



LAW SOCIETY
of ALBERTA



Articling Overview

Membership Services

Feb. 27, 2025



Agenda

- Regulatory Role
- Authority
- Application Process
- Composite Articles
- Secondments
- Enrolment & Bar Call

Regulatory Role

What is the Law Society's role?

- Self-governing
- Regulate the legal profession in the **public interest** by promoting and enforcing high standards of professional and ethical conduct by Alberta lawyers and articling students
- Currently have a membership of 14,000 lawyers
- Approximately 500 registered articling students



Authority

- Authority to govern the legal profession is found in the [Legal Profession Act](#)
- Standards are set in [Rules of the Law Society of Alberta](#) and the [Code of Conduct](#)
- All are available on the Law Society website and should be reviewed: www.lawsociety.ab.ca

Regulation and Articling

- Articling is a major point of entry into the legal profession in Alberta
- Protect the public interest by requiring all law school graduates to complete articles under the supervision of a lawyer and complete the Practice Readiness Education Plan (PREP)
- Ongoing relationship with the Law Society throughout a legal career (i.e., payment of fees and indemnity, status changes, ongoing professional development, etc).



Other Articling Options



Composite
Articles



Secondments

Composite Articles

What are they?

- A good way to get started if you do not have a full 12-month article secured
- Articling term is completed with a series of principals until the required term is completed
- Application process is mostly the same → choose Composite as type on the Articling Agreement
- Articling Agreement required for each consecutive article period
- A good way to build a network and gain experience in different practice environments
- To calculate your articling credit, use days (365 days)

Secondments

What are they?

- Moving from one organization or department to another for a short period of time
- Submit a secondment application through your Lawyer Portal account at least 10 days in advance
- You must receive approval from the Law Society prior to commencing
- Secondment supervisors must meet the same eligibility requirements as a Principal (Rule 55)

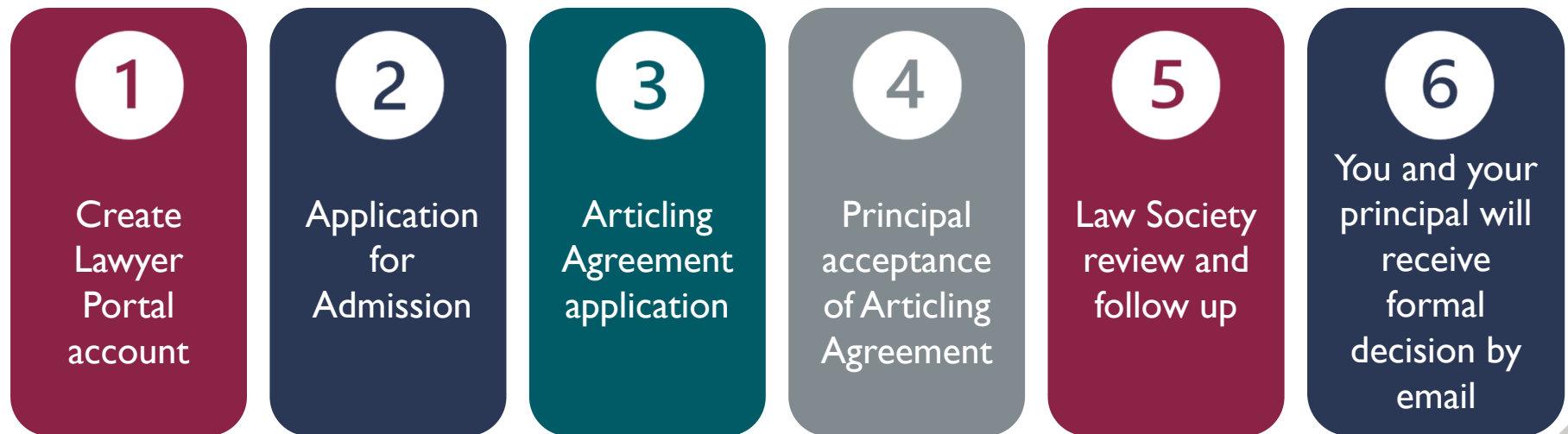
Changes to the Articling Agreement

- Assignment of Articles
- Termination of Articles
- Break in Articles
- Articling Credit
 - Rule 56(1)(d)
 - s.37 *Legal Profession Act*



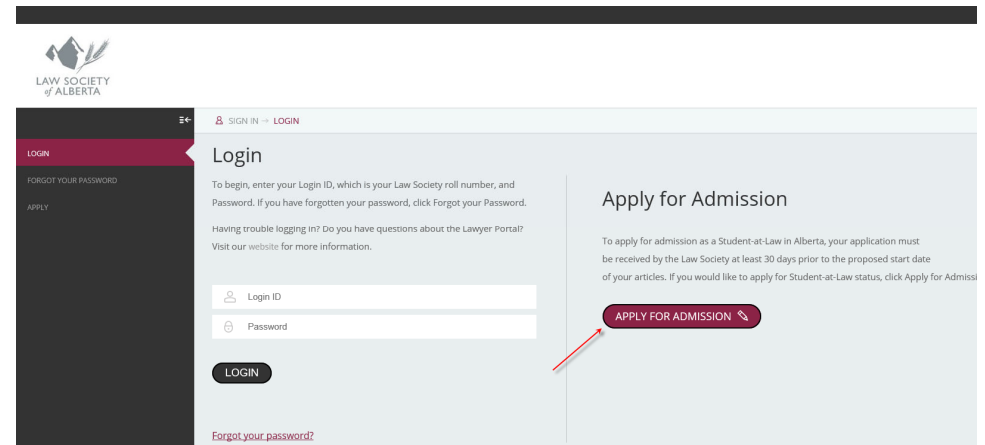
Online Application Process

What are the steps you need to take?



I. Create Lawyer Portal Account

- On our website, click apply for admission to create your Lawyer Portal account
- Application and Admission Fee: you must pay the required fees and certify that you have paid the invoice immediately (\$735)
- Fees must be paid prior to starting your application
- Full legal name (must match ID and criminal record check, please be consistent with your name and provide an explanation for discrepancies)



2. Application for Admission

- Create an Application for Admission in your account
- Valid Government Issued Photo ID
- Education (Rule 50)
 - Official Transcripts (mailed, MyCreds, etc.)
 - Certificate of Qualification sent directly from the NCA
- Criminal Record Check
 - Must include any alias or previous name
 - Dated within 90 days of application

2. Application for Admission

- Current Certificate of Standing from any other law society (dated within 90 days of application)
- We are evaluating **Good Character**
 - The onus to establish this is on the applicant, provide details to any affirmative answer
 - If you are unsure, speak to a Practice Advisor
- Make sure it is Submitted (not In Progress)

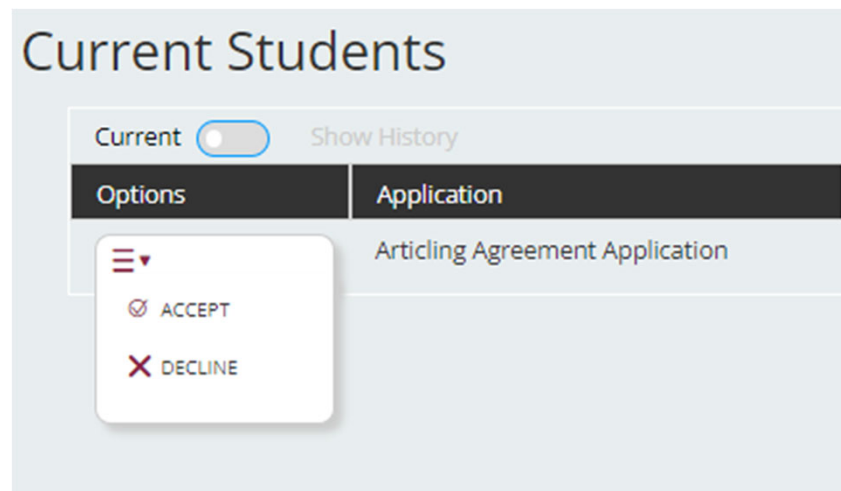


3. Articling Agreement

- Create an Articling Agreement application in your account
- Type: 12 Month, 9 Month (if CPLED completed prior to articling commencement date)
- Composite, Clerking with Courts
- Select your proposed principal, start date and end date
- Your principal should meet the requirements under Rule 55 and have completed the Mandatory Principal Training
- Be sure the status is Submitted

4. Principal Acceptance

- Principal will receive an email asking them to accept the articling agreement
- They will need to log into their Lawyer Portal to accept



5. Law Society Review and Follow Up

- Law Society will review your application – minimum of 30 days required (Rule 51)
- Follow up as necessary
- Review eligibility and Good Character
- Review eligibility and suitability of a proposed principal (Rule 55)
- Advise of next steps
- Provide application decision by email to student and principal



Online Enrolment Process

- What makes you eligible for enrolment?
 - Articling term is finished
 - PREP is successfully completed
- Application must be received **at least 30 days** prior to bar call ceremony; Rule 65
- Presented to presiding justice by an active lawyer (does not need to be your principal)
- Apply online through your Lawyer Portal account (refer to online User Guide)
 - Complete the checklist of requirements (7 total)
 - Submit your call ceremony notification
 - Select your applicable practicing status
 - Update your business location
 - Submit applicable Membership and Indemnity fees

Bar Call Ceremony

- ✓ Bar call date scheduled
- ✓ Online Enrolment application
- ✓ Fees paid
- ✓ Show up!

Available Resources

- See [Become a Lawyer](#) on our website
- Contact us:
 - Toll free 1.800.661.9300
 - membership@lawsociety.ab.ca
- Customer Service Representatives can help with most questions on eligibility and the application process
- More complex questions are directed to the Membership department

