

## Articling Program: What you Need to Know

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The Articling Program in the Licensing Process is ten months in length. An online Professional Responsibility and Practice Course must be completed during the articling term and requires completion of an Assessment with your Articling Principal. The online Professional Responsibility and Practice Course will be available to articling students who have filed their Articles of Clerkship and paid the articling program fee. The Assessment Guide and questions will be provided to your Articling Principal to administer.

### I. Writing Examinations During the Articling Term

If you choose to write your first attempt of either the Solicitor or Barrister Licensing Examinations during the articling term, your Articling Principal is required to provide you with **five days** of uninterrupted study time, **one day** to write a licensing examination and **one free day**, free of articling employment duties for each of your first attempts at writing a Licensing Examination. This designated examination preparation time, which is a total of 14 business days for both examinations, is in addition to the articling term and must form part of the articling contract. Any study days taken (that are not considered vacation days) will be added on to the ten month articling term thereby extending your articles by the amount of days taken. It is recommended that you discuss and agree upon a scheduled examination session with your Articling Principal.

### II. Calls to the Bar

Candidates who wish to be called to the bar in June 2013 must commence articles by August 7, 2012. Calls to the Bar will be held in June 2013, September 2013 and January 2014. Candidates who commence articles after August 7, 2012 may be eligible for the September, or later, call to the bar.

### III. Obtaining Credit for Articles

In order to obtain credit for your articling placement you must ensure that:

- 1) Your **Articling Principal** is approved;

If the lawyer who will be supervising your work is not yet approved as an articling principal, (s)he will need to submit an *Application to Serve as an Articling Principal*. The approval process takes approximately two weeks. **Work commenced with an unapproved principal, or without timely filing of Articles of Clerkship, may not be recognized as credit towards your articling requirement.**

- 2) You **file the Articles of Clerkship** within ten days of commencement of your articles. Candidates who file the *Articles of Clerkship* after this date will be required to pay a late filing fee, as set by Convocation, which is currently \$100.00 (plus applicable taxes).

**The Law Society of Upper Canada will not necessarily recognize articles where the *Articles of Clerkship* have been filed more than two weeks after they are due.**

- 3) You complete the online **Professional Responsibility and Practice Course Assessment** with your Articling Principal during the articling term.

- 4) You file the **Certificate of Service Under Articles** at the end of the articling term (or early April 2013 in anticipation of a June 2013 call to the bar).

#### **IV. Filing Requirements**

Please review the *Memorandum of Filing Requirements for Articling Documents*. There will be an early filing requirement for candidates who are eligible and wish to be called to the bar in June 2013. It is the candidate's responsibility to ensure that all required articling documentation is filed in order to obtain credit for articles.

Should you have any questions or wish to discuss any articling-related concerns, you may contact us below:

Phone: 416-947-3315 or 1-800-668-7380, ext. 3315

Fax: 416-947-3403

E-mail: [articling@lsuc.on.ca](mailto:articling@lsuc.on.ca)

Please click on these links in order to access the following:

- Memorandum of Filing Requirements  
<http://rc.lsuc.on.ca/pdf/licensingprocesslawyer/articling/ar21memFilingReq.pdf>
- Application to Serve as Articling Principal  
<http://rc.lsuc.on.ca/jsp/licensingprocesslawyer/articlingHowToPrincipal.jsp>
- Articles of Clerkship  
<http://rc.lsuc.on.ca/pdf/licensingprocesslawyer/articling/ar09frmArticlesClerkship.pdf>
- Articled Student-at-law's Right to Appear Before Courts and Tribunals  
<http://rc.lsuc.on.ca/pdf/licensingprocesslawyer/articling/ar08polRightToAppear.pdf>