



LAWYER LICENSING PROCESS Request Form for Change or Deferment

Complete this form only if you are requesting a change to an existing Licensing Examination date, location or language. Information regarding your current Lawyer Licensing Examination selection is available in your online account. Late requests will only be considered if there are compelling documented circumstances that are submitted to the Manager, Licensing and Accreditation.

To request an earlier Licensing Examination date, this form must be **submitted at least 30 business days prior** to the earlier Licensing Examination date.

To **defer** any Lawyer Licensing Examination to a later sitting, candidates must submit this form at least **5 business days** prior to the sitting they wish to change.

To **change** a Licensing Examination date, location or language of a Licensing Examination, candidates must submit this form at least 30 business **days prior** to the new examination date.

Candidates who do not meet the deadlines for submission listed above and do not attend the examination they were registered for will forfeit their examination fee payment. Candidates who wish to withdraw from any or all components of the Lawyer Licensing Process should NOT submit this form and are instead required to submit the Withdrawal Request Form available online under "Fees and Forms".

For specific examination deadline dates please visit the [Dates to Remember](#) webpage.

SUBMIT BY EMAIL TO: licensingprocess@lso.ca **SUBMIT BY FAX TO:** 416-947-9070

Required Information:

Candidate Legal Name:

Candidate ID#:

Daytime Phone Number:

Barrister Licensing Examination – Please change my current examination sitting to the following:

June 5, 2018	Toronto	London*
November 6, 2018*	Ottawa	Windsor*
March 12, 2019*	Thunder Bay*	

Solicitor Licensing Examination – Please change my current examination sitting to the following:

June 19, 2018	Toronto	London*
November 20, 2018*	Ottawa	Windsor*
March 26, 2019*	Thunder Bay*	

I will write the Licensing Examination(s) in the following language: English French

*Note: London, Windsor and Thunder Bay locations are not available for the November or March Licensing Examinations. Candidates who defer any examination to the next licensing cycle will be invoiced through their online account and must pay for the new Licensing Examination study materials.

I understand that if I will be deferring to a sitting in a later licensing cycle I will be invoiced and must pay for the revised study materials for the examination. This fee for new materials must be paid by the registration deadline in addition to the examination fee.

Candidates who have submitted an Accommodation request based on a condition that arises from an enumerated ground listed in the *Human Rights Code*, R.S.O., 1990, c. H.19, are requested to also advise the Accommodations Coordinator, Examination Administration of any changes to their status by email: examinationaccommodation@lso.ca.

Candidate Signature: _____

Date: _____