

LAWYER LICENSING PROCESS
Part-Time Articles of Clerkship

THIS FORM must be completed and filed by a candidate who is registered in the Lawyer Licensing Process, by no later than 10 business days after the start of a part-time articling placement.¹ The Law Society will not necessarily grant credit for time spent in an articling placement that has started more than 10 business days prior to the date this form is filed, and will only grant credit for placements supervised by an approved Principal.

Late filing of this form results in a late filing fee of \$100 (plus applicable taxes).

Once complete, print, sign, date and file with Articling by one of the following options:

1. Scan and e-mail to articling@lso.ca; or
2. Mail to Articling, Licensing and Accreditation Department, Law Society of Ontario, 130 Queen Street West, Toronto, ON, Canada M5H 2N6; or
3. In-person delivery to the Law Society of Ontario.

1. _____, will be engaged by
 (Articling Candidate full name) (Candidate Number)
 _____, as an
 (Articling Principal full name) (Member Number)

articling candidate for the specified term.

2. The articling placement shall take place at _____,
 (Name of Firm/Employer)
 in _____,
 (City/Town) (Province)

3. The start date of the articling placement shall be _____, 20____, for a consecutive term of _____ months.

4. The articling candidate will serve under the Principal on a part-time basis according to the following proposed schedule:

Proposed schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

If this form cannot accommodate the proposed schedule, a detailed schedule must be attached as a separate document.

5. The anticipated end date to the articling placement is _____, 20____.

¹ Candidates may file this Form no earlier than 10 business days prior to the start date of the articling placement.

The Principal agrees:

1. To directly supervise no more than two candidates at any one time;
2. To provide the articling candidate with up to seven Study Days, as requested by the Candidate, for each of the candidate's first attempts at writing the Solicitor Licensing Examination or the Barrister Licensing Examination, if those first attempts take place during the articling placement;²
3. To file the online Experiential Training Plan ("ETP"), or, if the Principal has previously filed an ETP, to review it to ensure that the Principal's practice can still support it and no revisions are needed, by no later than 10 business days after the start of the articling placement;
4. To instruct the candidate in the practice and profession of law, in accordance with the [experiential training competencies for candidates](#), to the best of the Principal's ability;
5. To supervise, delegate and mentor the articling candidate and administer the articling placement in accordance with the [Lawyer Licensing Process Policies](#), the [Law Society Act](#), the Law Society's By-Laws, and the [Rules of Professional Conduct](#);
6. To file the Certificate of Service under Articles upon completion* of the articling placement, confirming the period of time served as well as any Time Off the candidate has taken;³ and
7. To file the online [Record of Experiential Training in Articling Program \("RET"\)](#) upon completion* of the articling placement.

The articling candidate agrees:

1. To participate in the articling placement in accordance with the [Lawyer Licensing Process Policies](#), the [Law Society Act](#), the Law Society's By-Laws, and the [Rules of Professional Conduct](#);
2. To fulfill all lawful and reasonable instructions under the direct supervision of the Principal; and
3. To file the online [RET](#) upon completion* of the articling placement.

* Candidates who are eligible for and wish to be called to the bar in June of a licensing year must observe the early filing deadline, which requires completion of these requirements by April 1 rather than after the end of an articling placement.

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.

² "Study Days" means days free of articling placement duties, for each of a candidate's first attempts at writing the Solicitor Licensing Examination and the Barrister Licensing Examination, up to a total of seven days as requested by the Candidate, consisting of five days of uninterrupted study time, one day to write the Licensing Examination and one free day.

³ 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.