



THE LAW SOCIETY OF UPPER CANADA
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ARTICLING

Filing Requirements of Articling Documents

Commencement of Articles

The following documents should be filed within ten business days of commencement of articles.

- **Articles of Clerkship:** Articling candidate and approved Principal to complete and file with the Articling Office. **The Law Society will not necessarily recognize articles that have been commenced more than ten business days prior to the date this form is filed with the Articling Office.**

Conclusion of the Articling Term

The following documents should be filed within ten business days of the end of articles (or earlier if a June call is anticipated):

- **Certificate of Service Under Articles:** Articling candidate and Principal to complete at end of the articling term confirming completion of articling term and Online Professional Responsibility and Practice Course and assessment. This form must also indicate any vacation and /or study days taken.
- **Agreement and Confirmation of Supervision:** Only required if rights of appearance will be extended beyond the articling end date, where approval has been granted by the Associate Registrar.

Assignment of Articles

When a student-at-law transfers from one Principal to another, the following documents are to be filed with Office of the Registrar within ten business days of the assignment:

- **Assignment of Articles** (or Temporary Assignment of Articles): assignor Principal, assignee Principal (who must be approved to serve as an articling Principal) and student-at-law to complete.
- **Certificate of Service under Articles:** assignor Principal to complete, covering the period of articles served with him/her.

Notes

- **Articling Principal Approvals:** The Law Society will not recognize articles commenced with an unapproved Principal, except in the most exceptional of circumstances. Articling candidates should confirm whether their Principal has been approved prior to commencing Articles.