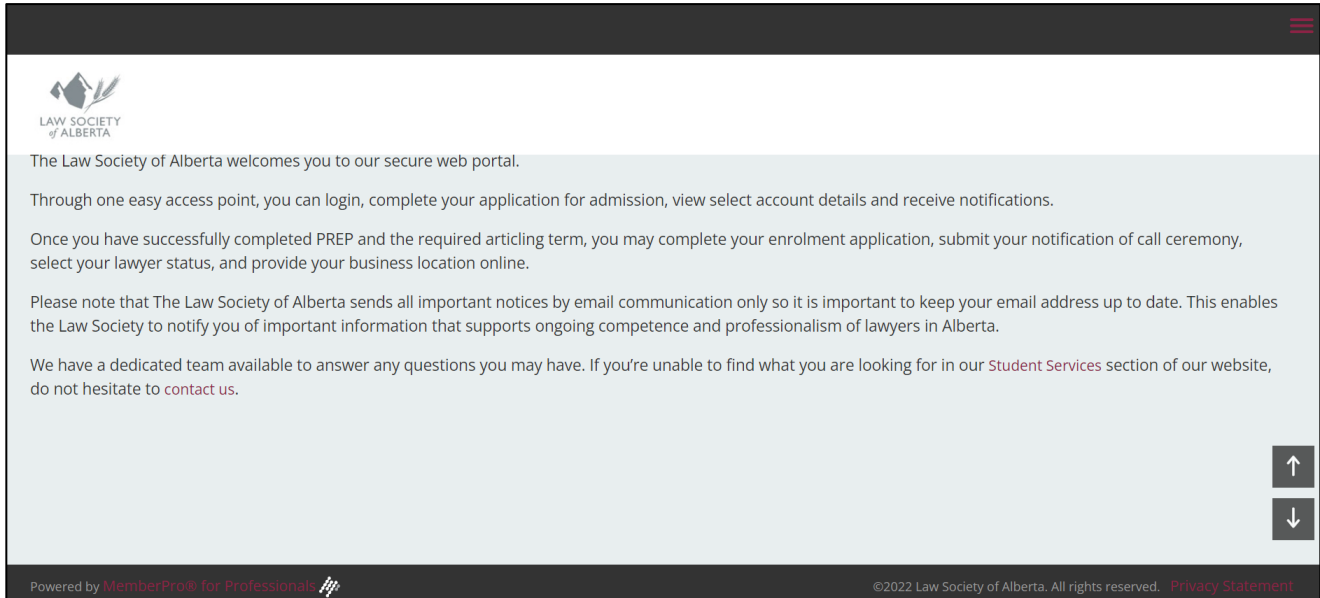


Online Enrolment Application via the Lawyer Portal

Please complete the following steps to submit your enrolment application.

1. Log into the Lawyer Portal

To view your enrolment application requirements, hover your cursor over the top right-hand corner, click on your name and select **“My Applications”**.



The Law Society of Alberta welcomes you to our secure web portal.

Through one easy access point, you can login, complete your application for admission, view select account details and receive notifications.

Once you have successfully completed PREP and the required articling term, you may complete your enrolment application, submit your notification of call ceremony, select your lawyer status, and provide your business location online.

Please note that The Law Society of Alberta sends all important notices by email communication only so it is important to keep your email address up to date. This enables the Law Society to notify you of important information that supports ongoing competence and professionalism of lawyers in Alberta.

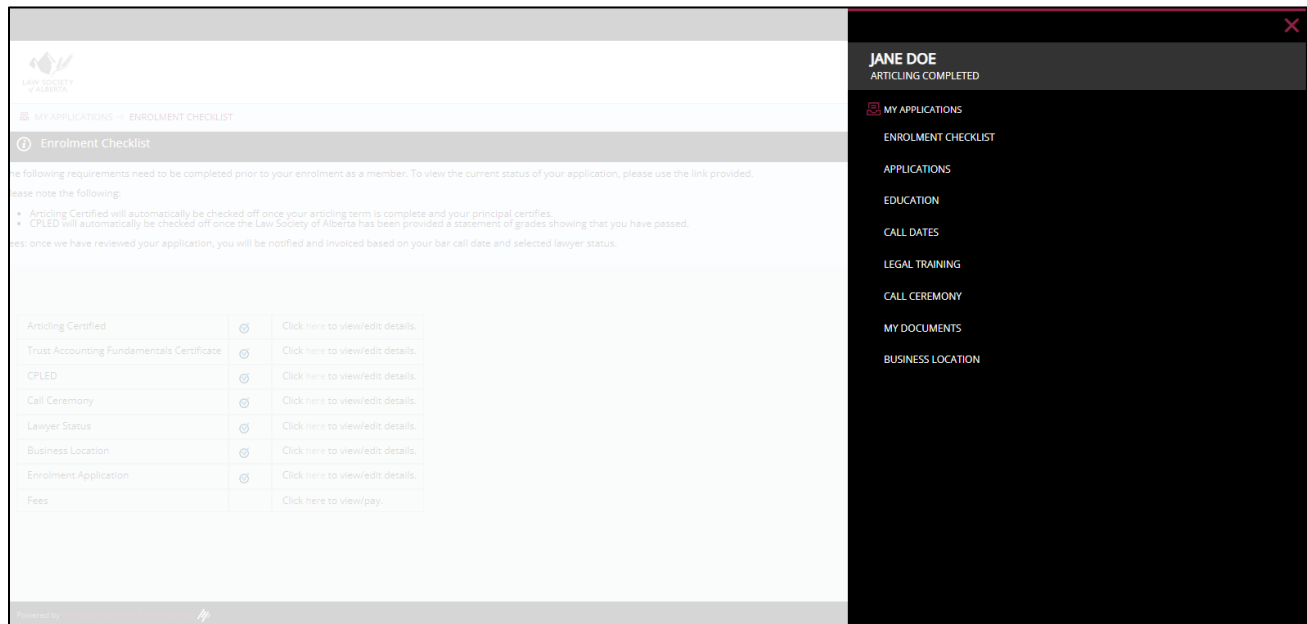
We have a dedicated team available to answer any questions you may have. If you're unable to find what you are looking for in our [Student Services](#) section of our website, do not hesitate to [contact us](#).

Powered by [MemberPro® for Professionals](#)

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2. View your Application Requirements

Select the **Enrolment Checklist** to view the requirements needed to enrol as a member.



JANE DOE
ARTICLING COMPLETED

MY APPLICATIONS

ENROLMENT CHECKLIST

APPLICATIONS

EDUCATION

CALL DATES

LEGAL TRAINING

CALL CEREMONY

MY DOCUMENTS

BUSINESS LOCATION

Enrolment Checklist

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.

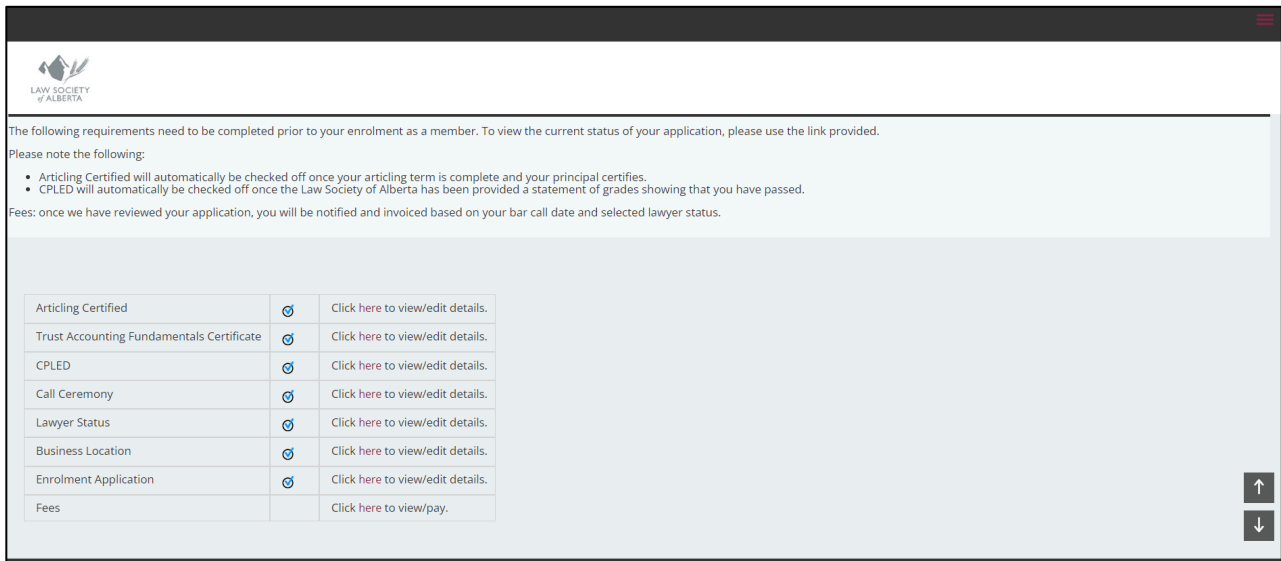
Please note the following:

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

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

Select the **click here** link to view/edit details for each requirement.



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.

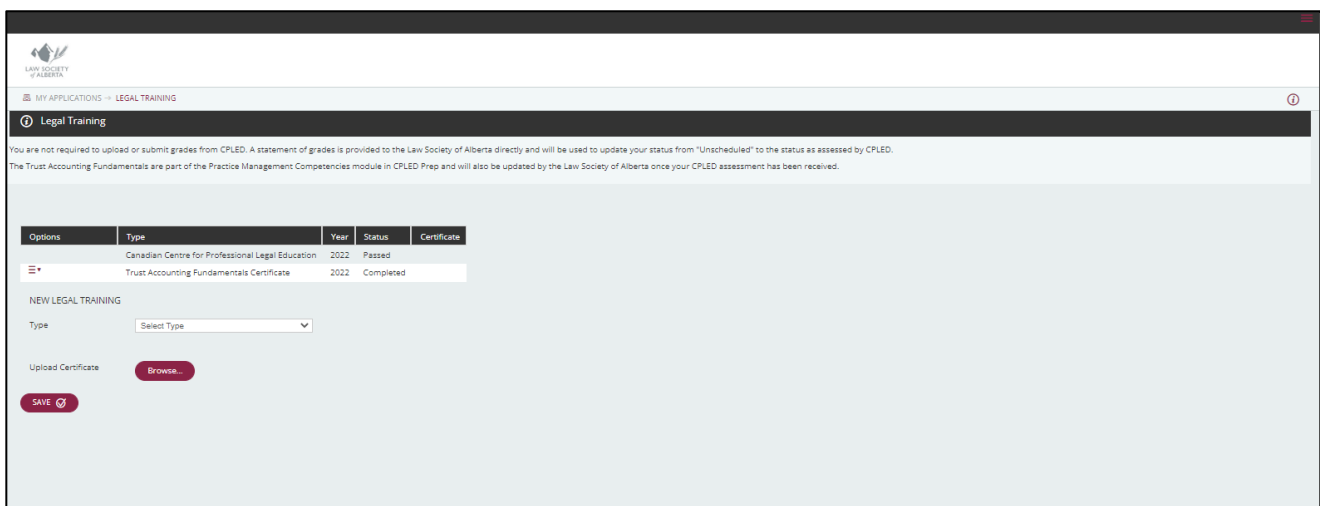
Fees: once we have reviewed your application, you will be notified and invoiced based on your bar call date and selected lawyer status.

Articling Certified	🔗	Click here to view/edit details.
Trust Accounting Fundamentals Certificate	🔗	Click here to view/edit details.
CPLED	🔗	Click here to view/edit details.
Call Ceremony	🔗	Click here to view/edit details.
Lawyer Status	🔗	Click here to view/edit details.
Business Location	🔗	Click here to view/edit details.
Enrolment Application	🔗	Click here to view/edit details.
Fees		Click here to view/pay.

3. CPLED and Trust Accounting Fundamentals

You are not required to upload or submit grades from CPLED. A statement of grades is provided to the Law Society of Alberta directly and will be used to update your status from "Unscheduled" to the status as assessed by CPLED.

The Trust Accounting Fundamentals are part of the Practice Management Competencies module in CPLED Prep and will also be updated by the Law Society of Alberta once your CPLED assessment has been received.



MY APPLICATIONS → LEGAL TRAINING

Legal Training

You are not required to upload or submit grades from CPLED. A statement of grades is provided to the Law Society of Alberta directly and will be used to update your status from "Unscheduled" to the status as assessed by CPLED.
The Trust Accounting Fundamentals are part of the Practice Management Competencies module in CPLED Prep and will also be updated by the Law Society of Alberta once your CPLED assessment has been received.

Options	Type	Year	Status	Certificate
	Canadian Centre for Professional Legal Education	2022	Passed	
	Trust Accounting Fundamentals Certificate	2022	Completed	

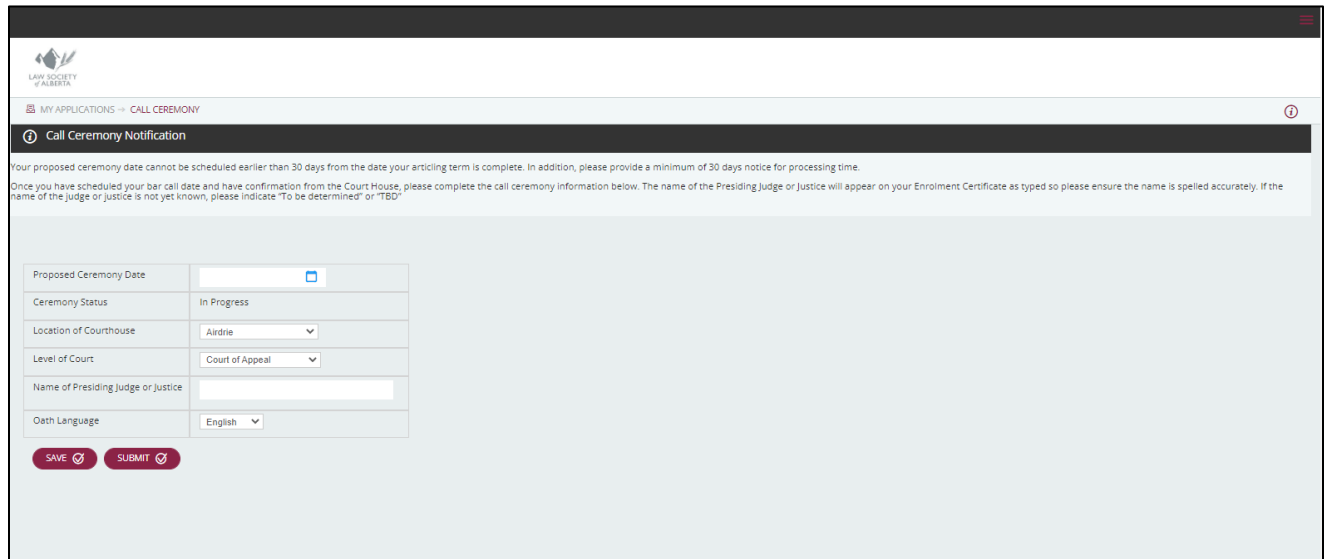
NEW LEGAL TRAINING

Type:

Upload Certificate:

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 and title of the presiding Judge/Justice is correct. If you do not know the name of the presiding Judge/Justice, please indicate To Be Determined (TBD).



MY APPLICATIONS → CALL CEREMONY

Call Ceremony Notification

Your proposed ceremony date cannot be scheduled earlier than 30 days from the date your articling term is complete. In addition, please provide a minimum of 30 days notice for processing time.

Once you have scheduled your bar call date and have confirmation from the Court House, please complete the call ceremony information below. The name of the Presiding Judge or Justice will appear on your Enrolment Certificate as typed so please ensure the name is spelled accurately. If the name of the judge or justice is not yet known, please indicate "To be determined" or "TBD"

Proposed Ceremony Date	<input type="text"/>
Ceremony Status	In Progress
Location of Courthouse	Airdrie
Level of Court	Court of Appeal
Name of Presiding Judge or Justice	<input type="text"/>
Oath Language	English

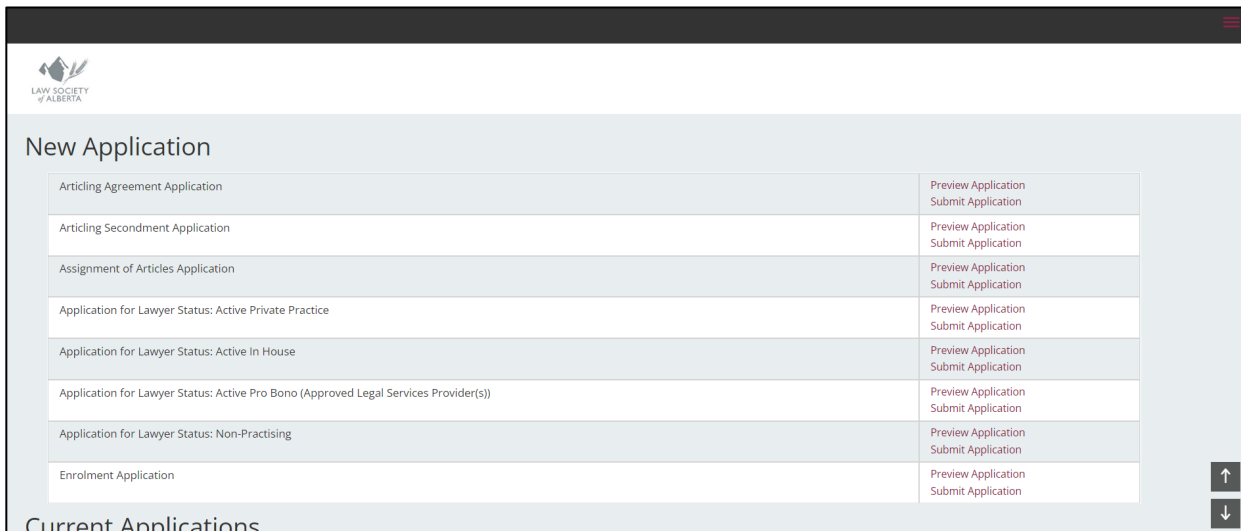
SAVE SUBMIT

5. Submit your Lawyer Status Application

You can preview the status applications under **New Application**. You must select the applicable status that accurately reflects your practicing arrangement for your enrolment as a member. Click **Submit Application** to complete your application. To update your application, use the **Options** dropdown and select **Update**. Please **save and submit** to ensure this has been submitted.

If you are unable to see the status applications, please ensure you did not skip steps 1 – 4.

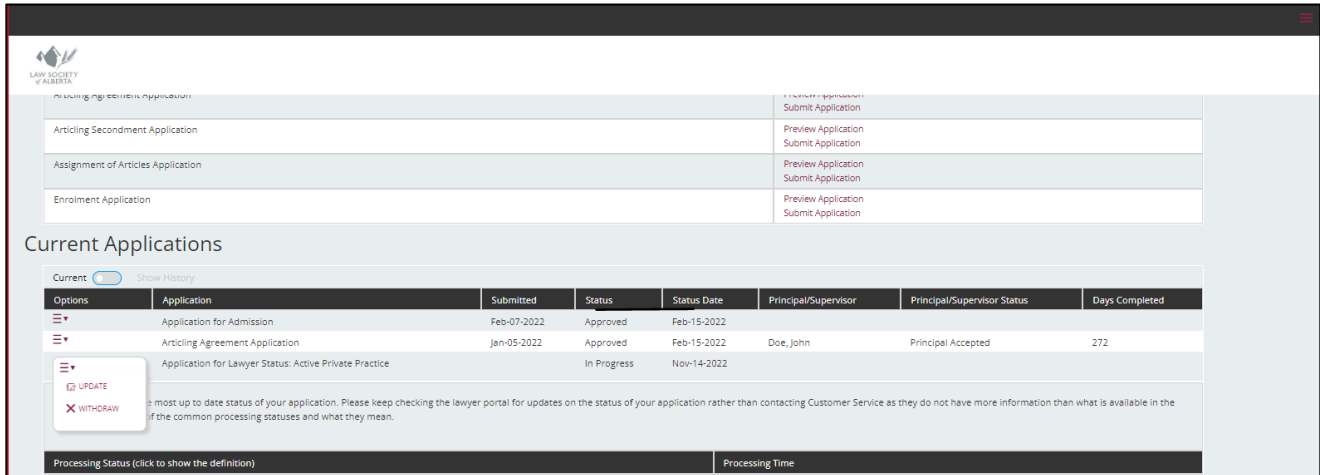
Note: this status is effective upon completion of your call ceremony.



New Application

Articling Agreement Application	Preview Application Submit Application
Articling Secondment Application	Preview Application Submit Application
Assignment of Articles Application	Preview Application Submit Application
Application for Lawyer Status: Active Private Practice	Preview Application Submit Application
Application for Lawyer Status: Active In House	Preview Application Submit Application
Application for Lawyer Status: Active Pro Bono (Approved Legal Services Provider(s))	Preview Application Submit Application
Application for Lawyer Status: Non-Practising	Preview Application Submit Application
Enrolment Application	Preview Application Submit Application

Current Applications



Articling Secondment Application Preview Application
Submit Application

Assignment of Articles Application Preview Application
Submit Application

Enrolment Application Preview Application
Submit Application

Current Applications

Current Show History

Options	Application	Submitted	Status	Status Date	Principal/Supervisor	Principal/Supervisor Status	Days Completed
⋮	Application for Admission	Feb-07-2022	Approved	Feb-15-2022			
⋮	Articling Agreement Application	Jan-05-2022	Approved	Feb-15-2022	Doe, John	Principal Accepted	272
⋮	Application for Lawyer Status: Active Private Practice		In Progress	Nov-14-2022			

UPDATE Update Application
WITHDRAW Withdraw Application

Be most up to date status of your application. Please keep checking the lawyer portal for updates on the status of your application rather than contacting Customer Service as they do not have more information than what is available in the portal. If you are unsure of the common processing statuses and what they mean, please contact Customer Service.

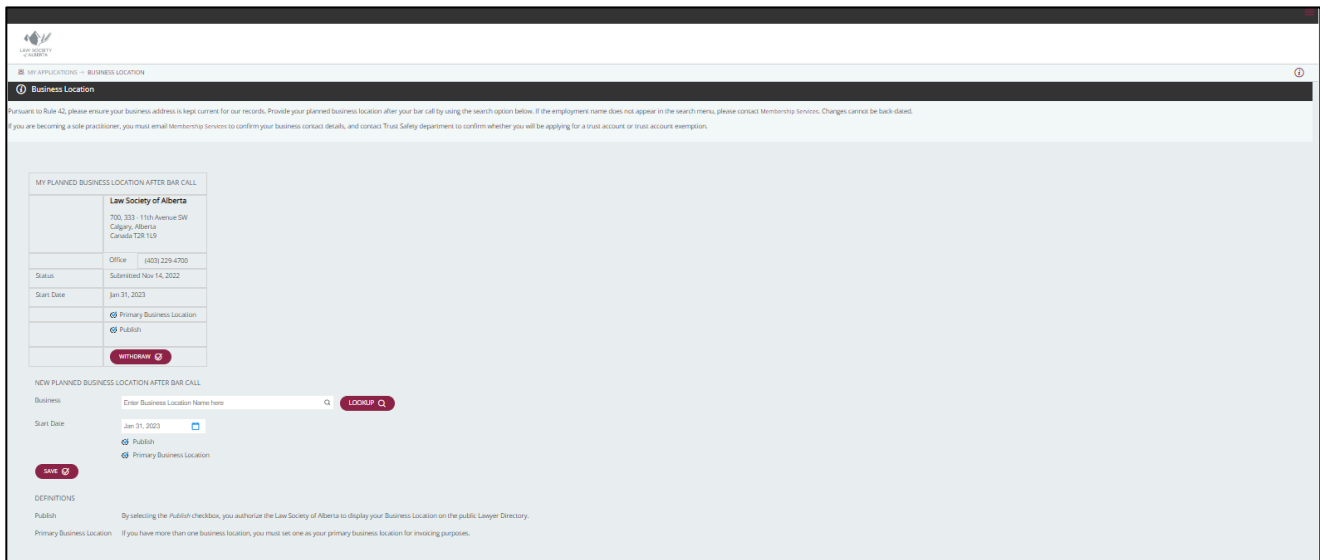
Processing Status (click to show the definition) Processing Time

6. Update your Business Location

Your Business Location is your employment information, which is effective upon completion of your call ceremony. This will automatically default to your articling location.

If you will be staying at your articling location 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.



MY APPLICATIONS → BUSINESS LOCATION

Business Location

Permitted to Rule 4: please ensure your business address is kept current for our records. Provide your planned business location after your bar call by using the search option below. If the employment name does not appear in the search menu, please contact Membership Services. Changes cannot be back dated. If you are becoming a sole practitioner, you must email membership services to confirm your business contact details, and contact Trust Safety department to confirm whether you will be applying for a trust account or trust account exemption.

MY PLANNED BUSINESS LOCATION AFTER BAR CALL

Law Society of Alberta
700, 333 - 11th Avenue SW
Calgary, Alberta
Canada T2R 1L9

Office: (403) 229-4700

Status: Submitted Nov 14, 2022

Start Date: Jan 31, 2023

Primary Business Location

Publish

WITHDRAW

NEW PLANNED BUSINESS LOCATION AFTER BAR CALL

Business: **LOOKUP**

Start Date:

Publish

Primary Business Location

SAVE

DEFINITIONS

Publish By selecting the Publish checkbox, you authorize the Law Society of Alberta to display your Business 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

You can preview the enrolment application under **New Application**. Click **Submit Application** to complete your application. To update your application, use the **Options** dropdown and select **Update**. Please **save** and **submit** to ensure this has been submitted.

MY APPLICATIONS → APPLICATIONS

Applications

Please review the list below to confirm the application that is appropriate to your situation. Before you submit your application, review the checklist and preview the application to understand the requirements.

New Application

Articling Agreement Application	Preview Application Submit Application
Articling Secondment Application	Preview Application Submit Application
Assignment of Articles Application	Preview Application Submit Application
Enrolment Application	Preview Application Submit Application

New Application

Articling Agreement Application	Preview Application Submit Application
Articling Secondment Application	Preview Application Submit Application
Assignment of Articles Application	Preview Application Submit Application

Current Applications

Current Show History

Options	Application	Submitted	Status	Status Date	Principal/Supervisor	Principal/Supervisor Status	Days Completed
☰	Application for Admission	Feb-07-2022	Approved	Feb-15-2022			
☰	Articling Agreement Application	Jan-05-2022	Approved	Feb-15-2022	Doe, John	Principal Accepted	272
☰	Enrolment Application		In Progress	Nov-14-2022			
☰	Application for Lawyer Status: Active Private Practice		In Progress	Nov-14-2022			

most up to date status of your application. Please keep checking the lawyer portal for updates on the status of your application rather than contacting Customer Service as they do not have more information than what is available in the portal. Below is a list of the common id what they mean.

Important information for your application:

- Personal Information:** Your residential address is used to generate your Bar Call documents which will be provided to the courthouse for your call ceremony. Please confirm your personal contact information is correct. If your personal contact information has changed, you must update under Question 1 your application.
- 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. Additional documentation may be required upon review of your application.**
- Good Character and Competence –** The answers are pre-populated from your Student-at-Law application. **Please review and confirm the answers are correct. If your answers have changed, you must update your answers and provide full disclosure regarding any affirmative statements made under Questions 4 to 24. You can upload any supplemental documents within your application.**
- 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 certify that all information contained in your application is true and correct. Click ‘Save’ **AND** ‘Submit’.

8. Check for Completion

Please ensure all items are complete and display a checkmark. Please be advised that although all items may be submitted, the Law Society must review and provide formal approval. Invoices for your practicing fees will be available in your Lawyer Portal. You will be notified via email once they have been generated and advised of the payment due date. Payment must be received in advance of your scheduled Bar Call by the due date prescribed. To avoid delays to your Bar Call, please ensure all application requirements are received by the required deadlines.

The screenshot shows the 'Enrolment Checklist' page in the Lawyer Portal. At the top, there is a navigation bar with 'MY APPLICATIONS' and 'ENROLMENT CHECKLIST'. Below this, the page title is 'Enrolment Checklist'. A message states: '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.' Below this, there are instructions: 'Please note the following:' followed by two bullet points: '• Articling Certified will automatically be checked off once your articling term is complete and your principal certifies.' and '• CPLED will automatically be checked off once the Law Society of Alberta has been provided a statement of grades showing that you have passed.' Below the instructions, there is a note: 'Fees: once we have reviewed your application, you will be notified and invoiced based on your bar call date and selected lawyer status.' At the bottom, there is a table with the following items:

Articling Certified	Click here to view/edit details.
Trust Accounting Fundamentals Certificate	Click here to view/edit details.
CPLED	Click here to view/edit details.
Call Ceremony	Click here to view/edit details.
Lawyer Status	Click here to view/edit details.
Business Location	Click here to view/edit details.
Enrolment Application	Click here to view/edit details.
Fees	Click here to view/pay.

You can monitor the status of your application within your Lawyer Portal under “My Applications”. Status definitions can be found below your Current Applications. Note that Customer Service will not have more information than what is available to yourself in the portal.

Once Membership Services has reviewed your submitted applications, the status will be updated and all communications regarding your application will be sent by email. Please ensure that your contact information is up to date.