

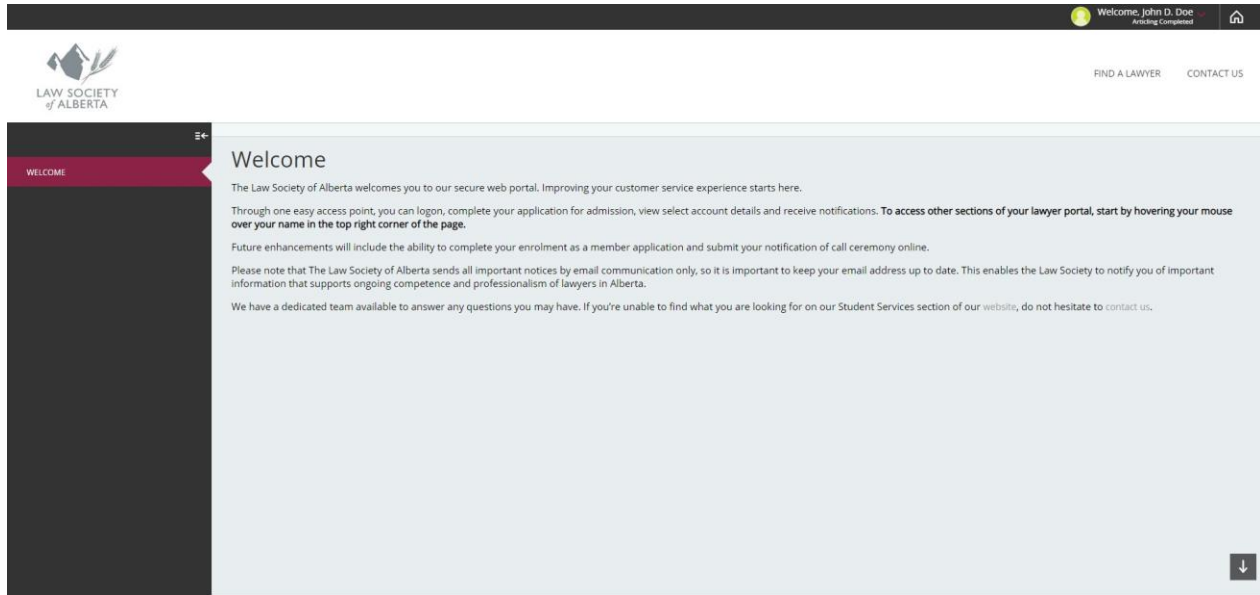


Online Enrolment Application via the Lawyer Portal

Please complete the following steps to complete your enrolment application.

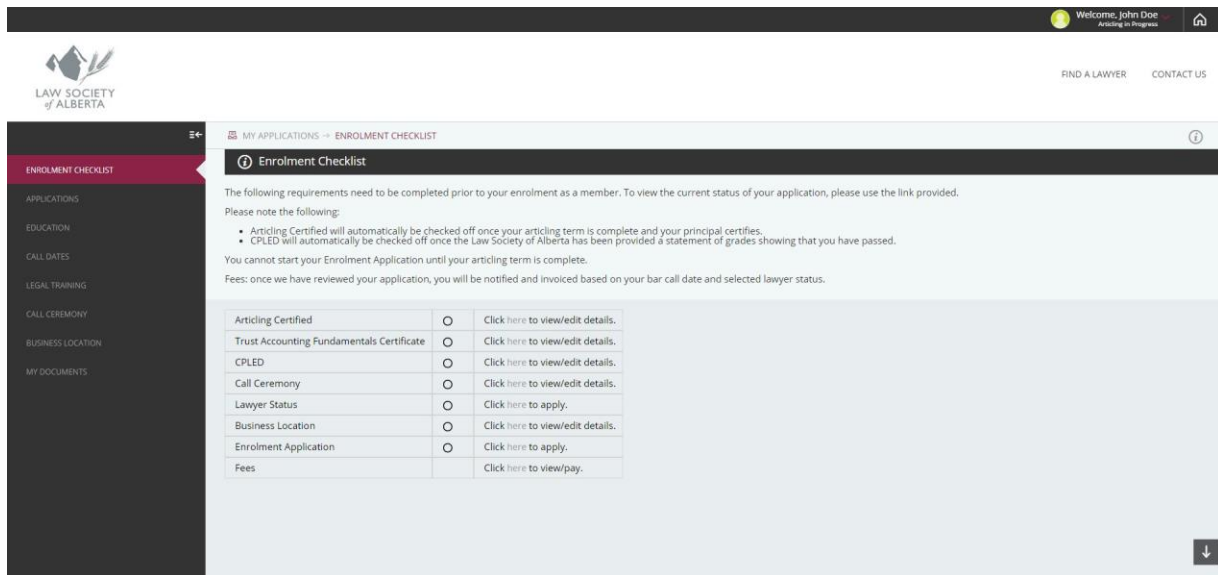
1. Visit the Lawyer Portal and select My Applications

To access your enrolment application requirements, log in and hover your cursor over your name in the top right-hand corner; select **“My Applications”**.



2. View your application requirements

Here you will find your requirements to become enrolled as a member. Start by going through the checklist and using the click **here** to view/edit details for each requirement.

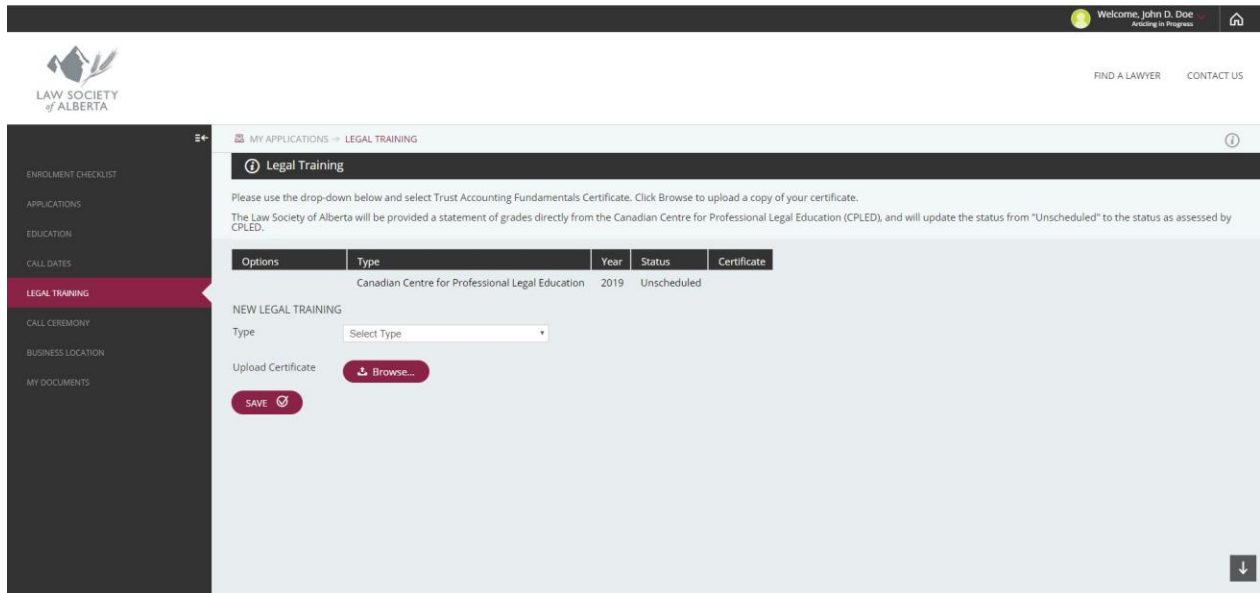




3. Upload your Trust Accounting Fundamentals Certificate.

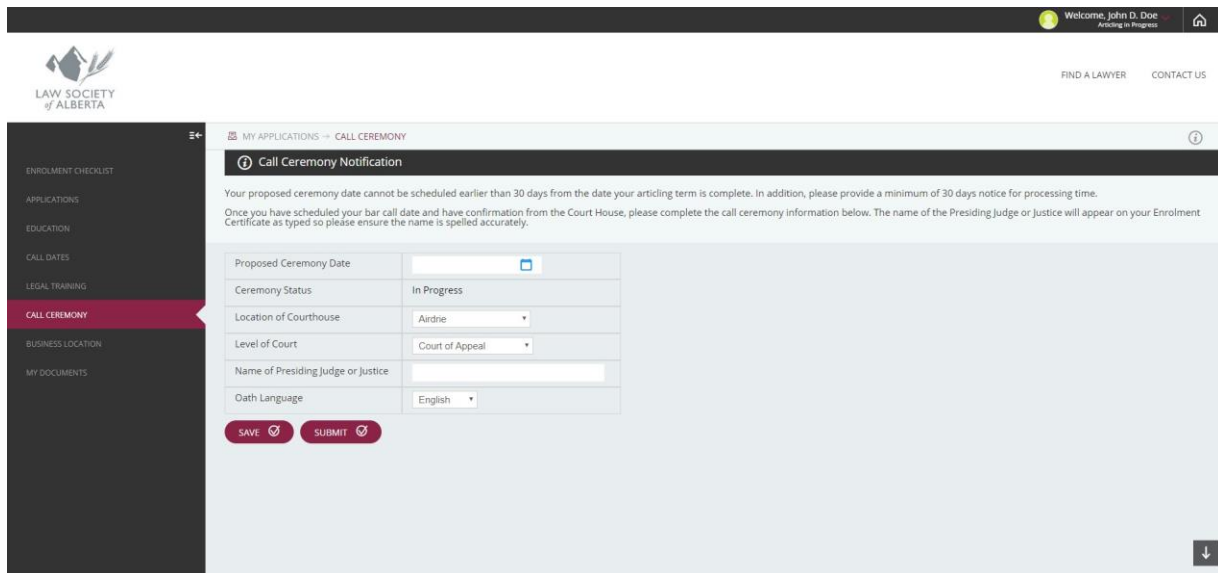
Once you have received your Trust Accounting Fundamentals Certificate from CPLED, upload it using the **Legal Training** Tab. Select type as "Trust Accounting Certificate" and upload the PDF copy. Select save to submit. (*NOTE: These are no longer accepted by email.*)

You do not need to upload or submit grades from CPLED. The Law Society of Alberta will be provided a statement of grades directly from CPLED and will update the status from "Unscheduled" to the status as assessed by CPLED.



4. Submit your Bar Call information

Once you have scheduled your Call Ceremony with the courts, please save and submit your Bar Call information here. **The Law Society requires a minimum of 30 days notice of your scheduled call ceremony.** Please ensure that the spelling of the name of the presiding Judge/Justice is correct.





5. Change your status to “Member”

Use the **new application** dropdown to select your desired status for your enrolment as a member. Click ‘New’, which will create your application. To update your application, use the Options dropdown.

Note: this status will come into effect upon completion of your call ceremony.

MY APPLICATIONS → APPLICATIONS

Applications

Select the application you wish to apply for. If you are unable to select an application, contact Membership via email membership@lawsociety.ab.ca.

New Application

Application for Admission (NEW)

Application for Lawyer Status: Active In House

Application for Lawyer Status: Active Private Practice

Application for Lawyer Status: Non-Practising

Application for Lawyer Status: Pro Bono

Current: Current Practice

Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
▼	Articling Agreement Application	Apr-22-2019	Approved	Sep-26-2019	Smith, John	Principal Certified	366
▼	Application for Admission	Apr-22-2019	Approved	Sep-26-2019			
▼	Enrolment Application		In Progress	Oct-07-2019			

6. Update your Business Location

Your Business Location is your employment information, which will come into effect after your call ceremony. This will automatically default to your articling location.

If you will remain with that firm once you are called to the bar, click the checkbox to “Make this my Business Location”. If you are leaving or have left your previous employment, enter the new business location information here.

Note: For those selecting a non-practicing status or are currently seeking employment, leave the Business Location blank.

Business Location

Pursuant to Rule 42, if your business information has changed the Law Society of Alberta must be notified. Please ensure your contact information is kept current. If your business information has changed, the Law Society of Alberta must be notified.

- To enter a practice location, use the business name search. If the employment name does not appear in the search menu, please contact Membership Services.
- Employment changes cannot be back-dated.
- If your telephone or email address will be changing, please update on the Business Telephone/Email tab.

CURRENT ARTICLING LOCATION

Law Society of Alberta

500, 919 11th Avenue SW
Calgary, Alberta
Canada T2R 1P3

Make this my Business Location Oct 07, 2019

NEW PLANNED BUSINESS LOCATION AFTER BAR CALL

Business:

Start Date:

Publish

Primary Business Location

DEFINITIONS

Publish: By selecting the Publish checkbox, you authorize the Law Society of Alberta to display your Practice Location on the public Lawyer Directory.

Primary Business Location: If you have more than one business location, you must set one as your primary business location for invoicing purposes.



7. Complete your Enrolment Application

Your articling term must be complete before this application is available. Use the **new application** dropdown to select Enrolment Application. Click 'New', which will create your application. To update your application, use the Options dropdown.

MY APPLICATIONS → APPLICATIONS

(1453) Your record has been successfully added below. Please click on "Options" dropdown to complete the Application.

New Application

Articling Agreement Application **NEW**

Current Applications

Options	Application	Submitted	Status	Status Date	Principal	Principal Status	Days Completed
	Articling Agreement Application	Apr-22-2019	Approved	Sep-26-2019	Smith, John	Principal Certified	366
	Application for Admission	Apr-22-2019	Approved	Sep-26-2019			
	Enrolment Application		In Progress	Oct-04-2019			

UPDATE WITHDRAW Update Application

- Personal Information:** Your residential address is used to generate your bar call documents which will be provided to the courts for your call ceremony. Please confirm your personal contact information is correct. To make changes, please use the links below.

ENROLMENT APPLICATION

Form ID	1018165
Received	Oct 07, 2019
Status	Complete Oct 07, 2019
Last Updated	Oct 07, 2019 13:17
Personal Address	919 11 Ave SW, Calgary, AB, T2R 1P3
Email	test@lawsociety.ab.ca
Call Dates	

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Please ensure to continually save your work. Any changes will be lost if you navigate away from this application without saving.

Personal Information

- I confirm that the Address and Email listed above are correct.
 - Yes

To make changes to your address, click [here](#).

To make changes to your email, click [here](#).

Please note that these will exit the application, and it will not be saved or submitted. Return to the "My Applications" tab to continue once the personal information has been updated.
- I confirm that the Call Dates listed above are correct.
 - Yes

To make changes to your call dates, click [here](#).



- b. **Call dates and other jurisdictional information:** If you are or have been a member inside and/or outside of Canada, please confirm all jurisdictions have been entered correctly **and a current certificate of standing has been uploaded.**
- c. **Good Character** – The answers are pre-populated from your Student-at-Law application. Please review and confirm the answers below are correct.
- d. **Consent** – You must provide the Law Society consent to furnish any additional specific authorization or any release that is required for the purpose of enabling the Society to obtain information related to background or character.
- e. **Certification** – You must then certify that all information contained in your application is true and correct. Click ‘save’ **AND** ‘submit’.

Browse...

Particulars and Acknowledgments

* 24. I have reviewed the current provisions dealing with competency in the Code of Conduct for the Law Society of Alberta, dealing with competence, in its entirety.

Yes

* **Consent**

I hereby authorize the Law Society of Alberta to make any reasonable inquiries, including inquiries related to information provided in my application materials or any affirmative statement made in my application, of any person or government, any official or body, including, without limitation, any police or academic authority, with regard to my background or character. On request by the Executive Director, I will furnish any additional specific authorization or any release that is required for the purpose of enabling the Society to obtain information related to my background or character.

* **Certification**

I certify that all information contained in this application is true and correct.

SAVE PRINT SUBMIT

8. Check for completion

Please ensure all items have been completed and display a checkmark. Please be advised that although all items may be submitted, the Law Society must review and provide approval.

WELCOME John D. Doe Approved Working Arrangement

FIND A LAWYER CONTACT US

LAW SOCIETY of ALBERTA

MY APPLICATIONS → ENROLMENT CHECKLIST

Enrolment Checklist

The following requirements need to be completed prior to your enrolment as a member. To view the current status of your application, please use the link provided. Please note the following:

- Articling Certified will automatically be checked off once your articling term is complete and your principal certifies.
- CPLED will automatically be checked off once the Law Society of Alberta has been provided a statement of grades showing that you have passed.

You cannot start your Enrolment Application until your articling term is complete.

Fees: once we have reviewed your application, you will be notified and invoiced based on your bar call date and selected lawyer status.

Articling Certified	<input checked="" type="checkbox"/>	Click here to view/edit details.
Trust Accounting Fundamentals Certificate	<input checked="" type="checkbox"/>	Click here to view/edit details.
CPLED	<input checked="" type="checkbox"/>	Click here to view/edit details.
Call Ceremony	<input checked="" type="checkbox"/>	Click here to view/edit details.
Lawyer Status	<input checked="" type="checkbox"/>	Click here to view/edit details.
Business Location	<input checked="" type="checkbox"/>	Click here to view/edit details.
Enrolment Application	<input checked="" type="checkbox"/>	Click here to view/edit details.
Fees	<input checked="" type="checkbox"/>	Click here to view/pay.