



NOVA SCOTIA BARRISTERS' SOCIETY

Articling Application Checklist

Prior to completing your application, please review the [Articling Handbook](#).
To apply to be an articled clerk you must provide the following documents:

Please submit completed and signed documentation by [email](#), mail or hand delivery to:
Education & Credentials Department
Nova Scotia Barristers' Society, Cogswell Tower, 800–2000 Barrington Street, Halifax, NS B3J 3K1

- 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](#) 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** 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 may be grounds for rejection.

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

1. Personal and Contact 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 (Mr. / Ms. / Mrs. / None)

(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:

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

Home Address: _____

Telephone: _____

Personal Email: _____

Work Email (if known): _____

2. 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

3. State all universities attended (with location of each), dates of attendance, and any degrees granted (including month of graduation).

University	Dates Attended (month/year)	Degree(s) Granted (include graduation month)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Were you ever expelled from university or law school? Yes No

5. Has disciplinary action ever been instituted against you by any university or law school? Yes No

6. Have you applied for registration as a student-at-law or articled clerk in any other jurisdiction? Yes No
If "yes", please provide particulars including copies of any correspondence, ruling letters, etc.

7. Have you ever been expelled or suspended from a bar admission program by a law society or other organization running such a program? Yes No

Part C – Employment

8. Are you lawfully entitled to be employed in Canada?
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. Yes No
9. Have you ever been discharged, suspended or asked to resign from any employment? Yes No
10. Are you, or have you ever been, a member of a law society? Yes No
- If “yes”, please note date of admission and current status.
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Part D – Good Character

11. Do you presently have a record for having been found guilty of a criminal offence? Yes No
12. Are there any outstanding charges against you pertaining to a criminal offence? Yes No
13. Have you ever been successfully sued in a civil action relating to fraud? Yes No
14. Have you ever been suspended, disqualified, censured or had disciplinary action instituted against you as a member of any profession or organization? Yes No
15. Have you ever been denied or had revoked any licence or permit, the procurement of which required proof of good character? Yes No
16. Have you ever made an assignment in bankruptcy or petitioned into bankruptcy, or filed a proposal to creditors? Yes No
17. Are there any outstanding civil judgments against you or any actions outstanding against you that may result in a civil judgment? Yes No
18. Have you at any time not obeyed an order of any court requiring you to do or abstain from doing any act? Yes No
19. Have you ever been refused registration as a student-at-law or articled clerk? Yes No
20. Have you ever had your articles terminated? Yes No

21. 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 Society? Yes No

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 articulated 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
_____ or a Commissioner of
Oaths¹ taking affidavits for _____.

Signature of Applicant

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

¹ Only a Commissioner of Oaths in Nova Scotia may swear this declaration.

Preferred Articling Start Date

June 1, 2020

Other _____
(to be approved by the Society)

NOTE: The Bar Admission Program and Call to the Bar ceremony are scheduled to coincide with the June 1 articling start date. If you are approved to start on a different start date, your Call to the Bar may be delayed at the conclusion of your articles as admission ceremonies occur quarterly and you must successfully complete the Bar Admission Program prior to your Call to the Bar.

Bar Admission Program Schedule

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

The upcoming PREP schedule can be found on the [Canadian Centre for Professional Legal Education \(CPLED\) website](https://cpled.ca/students/cpled-prep/program-schedule/). (<https://cpled.ca/students/cpled-prep/program-schedule/>)

The Cultural Competence Workshop is scheduled for July 6, 2020 at the Schulich School of Law (Dalhousie University), Room W105, 6061 University Avenue, Halifax, Nova Scotia.

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

PREP Payment

Payment for PREP will be made by:

Firm

Applicant

Combination

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: _____

I certify that all the information I have provided in this Application is correct to the best of my knowledge.

Date

Signature of Applicant