



LAWYER LICENSING PROCESS – ARTICLING Certificate of Service under Articles

THIS FORM must be filed by a candidate who is serving under an Articles of Clerkship, no later than 10 business days after the end of the articling placement*. Once complete, submit this document to articling@lso.ca.

Placement Details

1. _____, _____ was engaged by _____,
(Articling Candidate Full Name) (Candidate Number)

_____, _____,
(Articling Principal / National or International Articling Placement Supervisor Full Name) (Licensee Number if applicable) and served as an articling candidate under an Articles of Clerkship.

2. The service was for the period commencing on _____, 20____ and ending on _____, 20____.
(month/day) (month/day)

Time Off

3. During the placement, the candidate took the following days as Time Off** (please list all days as month/day):

4. The candidate acknowledges that if more than ten days were taken off, the candidate has made up the time in business days as reflected in the end date.

Principal Acknowledgement

5. The Principal attests that the candidate received a satisfactory experience and that the articling placement was completed in accordance with the [experiential training competencies](#) for candidates.

Ongoing Candidate Requirements

6. If the candidate intends to provide legal services while awaiting their Call to the Bar, they agree to read the text of the document titled "[Guidelines for Lawyer Licensing Process Candidates Awaiting their Call to the Bar](#)". Specifically, if the candidate intends to provide legal services, they agree to file a Supervision Agreement with the Law Society at least 10 days before the date on which they intend to begin providing legal services.

Signed:

ARTICLING CANDIDATE: _____ DATE: _____

ARTICLING PRINCIPAL/SUPERVISOR: _____ DATE: _____

*Candidates who start the articling placement by mid-August, who are eligible for and wish to be called to the bar in June of the following year file this form by the first business day of April. Late filing of this form will result in a late filing fee of \$113.00 (taxes included), as set by Convocation. Both the articling candidate and the Principal must also ensure they have filed the online Record of Experiential Training by the early filing deadline in April.

** Candidates are entitled to take up to a total of 10 business days of Time Off from articling placement duties over the course of an articling placement that is 10 consecutive months in duration. "Time Off" means any day on which a candidate does not perform articling placement duties, and includes, without limitation, Study Days, vacation days, sick days and personal days. Additional days of Time Off (beyond 10 business days) may also be taken by a candidate by agreement with his/her Principal, provided that corresponding additional days are added on to the end of the articling placement term. These additional days must be made up on business days. If you have taken off time for reasons related to prolonged illness, family responsibilities, injury or any other grounds deemed compassionate, you may apply for an abridgment based on compassionate grounds for a period of up to six weeks. For all other circumstances, the Law Society will recognize a maximum of 10 days off within the 10 month articling placement.