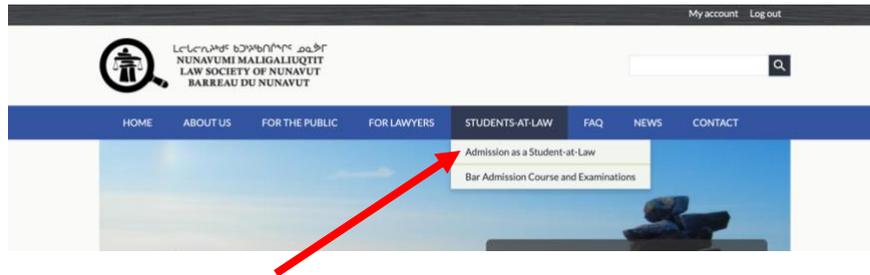
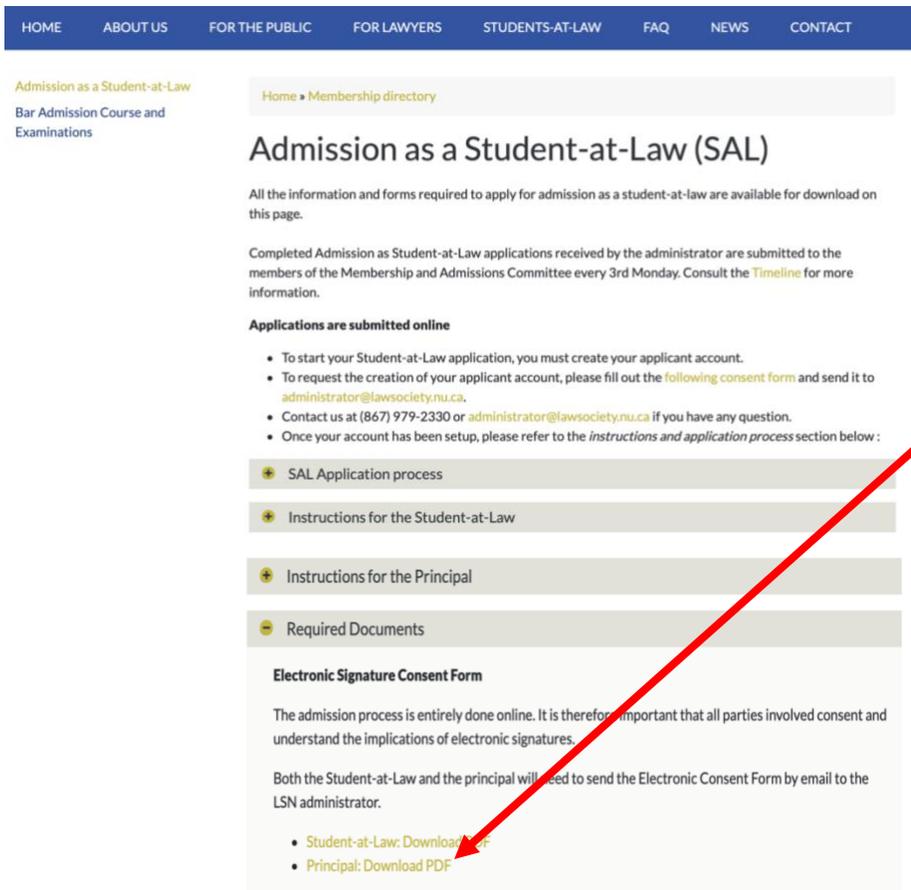


Before Submitting Documents

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.



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



You will find the consent form under the **Required Documents** tab.

Note : There is a consent form for SaLs and one for the principals. Make sure to choose the correct one.

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:



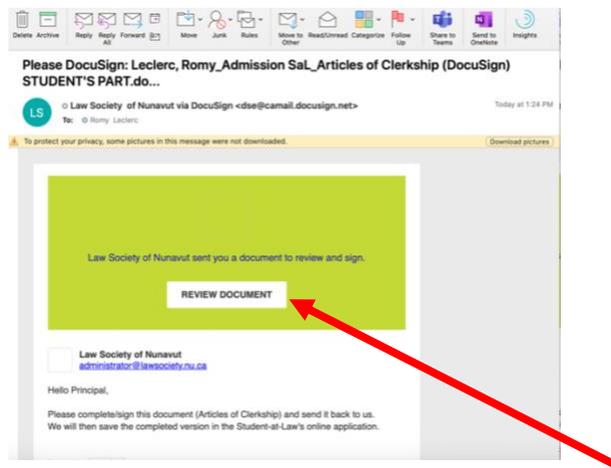
FIRST DOCUMENT : Articles of Clerkship on *DocuSign*

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.

PART B: PRINCIPAL INFORMATION

1. Name

| | | |
|-----------|------------|----------------|
| Last Name | First Name | Middle Name(s) |
| | | |

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

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

PART C: ARTICLES

1. The student will serve articles primarily at:

2. It is proposed 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.

Student-at-Law: _____ Date: _____

By checking the box, I hereby

- 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.

Don't forget to
electronic sign the
document.

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.

You have now completed all the steps you have to take as a principal.
If you need any assistance, don't hesitate to contact us 😊