**Articling Application Checklist**

**Prior to completing your application, please review the** [**Articling Handbook**](https://nsbs.org/wp-content/uploads/2019/11/articling_handbook_2019.pdf)**.**

**To apply to be an Articled Clerk you must provide the following documents:**

|  |
| --- |
| **Please submit completed documentation by** [**email**](mailto:articling@nsbs.org)**.**  **A paper copy of your documentation is not required.** |

* Application fee:
* Applicants with Canadian law degree – $225 plus HST ($258.75).

**OR**

* Applicants with foreign law degree – $325 plus HST ($373.75).
* Articling Application – Part 1.
* Articling Application – Part 2 **(Not to be disclosed to Principal. To be submitted directly to the Society by Applicant.)**
* Relevant documentation for any affirmative responses in Parts B, C and D.
* Articling Plan (completed in conjunction with your Principal).
* Articling Agreement (completed in conjunction with your Principal).
* Education Plan (completed in conjunction with your Principal).
* Criminal record check (see the Society’s [**Policy**](https://nsbs.org/wp-content/uploads/2019/11/ArtPolcriminalrecordcheck.pdf) on Criminal Record Checks).
* Notarized\* **colour copy** of a government-issued photo ID.
* **INSTRUCTIONS FOR NOTARY** - Write the following statement on the copy – “I have reviewed the original document and can state that this copy is a true copy of the original (INSERT NAME OF DOCUMENT ex. Driver’s Licence/Passport) of (INSERT APPLICANT’S NAME)”

– Be sure to sign, stamp and date the notarized copy.

* Official transcript:
* Applicants with Canadian law degree:
* an official transcript to be sent directly to the Society from your law school **confirming** you have received your law degree **(request after convocation)**; and
* an official transcript from any additional law school you have attended other than as an exchange student.

**OR**

* Applicants with foreign law degree:
* Certificate of Qualification to be sent directly to the Society from the National Committee on Accreditation.
* If applicable, particulars of your work permit or other authorization allowing you to work in Canada.
* Registered with CPLED for PREP.

**PLEASE NOTE:**

* If you are from a law school **other than** the Schulich School of Law (Dalhousie University) or the University of New Brunswick and your transcript confirming your law degree will not be received by the Society two weeks prior to your articling start date, you must request your **law school provide a letter directly to the Society by email** confirming you have met the requirements for graduation.
* If your first language is not English (and if the Executive Director requires), you may be asked to provide proof of English language proficiency.

**Application for Enrolment in Bar Admission Program &**

**as an Articled Clerk**

### NOTE: This application must be completed legibly. Do not skip any questions. Omissions or inaccuracies will result in processing delays.

### The answers to Part 1 must be sworn/affirmed before a notary public (or Commissioner of Oaths, if in Nova Scotia). If the space provided for any answer is insufficient, you may attach additional pages to this form provided they are duly signed.

### Applicant’s Questionnaire – Part 1

### Part A – Personal and Contact Information

1. **Applicant Information**

**IMPORTANT: We will use your personal email to contact you with information, notices or any deficiencies regarding your application. It is your responsibility to notify us of any changes to your email address, phone number, home address or any other contact information.**

**Full Legal Name:**

**Preferred Prefix** (optional)**:**

(Attach a notarized **colour copy** of your passport, driver’s licence or other government-issued photo identification.)

**If you use a name other than your given name, please indicate here:**

**State any changes of name (formal or informal), other surnames or given names you have used and when:**

(If the change in name was made by court order, attach a certified or notarized copy of the order.)

**Date of Birth** (month/day/year)**:**

**Home Address:**

**Telephone:**

**Personal Email**:

**Work Email** (if known)**:**

1. **Firm and Principal Information**

**Principal Name** (firm or individual lawyer)**:**

**Supervising Lawyer Name** (if firm is principal)**:**

**Articling Firm:**

**Firm Address:**

**Telephone:**

**Email:**

**Are you related to your Principal?** Yes ❒ No ❒

**If “yes”, please state relationship:**

### Part B – Education

1. State all universities attended (with location of each), dates of attendance, and any degrees granted.

**University Dates Attended Degree(s) Granted**

(month/year)

1. Were you ever expelled from university or law school? Yes ❒ No ❒
2. Has disciplinary action ever been instituted against you by any Yes ❒ No ❒

university or law school?

1. Have you applied for registration as a student-at-law or articled Yes ❒ No ❒

clerk in any other jurisdiction?

If “yes”, please provide particulars including copies of any

correspondence, ruling letters, etc.

1. Have you ever been expelled or suspended from a bar admission Yes ❒ No ❒

program by a law society or other organization running such a

program?

**Part C – Employment**

1. Are you lawfully entitled to be employed in Canada? Yes ❒ No ❒

If you are not a Canadian citizen or do not have Canadian landed

immigrant status, please provide particulars of your work permit or

other authorization.

1. Have you ever been discharged, suspended or asked to resign Yes ❒ No ❒

from any employment?

1. Are you, or have you ever been, a member of a law society? Yes ❒ No ❒  
   (Note: The Canadian Bar Association is not a law society.)

If “yes”, please note date of admission and current status.

### Part D – Good Character

1. Do you presently have a record for having been found guilty of Yes ❒ No ❒

a criminal offence?

1. Are there any outstanding charges against you pertaining to a Yes ❒ No ❒

criminal offence?

1. Have you ever been successfully sued in a civil action relating to Yes ❒ No ❒

fraud?

1. Are there any outstanding civil judgments against you or any Yes ❒ No ❒

actions outstanding against you that may result in a civil judgment?

1. Have you ever made an assignment in bankruptcy or petitioned Yes ❒ No ❒

into bankruptcy, or filed a proposal to creditors?

1. Have you at any time not obeyed an order of any court requiring Yes ❒ No ❒

you to do or abstain from doing any act?

1. Have you ever been suspended, disqualified, censured or had Yes ❒ No ❒

disciplinary action instituted against you as a member of any

profession or organization?

1. Have you ever been denied or had revoked any licence or permit, Yes ❒ No ❒

the procurement of which required proof of good character?

1. Have you ever been refused registration as a student-at-law or Yes ❒ No ❒

articled clerk?

1. Have you ever had your articles terminated? Yes ❒ No ❒
2. Is there, to your knowledge or belief, any event, circumstance, Yes ❒ No ❒

condition or matter not disclosed in your replies to the preceding

questions that touches or may concern your conduct, character

and reputation, and that you know is or believe might be thought

to be an impediment to your admission or warrant full inquiry by

the Society?

**NOTE:** If answer is “yes” to any question in Part B, C, or D **other than #8**, please attach all relevant documents, including any court orders with full particulars.

### Authorization and Undertaking

I grant to the Society full authority to make enquiry from any police authority or other authority with regard to any criminal record or with regard to any of the matters referred in Part D, and I authorize all persons enquired of pursuant to this authorization to provide all information requested.

I undertake to the Society that I will report to the Society at my earliest convenience should anything occur before or during my articling period that would alter my responses to any of the questions contained in Part 1 and Part 2 of my application.

I further undertake that I will at all times well and truly keep and perform all of my obligations as an Articled Clerk and will follow the rules and requirements of the Society. I also hereby undertake to comply with all ethical guidelines and rules governing lawyers in the Province of Nova Scotia, including the *Code of Professional Conduct*, as the definition of “lawyer” therein includes an “articled clerk.”

Signature of Applicant

**Declaration of Applicant**

I, , the Applicant for enrolment as an Articled Clerk, DO SOLEMNLY DECLARE that the statements contained in my Applicant’s Questionnaire – Part 1 are complete and true in every respect.

AND I make this solemn declaration believing it to be true and know that it is of the same force and effect as if made under oath.

Declared before me at ,

Province of ,

this day of , .

Notary Public in and for the Province of Signature of Applicant

or a Commissioner of

Oaths[[1]](#footnote-1) taking affidavits for .

**Declaration of Principal/Supervising Lawyer**

I, , Principal/Supervising Lawyer of acknowledge that:

1. I have agreed to act as Principal/Supervising Lawyer to the person described in this Applicant’s Questionnaire; and
2. I have read their completed Applicant’s Questionnaire – Part 1.

Date Signature of Principal/Supervising Lawyer

### Preferred Articling Start Date

June 1 ❒ Other

(to be approved by the Society)

**NOTE:** Before you are eligible for the call to the Bar you must successfully complete your articles and the Bar Admission Program which consists of PREP and the Society’s Cultural Competence Workshop.

**Monetary Compensation for Articling**

Are you being paid to article? Yes ❒ No ❒

**PREP Registration**

It is my intention to register with CPLED for: PREP ❒

Accelerated PREP ❒

The upcoming PREP schedules can be found on the [Canadian Centre for Professional Legal Education (CPLED) website](https://cpled.ca/students/cpled-prep/program-schedule/) and the Bar Admission Program Schedule is noted below.

**PREP Payment**

Payment for PREP will be made by: Firm ❒

Applicant ❒

Combination ❒

**Bar Admission Program Schedule**

The Bar Admission Program currently consists of the Practice Readiness Education Program (PREP) (regular program offered in Nova Scotia twice per year beginning in June and December or accelerated program offered beginning May 30, 2022) and a one-day Cultural Competence Workshop.

The date of the Cultural Competence Workshop is to be determined. Details will follow once finalized.

**NOTE:** All dates and timing as well as course order and session delivery are subject to change.

**Equity and Diversity**

The Society is committed to increasing opportunities for all law graduates from communities that have historically been underrepresented in the legal profession. The Society is working with the Department of Justice, Schulich School of Law at Dalhousie University and Nova Scotia law firms to make the legal profession more representative of the public it serves. One aspect of this initiative requires gathering relevant data on the representation of individuals from equity seeking communities in programs of the Society.

Your **voluntary response** to the question below will assist our understanding of equity and diversity in the legal profession.

I am a member of one or more of the following communities:

1. African Nova Scotian ❒
2. Black ❒
3. Mi’kmaq ❒
4. Indigenous ❒
5. Racialized ❒
6. Persons with a Disability ❒
7. 2SLGBTQIA+ ❒
8. Other:

1. Only a Commissioner of Oaths in Nova Scotia may swear this declaration. [↑](#footnote-ref-1)