



# Articling in Nova Scotia

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Staff Lawyer, Education & Credentials

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# Articling Term

Due to the exceptional circumstances related to COVID-19, the 2022-2023 articling term will again be changed to a minimum of 8 months and a maximum of 12 months as agreed between the Principal and Articled Clerk, for students who commence articles before the end of June 2022.



# All Requirements to be completed

Not eligible for call to the Bar until you:

- Successfully complete your articles,
- Successfully complete PREP, and
- Attend the Cultural Competency Workshop (date TBD).

**An eight-month articling term will not result in an earlier call to the Bar. You still must complete PREP (a 12-month program).**



## Principal required to article

- Students require a principal to article.
- A principal may be
  - A practicing lawyer in NS,
  - A law firm or office of a law firm that has more than one office in the Province of NS, in which case one lawyer in the firm or office is named as supervising lawyer.

Articling paperwork will be completed with the principal.

# Articling Application Components

- Articling Application, Part 1
  - explanation/documentation for affirmative responses
- Articling Application, Part 2
  - not disclosed to principal
- Articling Plan
- Articling Agreement
- Education Plan
- Criminal Record Check (dated within 6 months)
- Photo ID (notarized, colour copy, government-issued)

# Articling Application Components continued

- Confirmation of law degree
  - Dal/UNB - grad lists
  - Other law schools – letter required
  - NCA – Certificate of Qualification
- Official transcript
  - **Must** confirm conferral of law degree
  - Any additional law schools attended other than as exchange student
- Application fee
- Work permit/authorization (if applicable)
- Proof of English language proficiency (if required)



# Articling Application Components continued

- Registration with CPLED for PREP
- We do not require paper copies of your original application documents – scanned copies are preferred.
- Email applications to [articling@nsbs.org](mailto:articling@nsbs.org)
- Applications should be submitted by April 1, 2022 (for June 1<sup>st</sup> start date).



# Education Plans

- Prepared by principal
- Approved by Nova Scotia Barristers' Society
- Based on competency framework
- Describe how you will be taught, supervised and provided with feedback in the various lawyering and practice management skills as well as professional responsibility



# Options for Articled Clerks

- Part-time articles
- Up to six months' credit for articles completed in another province
- Assignment of Articles
- Leave of absence from articles
- Extension of articles
- Shared articles
- Work outside articles not permitted without permission of the Nova Scotia Barristers' Society

Contact us to discuss.



# Reporting Requirements

Your principal will submit a Mid-term Report (approximately half-way through articling year) and Final Report describing the experience received in the various skills during your articles.

# Resources for Articled Clerks

Available on our website on “About Articling” page:

- Articling Handbook
- Bar Review Materials
- Competency Framework
- Guide for New Lawyers
- Information to assist with finding an articling position
- Etc.

# Admission to the Bar

We will contact you when it is time to submit admission documentation:

- Final Report
- Certificate of Principal
- Statement of Good Character
- Oath/Affirmation, Biography, Order
- Fees

Quarterly calls (January, April, June, November)

# Questions?

If you have any questions, please contact us:

[articling@nsbs.org](mailto:articling@nsbs.org)

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