



THE LAW SOCIETY OF MANITOBA
APPLICATION FOR ACCOMMODATION
2011-2012



Policy on Accommodation

The Centre for Professional Legal Education is committed to ensuring that learners with disabilities are accommodated, while maintaining the integrity of the CPLED course and materials. Any accommodation requested must not compromise the public interest in ensuring that lawyers are qualified to provide competent legal services.

A learner who wishes to apply for accommodation begins the process by completing the accommodation application form and sending it to the CPLED office in their province. The application must be received at least thirty days before the start of the session for which the learner is seeking accommodation.

Approval of a request for accommodation is a two-step process. The first step is consideration of whether or not to grant accommodation. It is not CPLED's role to assess the learner's disability but, rather, to assess the documentation provided by the learner in support of the request. If accommodation is granted, the second step is to decide the form of the accommodation.

*The information requested below and any documentation regarding your accommodation requirements will be considered **confidential** to be used strictly for the purpose of assessing this request and providing accommodation. The information will not be shared with any outside source without your written authorization.*

NAME

ADDRESS

TELEPHONE

FAX

EMAIL

ACCOMMODATION REQUESTED

What specific accommodation are you requesting? With this application please enclose details of the accommodation requested and identify any other special requirements. If you are requesting additional time, state the amount of additional time requested.

DIAGNOSIS OF DISABILITY

Enclose with this application verifiable information in support of your application (for example, documentation evidencing a diagnosis of your disability from an appropriate professional).

PAST ACCOMMODATIONS

Please describe any past accommodations from educational institutions or employers, and enclose with this application documentation evidencing such accommodations.

_____ Date

_____ Signature

Information for Applicants for Admission Law Society of Manitoba

This information applies to applications to the Law Society of Manitoba for:

- Admission as a Law Student
- Admission as a CPLED student
- Approval for Call to the Bar
- Resumption of Active Practice
- Transfer to Manitoba Bar
- Accommodation
- Abridgement of Articles
- Credit for Articles Served Elsewhere

Registration Practices

Once you have filed all the required documents and paid any fees we will review everything, conduct internal checks and take any other steps required under our admissions rules. Once a decision is made, you will be notified in writing of the result. If the decision is not to approve your application or to impose conditions on your admission, you will be advised of the reasons for that decision.

We try to process applications for admission as quickly as possible. In most cases you will have a decision within 30 days of receipt of a complete application. If it appears that your application will take more than 30 days to decide, we will contact you within the 30 days to let you know the reason for the delay and how much longer we expect it will take for a decision.

The requirements for registration and the criteria on which an admissions application will be assessed are set out in the Rules on the Law Society of Manitoba. You may obtain a copy of the Rules from the Law Society's web site at www.lawsociety.mb.ca, or you can request a paper copy of excerpts of the Rules about admissions decisions by contacting Admissions & Membership.

Documentation

Every application requires specific documentation, and our application forms list the documentation required. If you are unable to provide any of the required documentation for reasons beyond your control, such as original transcripts from schools outside of Canada, alternative arrangements are possible and should be discussed with the Director of Admissions & Membership.

Appeal Process

If your application is unsuccessful, you may appeal the decision to the Admissions and Education Committee of the Law Society of Manitoba within 14 days of the day you receive notice of the decision. Debbie Rossol, Administrative Registrar is available answer your questions about your appeal. She may be contacted at drossol@lawsociety.mb.ca - telephone 204-926-2042.

A panel of the Admissions and Education committee will review and decide your appeal based on the documentation you file, and you may request an oral hearing. The person who made the original admissions decision will not take part in the appeal decision.

Instead of an appeal, you could re-apply for admission. If you plan to do this, contact Admissions & Membership Department to discuss any requirements.

Access to Records

If you wish to have access to records related to your admissions application, you should write a letter describing the specific information to which you wish to have access and the reason for your request.

Support for Applicants

Applicants with questions or requiring assistance in completing their applications should contact the Admissions & Membership Department of the Law Society of Manitoba.

**Admissions & Membership Department
Law Society of Manitoba
219 Kennedy St
Winnipeg, Manitoba R3C 1S8
Phone 204-942-5571
Fax 204-956-0624
Email: membership@lawsociety.mb.ca**

**SCHEDULE OF FEES
FOR ADMISSIONS APPLICATIONS AS OF MARCH 1, 2011
(Fees may be subject to change)**

Note that all fees listed below are subject to **GST**, which are included in the final figure shown.

Application for Registration as a Law Student

Registration fee	\$30.00 plus \$1.50 GST	\$31.50
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CPLED Tuition

The fee may be paid in full at the time of registration in the course, **OR** be paid in installments

Full payment	\$1800.00 plus \$90.00 GST	\$1,890.00
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First installment	\$600.00 plus \$30.00 GST due May 31, 2011	\$630.00
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Second installment	\$600.00 plus \$30.00 GST due September 30, 2011	\$630.00
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Third (final) installment	\$600.00 plus \$230.00 GST due November 30, 2011	\$630.00
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Transfer to Manitoba Bar

Application Fee	\$150.00 plus \$7.50 GST	\$157.50
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Transfer Reading Requirement

Reading Materials Fee	\$150.00 plus \$7.50 GST	\$157.50
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With delivery fee / registered mail	\$8.35 (\$7.95 plus \$0.40 GST)	\$165.85
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Resumption of Active Practice

Application Fee	\$50.00 plus \$2.50 GST	\$52.50
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Call to the Bar

CPLED Graduates	\$475.00 plus \$23.75 GST	\$498.75
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Transfer Applicants	\$500.00 plus \$25.00 GST	\$525.00
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If you are unable to pay fees, please contact Admissions & Membership to discuss alternative arrangements.