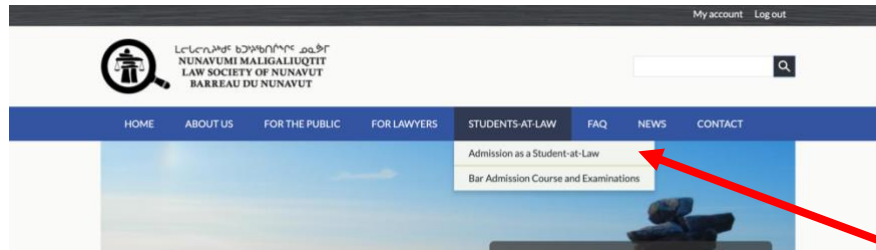


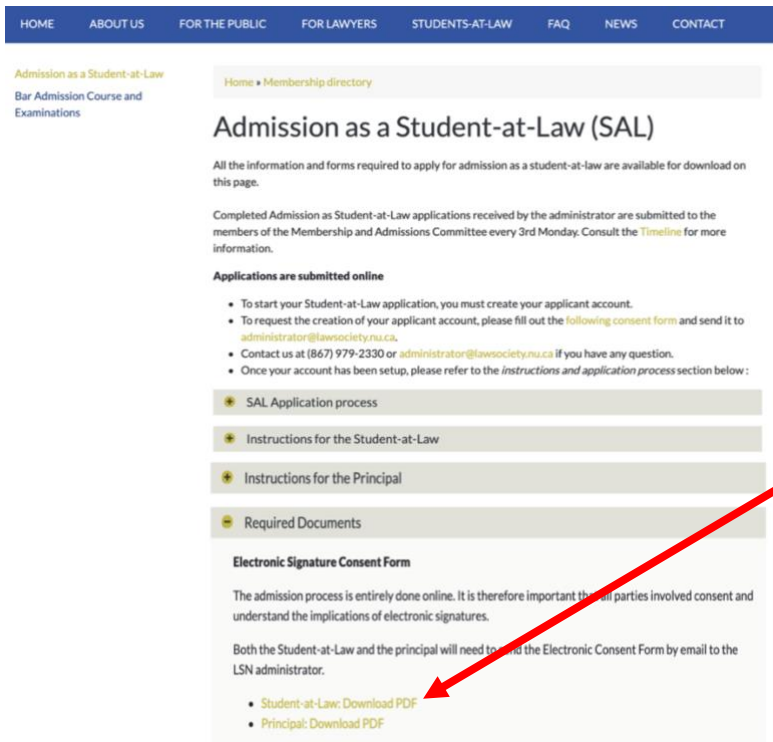
Before Starting

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 submit.



All documentation will be submitted electronically

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

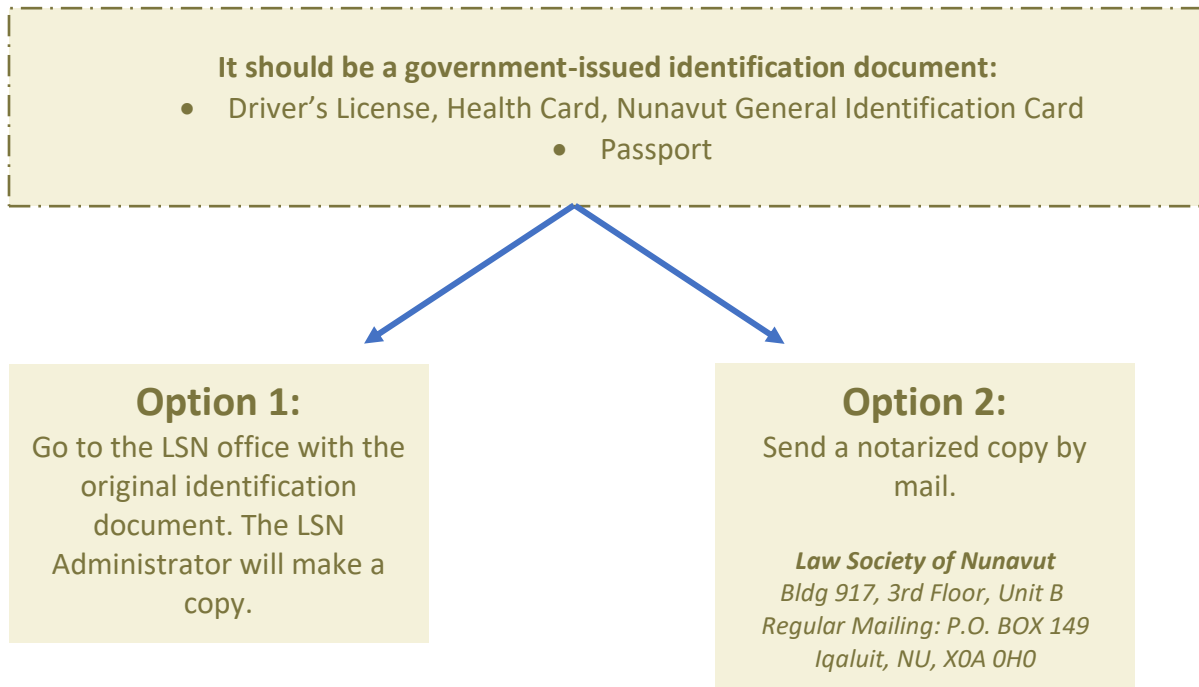


You will find the consent form under the **Required Documents** tab.

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

Once the LSN Administrator receives your completed consent form, you will receive a **temporary password** that will allow you to log into your account.

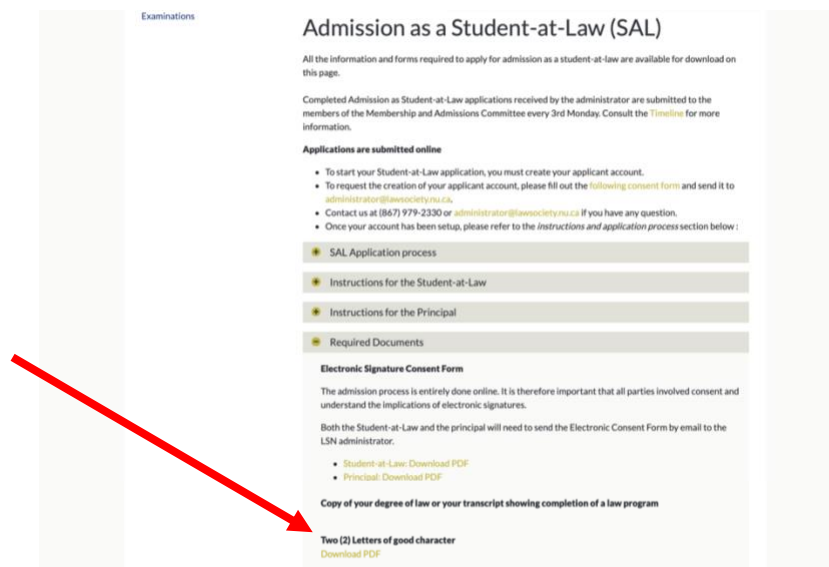
STEP 3: Provide one acceptable identification document with photo to the LSN Administrator.



STEP 4: Prepare the 3 required documents in advance. You will be able to submit them as part of your online application.

A) Two Letters of Good character

You will find the template of the *Letter of Good Character* under the **Required Documents** tab (in the **Admission as a Student-at-Law** menu).



What you will need to do: Find 2 reputable and qualified people (such as a former employer, professor, coach or supervisor of volunteer activities) to complete the Letters of Good Character.

Each Letter needs to demonstrate :

- The capacity in which they know you;
- How long they have known you;
- Why they believe that you are of good character

Each Letter needs to include a telephone number where the referee can be contacted.

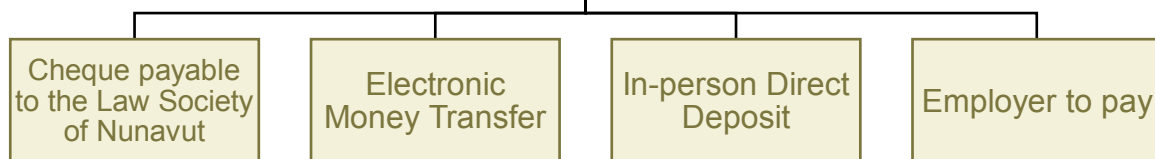
Note: At least one of these letters should be from a person other than your proposed employer or co-worker.

B) Official copy of your degree of law from your university or your transcript showing completion of the program

STEP 5: Prepare your payment for the application and admission fees.

In your online application, please inform the LSN Administrator your preferred method of payment.

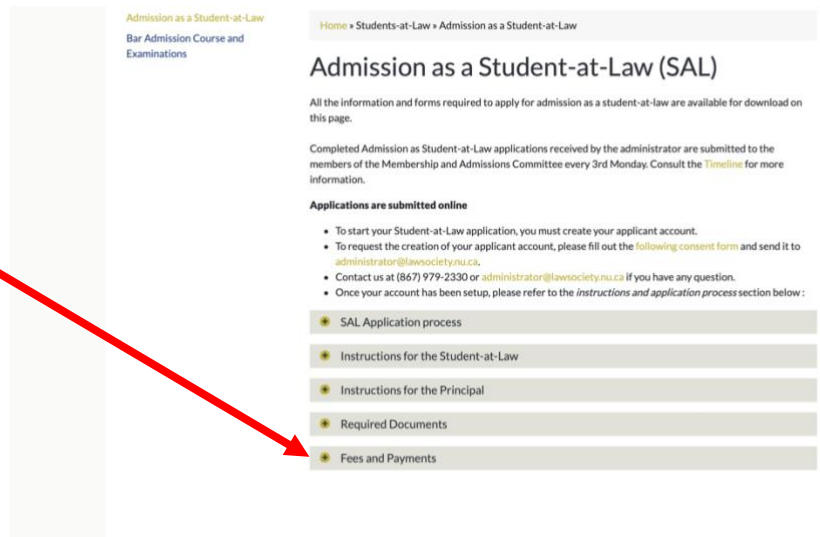
Your choices are:



You will have to provide the cheque number.

You will have to provide the employer's name.

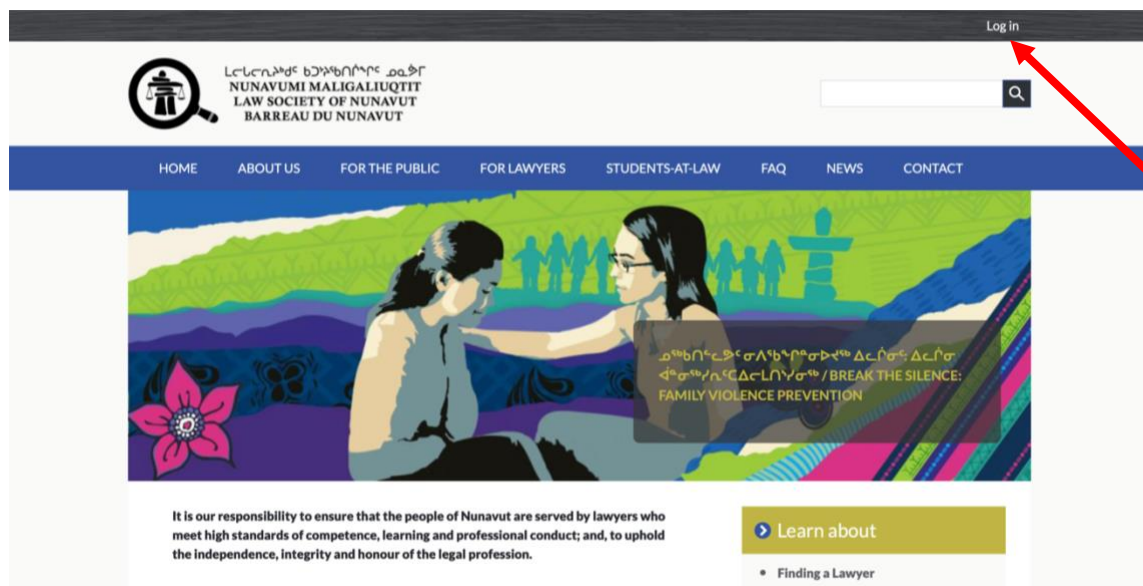
Make sure to check the correct payable fees under the **Fees and Payments** tab (in the **Admission as a Student-at-Law** menu).



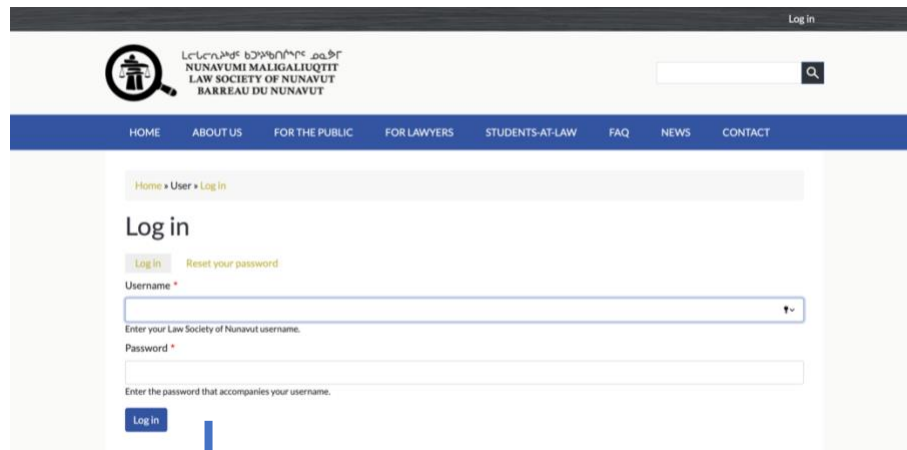
Start your Online Application

STEP 6: Go to the LSN website and log in to your account.

Use your temporary password.



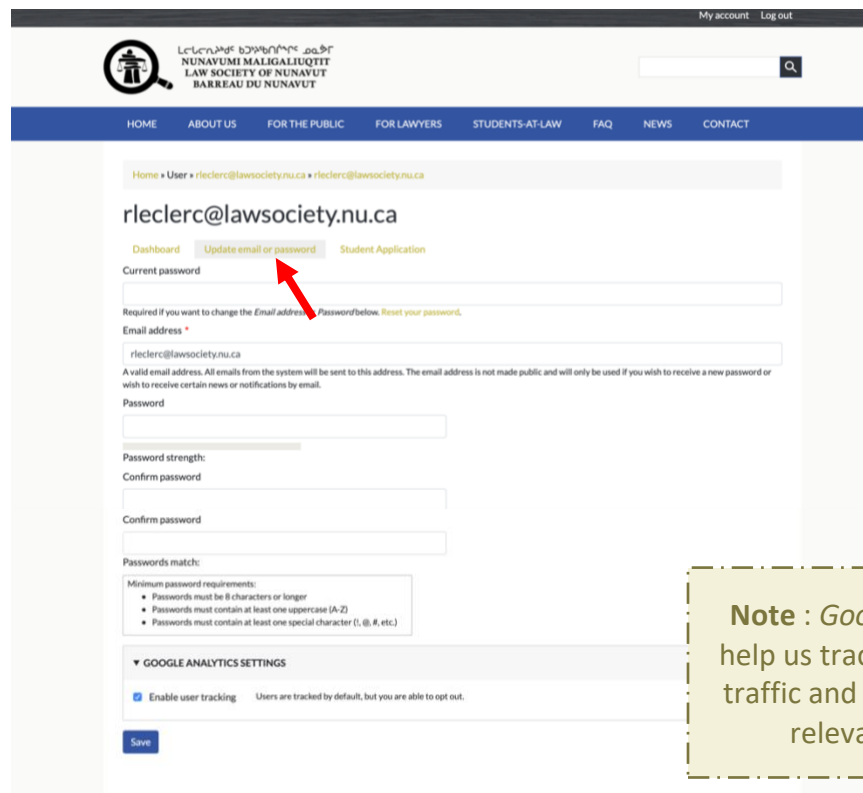
STEP 7: Enter your email address and your temporary password.



The screenshot shows the login page of the Law Society of Nunavut website. At the top, there is a header with the society's logo and name in Inuktitut, English, and French. Below the header is a navigation menu with links: HOME, ABOUT US, FOR THE PUBLIC, FOR LAWYERS, STUDENTS-AT-LAW, FAQ, NEWS, and CONTACT. The main content area has a breadcrumb trail: Home > User > Log in. The title is "Log in". There are two links: "Log in" and "Reset your password". The form has two fields: "Username *" and "Password *". Below the "Username" field, it says "Enter your Law Society of Nunavut username." Below the "Password" field, it says "Enter the password that accompanies your username." There is a "Log in" button at the bottom left of the form.

Once logged in, you will see a dashboard.
Don't forget to read carefully the instructions.

STEP 8: Update your password to something you will remember.



The screenshot shows the user dashboard of the Law Society of Nunavut website. At the top, there is a header with the society's logo and name in Inuktitut, English, and French. Below the header is a navigation menu with links: HOME, ABOUT US, FOR THE PUBLIC, FOR LAWYERS, STUDENTS-AT-LAW, FAQ, NEWS, and CONTACT. The main content area has a breadcrumb trail: Home > User > rleclerc@lawsociety.nu.ca > rleclerc@lawsociety.nu.ca. The title is "rleclerc@lawsociety.nu.ca". There are three tabs: "Dashboard", "Update email or password", and "Student Application". The "Update email or password" tab is selected. The form has several fields: "Current password", "Email address *", "Password", "Confirm password", and "Confirm password". Below the "Confirm password" field, it says "Passwords match:". There is a "Save" button at the bottom left of the form. A red arrow points to the "Update email or password" tab.

Note : Google Analytics
help us track the website
traffic and come up with
relevant stats.

STEP 9: Start your Student Application.

HOME ABOUT US FOR THE PUBLIC FOR LAWYERS STUDENTS-AT-LAW FAQ NEWS CONTACT

✓ The changes have been saved.

Home » User » rleclerc@lawsociety.nu.ca » rleclerc@lawsociety.nu.ca

rleclerc@lawsociety.nu.ca

Dashboard Update email or password Student Application

Current password

Required if you want to change the Email address or Password below. [Reset your password.](#)

Email address *

rleclerc@lawsociety.nu.ca

You will now enter in your
ONLINE STUDENT APPLICATION

HOME ABOUT US FOR THE PUBLIC FOR LAWYERS STUDENTS-AT-LAW FAQ NEWS CONTACT

Home » Profile » Student Application #1266 » Edit <em class="placeholder">Student Application #1266

Edit Student Application #1266

Dashboard Edit

Admission as Student-at-Law to the Law Society of Nunavut

Please complete this application form fully and precisely; **omissions or inaccuracies in your answers may delay your enrolment.** The Membership Admissions Committee may investigate or verify any information supplied on this application form, and may require further explanation from you before your enrolment commences. **Please review eligibility requirements before completing or filling out this form.**

If you need to quit your session before finishing, save your application as a draft.

Membership type *

☒ Admission as Student-at-Law

▼ PART A: PERSONAL INFORMATION *

1. Name

Last name * First name * Middle name(s)

2. Birth date *

3. Place of birth *

4. Law Degree

No Paragraph added yet.

Add Law Degree

4. Law Degree

Law Degree

Name of University *

Civil Degree Common Law Degree

Date Degree Received *

Add Law Degree

▼ PART B: CONTACT INFORMATION - CONFIDENTIAL

1. Correspondence Address

Country

Canada

Street address

City Province Postal code

None -

Email Telephone

▼ PART C: PROFESSIONAL INFORMATION

1. Current Employer

Country

Canada

Name

Street address

City Province Postal code

None -

Email Telephone

2. (1) List chronologically all of the law societies or governing bodies of which you are or have been a member.

No Paragraph added yet.

Add Law Societies Membership

2. (1) List chronologically all of the law societies or governing bodies of which you are or have been a member.

Law Societies Membership

Date of admission * Society/Jurisdiction * Status * Date of resignation *

Select a value - Select a value - Select a value -

Add Law Societies Membership

3. Do you have any disciplinary proceedings pending or that have been taken against you as a member?

☐ No ☐ Yes

4. Do you have any claims for lawyers' professional liability insurance that are pending or have been made against you as a member of the societies or bodies listed in subsection (1)? *

☐ No ☐ Yes

5. State the jurisdiction in which you will principally be practicing law: *

None -

If you haven't graduated yet, put your
expected graduation date.

If you are not a member of other law
societies, don't write anything here.

If you check yes, please
provide more details

If you check yes, a text box will appear allowing you to provide more details.

6. Please respond by marking the appropriate column.

(a) I have since attaining the age of 18 years been convicted of an offence under the Criminal Code, the Narcotic Control Act, the Food and Drugs Act, the Income Tax Act, the Income Tax Act (Canada), the Bankruptcy Act, the Excise Tax Act, legislation of any province or territory respecting securities or income tax or any legislation similar to any of the foregoing in any other jurisdiction. *

☐ No ☐ Yes

(b) I have been adjudged a bankrupt in a legal proceeding. *

☐ No ☐ Yes

(c) I have changed my name. *

☐ No ☐ Yes

(d) I have had a civil judgment made against me relating to fraud. *

☐ No ☐ Yes

(e) I am a judgment debtor. *

☐ No ☐ Yes

(f) I have been found guilty in a disciplinary action instituted against me as a member of a professional organization. *

☐ No ☐ Yes

(g) I have been held in civil contempt. *

☐ No ☐ Yes

7. Required Documents and Payment Information

Two Letters of Good Character as referred to in paragraph 39(1)(b), 39.7(2), or 49(2)(b) of the Rules of the Law Society of Nunavut;

Note: At least one of these letters should be from a person other than your proposed employer or co-worker. *

Choose File no file selected

One file only, 10 MB limit. Allowed types: pdf.

Choose File no file selected

One file only, 10 MB limit. Allowed types: pdf.

A copy of your degree of law or your transcript showing completion of a law program *

Choose File no file selected

One file only, 10 MB limit. Allowed types: pdf.

Document from the Principal

Note: You do not need to submit the completed version of the Student Articling Plan. This form will be added to your application by the LSN administrator once the principal has completed their parts.

Student Articling Plan

No Document added yet.

Add Document

Other documents for articling

If you need to reassign your remaining articles of clerkship to a new solicitor, please complete and submit the following document:

Assignment of Articles of Clerkship

No Document added yet.

Add Document

If you need to temporarily serve a portion of your articles of clerkship with a temporary solicitor, please complete and add the following document:

Transfer of Articles

No Document added yet.

Add Document

For Question 7 of PART C:

This is where you will upload the 3 required documents you prepared in advance, which are:

A) Two Letters of Good character

B) Copy of your degree of law or your transcript showing completion of the program

You don't have to upload anything here. We will come back to the Student Articling Plan in Step 13

This section **MAY** be useful to you if you need to amend your articles.

A) Assignment of Articles of Clerkship

Complete this document if you need to reassign your remaining Articles of Clerkship to a new solicitor.

B) Transfer of Articles

Complete this document if you need to temporarily serve a portion of your Articles of Clerkship with a temporary solicitor.

You will be able to come back to your application throughout your articles

Enter your payment information here

You don't have to upload anything here.

We will come back to the Articles of Clerkship in **Step 10**

Read carefully the two statements and check the boxes

Other documents for articling

If you need to reassign your remaining articles of clerkship to a new solicitor, please complete and submit the following document:


Assignment of Articles of Clerkship
No Document added yet.
[Add Document](#)

If you need to temporarily serve a portion of your articles of clerkship with a temporary solicitor, please complete and add the following document:

Transfer of Articles
No Document added yet.
[Add Document](#)

PAYMENT INFORMATION

The prescribed annual fee including applicable taxes (5% GST) was paid by: *

Cheque 

A cheque payable to the "Law Society of Nunavut" in the sum of

and cheque #

▼ PART D: DECLARATION OF APPLICANT AND AUTHORIZATION *

☐ I certify that all information provided by me in this application and in documents provided in connection with this application is true. I understand that any material omission or misrepresentation in the information provided in my application could result in the denial of admission as a student-at-law or enrolment as a member of the Law Society of Nunavut. *

☐ I have reviewed the current provisions dealing with competency in the [Code of Conduct](#) for the Law Society of Nunavut. I promise the Society that I will at all times while registered with the Society as a student-at-law faithfully and to the best of my ability perform my obligations as a student-at-law under my articles of clerkship and under the Legal Profession Act, the Rules of the Law Society and any code of conduct authorized or established by the Executive committee of the Law Society of Nunavut. *

▼ PART E: ARTICLES OF CLERKSHIP - TO BE SIGNED ON DOCUSIGN

Once you publish your application, the LSN administrator will send you the form [Article of Clerkship](#) by email through the third-party platform DocuSign.

Please date, complete and duly sign the form directly on DocuSign. Once finished, send your completed form back to the LSN administrator.


Upon receipt, the LSN administrator will send the updated copy to the principal by email through DocuSign.

Note: This form will be added to your application, at a later date, once processed by the LSN administrator.

Document
No Document added yet.
[Add Document](#)

To submit your application, change the state from "Draft" to "Ready to Publish" and click Save.

Current state: [Change to:](#)

Draft 

[Save](#)

✓ Draft
Ready to publish

DRAFT

Save your application as *Draft* and come back to it later.

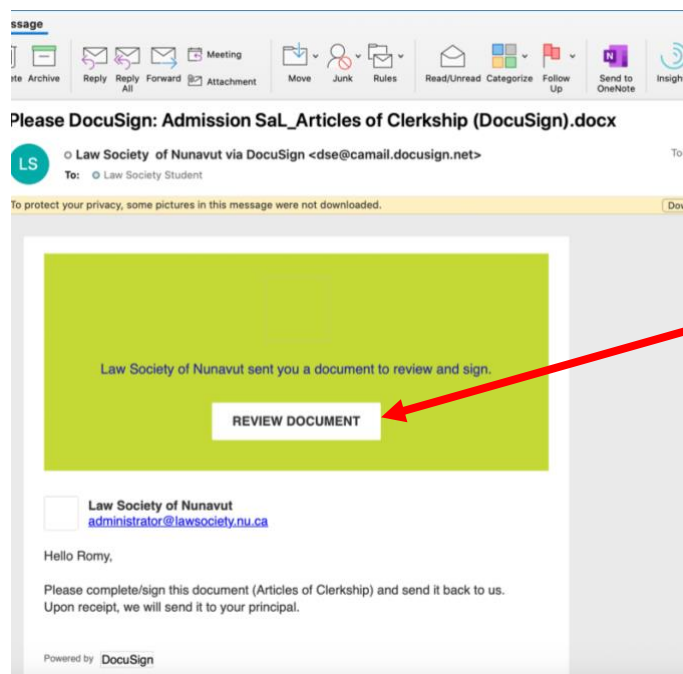
READY TO PUBLISH

Once you uploaded all your documents, save your application as *Ready to Publish*.

The LSN Administrator will review your application.

After you Submit your Online Application: Articles of Clerkship on *DocuSign*

STEP 10: Once you have saved your application as *Ready to Publish*, the LSN Administrator will send you the Articles of Clerkship by email through the third-party platform *DocuSign*.



Click on **Review Document** to access your Articles of Clerkship

STEP 11: DocuSign will ask you to read the Electronic Record and Signature Disclosure.

This site uses cookies, some of which are required for the operation of the site. Learn More OK

Please Review & Act on These Documents

Law Society of Nunavut Law Society of Nunavut

Hello Romy,

Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures. CONTINUE OTHER ACTIONS

LAW SOCIETY OF NUNAVUT

FORM H

ARTICLES OF CLERKSHIP

THESE ARTICLES OF CLERKSHIP made this [] day of [], 20 []

BETWEEN:

Romy Leclerc, of []

Barrister & Solicitor (The "Solicitor")

STEP 12: Complete the document on DocuSign

Enter text

FINISH OTHER ACTIONS

START

LELEUJAF 579879777 20387
NUNAVUT MAJALAJEOTT
LAW SOCIETY OF NUNAVUT
BARREAU DU NUNAVUT

LAW SOCIETY OF NUNAVUT

FORM H
ARTICLES OF CLERKSHIP

THESE ARTICLES OF CLERKSHIP made this day of , 20

BETWEEN:

Romy Leclerc, of City/Town

Barriater & Solicitor (The "Solicitor")

- AND -

Romy Leclerc, of City/Town

Student-at-Law (The "Student-at Law")

THESE ARTICLES OF CLERKSHIP WITNESS that the parties agree as follows:

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Change Language - English (US) | Terms Of Use & Privacy | Copyright © 2021 DocuSign Inc. | 108

Type in directly in the red boxes

Please sign at the bottom of the document:

Enter text

FINISH OTHER ACTIONS

START

5. Subject to the approval of the Executive Committee of the Law Society, these articles commence on , the day of , 20 or on a later date fixed by the Executive Committee of the Law Society.

Solicitor: _____ Date: _____

☐ By checking the box, I hereby

- certify that I have discussed the contents of this document with the 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 a legally binding equivalent handwritten signature.

Student-at-Law: _____ Date: 5/2/2021

☐ By checking the box, I hereby

- certify that I have discussed the contents of this document with the 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 a legally binding equivalent handwritten signature.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Romy Leclerc Initials* RL

SELECT STYLE DRAW UPLOAD

PREVIEW

DocuSigned by: Romy Leclerc

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I or my agent use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Don't forget to check the box

When you are done, click on *Finish*.

Enter text

FINISH OTHER ACTIONS

5. Subject to the approval of the Executive Committee of the Law Society, these articles commence on [redacted], the [redacted] day of [redacted], 20 [redacted], or on a later date fixed by the Executive Committee of the Law Society.

Solicitor: _____ Date: _____

☐ By checking the box, I hereby

- certify that I have discussed the contents of this document 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: Romy Leduc Date: 5/2/2021

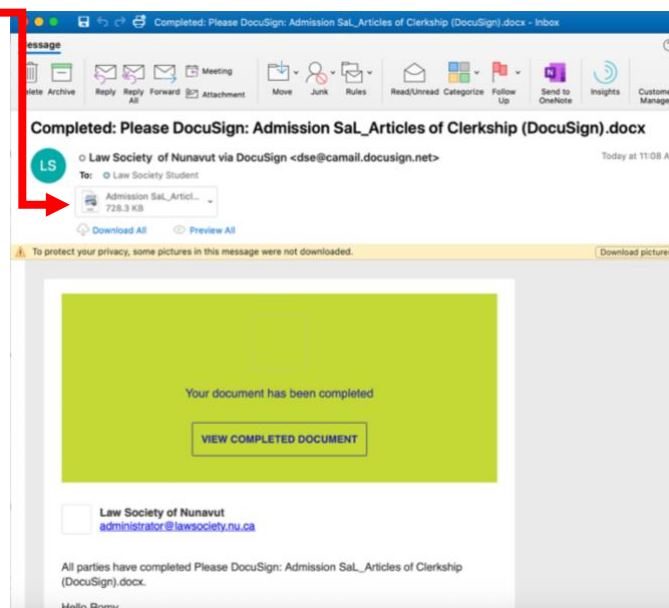
☐ By checking the box, I hereby

- certify that I have discussed the contents of this document with the Solicitor.
- 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.

Powered by DocuSign

Change Language - English (US) Terms Of Use & Privacy Copyright © 2021 DocuSign Inc. | VDR

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, which will be forwarded to your Principal.

The LSN Administrator will save the final document in your online application once your principal has signed it.

After you Submit your Online Application: **Student Articling Plan to send to your Principal**

STEP 13: Complete **PART A** of the Student Articling Plan

You will find the template of the *Student Articling Plan* under the **Required Documents** tab (in the **Admission as a Student-at-Law** menu).

The screenshot displays the Law Society of New South Wales website. The navigation bar at the top includes links for HOME, ABOUT US, FOR THE PUBLIC, FOR LAWYERS, STUDENTS-AT-LAW, FAQ, NEWS, and CONTACT. The main content area is titled 'Admission as a Student-at-Law (SAL)' and provides information about the application process. A sidebar on the left lists 'Admission as a Student-at-Law', 'Bar Admission Course and Examinations', and 'Required Documents'. The main content area includes a section for 'Applications are submitted online' with bullet points about creating an account, requesting a consent form, and contacting the administrator. Below this is a list of links for 'SAL Application process', 'Instructions for the Student-at-Law', 'Instructions for the Principal', and 'Required Documents'. The 'Required Documents' section lists 'Electronic Signature Consent Form', 'Copy of your degree of law or your transcript showing completion of a law program', 'Two (2) Letters of good character', 'Articles of Clerkship', 'Student Articling Plan', 'Assignment of Articles of Clerkship', and 'Transfer of Articles'. A red arrow points to the 'Student Articling Plan' link, which is highlighted in yellow.

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 » Students-at-Law » Admission as a Student-at-Law

Admission as a Student-at-Law (SAL)

All the information and forms required to apply for admission as a student-at-law are available for download on this page.

Completed Admission as Student-at-Law applications received by the administrator are submitted to the members of the Membership and Admissions Committee every 3rd Monday. Consult the [Timeline](#) for more information.

Applications are submitted online

- To start your Student-at-Law application, you must create your applicant account.
- To request the creation of your applicant account, please fill out the [following consent form](#) and send it to administrator@lawsociety.nsw.ca.
- Contact us at (867) 979-2330 or administrator@lawsociety.nsw.ca if you have any question.
- Once your account has been setup, please refer to the [instructions and application process](#) section below :

SAL Application process

- [Instructions for the Student-at-Law](#)
- [Instructions for the Principal](#)
- [Required Documents](#)

Electronic Signature Consent Form

The admission process is entirely done online. It is therefore important that all parties involved consent and understand the implications of electronic signatures.

Both the Student-at-Law and the principal will need to send the Electronic Consent Form by email to the LSN administrator.

- [Student-at-Law: Download PDF](#)
- [Principal: Download PDF](#)

Copy of your degree of law or your transcript showing completion of a law program

[Download PDF](#)

Two (2) Letters of good character

[Download PDF](#)

You will have to provide two (2) letters of good character from reputable and qualified persons, such as a former employer, professor, coach or supervisor of volunteer activities, which include the following information:

- The capacity in which the referee knows the Student at Law;
- How long the referee has known the Applicant;
- Why the referee believes that the Applicant is of good character and
- A telephone number where the referee can be contacted
- Note: At least one of these letters should be from a person other than your proposed employer or co-worker

Articles of Clerkship

[Download PDF](#)

This is the agreement between the principal and the Student-at-Law

- Note: This document has to be submitted through a third-party platform (such as DocuSign)

Student Articling Plan

[Download PDF](#)

This is a statement of the goals of the Principal and the Student-at-Law for the student's articling, on the understanding that the student's articling experience may vary in detail although not in substance, depending upon the available casework and operational requirements of the Principal, and other unforeseen factors.

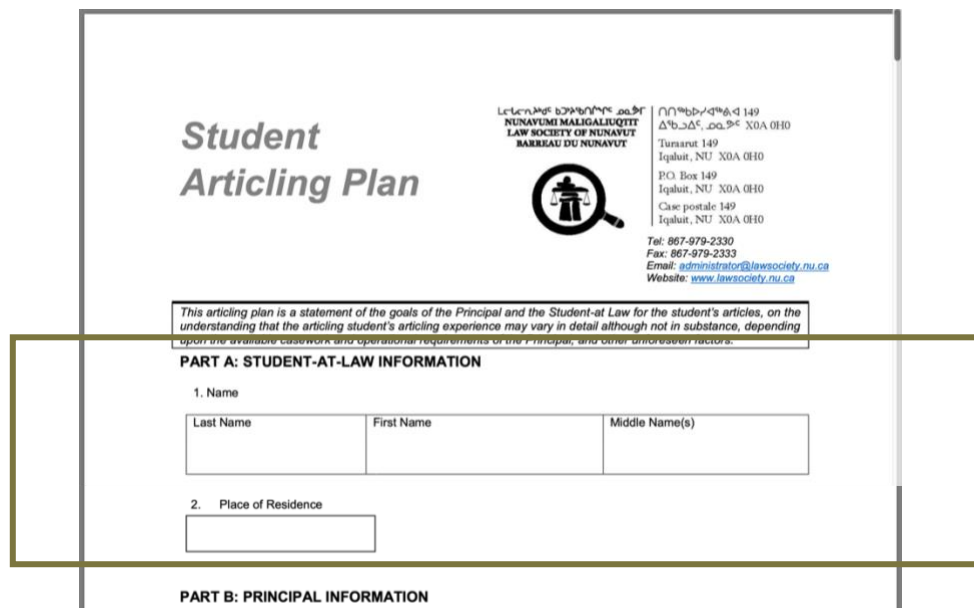
Assignment of Articles of Clerkship

[Download PDF](#)

The Student at Law should complete this form if they need to reassign their remaining articles of clerkship to a new solicitor.

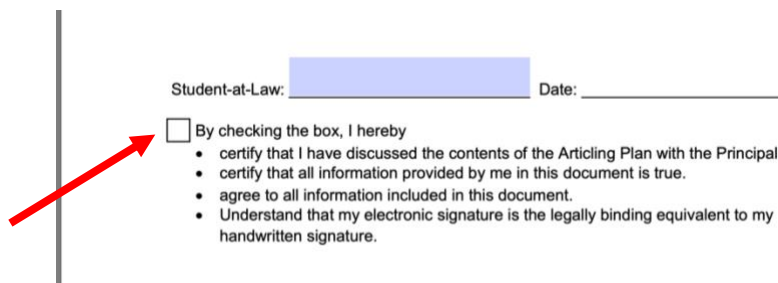
Transfer of Articles

Once you have completed **PART A**, send it to your principal by email.



The form is titled "Student Articling Plan". At the top right, it features the Nunavut Law Society logo and contact information in Inuktitut and English. The English text includes: "NUNAVUT LAW SOCIETY", "Tunarsut 149", "Iqaluit, NU X0A 0H0", "P.O. Box 149", "Iqaluit, NU X0A 0H0", "Case postale 149", "Iqaluit, NU X0A 0H0", "Tel: 867-979-2330", "Fax: 867-979-2333", "Email: administrator@lawsociety.nu.ca", and "Website: www.lawsociety.nu.ca". Below the title, a small box contains a disclaimer: "This articling plan is a statement of the goals of the Principal and the Student-at Law for the student's articles, on the understanding that the articling student's articling experience may vary in detail although not in substance, depending upon the available casework and operational requirements of the Principal, and other unforeseen factors." The form is divided into two main sections: "PART A: STUDENT-AT-LAW INFORMATION" and "PART B: PRINCIPAL INFORMATION". Part A includes a section for "1. Name" with fields for "Last Name", "First Name", and "Middle Name(s)", and a section for "2. Place of Residence" with a single text field.

STEP 15: After your principal has completed **PARTS B & C**, review the information and sign the document.



This section of the form is for the student's signature. It includes a line for "Student-at-Law:" followed by a blue rectangular box for the signature, and a line for "Date:". Below this, there is a checkbox with the text "By checking the box, I hereby" followed by a bulleted list of three items: "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.", and "Understand that my electronic signature is the legally binding equivalent to my handwritten signature." A red arrow points to the checkbox.

STEP 16: Once you have reviewed and signed the document, send the final version to the LSN Administrator.

The LSN administrator will save it in your online application.

You have now completed all the steps to become a Student-at-law in Nunavut.
If you need any assistance, please do not hesitate to contact us 😊