



Restricted Appearance Certificate Policy

Updated January 2021

I. PURPOSE

The purpose of this policy is to establish a framework to guide the applicant when applying for a Restricted Appearance Certificate.

II. GUIDELINES

a) Scope

A Restricted Appearance Certificate is limited to **three** matters, retainers or assignments. A Nunavut Court of Justice circuit is considered to be one assignment.

b) Combined RAC and Membership application

There is a Combined Restricted Appearance Certificate and Regular Membership option, which is appropriate for a lawyer who urgently requires the entitlement to practice law in the territory. In this situation, a lawyer may be issued an RAC in the interim while their application for regular membership is being reviewed.

i) Administration Fees

Applicants will be required to pay a \$200 administration fee twice, but the cost of the Restricted Appearance Certificates or Membership once.

d) Application for Amendments

A member may request, prior to the expiry of the RAC, an amendment to the RAC to add additional matters but such amendments may not exceed the three-matter limit and does not change the expiry date of the RAC.

e) Renewal of a Restricted Appearance Certificate

The Law Society requires at least 10 working days in order to process the forms and issue the renewal. The applicant shall submit all the forms early enough so that there is no interruption in the applicant's ability to continue to practice law including to appear in a Nunavut Court of Justice.

If the applicant informs the Law Society in writing that he/she will renew the RAC at least 10 days before the expiration date, the applicant shall have 90 days to submit all the completed forms and payment.

If the RAC expires before the applicant applies for a renewal, he/she will be required to resubmit a full RAC application. Unless extended by the Secretary, the RAC still expires on the expiry date.

f) Restricted Appearance Certificate

Each time a Restricted Appearance Certificate is approved by the Law Society, the certificate will be scanned to the Nunavut Court of Justice and Court Library. The original will be sent to the member.

The following information will appear on the Restricted Appearance Certificate:

- Name of the applicant, city and province/territory
- Date
- Number of the court file or/and name of the matter
- Expiry date
- RAC number
- Signature of the Secretary or Deputy-Secretary
- Seal of the Law Society
- Overleaf: Terms & Conditions