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LAW SOCIETY OF NUNAVUT

Admission – Student-at-Law (SaL) Process Step by Step

Principal's Role in the Process

In this document, we will cover your role as principal in the admission process.

For extra support, a video was created to help the Students-at-Law complete their admission.

Visit: https://youtu.be/-_cEHKM8HPY

For preoccupations any you please may have, email us at: administrator@lawsociety.nu.ca

Before Submitting Documents	FIRST DOCUMENT: Articles of Clerkship on DocuSign	SECOND DOCUMENT: Student Articling Plan	
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Before Submitting Documents

STEP 1: Click on the *Student-at-Law* tab and choose *Admission as a Student-at-Law*. You will find there all the documents you will need to complete.

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HOME	ABOUTUS	FOR THE PUBLIC	FOR LAWYERS	STUDENTS-AT-LAW	FAQ	NEWS	CONTACT	
			-	Admission as a Student-	at-Law			
				Bar Admission Course a	nd Examinat	ions		
						1		

STEP 2: Send your completed **Electronic Signature Consent Form** to the LSN administrator by email.

HOME ABOUT US	FOR THE PUBLIC	FOR LAWYERS	STUDENTS-AT-LAW	FAQ	NEWS	CONTACT	
Admission as a Student-at-Law Bar Admission Course and Examinations	Home • Me Admin All the inform this page. Completed Ad members of th information.	mbership directory SSION AS A nation and forms required dmission as Student-at-L the Membership and Adn	Student-at d to apply for admission as a Law applications received by nissions Committee every 30	-Law student-at- the adminis	(SAL) law are availa strator are sub Consult the Ti	ble for download on mitted to the meline for more	You will find the consent form under the Required Documents tab.
	Applications • To start • To requination • Contact • Once you • SALA • Instru	are submitted online your Student-at-Law ap est the creation of your a trator elawsociety.nu ca t us at (867) 979-2330 or our account has been set opplication process actions for the Studen	iplication, you must create y applicant account, please fill , r administrator@lawsociety up, please refer to the <i>instru</i> t-at-Law				
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The SaL will already have completed their online application and provided the following documents:



As the principal, you will need to go over and complete two documents:



FIRST DOCUMENT : Articles of Clerkship on DocuSign

Once they receive the SaL's online application, the LSN administrator will send the document **Articles of Clerkship** by email to the SaL through the third-party platform *DocuSign*.

The SaL will then complete and sign the document through *DocuSign*.

STEP 3: Sign the document Articles of Clerkship on DocuSign.

You will receive the updated version of your SaL's Articles of Clerkship by email.



Click on *Review Document* to access the document.



STEP 4: Sign the document on DocuSign

When you are done, click on Finish.

Select Finish to send the completed doc	ument.	FINIS	OTHER ACTIONS
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D	cuSign Envelope ID: AB5FD21E-610A-4ACD-87F6-3A2AE8648930		
	5. Subject to the approval of the Executive Committee of the Law	Society, these articles	
	commence on Tuesday , the ³ day of Sept	ember , 20 ²¹ , or	
	on a later date fixed by the Executive Committee of the Law Societ	у.	
	Solicitor: Tendique la Siziana Date: 5/2/2021		
	 By checking the box, I hereby certify that I have discussed the contents of this docur Law. certify that all information provided by me in this docur agree to all information included in this document. Understand that my electronic signature is the legally I handwritten signature. 	nent with the Student-at- nent is true. vinding equivalent to my	
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You will then receive an email with the completed document. Please make sure to save it in your own files.



The LSN administrator will also receive the document. They will save it in the SaL's online application.

SECOND DOCUMENT : Student Articling Plan

STEP 5: Your SaL will have completed **PART A** of the Student Articling Plan. Complete the rest of the document.

Student Articling Plan	Lettershift BORBONNE JALDE NARRANE MARKAN LANDERT OF RUNAVET KARRIAU DU NUNAVET	Π∩™bb/d™å/d 149 Δ™bΔč, ρc,≫ ⁵ X0A 0H0 Turanut 149 Iqabut, NU X0A 0H0 PO Box 149 Iqabut, NU X0A 0H0 Gase postale 149 Iqabut, NU X0A 0H0 Gré 867-97-3330 are: 867-979-3333
This articling plan is a statement of the goals of the P understanding that the articling subjects articling expu- upon the available casework and operational requirem PART A: STUDENT-AT-LAW INFORMATION 1. Name	trincipal and the Student-at Law for erience may vary in dotail although nents of the Principal, and other unfi DN	the student's articles, on the not in substance, depending preseen factors.
Last Name L	ny Middle	Name(s) Daphnée
Last Name Leclerc		
2. Place of Residence		

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PART	В:	PRINCIPAL	INFORMATION	N

1.	Name
----	------

Last Name

2. List chronologically all of the law societies or governing bodies of which you have been a part.

First Name

Date of admission (YYYY/MM/DD)	Society/Jurisdiction	Years of continuous practice	Date of cessation (if applicable)

Middle Name(s)

PART C: ARTICLES

1. The student will serve articles primarily at:

2. It is propossed that the Student will engage in Articles for the following period:

Start date (YYYY/MM/DD) End date (YYYY/MM/DD) Total length of Articles

3. The areas of law, ethical and practice skills to which the student will be exposed while under my supervision include:

4. Although the Principal is charged with the overall supervision of the Student the following additional counsel will be available and are willing to serve as mentors and senior advisors in the following additional areas and activities:

5. To ensure that these articles meet the statutory requirement for "instruction and training of the Student-at-Law in the general practice of the profession of a barrister and solicitor" the student will also participate in:

	Period	Legal Practice areas
a) Rotation arrangements		
b) Transfer of Articles		

DATED at this day of 20	
 Principal: Date: By checking the box, I hereby: certify that I have discussed the contents of the Articling Plan with the Student-at-Law certify that all information provided by me in this document is true. agree to all information included in this document. understand that my electronic signature is the legally binding equivalent to my handwritten signature. 	Don't forget to electronic sign the document.
Student-at-Law: Date: By checking the box, I hereby Exercise of the Articling Plan with the Principal • certify that I have discussed the contents of the Articling Plan with the Principal • certify that all information provided by me in this document is true. • agree to all information included in this document. • Understand that my electronic signature is the legally binding equivalent to my handwritten signature.	

STEP 6: Once you are done, send the updated document back to your SaL.

Your SaL will review the information and sign the document.

Once the SaL have reviewed and signed the document, they will send the final version to the LSN Administrator.

The LSN administrator will save it in the SaL's online application.

