



LAWYER LICENSING PROCESS

Application to Serve as Articling Principal

Please submit this completed form and any applicable supporting documentation by email to articling@lso.ca. **Please note that applicants must not commence supervision of any candidate before receiving confirmation from the Law Society that this application has been approved.**

Approval of a completed application may take approximately 10 days, but approval may take longer in some cases during peak periods or where further due diligence is required as part of the application review process. **It is recommended that applicants apply at least 30 days prior to an intended supervised placement start date.**

Applicant Information

Licensee Name:

Licensee Number:

Name of Firm, Business or Employer:

Work Address:

Date of call to the Bar (mm/yy):

Telephone:

Email:

Introduction

The Law Society of Ontario entrusts the experiential training of lawyer licensing candidates to articling principals. An articling principal must be an exemplar of the profession, having regard to all circumstances, including but not limited to their experience, competence, ethical standards and professional conduct record. They must be prepared to provide an articling experience that supports the experiential training competencies for candidates. When deciding whether to approve or deny a licensee as an articling principal, all relevant information available to the Law Society will be considered.

Part I

Applicant Eligibility

1. Have you been actively engaged in the practice of law for three of the five years immediately preceding the commencement of the intended articling placement?
Yes No
2. Is your license suspended?
Yes No
3. Are there any open disciplinary proceeding being prosecuted by the Law Society, or ensuing court proceedings related to your conduct?
Yes No
4. Are you aware of any open investigations being administered by the Law Society related to your conduct?
Yes No
5. Are you aware of any open complaints to the Law Society containing allegations of harassment or discrimination related to your conduct?
Yes No
6. Are there any outstanding proceedings against you before the Law Society Hearing Division, the Law Society Appeal Division, or any court with respect to your conduct? If you answer "yes", please provide details on a separate sheet and attach it to this application.
Yes No

Part II- Additional Supporting Information

Please review the below list of required additional information and ensure that you provide it to the Law Society as an attachment to this application.

1. Summary of qualifications to serve as an articling principal (you may use your curriculum vitae or professional profile page).

Attached

2. If you have been found guilty of professional misconduct or conduct unbecoming a barrister and solicitor by any tribunal or court, you must disclose details of your disciplinary record. Please also explain what steps you have taken to prevent future occurrences of professional misconduct.

Attached

N/A

Part III- Consent to the Collection and Use of Information

You consent to the Law Society collecting, using and disclosing the information you provided in this application for its consideration of your approval and ongoing eligibility to act as an articling principal.

You agree that the Law Society will only disclose this information to employees of its Licensing and Accreditation Department, unless otherwise required, to determine your eligibility. You also consent to the Licensing and Accreditation Department of the Law Society collecting, using and disclosing additional information that it obtains to other departments of the Law Society.

Further, you consent to the Licensing and Accreditation Department of the Law Society using information that already came into the possession of the Law Society through an audit of your financial records, your conduct or capacity, your practice, or a proceeding in respect of your conduct, capacity or professional competence, in order to determine your eligibility.

Signature:

Date:

By typing your name into the signature field you agree that you are signing this form electronically and that your electronic signature is the legal equivalent of your manual signature on this form.

Part IV- Agreement and Declaration

If you are approved as an articling principal, you must agree to the following conditions:

I will provide candidates with a workplace that is free from harassment and discrimination and I will treat candidates with dignity, respect and fairness;

I will supervise, delegate and mentor candidates in accordance with the Lawyer Licensing Process Policies, the Law Society Act, the Law Society's By-Laws, and the Rules of Professional Conduct and I will instruct the candidate in the practice and profession of law, in accordance with the experiential training competencies for candidates, to the best of my ability;

I agree that I am subject to an ongoing and positive obligation to notify staff in the Articling Office if I become aware of:

- An investigation into my conduct being commenced by the Law Society,
- A proceeding with respect to my conduct being commenced by the Law Society before the Law Society Hearing Panel,
- A complaint containing allegations of harassment or discrimination being made against me to the Law Society.
- Any other matter that may affect my eligibility to continue to act in this capacity.

I will have my name included on a list of approved articling principals which is maintained by the Law Society.

Declaration

I solemnly declare that the information provided in my Application to Serve as an articling principal is complete and accurate as of today's date. I make this declaration, in support of the attached Application to Serve as an Articling Principal, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARANT SIGNATURE:

(Licensee)

DECLARED before me at

(City, Town, Village, etc.)

In the Province of

this

SIGNATURE:

(Notary Public or Commissioner for Taking Affidavits)

By typing your name into the signature field you agree that you are signing this form electronically and that your electronic signature is the legal equivalent of your manual signature on this form.



Sworn or Affirmed before me:

by video conference

OR

in person

(select one of the above)

COMPLETE THIS COLUMN IF COMMISSIONER NOT IN THE SAME LOCATION AS DEPONENT	COMPLETE THIS COLUMN IF COMMISSIONER AND DEPONENT IN THE SAME LOCATION
<p>From the</p> <p>(insert location of Deponent—e.g., "City of Brampton")</p> <p>in the</p> <p>(insert province/territory/state of Deponent's location (you may also include municipality)—e.g., "Regional Municipality of Peel in the Province of Ontario")</p> <p>To the</p> <p>(insert location of Commissioner—e.g., "City of Toronto")</p> <p>in the</p> <p>(insert province/territory/state of Commissioner's location (you may also include municipality)—e.g., "Province of Ontario")</p>	<p>In the</p> <p>(insert location—e.g., "City of Brampton")</p> <p>in the</p> <p>(insert province/territory/state (you may also include municipality)—e.g., "Regional Municipality of Peel in the Province of Ontario")</p>

This day of , 20

Signature of Commissioner

Signature of Deponent

Name of Commissioner

Phone Number of Commissioner

By typing your name into the signature field, you agree that you are signing this document electronically and that your electronic signature is the legal equivalent of your manual signature on this document.

*Commissioners in and for the province of Ontario who are commissioning this document by means of video conference are strongly encouraged to consult the Law Society's [Best Practices for Virtual Commissioning during COVID-19](#) and the [Virtual Commissioning Checklist](#) and to follow the best practices set out therein, subject to such modifications as are necessary for use with electronic execution.