



NOVA SCOTIA BARRISTERS' SOCIETY

EDUCATION & CREDENTIALS

**APPLICATION FOR ADMISSION ON TRANSFER – FROM OUTSIDE OF CANADA**

**(Review Regulations 6.4 and 6.5 prior to completing this application)**

This application must be completed **legibly**. All questions must be answered fully and precisely and the answers to Part 1 must be sworn/affirmed before a Notary Public or Commissioner of Oaths (if sworn/affirmed in Nova Scotia). Omissions or inaccuracies may be grounds for rejection. If the space provided for any answer is insufficient, the applicant may attach a rider to this form, provided it is duly signed.

To apply to transfer to Nova Scotia, you will need to submit the following:

- ☐ Your transfer application
- ☐ A notarized copy of a government issued photo ID
  - \* ***INSTRUCTIONS FOR NOTARY - Write the following statement on the photocopy – “I have reviewed the original document and can state that this photocopy 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 photocopy.***
- ☐ A current Certificate of Standing from each jurisdiction in which you are, or have ever been, licensed to practice law. (Do not include with your application; each law society must send the Certificate directly to the Society.)
- ☐ Pay the transfer fee of \$1523.75 (HST included)\*

Please note: You will also be required to pay for the PREP course. The fee for that is currently \$6100, plus applicable taxes payable to [CPLED](#).

- ☐ A Canadian Criminal record check with be obtained by the Society on your behalf (Review our [policy on criminal record checks](#)).
- ☐ Relevant documentation with full particulars for any affirmative responses in both Parts B and C
- ☐ A copy of your Certificate of Qualification (Do not include with your application; the National Committee on Accreditation must upload this document to their portal.)
- ☐ If applicable, a current Certificate of Standing from each governing body for each professional organization, excluding law societies, of which you are, or have ever been, a member (Do not include with your application; governing bodies must send certificate(s) directly to the Society.)

**\*Payment of fees may be made by credit card by telephone or in person at the Society offices, by cheque made out to the Nova Scotia Barristers’ Society or by debit at the Society offices.**

**Review to ensure your application is complete. Incomplete applications will not be processed. A complete application must be received at least six weeks prior to your anticipated call date. If your complete application has not been received in this time, you may not be called until the following call to the Bar. Your call to the Bar may also be delayed if your application requires additional follow-up or consideration by the Credentials Committee.**

**Please note:** The June call to the bar has limited space as it is the main call date for articulated clerks. It may be necessary due to numbers to defer call dates for applicants who are not articulated clerks.

For more information see [Guide for Applicants with a Law Degree from Outside Canada](#) and [NSBS Guide for New Lawyers](#).

# APPLICATION FOR ADMISSION ON TRANSFER

## PART 1

### PART A - IDENTIFICATION

1. Full Name: \_\_\_\_\_

Preferred prefix: \_\_\_\_\_

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

2. Date of Birth: \_\_\_\_\_

3. Home Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

4. State any changes of name, formal or informal, or other surnames or given names you have used, and when:

\_\_\_\_\_  
\_\_\_\_\_

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

5. Date of arrival in Canada (month, year) \_\_\_\_\_

### PART B - PROFESSIONAL HISTORY

6. (a) From which law school did you receive your degree?

*Please provide details on your law school and not the date your NCA certificate was issued.*

\_\_\_\_\_  
Is it a common law or civil law degree?

\_\_\_\_\_  
On what date was your law degree issued?

*Please arrange to have your Certificate of Qualification from the National Committee on Accreditation uploaded to their online portal.*

7. 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 work permit or other authorization.*

8. Have you applied to enter the licensing process of another Canadian law society? Yes ☐ No ☐

If yes, we require a letter directly from each law society(s) where you applied, outlining the dates of your application and admission to their licensing process; dates of withdrawal (if relevant); steps completed in the admission process (if any); and reason for withdrawal, if provided.

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9. List chronologically all law societies or comparable bodies of which you are currently or were previously a member, noting current status and dates of admission.

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***Please have current Certificates of Standing sent directly to the Nova Scotia Barristers' Society from each law society or other body governing the legal profession in any jurisdiction of which you are, or have ever been, a member.***

10. List chronologically all governing professional bodies, excluding law societies, of which you are currently or were previously a member, noting current status and dates of admission.

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***Please have current Certificates of Standing sent directly to the Nova Scotia Barristers' Society from each governing body in any jurisdiction of which you are, or have ever been, a member.***

11. State your complete employment history since the date of your call to the Bar, including name of law firm/employer, address and period employed (month, year). If you have been called in more than one jurisdiction (including outside Canada), begin your employment history with your earliest call.

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12. In the space provided below, state fully the nature and extent of your practice and/or law-related experience, including dates. This should include the areas of law you worked in as well as the types of files and levels of court you have worked in. *Attach a separate sheet if the space provided is insufficient.*

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13. Have you ever been refused admission to, been disciplined by, or been disbarred or struck from membership in a law society or other professional organization or governing body? Yes ☐ No ☐

14. Have you ever resigned or applied to resign from a law society or other governing body for any reason? Yes ☐ No ☐

15. Are you currently the subject of a professional conduct or disciplinary complaint in any jurisdiction? Yes ☐ No ☐

16. Are you aware of any complaint or charge pending against you in your professional capacity, which has not yet come to the attention of your law society or governing body? Yes ☐ No ☐

*If answer is yes to any of questions 13 to 16, attach relevant documents, including reports from your law society and other applicable professional organization or governing body, if any, with full particulars.*

<b>PART C - GOOD CHARACTER</b>
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17. Do you presently have a record for having been found guilty of a criminal offence? Yes ☐ No ☐

***The Society will obtain a Canadian Police Information Centre Criminal Record Synopsis (CPIC Check) on your behalf. This fee is now included in your transfer application fee.***

18. Are there any outstanding charges against you pertaining to a criminal offence? Yes ☐ No ☐

19. Have you ever been successfully sued in a civil action relating to fraud? Yes ☐ No ☐

20. Have you ever been suspended, disqualified, censured or had disciplinary action instituted against you as a member of any profession or organization? Yes ☐ No ☐

21. Have you been denied or had revoked any licence or permit, the procurement of which required proof of good character? Yes ☐ No ☐

22. Have you made an assignment in bankruptcy or petitioned into bankruptcy, or filed a proposal to creditors? Yes ☐ No ☐

23. Are there any outstanding civil judgments against you or any actions outstanding against you that may result in a civil judgment? Yes ☐ No ☐

24. Have you at any time not obeyed any order of any court requiring you to do or abstain from doing any act? Yes ☐ No ☐

25. Is there, to your knowledge or belief, any event, circumstance, 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 Nova Scotia Barristers' Society? Yes ☐ No ☐

26. Have you ever been refused registration as a student-at-law or Articled Clerk? Yes ☐ No ☐

*If answer is yes to any question in Part C, attach relevant documents, including any court orders, with full particulars.*

## PART D – PRACTICE INTENTIONS

27. If admitted in Nova Scotia, do you intend to commence practising law here?

Yes ☐ No ☐

By submitting this application, I acknowledge that in most cases, direct (in-person) exposure to Nova Scotia legal practice will also be required. This may come in the form of working under supervision or articling in Nova Scotia for a period of 6-12 months. If you are required to work under supervision or work in association with a firm in Nova Scotia for a period of time and are called to the bar prior to satisfying that condition, you are not eligible to transfer to another jurisdiction until you have met our requirements.

Check this box to acknowledge the above ☐

28. On what date do you intend to commence practice? (**Note:** You are not permitted to commence practice until your application has been processed, you are in receipt of your ruling and met any conditions contained therein and you have been called to the Bar) \_\_\_\_\_

29. With which firm or organization will you be practising (if known)? \_\_\_\_\_

Address of law firm or employer: \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

30. Describe the nature of your intended practice:

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31. If you do not intend to practise law in Nova Scotia, state your reason(s) for requesting admission in Nova Scotia:

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## AUTHORIZATION AND UNDERTAKING

I grant to the Society permission to make enquiry from any person, police authority, governing body, or other organization about anything relevant to this Application for Admission on Transfer. I authorize all persons enquired of pursuant to this authorization to provide all information requested. I undertake to the Nova Scotia Barristers' Society that, if admitted in Nova Scotia, I will at all times well and truly keep and perform all of my obligations 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*.

## DECLARATION OF APPLICANT

I, \_\_\_\_\_, the applicant in this Application for Admission on Transfer, DO SOLEMNLY DECLARE that the statements contained in my Application 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 or solemn affirmation.

Declared before me at \_\_\_\_\_ )

in the County of \_\_\_\_\_, )

Province of \_\_\_\_\_, )

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )

)

\_\_\_\_\_) )

Notary Public in and for the Province of )

\_\_\_\_\_, or a Commissioner )

of the Supreme Court of Nova Scotia. )

\_\_\_\_\_  
Signature of Applicant

**Note:** If the declaration is made outside Nova Scotia, it must be made before a Notary Public.

## 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 historically disadvantaged 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. 2SLGBTQ+ ☐
8. Other: \_\_\_\_\_



# APPLICATION FOR ADMISSION ON TRANSFER

## PART 2

FITNESS
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In asking the following question, the Barristers' Society is seeking information pertaining to your fitness to practise law pursuant to Regulation 6.5.2 (d). The Society's obligation to protect the public interest operates alongside the lawyers' ethical obligation to respect the human dignity and worth of all persons and to treat all persons with equality and without discrimination.

To that end, the Society will endeavour to deal with issues of capacity without causing unnecessary pain and anxiety for applicants, without discouraging those who need help from seeking it and without contributing to the stigma surrounding mental health issues in particular.

In order to protect your right to privacy, the information you provide will be held in confidence, and will only be provided to the Credentials Committee where it is deemed relevant to a concern regarding your fitness to practice law, and only after you have been notified of the information to be provided to the Committee.

The practice of law is often rigorous, demanding a high level of functioning. Any circumstance which would render you incapable of practising law competently puts clients' interests at risk, and harms the profession's reputation. Having said that, the Barristers' Society recognizes that everyone experiences pressures in life, and we all respond to those pressures differently. You may be quite capable of practising law competently, in spite of your past difficulties. It is the Society's goal as the governing body of the profession to determine if an applicant has an impairment which effectively disables that individual from carrying out the functions normally required of a lawyer. To this end, the Society is looking for information about conditions that you are currently experiencing and which could impair your ability to practise. The Society is not looking for information about past conditions which have been resolved and are not currently affecting your ability to complete the duties of a lawyer. You need only report **current** circumstances which could affect your ability to perform the duties of a lawyer.

The fact that you may have sought professional assistance for a problem is not a bar to enrolment. In most cases, evidence of having sought professional assistance is positive evidence, as it suggests that you are actively seeking to deal with the circumstances and take control of your life.

On behalf of the Society, LIANS operates a Lawyers Assistance Program, which is completely confidential and open to all lawyers, their families and their staff. It is available to you upon admission to the Nova Scotia Bar. The Society actively encourages individuals to seek the education and assistance they need. The LAP can be contacted at 1-866-299-1299.

If you answer "yes" to the question below, you may be asked to provide further information from a source that the Society deems appropriate.

If you would like to discuss a personal concern confidentially, please contact the Director, Education & Credentials or Administrator, Education & Credentials, at 902-422-1491.

1. Full Name: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. State any changes of name, formal or informal, or other surnames or given names you have used, and when:

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4. ***In asking the following question, the Society is not concerned with issues which have been satisfactorily resolved and do not affect your present ability to practise law competently.***

Based upon your personal history, your current circumstance or any professional opinion or advice you have received, are you currently experiencing any condition which is reasonably likely to substantially impair your ability to competently practise law? Yes ☐ No ☐

5. If the answer is “yes” to (4), please provide a general description of the “impairment” which is likely to substantially impair your ability to perform the duties of a lawyer.

*Depending upon your response, the Society may ask for additional information from you or another appropriate source.*

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*Signature of Applicant*

\_\_\_\_\_  
*Date*