will then move the admission, and the admittee will be required to swear or affirm the Oath on Admission and, if applicable, the Oath of Allegiance (optional).

Admittees will be provided with the Oath sheet from which to swear/affirm the oath(s).

The justice will likely prompt the admittee to take the oaths, so pause a moment and if there is no prompt, proceed with reading the oaths. **The admittee remains standing until the justice grants the Order admitting him/her. Once the Order is granted, the admittee thanks the justice, sits down and passes the Bible, if applicable, to the next admittee** on his/her right. Admittees at the far end of the table should give the Bible to the table behind him/her, to be passed along to the admittee at the far left of that table.

The presenting officer will introduce the second candidate for admission, who will stand immediately, and the procedure is repeated for each of the admittees.

Once all the admittees have been presented and the Orders granted, the justice will deliver a short address.

After the Ceremony:

1. The Lawyers Roll will be in the ceremony court room. On days when there are large numbers of admittees, the Lawyers Roll will be in the Prothonotary's Office or a court room assigned for this purpose. Society staff will make arrangements for signing the Lawyers Roll. Immediately following the ceremony, admittees should immediately sign the Lawyers Roll and pick up a package of materials and a scroll. **You are not admitted until you sign the Roll.**
2. Admittees will receive in his or her admission kit an application for commission as a Notary Public. Lawyers who will continue with a Practising Category after their admission can apply.
3. Anyone with questions concerning practising fees should contact Gail McCallum, Administrator, Accounting, at the Society offices. Members setting up sole practices must advise Gail of their fiscal year ends and must advise the Law Foundation about their trust accounts.

APPENDIX “D”

JUNE BAR ADMISSION CEREMONY Kenneth C. Rowe Heritage Hall, Pier 21

PREPARATION AND PROCEDURES FOR THE CEREMONY – ADMITTEES

PREPARATION FOR ADMISSION CEREMONY

Paid parking is available at the Pier 21 site. Signage and Society staff will direct admittees accordingly.

The Presiding Justice and Prothonotary will bring all court files to the Admission Ceremony. The Prothonotary will bring the Lawyer’s Roll and Bible. Society staff will provide religious books other than the Bible, for those admittees who indicated that they wish to swear the Oath on Admission on a book other than the Bible.

Admittees arrive by 9:00 a.m.

There will be two sets of washrooms and a robing area available for admittees to robe/change before and after the Ceremony. Staff will direct admittees to these areas.

Admittees will wear the usual Court attire suitable for a formal sitting of the Court – waistcoat, robe, wing collar shirt, tabs and black or dark gray trousers or skirt and black shoes.

There will be a group photograph at 9:30 a.m. All admittees are expected to be robed and ready for the group photo at this time. Admittees who are not ready for the photograph at 9:30 will not be included in the picture.

The Kenneth C. Rowe Heritage Hall set-up will mirror a court room, based on criteria set by the Prothonotary and the Presiding Justice.

CEREMONY PROCEDURES

- Society staff will direct guests into the courtroom (Kenneth C. Rowe Heritage Hall) well in advance of the Ceremony.
- **At 9:45 a.m., the admittees are lined up alphabetically outside the courtroom.** This will be organized so as to match the admittee seating set-up.
- Each admittee will be given the Oath/Affirmation sheet, which each will read after being introduced to the Court.
- Admittees will enter the courtroom, led by the two Presenting Officers, a few minutes prior to 10:00 a.m.
- First in line sits to the right of the respective Presenting Officer. Society staff will supervise the seating.
- The first admittee will be provided with a Bible to pass on, as the Ceremony proceeds. (Those who are affirming can place the Bible on their chair while they are taking the Affirmation.)
- Photographs will be permitted as long as they do not interfere with the proceedings.
- **The proceedings will commence at 10:00 a.m.** When the Presiding Justice enters, everyone rises and the

Court is formally opened. The Presiding Justice then sits down and everyone else is seated.

- The Presiding Justice recognizes the Presenting Officers, each of whom will present one-half of the admittees. The first Presenting Officer will rise and make a brief introductory statement to the Court, such as:

My Lord, today I have the pleasure of moving for the admission of (number) applicants to this Honourable Court. Our first applicant is (name)...

- The admittee stands upon hearing his/her name (**remain standing until the Presiding Justice grants the applicant's Order**). The Presenting Officer then reads a brief Biography to the Court. (Note that this will be a summary of the longer form Biography filed with the admission application. The long form of Biography will be contained in the Bar Admission Ceremony program, which will be handed out prior to the Admission Ceremony).
- Once the Presenting Officer has finished reading the Biography, he will move for the admission of the individual applicant:

I move that (name) be admitted as a Lawyer of this Honourable Court.

- The Presiding Justice will then indicate that the admittee should take the Oath/Affirmation of Office and Oath/Affirmation of Allegiance (optional). Admittees who are also taking the Oath(s)/Affirmations in another language will do so after taking them in English. The Presiding Justice will prompt the admittee for each of these.
- The Presiding Justice will by this time have checked the papers, and will indicate that he is pleased to grant the Order.
- Once the Order is granted, the admittee thanks the Presiding Justice, sits down and passes the Bible to the next admittee.
- The Presenting Officer then introduces the next admittee, who rises and remains standing until the Presiding Justice grant the applicant's Order (as above). This procedure is followed for each admittee.
- This process is repeated for admittees being presented by the second Presenting Officer.
- When all applicants have been presented, all Oaths administered and all Orders granted, the Presiding Justice will then deliver a short address.
- The Presiding Justice will remind admittees that they must sign the Roll of Lawyers immediately following the Ceremony.
- When the Presiding Justice finished his address, he will rise, the Court Clerk will ask everyone to rise, and the Court will formally be closed.
- Society staff will supervise, and will ensure, the orderly exit of spectators and admittees after the Ceremony. **Admittees will be directed to the Roll signing area.**

SIGNING OF THE ROLL OF LAWYERS

- An area for the signing of the Roll of Lawyers will be set up outside of the courtroom (Kenneth C. Rowe Heritage Hall). The area will be separated by dividers from the reception area.
- The Prothonotary will witness each admittee signing of the Roll. Society staff will assist the Prothonotary, as needed, and will ensure an orderly process. **Ensure you sign the Roll before leaving Pier 21.**
- Each admittee will be given an admission kit upon signing the Roll of Lawyers.
- It is not necessary for all admittees to immediately line up to sign the Roll after the Ceremony. Admittees may mingle in the reception area, while the Roll is signed in small groups. Society staff will supervise the signing of the Roll.

AFTER SIGNING OF THE ROLL OF LAWYERS

- The washrooms and robing area are available for admittees to change.