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VISIT WWW.LSUC.ON.CA AND CLICK ON LAWYER LICENSING

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SPECIAL NEEDS: SPECIALNEEDS@LSUC.ON.CA
ARTICLING PROGRAM: ARTICLING@LSUC.ON.CA

LAWYER LICENSING PROCESS

General Information Bulletin

Welcome to the 2012 Lawyer Licensing Process.

This bulletin will provide you with general information about the two components of the Licensing Process: the Licensing Examinations and the Articling Program. It also contains time-sensitive deadlines and dates of importance.

Please read this bulletin and all of the Licensing Process documents available online, thoroughly.

A. Communication with the Law Society

The Law Society's online web account system is the primary means of communicating with candidates from the moment of application until a licence to practise is granted.

All candidates are provided with a Law Society web account when they apply for the Licensing Process. Candidates are strongly advised to login at least once a week to review any information sent by the Law Society. Fee invoices and receipts, information on Licensing Examinations and Licensing Examination study materials and distribution, examination results, articling filing requirements and call to the bar information are among the many critical messages available through the candidate's web account. Candidates can also communicate directly with the Office of the Registrar through their web account. Replies are typically provided within two business days of receipt. The username and password is confidential to the candidate. Using the web account you can update your personal information or address, check your account balance as well as pay your fees.

In your Law Society web account you will find a personalized placement letter, which outlines your assigned location and date of your Licensing Examinations, as well as your personal and confidential candidate identification number. You must always reference this number when corresponding with the Law Society. Once again, you must ensure that your candidate ID number, username and password are kept confidential.

Please contact the Office of the Registrar with any issues related to your web account.

B. Fees and Payment

In late January, information regarding your invoice, payment and deadline for payment will be posted in your web account. This information will include the invoice for the Licensing Process fees and details on payment methods and options. At the time of print, the fees for the 2012 Lawyer Licensing Process is \$2,400.00 (plus applicable taxes), which includes the first write of the Barrister and Solicitor Licensing Examinations, bound copies of the Licensing Examination study materials, the LSUC candidate photo ID card, access to administrative support services for the Articling Program and the online Professional Responsibility and Practice course.

Upon receipt of the invoice, please remit payment as follows: by certified cheque or money order made payable to The Law Society of Upper Canada, or by online payment with an approved credit card to the Accounts Office of the Law Society in Toronto. Alternatively, debit card payments can be made in person at the Client Services Centre at The Law Society of Upper Canada in Toronto. Your invoice must be submitted with any payment unless you pay online. In the event that a third party will be paying a portion or the entire fees for the Licensing Process, please provide the fee(s) invoice(s) directly to the third party.

Personal cheques will not be accepted.

All fees are due in full by 5:00 p.m. on April 2, 2012 if you want to receive the Licensing Examination study materials prior to sitting any Licensing Examination in June 2012. To receive your Law Society candidate photo ID card and Licensing Examination study materials, all fees must be paid in full.

Monthly Payment Plan

Candidates may select to pay their fees in accordance with the Law Society's [Monthly Payment Plan](#). An information sheet and schedule outlining the monthly payment plan options will be posted online at the time your invoice package is posted in your web account. **Please note that if you select a monthly payment plan option and you intend to be called to the bar prior to the end of the term of the monthly payment plan selected, all outstanding fees must be paid in full before you can be called to the bar.**

The Law Society Repayable Allowance Program

The Law Society has established the Repayable Allowance Program (RAP) to assist candidates who require financial assistance. For further information and to download a copy of the application, please visit the website under the Licensing Process for Lawyers/Support Services/Financial Assistance.

C. Licensing Examination Study Materials

Licensing Examination study materials will be available **beginning April 23, 2012, provided all fees have been paid**. You will also receive your Law Society photo identification card at that time.

Candidates have a choice of picking up the Licensing Examination study materials at the Law Society office in Toronto or have the Licensing Examination study materials sent by courier to the address they provide for delivery. A fee for the courier service will be payable at the time of delivery. Details about the courier service option and applicable fee will be communicated in late March 2012 and as required. After March 2012, candidates who pay their Licensing Process fees will be sent the information on courier service and how to provide an address where the Licensing Examination study materials must be delivered.

All required fees must be paid before you can receive the Licensing Examination study materials and your LSUC candidate photo ID card. A passport or photo driver's licence must be presented if you collect your materials in person. **The Licensing Examination study materials will only be released to you. You cannot have a parent, friend or colleague attempt to pick up your Licensing Examination study materials on your behalf.**

D. The Law Society Photo ID Card

The Law Society photo ID card will be issued to candidates along with the Licensing Examination study materials. Candidates who opt to have their study materials sent by courier will receive the Law Society photo ID card at the same time. It is important you keep this card in a secure place and inform the Office of the Registrar immediately if you suspect it has been lost or stolen. Lost or stolen Law Society photo ID cards must be replaced through the Office of the Registrar and a fee of \$15 (plus applicable taxes) will be charged. **Each card has an expiry date. It is the candidate's responsibility to ensure the card is valid on the day when a Licensing Examination is to be written.**

Law Society photo ID cards will not be released to anyone other than the candidate. The card must be presented at all Licensing Examination locations, or when entering legal facilities and venues during the Licensing Process and the Articling Program or when accessing the Law Society.

E. Barrister and Solicitor Licensing Examinations

Preparation for the Licensing Examinations is through self-study of all the Licensing Examination study materials that are provided by the Law Society. Candidates must successfully complete both the Barrister Licensing Examination and the Solicitor Licensing Examination as part of the licensing requirements.

The Licensing Examinations are based on validated entry-level competencies, which have been defined by the legal profession through a rigorous development and validation process. A competency is defined as the knowledge, skill, ability, attitude or judgment required for entry-level practice. The competencies tested are those that

- a) have the most direct impact on public protection;
- b) influence effective and ethical practice; and

c) can be measured reliably and validly by the assessment question format used by the examinations.

The Barrister Licensing Examination will assess competence in the following categories:

- ethics and professional responsibility;
- knowledge of the law, specifically in civil litigation, criminal procedure, family law, and public law;
- establishing and maintaining the barrister-client relationship;
- issue identification, analysis and assessment;
- alternative dispute resolution, and
- the litigation process.

The Solicitor Licensing Examination will assess competence in the following categories:

- ethical and professional responsibility;
- knowledge of the law, specifically in business law, real estate law and wills, trusts and estate administration;
- establishing and maintaining the solicitor-client relationship;
- issue identification, analysis and assessment, and
- fulfilling the retainer.

The BARRISTER Licensing Examinations are scheduled on the following dates:

- June 5, 2012
- November 13, 2012
- March 7, 2013

The SOLICITOR Licensing Examinations are scheduled on the following dates:

- June 19, 2012
- November 27, 2012
- March 19, 2013

Dates and venues are subject to change. Each candidate will be required to present a valid Law Society photo ID card at any sitting of the Licensing Examinations. Please refer to the Licensing Process website for the most current information.

Each Licensing Examination is seven (7) hours in length with an hour and a half (1.5) break. The Licensing Examinations are open book and you will be permitted to mark up your Licensing Examination study materials and bring them into the testing area. **However, you will not be permitted to leave the examination location with any materials. All materials that you bring into the testing area must remain in the testing area upon completion of the Licensing Examination (including all Licensing Examination study materials, dictionaries, other eligible materials, etc).**

Your Licensing Examination results will be sent to your Law Society web account. If you are unsuccessful in any of the Licensing Examinations, you will be permitted to register and re-write within the same Licensing Cycle during one of the other scheduled sittings. You will be required to download and print another set of Licensing Examination study materials from the Licensing Process website or from the CD-ROM that will be provided only to candidates who must rewrite. Candidates who wish to rewrite any Licensing Examination must register by completing and submitting the required registration form(s) that is available on the Law Society website after Licensing Examination results are released. An invoice for \$600 per rewrite (plus applicable taxes) will be issued to the candidate's web account once the registration form is received.

If you wish to defer a Licensing Examination or would like to write at an earlier date than you originally selected, please see Part IX, Section 28 (5) of the Licensing Process Policies for the procedure and deadlines.

The Request Form for Change or Deferment may be downloaded from the Licensing Process website for Lawyers/Forms.

Please ensure that you read and review the Licensing Process Policies and the Licensing Examination Rules and Protocol for lawyer candidates, which are available online at Licensing Process for Lawyers/Licensing Examinations.

F. Articling Program

The Articling Program is a required component of the Licensing Process. Candidates must be enrolled in the Licensing Process and have completed all LL.B/J.D. requirements or the NCA Certificate of Qualification before commencing articles. If you have not secured an articling position at the time of application, please notify Articling staff in the Office of the Registrar as soon as an articling position is secured so your records may be updated.

The required articling term consists of ten months, including completion of the online Professional Responsibility and Practice course and assessment, and can include up to two weeks of vacation. Candidates entering the 2012 Licensing Process must complete the online Professional Responsibility and Practice course and assessment with their Articling Principal during articles.

It is your responsibility to ensure that you article with an approved Principal, who has already filed an application to serve as an Articling Principal with the Law Society for approval. Work commenced with an unapproved principal will not be recognized as credit toward your articles.

Please ensure that you are aware of the requirements regarding the completion and filing of articling documentation. The required documents can be downloaded from the Law Society website. **It is your responsibility to file Articles of Clerkship within ten (10) business days of the commencement of articles.** Articles of Clerkship received after ten business days may not be recognized as credit towards your articles. Additionally, documents filed after the prescribed deadline are subject to a late filing fee. After having filed Articles of Clerkship and paid the prescribed articling fee, you will be granted access to the online Professional Responsibility and Practice course.

If you choose to write a Licensing Examination **as a first attempt** (Barrister or Solicitor or both) during your articling term, you are permitted five (5) uninterrupted business days leave from articling duties to study for each examination, one (1) day leave from articling duties to write the examination and one (1) day leave from articling duties following the writing of the Licensing Examination. This designated time, which totals 14 business days, **must be added to** the end of the articling term and should form part of the articling contract. You and your Articling Principal must agree on the scheduling of your first attempt, as well as study days to be taken, of a Licensing Examination if it will occur during your articling term.

All forms documents and additional information are available on the website under Licensing Process for Lawyers/Forms.

G. Good Character

If any of your answers to any of the Good Character questions have changed from the time you submitted your initial application to the Licensing Process, you are required to submit a *Good Character Amendment Form* found online.

H. Call to the Bar

To meet the requirements for a Call to the Bar of Ontario, you must successfully complete all requirements of the Licensing Process, submit all required documentation and pay any outstanding fees by the prescribed deadlines.

Candidates entering the 2012 Licensing Process may be called in June 2013 provided all requirements are completed. Detailed information concerning the 2013 calls will be distributed to eligible candidates as soon as it becomes available and will also be posted on the Licensing Process website. The call to the bar fee is \$250.00 (plus applicable taxes) and the payment becomes due date in May 2013 for the June calls in 2013. On an ongoing basis, call information will be sent to candidates as they become call eligible.

Candidates who intend on being called to the bar in June 2013 must commence their 10-month articling term by August 6, 2012. Candidates who commence the 10-month articling term after August 6, 2012 may not be eligible to be called to the bar in June 2013 but may be eligible for the call in September 2013.

I. Support Services Office

As part of the Office of the Registrar, Support Services provides various forms of assistance to candidates in the Licensing Process. Support services may be required to assist candidates with the Licensing Process requirements and therefore are ongoing.

Candidates in Toronto, London or Windsor, who require support or would like to obtain more information about our services, may contact Support Services in the Office of the Registrar at (416) 947-3315. Candidates in Ottawa should contact the Assistant Registrar at (613) 680-4564.

J. Special Needs and Accommodation

The Law Society of Upper Canada is committed to ensuring that candidates with documented special accommodation needs receive reasonable accommodation while maintaining credible and valid assessment practices.

If you are a person with a disability or a condition which may require some accommodation during the Licensing Process, you should complete the **Request for Special Needs Accommodation** form and returned it to Support Services by February 1, 2012. This form may be obtained from Support Services in the Office of the Registrar and should be completed and returned as soon as possible. All enquiries should be sent to specialneeds@lsuc.on.ca. All information submitted is held in strict confidence.

Office of the Registrar – TORONTO Location Only

Administrative Office Location and Hours of Operation

The Office of the Registrar is located in Osgoode Hall, at 130 Queen Street West, Toronto, on the second floor. All visitors are required to go to the Security Desk at the main east entrance. No direct access to the office is permitted. The office is open between 9:00 a.m. and 5:00 p.m., Monday through Friday.

The Office of the Registrar provides the following services and information to candidates:

- Admissions, Registration & Enrolment
- Licensing Examinations
- Articling Program
- Call to the Bar
- Candidate Records and Transactions
- Special Needs and Accommodations
- Tutoring, Mentoring
- Financial Assistance

Distribution of Licensing Examination Study Materials and Photo ID card (Toronto Only)

1) **PICK-UP IN PERSON: Licensing Examination Study Materials Distribution Weeks - April 23, 2012 – May 7, 2012**

For candidates who pay by the April 2, 2012 fee payment deadline, Licensing Examination study materials and the Law Society photo ID card will be distributed between **April 23 and May 7, 2012** from the Materials Distribution Room located in the basement level of the Law Society at 130 Queen Street West, Toronto. The Materials Distribution Room hours of operation during the distribution period are Monday to Friday, 9:00 a.m. to 5:00 p.m. (closed for lunch between 12:30 and 1:30 pm).

After this distribution period, the Materials Distribution Room will only be open for pick-up on Fridays from 9:00 a.m. to 5:00 p.m. (closed between 12:30 p.m. and 1:30 pm).

or

2) **RECEIVE BY COURIER: April 23, 2012 and onward**

Candidates may opt to have their Licensing Examination study materials sent to them directly by courier instead of picking up them in person. Once all fees have been paid, a courier service request email will be sent to the candidates. You may fill the form out if you wish to have the Licensing Examination study materials sent to you by courier. Please note there is a cost for the courier service that you will be required to pay at the time of delivery. You must be available to

receive the package. More information will follow once your invoice for Licensing Process fees has been paid on or before April 2, 2012.

Accessibility

The Law Society building in Toronto is wheelchair accessible. If you require special accommodation, please contact Support Services in the Office of the Registrar at (416) 947-3315.

Bus/Subway/Streetcar

You may access the Law Society offices by public transit. Candidates traveling by streetcar should take the Queen streetcar and get off at Queen and York. Candidates traveling by subway should take the Yonge-University-Spadina line to Osgoode station. Candidates traveling on the GO Transit system should get off at Union station and can walk to Osgoode Hall or take the subway to Osgoode station.

Candidate discounts are NOT available for GO Transit or TTC services.