



THE LAW SOCIETY OF MANITOBA
APPLICATION FOR ADMISSION TO THE
MANITOBA CPLED PROGRAM AND AS AN
ARTICLING STUDENT



2011-2012

**This Application, together with the following documents,
must be submitted by May 31, 2011:**

- If you obtained a Canadian Common Law degree you must submit original official transcripts from each post-secondary education institution you attended (including universities, community colleges, etc.) showing all degrees granted and final marks received. You must make arrangements for transcripts to be sent directly from the educational institution to the Law Society. If transcripts cannot be provided before the deadline date, you must provide proof that you have ordered the transcripts. Please be aware that you will not be permitted to commence articling until you have provided confirmation that you have met all requirements necessary to obtain your LL.B.
- If you did not obtain a Canadian Common Law degree then you must provide a Certificate of Equivalency from the National Committee on Accreditation;
- One character reference in the prescribed form;
- Certified Criminal Records Check (National finger-print based) from the RCMP Canadian Criminal Real Time Identification Service*;
- CPLED Program Education Agreement;
- Admission and CPLED tuition fee of \$1,890.00 (\$1,800.00 + \$90.00 G.S.T.) or first instalment of \$630.00 (\$600.00 + \$30.00 G.S.T.).

The following documents must be submitted within 2 weeks of the commencement of your articles:

- Original of the executed articling agreement signed by the articling student and the principal (Note: one copy should be kept by the student and one by the principal);
- Education Plan executed by the student and principal;

If you are unable to provide any of the required documentation for reasons beyond your control, alternative arrangements are possible and should be discussed with Richard Porcher, Director of Admissions and Membership.

Please note that it may take three or more weeks to consider your application and supporting documentation. Accordingly, you are encouraged to submit all required documentation at least three weeks prior to the anticipated start date of your articles.

If you require financial assistance please contact Brenda Silver, Director of Education and Competence.

NOTE: Law Society Rules 5-4.2 and 5-4.4 provide that failure to meet the filing deadline set out above will result in an extension of the period of articles that you must serve by one week for each week that the documents are delayed. For example, if your Character Reference is not received until June 14 your period of required articles will be extended by two weeks from 52 weeks to 54 weeks.

All questions must be answered fully in legible printing according to the instructions. The answers are to be declared before a Notary Public or Commissioner for Oaths. If your Declaration is made

outside of Manitoba it must be done before a Notary Public. The utmost good faith and fullest disclosure are required.

Omissions or inaccuracies will be grounds for rejection of the application, or withdrawal of your admission and expulsion from the Manitoba CPLED Program. Please review the Guidelines for Good Character

A finger print based criminal records check may be obtained by applying at:

The Commissionaires Office located at
50 Stafford Street,
Winnipeg, Manitoba,
Ph. 942-5993.

Other Commissionaires Offices across Canada may also provide this service. Call in advance to determine if an appointment is necessary.

You are strongly encouraged to apply as soon as possible as it may take four or more months to obtain the results in cases where individuals have a criminal record or a common name - although most results are provided within two to three weeks.



If there is not enough space provided for any answer, complete the answer on separate pages, with each page signed at the bottom.

I HEREBY APPLY to The Law Society of Manitoba for admission to the Manitoba CPLED Program and as an articling student and submit the following information which I hereby declare to be true:

1. Full Name: _____
First *Middle* *Last*

a) Have you used any other name(s) in regard to your education or employment? Yes No

b) Has your name ever been changed? Yes No

If so, please provide details on a separate page. Attach a certified copy of any relevant court order.

2. Date of Birth: _____
MM/DD/YYYY

3. Home address while under articles and/or enrolled in the Manitoba CPLED Program:

Home Telephone Number _____ Cell No (if applicable): _____

Home E-Mail Address (if applicable): _____

4. Permanent address (if different from address in #2):

Telephone Number: _____

5. Firm Name: _____

Office Address: _____

Postal Code: _____ General Office Telephone: _____

Office No. (your Direct Line—if applicable): _____ Fax: _____

Work E-Mail Address: _____

Anticipated start date of articles: _____

6. Principal's Name: _____

7. Please provide the name and address of a spouse, parent, relative or friend to be contacted in the event of any emergency:

Name: _____ Relationship: _____

Address: _____

Home Telephone: _____ Office Telephone: _____

8. State all post-secondary disciplines studied, dates and degrees received (including certificate of equivalency if applicable).

College or University	Faculty or Department	Date Started	Years Completed	Degree Received	Date of Degree

9. Name the country in which you obtained your law degree: _____

10. Were you ever suspended or expelled, or found guilty of academic misconduct by any post-secondary institution? (If "yes", please elaborate on a separate sheet)

Yes No

11. State places of employment, names of employers, and dates of all employment during or since post-secondary education.

12. Have you ever been found guilty of a crime or any other offence under any statute, regulation or law, with the exception of three or less convictions under *The Highway Traffic Act*, *The Liquor Control Act*, or any municipal by-law? (Offences for which incarceration was ordered, or a conditional or absolute discharge has been granted, or for which a pardon has been obtained must be disclosed). Yes No

As noted on page 1, all applicants must provide a certified Criminal Records Check (National finger-print based) from the RCMP Canadian Criminal Real Time Identification Service

13. Have you ever been convicted or found liable as a result of breach of trust, fraud, perjury, immorality, dishonourable conduct, misrepresentation, dishonesty or undue influence in any civil, criminal or administrative proceeding? Yes No
14. Are you currently charged with any offence under a federal statute? Yes No
15. Have you ever been suspended, disqualified, censured or had disciplinary action imposed on you as a member of any profession or organization? Yes No
16. Have you ever been denied or had revoked any license or permit, the procurement of which required proof of good character? Yes No

If any part of questions 10 to 16 are answered in the affirmative, or if you are currently being sued or are the subject of proceedings in any matters above, **refer to the attached Guidelines for Good Character Applications. Full details of your history must be provided on a separate sheet attached to your application.** Full disclosure should be made to the Law Society as early as possible in order to avoid delays in consideration of your application.

17. a) Have you ever been, or are you now involved in, or do you have pending any involvement in matters concerning bankruptcy or insolvency on your part or the part of any corporation or enterprise in which you are a principal, director or shareholder? Yes No
- b) Are you the subject of any order by a court or tribunal with respect to the above mentioned matters? Yes No
18. Have you ever had an order of committal or an order for the issue of a writ of attachment made against you? Yes No
19. Do you have any outstanding judgments, including unpaid fines, against you? Yes No
20. Have you ever previously applied for admission as a bar admission student or articling student in Manitoba or in any other jurisdiction? Yes No
21. Are you, or have you been a student or member in the Law Society of any other jurisdiction, or of any other professional body in Manitoba or another jurisdiction? Yes No
22. Is there to your knowledge or belief any event, circumstance, condition or matter not disclosed in your replies to the preceding questions that touches on or may concern your conduct, character and reputation, and that you know or believe might be thought to be an impediment to your admission, or any matter that could warrant further inquiry by the Society? Yes No

If you answered Yes to any of questions 17 to 22,
please provide full details on a separate page.

23. Are you making this application from outside of Canada? Yes No

I understand that my personal information may be exchanged between the Law Society of Manitoba and CPLED where the exchange of that information is made for the purpose of monitoring my performance, assisting in the operation of the CPLED Program or governing the articling process. I further understand that my principal may be advised of my grades. I consent to such use and disclosure.

Date

Student's Signature

If you have secured an articling position, this application must be reviewed and signed by your principal before it is submitted. If you secure an articling position after your application has been submitted it will be provided to your principal for review and execution after you advise us who will be your principal.

REVIEW BY PRINCIPAL

I, _____, have reviewed the student's application.

Date

Principal's Signature

STUDENT'S UNDERTAKING and DECLARATION

If my qualifications are found sufficient, according to the rules and judgement of the Society, I ask that I be admitted to the Manitoba CPLED Program and to the status of an articling student.

I undertake that if admitted, I shall so far as it is in my power, faithfully observe the rules of the Society, meet and maintain the standards of professional conduct required of an articling student, faithfully discharge my obligations under the articling agreement with my principal, and punctually meet all debts and perform all academic and other obligations owed to the Society and the Manitoba CPLED Program.

I acknowledge that, except as disclosed below, that I have not suffered from or been treated for, or am currently being treated for any condition which may compromise my ability to practise safely and effectively.

Disclosure: _____

I shall promptly and fully report to the Law Society any event, circumstance or condition occurring or arising that to my knowledge or belief concerns my reputation, character and fitness to be called, admitted and licensed.

I, _____, the applicant in the above Application for Admission, DO SOLEMNLY DECLARE that the statements contained in this Application for Admission and in any added pages are complete and true in every respect.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME at

in the Province of _____, this

_____ *Date*

_____ *Applicant's Signature*

A Notary Public in and for the Province of _____
or Commissioner for Oaths in and for Manitoba.
My Commission Expires: _____

(Out of Province applicant's must declare this Document before a Notary Public)



**THE LAW SOCIETY OF MANITOBA
CERTIFICATE OF CHARACTER
IN SUPPORT OF APPLICATION FOR
ADMISSION AS AN ARTICLING STUDENT
PURSUANT TO LAW SOCIETY RULE 5-4**



I, _____, of _____,
(name) (place)

in the Province of _____, _____, hereby certify:
(occupation)

THAT for the last _____years* I have known and have been well acquainted with
_____ of _____,
(place)

who is applying for admission to the Manitoba CPLED Program and as an articling student of
THE LAW SOCIETY OF MANITOBA.

THAT I have no family relationship with the Applicant and I am not myself applying for entry to
the Manitoba CPLED Program.

THAT my appraisal of the Applicant's character is based on the following:

THAT in my opinion, the Applicant is a person of good character and repute.

DATED at _____, in the Province of _____,
this _____.
(date)

(Signature)

(Address)

* Must be at least 5 years.



**GUIDELINES FOR GOOD CHARACTER
APPLICATIONS UNDER RULES 5-4,
5-24(2) and 5-28.**

Candidates applying for admission to the Manitoba CPLED Program and as an articling student, or seeking permission to resume active practice or transfer to the Manitoba Bar must disclose the following:

- (a) all convictions for crimes or other offences under any statute, regulation or law, except convictions under *The Highway Traffic Act*, *The Liquor Control Act*, or municipal by-law, unless there are four or more violations or a term of incarceration;
- (b) any conviction or finding of liability as a result of breach of trust, fraud, perjury, immorality, dishonourable conduct, misrepresentation, dishonesty or undue influence in any civil, criminal or administrative proceeding;
- (c) any order made against the candidate regarding institution of vexatious proceedings or vexatious conduct of a proceeding, pursuant to s. 73(1) of *The Court of Queen's Bench Act*, or such similar legislation as may be in effect in any other Canadian jurisdiction;
- (d) any suspension, disqualification, censure or disciplinary action imposed as a member of any profession or organization;
- (e) denial or revocation of any licence requirement, the procurement of which required proof of good character;

In addition, applicants must disclose whether they have ever suffered from or been treated for, or are currently being treated for, any condition which may compromise their ability to practice.* The Law Society may consider other information which, though not strictly fitting within the categories above, might constitute behaviour coming under Rules 5-4, 5-24(2) and 5-28.1, such as conduct which demonstrates or indicates an attitude of disrespect or abusiveness of the court and its processes.

* Examples of conditions which could compromise one's ability to practice include alcoholism, addictions and substance abuse, gambling, illnesses or disabilities.

Any such disclosures by a candidate or other relevant matters otherwise learned of by the Law Society will establish a rebuttable presumption that a candidate is not of good character and a fit and proper person under Rules 5-4, 5-24(2) and 5-28.1. In considering whether such a presumption has been rebutted by the candidate, the Law Society may have regard to the following:

1. the applicant's candour, sincerity and full disclosure in the filings and proceedings as to character and fitness;
2. the materiality of any omissions or misrepresentations;
3. the frequency and recency of the conduct or behaviour disclosed that gives rise to the presumption;
4. the nature and extent of the applicant's voluntary treatment or rehabilitation;
5. the applicant's current attitude about the subject of their disclosure;
6. the applicant's subsequent constructive activities and accomplishments;
7. evidence of character and moral fitness including the reasonably informed opinion of others regarding the applicant's present moral character; and
8. in light of the entire record of the applicant, whether admission of the applicant would adversely affect the confidence of the public in the legal profession in Manitoba as an honourable, ethical and competent profession.

Where the disclosure relates to a criminal law matter or offence, the following criteria may also be applied by the Law Society:

9. the nature and character of any offences committed;
10. the number and duration of offences;
11. the age and maturity of the applicant when any offences were committed;
12. the social and historical context in which any offences were committed;
13. the sufficiency of the punishment given for any offences;
14. the grant or denial of a pardon or discharge for any offences committed;
15. the number of years that have elapsed since the last offence was committed, and the presence or absence of misconduct during that period;
16. the extent to which the applicant has made restitution and to which, if known, the restitution was made voluntarily at the initiative of the applicant, or as a consequence of the order of the Court;

*Approved by the Admissions and Education
Committee on January 29, 1997
Revised November 25, 1999 to Reflect New Rules
Preamble Revised by the Admissions and Education
Committee on October 30, 2001 and Further on March 26, 2002
Revised October 31, 2002 to Reflect New Rule Numbers
Revised March 2004 to Reference Manitoba CPLED Program
Revised October 2006
Revised May 2007
Revised March 2009*



Information & Fee Schedule 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,

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 FEBRUARY 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 for 2011-2012

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 \$30.00 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	\$8.51 (\$8.10 plus \$0.41 GST)	\$166.01
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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 Department to discuss alternative arrangements.