



## 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\*. **Please complete and submit this form as an attachment through your online account once you and your Principal have electronically signed in the prescribed area.**

#### Placement Term 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 (business days) commencing on \_\_\_\_\_  
 and ending on \_\_\_\_\_  
 DD/MM/YYYY DD/MM/YYYY

Did this placement end earlier than originally stated on the Articles of Clerkship form submitted at the start of this placement? Yes

#### 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 the permitted Time Off was 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.

**Signed:**

ARTICLING CANDIDATE:

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.**

ARTICLING PRINCIPAL:

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. Only the principal is permitted to type the principal's name into the signature field above. Candidates are not permitted to do so under any circumstances.**

\*Candidates who wish to be called to the bar in June of the following year must file this form by the early filing deadline posted on the Dates to Remember page. 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.

\*\* Candidates and Principals should review the "Time Off" policy posted online for information on permitted time off. Additional days of Time Off 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.

## Ongoing Candidate Requirements (Supervision Agreement)

6. If the Candidate intends to provide legal services after their placement term concludes and while awaiting the Candidate's Call to the Bar, the Candidate agrees to read [Section IV of the Rights of Appearance](#) and complete the following section to confirm a Supervision Agreement with the Law Society for the period following the Candidate's placement term. If the Candidate and Principal intend to enter into a Supervision Agreement after the placement has concluded, the Candidate and Principal must complete the section below:

THIS SUPERVISION AGREEMENT is made the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

BETWEEN

(Candidate's Full Name)

(Candidate number)

a Candidate in the Lawyer Licensing Process, who has completed the Experiential Training Component of the Licensing Process (either by completing Articles or the Law Practice Program) in accordance with By-law 4, made under the *Law Society Act*,

AND

(Supervising Lawyer's Full Name)

(Licensee number)

a lawyer who is licensed to practise law in Ontario, who will act as Supervising Lawyer for the purposes of this Supervision Agreement.

- a. The Candidate shall serve under the direct supervision of the Supervising Lawyer from this business day (which occurs after the formal placement term concludes) \_\_\_\_\_ until this business day \_\_\_\_\_.<sup>1</sup>  
DD/MM/YYYY DD/MM/YYYY
- b. The Candidate and the Supervising Lawyer understand that the Candidate may only provide legal services under the direct supervision of the Supervising Lawyer, pursuant to this Supervision Agreement.
- c. The Candidate and the Supervising Lawyer understand that the Candidate has the same ability to provide legal services, including the right to appear before Ontario courts and tribunals in certain matters, as those candidates who are serving under Articles of Clerkship or the Law Practice Program work placement term. The Candidate's responsibilities and obligations are also the same as those that apply to Candidates who are serving under Articles of Clerkship, and the Supervising Lawyer has the same responsibilities and obligations as a Principal, except that neither the Candidate nor the Supervising Lawyer is required to provide any further documentation to the Law Society with respect to the employment relationship.
- d. The Supervising Lawyer agrees to supervise no more than two Candidates at any one time, which includes Candidate(s) being supervised within a placement or being supervised under a Supervision Agreement.
- e. The Candidate agrees to inform the Supervising Lawyer before entering into another Supervision Agreement that overlaps with any portion of the period in paragraph a. above.

<sup>1</sup> Supervision Agreements will generally be approved for a period of up to a maximum of six months.

## **Appendix A – Explanation for requiring a Supervision Agreement**

Please provide the reason(s) why the Candidate requires supervision.

### **Signed:**

SUPERVISED CANDIDATE:

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.**

SUPERVISING LAWYER:

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. Only the Supervising Lawyer is permitted to type the Supervising Lawyer's name into the signature field above. Candidates are not permitted to do so under any circumstances.**