

# 2011 - 2012

# Guide to Articling

# in

# Saskatchewan



Canadian Centre for Professional  
Legal Education



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# PART I - FORWARD

## 1. Welcome

On behalf of The Law Society of Saskatchewan, welcome to the bar admission training process. It is our goal to provide you with challenging and rewarding learning experiences during articles and in the bar admission program. We are pleased to offer you a program that will help you acquire and apply the skills you will need to practice law as an ethical, competent and professional member of the Saskatchewan Bar.

The Law Societies of Saskatchewan, Alberta and Manitoba along with the Legal Education Society of Alberta (LESA) have created an entity that is responsible for the design, implementation and ongoing maintenance of the bar admission program in Alberta, Saskatchewan and Manitoba. The entity is called the Canadian Centre for Professional Legal Education (CPLED).

It is the Law Society's responsibility to ensure the public is served by competent, ethical lawyers.

The objectives of articling and the CPLED Program and its Assignments and Competency Evaluations are to train and test you based upon a standard of entry-level competence. Meeting this standard will require a considerable amount of study and preparation on your part. As well, you will be expected to conduct yourself in a professional manner during the CPLED Program and throughout your articles. Nothing less is acceptable as you prepare for your career as a practicing lawyer. The responsibility for fulfilling the objectives of articling and successfully completing the CPLED Program and its Assignments and Competency Evaluations rests with you.

We hope to facilitate your transition from "law student" to "articling student" by providing you with the information in this guide. Should you decide to article in Saskatchewan and register for the Saskatchewan CPLED Program, we will provide you with the Saskatchewan CPLED Program Handbook, which contains more detailed and specific information.

If you have further questions after reviewing this guide, please feel free to contact The Law Society of Saskatchewan – Bar Admissions Office.

## 2. Important Dates

Spring convocations of the Benchers  
of The Law Society of Saskatchewan

**April 13 – 15, 2011**  
**June 22 – 24, 2011**

Deadline by which registration for the  
2011 - 2012 Saskatchewan CPLED Program  
and payment of the Saskatchewan CPLED  
Program Fee to be received by The Law Society  
of Saskatchewan

**Thursday, June 30, 2011**

Deadline for late registration for the  
2011 - 2012 Saskatchewan CPLED Program.  
Payment of the Saskatchewan CPLED Program  
Fee must be accompanied by a  
Late Fee of \$150.00 (no GST).

**Thursday, July 28, 2011**

Dates for the Saskatchewan CPLED Program

Please refer to the tentative schedule set  
out on page 15 of this guide

**The Law Society of Saskatchewan will charge an administration fee  
of \$150 to students who withdraw their registration in the Saskatchewan CPLED  
Program after the registration deadline date of June 30, 2011 but prior to  
the starting date of the CPLED Program.**

**It is extremely important for lawyers to be aware of and meet deadlines.**

**Please read this guide carefully to understand the significance  
of these dates and what you need to do to meet the deadlines.**

## PART II - ARTICLES

### 1. How Do You Apply to Become a Student-at-Law?

The Law Society of Saskatchewan administers the rules, regulations and procedures for articling students and their principals. One of the first steps in your articling process is to apply to become accepted as a student-at-law by the Law Society.

**Note that applying for student-at-law with The Law Society of Saskatchewan is a separate requirement from that of registering with the Law Society for the Saskatchewan CPLED Program.**

The requirements are set out in Rules 149 to 162 of The Law Society of Saskatchewan. These rules are reproduced in this guide in Schedule "A." The Rules are also available at the Law Society's website [www.lawsociety.sk.ca](http://www.lawsociety.sk.ca) under "Publications." Read them carefully and follow them because The Law Society strictly adheres to them.

You must be registered with The Law Society of Saskatchewan as a student-at-law before you can article or serve as a law clerk in Saskatchewan or attend the Saskatchewan CPLED Program. Any time you spend at the Program or working in your principal's office is not counted toward your articling period unless you are a student-at-law. Even if you are not sure you will be articling in Saskatchewan, you should apply to become a student-at-law to avoid potential problems if later you do article here.

To attain student-at-law status, you must apply to The Law Society of Saskatchewan as set out below. **All of the necessary forms are reproduced in Schedule "B" of this guide.**

Complete the Transmittal Sheet - the information you provide on this sheet is used to register you as a Student-at-Law.

Complete the Application for Admission as Student-at-Law (Form A-1), noting the following:

- print your full name, in block capitals, followed by the description and name of your municipality (e.g., "City of Regina" or "Town of Lumsden");
- provide an original or notarially certified government issued identification document such as a driver's license, birth certificate, passport or other document acceptable to the Law Society (Rule 150 (c));
- in paragraph 3 of Form A-1, enter the name of the university where you attended a College of Law. Attach an official current transcript of your marks certified as correct by the recorder or registrar of the university. If you have obtained your law degree, please enclose an original or notarized copy of your degree (the original will be returned).
- if Form A-1 is completed within Saskatchewan, sign the application in the presence of a Commissioner for Oaths. If completed outside Saskatchewan, the application must be completed in the presence of a Notary Public.

**Even though you can apply to be admitted as a student-at-law with only two years of law school, you may not begin your articles until the Law Society receives confirmation that your degree was granted.**

Provide two Certificates of Character (Form A-3), as follows:

- the certificates must be completed by persons who have known you for at least three years;
- the persons who complete these certificates cannot be employees of the Law Society or members of the staff or faculty of a university or college of law that you attended; and
- Certificates of Character from fellow students, no matter what capacity, are not acceptable unless there are special reasons.

The fee for Application for Admission as Student-at-Law is \$100 plus \$5 GST for a total of **\$105**, payable to The Law Society of Saskatchewan.

Using the checklist on page 1 of Form A-1, send Form A-1, Form A-3, supporting documents and the Transmittal Sheet along with the fee of \$100 plus \$5 (total fee of \$105) to:

**The Law Society of Saskatchewan  
1100, 2002 Victoria Avenue  
Regina, Saskatchewan S4P 0R7**

We recommend that you courier or use registered mail if you are sending original proofs of age and/or citizenship.

The Executive Director of the Law Society has discretion to admit or refuse applications for student-at-law in accordance with Rule 151(1). In the event that your application is refused or referred to the Admissions and Education Committee of the Law Society, your application will be subject to delay. It is strongly recommended that if there are special circumstances surrounding your application you provide your application to the Law Society well in advance of the commencement of your articles or the start of the CPLED Program, whichever is earlier.

**In order to attend the 2011 - 2012 Saskatchewan CPLED Program, your application for student-at-law must be approved by The Law Society of Saskatchewan prior to the 2011 - 2012 Saskatchewan CPLED Program.**

If you encounter problems or have questions about the details of completing your application, you may contact:

**Cheryl Eberle - Admissions/Membership Officer  
The Law Society of Saskatchewan  
1100, 2002 Victoria Avenue  
Regina, SK S4P 0R7  
Telephone: (306) 569-8242 Fax: (306) 352-2989  
E-mail: [cheryl@lawsociety.sk.ca](mailto:cheryl@lawsociety.sk.ca)**

## 2. What Are the Requirements for Articling?

The Law Society of Saskatchewan regulates with whom you can article (Rule 152(4) to 152(7)) and the length of time you must article (Rule 153). The Rules state that you can article with:

- a lawyer in private practice in Saskatchewan,
- a lawyer at Saskatchewan Justice or the Federal Department of Justice, or
- a lawyer at certain corporations, boards or commissions in Saskatchewan that the Law Society has approved.

The lawyer you article with must be in full time active practice for at least five years immediately preceding the application under Rule 150. The Law Society has the discretion to allow a lawyer with fewer years in practice to take an articling student (Rule 152(8)). Please note that Rule 152 requires principals to receive prior approval to take an articling student.

You must serve under articles for twelve months (Rule 153).

You can also serve as a law clerk to a Justice of the Court of Appeal for Saskatchewan or the Court of Queen's Bench for Saskatchewan; a Judge to the Provincial Court of Saskatchewan; or a Justice of the Supreme Court of Canada, the Federal Court of Appeal, the Federal Court or the Tax Court of Canada (Rule 154).

If you are serving as a law clerk with the Court of Queen's Bench for Saskatchewan, the Court of Appeal for Saskatchewan or the Provincial Court of Saskatchewan, you must also serve a total of twelve months, but you must:

- serve not less than two consecutive months with a full-time practicing lawyer, or serve not less than one month with Saskatchewan Justice or the Saskatchewan Legal Aid Commission and not less than one month with a full-time practicing lawyer.

If you serve as a law clerk to the Supreme Court of Canada, the Federal Court of Appeal, the Federal Court or the Tax Court of Canada:

- you will receive one month's credit toward the 12 month articling requirement as set out in Rule 153 for each month served as a law clerk in excess of 3 months, up to a maximum credit of 9 months.
- The remainder of the twelve month period in accordance with Rule 153 must be served under articles with a qualified principal in Saskatchewan.

Please refer to Schedule "A" (Rules of The Law Society of Saskatchewan).

### 3. Officially Beginning Your Articles - Articles of Clerkship

To officially begin your articles, you must be approved as a student-at-law. If you are articling with a lawyer, you and your principal must sign and submit the Articles of Clerkship (Schedule "C") along with the fee of \$100 plus \$5 GST for a total fee of **\$105** to The Law Society of Saskatchewan. If you are serving as a law clerk, your supervising judge must provide written confirmation of your clerkship to The Law Society of Saskatchewan. The confirmation must be accompanied by the fee of \$100 plus \$5 GST for a total fee of **\$105** (Rule 156.)

Your length of service runs from the date of signing your Articles of Clerkship, your request for confirmation of clerkship or the date of your admission as a student-at-law, **whichever is the latter**.

Delay in completing any of these steps may create unnecessary problems for you. You may be working at your office but the time will not be recognized if you did not apply to The Law Society of Saskatchewan to become a student-at-law or you did not sign the Articles of Clerkship or you did not request confirmation of your clerkship.

Although you may apply to become a student-at-law, you **cannot** sign Articles of Clerkship or serve as a law clerk until the Law Society receives confirmation that your degree was granted. If you intend to start working before your convocation from a College of Law, the time will not be recognized.

**In summary, the steps to officially begin your articles are as follows:**

- 1)** complete your Application For Admission as a Student-at-Law (Form A-1 and supporting documents) and ensure The Law Society of Saskatchewan receives it along with the fee of \$100 plus \$5 GST for a total fee of **\$105**;
- 2)** sign your Articles of Clerkship (Form A-2) or request confirmation of your clerkship immediately after you graduate and begin working in your office; and
- 3)** file your Articles of Clerkship (Form A-2) or confirmation of services as a law clerk together with the fee of \$100 plus \$5 GST for a total fee of **\$105** within 30 days of the date of signing or request for confirmation.

All of this material must be filed directly with The Law Society of Saskatchewan office in Regina.

### 4. What Is Expected of You During Your Articles?

During this period in your development as a lawyer, you will have, by virtue of your student-at-law status, the privilege of being able to serve the public in the practice of law, subject to some limitations. Your principal's job will be not only to supervise you, but also to teach and guide you as you develop the knowledge and skills needed to practice law.

The contract you enter into with your principal (Articles of Clerkship) defines the parameters of your relationship with your principal and sets out your duties as an articling student, which are:

- to keep secret the affairs of your principal, the firm, and the firm's clients;

- to follow your principal's instructions and to be reliable; and
- to be honest, to work hard, and to act professionally.

In return, your principal promises:

- to use his or her experience and expertise to help you learn how to practice law; and
- to help you to be admitted as a lawyer in Saskatchewan.

This contract assumes that you know what it means to "act professionally." To practice law in a professional and ethical manner, you must be familiar with *The Legal Profession Act, 1990*, The Law Society of Saskatchewan Rules and the *Code of Professional Conduct*. One of your first priorities as an articling student should be to familiarize yourself with these rules and guidelines. *The Legal Profession Act, 1990*, The Law Society of Saskatchewan Rules and the *Code of Professional Conduct* are available on the Law Society's website [www.lawsociety.sk.ca](http://www.lawsociety.sk.ca) under "Publications."

You also promise in this contract to keep all the work you do for your principal and for clients confidential. This is one of the most important promises you make to your principal as confidentiality is essential to the lawyer - client relationship. Do not discuss your clients or their cases with other articling students or with anyone outside of your firm.

Because you have certain privileges as a student-at-law, you also have obligations. You are subject to the same discipline as lawyers and if you are found guilty of "conduct unbecoming a student" the consequences are extreme. The Law Society of Saskatchewan can terminate your articles, suspend your articles, reprimand you and order you to pay a fine or pay the costs of their investigation and any hearing.

## 5. What Can You Do as an Articling Student?

There are some limits to what a student-at-law can do in the practice of law. These limitations are set out in Rule 161 of The Law Society of Saskatchewan Rules, the Queen's Bench Rules, *The Legal Profession Act, 1990*, and the *Criminal Code of Canada*.

Subject to section 31(a)(i) and (ii) of *The Legal Profession Act, 1990*, and the provisions set out in the Queen's Bench Rules and the *Criminal Code*, your principal's judgment will dictate, to a large degree, what work you do. Rule 161(1) of the Law Society Rules indicates that you are allowed to perform any legal service that your principal:

- is personally competent to do;
- supervises to the extent necessary, given the circumstances; and
- is satisfied that you are, because of your principal's supervision, competent to do.

Rule 161(2) indicates that, as a student-at-law, you cannot:

- accept a case for the principal or firm;
- set the fees on a file;
- give or accept a professional undertaking; or
- settle a contested matter.

Although, as a student-at-law, you may appear in both Provincial Court and The Court of Queen's Bench, there are restrictions on what you may do. Specifically,

- the *Criminal Code* states that a student-at-law may not conduct a preliminary hearing for someone charged with an indictable offence.
- Queen's Bench Rule 10A states that, although students-at-law may represent a party before a judge sitting in chambers on uncontested or uncomplicated contested matters. The student-at-law must either:
  - be accompanied by the lawyer in charge of the file; or
  - the lawyer in charge must file advance notice with the Court saying that the student-at-law has been properly briefed.

Students-at-law may not appear in The Court of Queen's Bench (other than Chambers as outlined above) or the Court of Appeal for Saskatchewan.

If you have any concerns about whether you should be doing the type of work that has been assigned to you, discuss it with your principal. If you and your principal have doubts about whether the work is appropriate, you can ask The Law Society of Saskatchewan for advice on the question.

You and your principal will be provided with a Joint Articling Report to complete twice during your articling year. The report contains a checklist of what a student may be expected to do during articles. A copy of the report will be provided to you in the Saskatchewan CPLED Program Handbook. We encourage you and your principal to use the report as a guide for planning your articling experience.

## **6. Do You Automatically Become a Commissioner for Oaths and Notary Public?**

When you are admitted as a lawyer, and as long as you remain a practicing member of The Law Society of Saskatchewan, you automatically obtain the status of Commissioner for Oaths and Notary Public at no additional cost. If you want to obtain that status while you are still a student-at-law, you must apply to the Department of Justice and pay the required fee. You should familiarize yourself with:

- the law and practice regarding oaths, affidavits, statutory declarations, and guarantees;
- the appropriate forms of jurats; and
- the need for consistency and care in your practice as a Commissioner and Notary Public.

## **7. Can You Have a Business Card and Be on the Firm's Letterhead?**

As long as you are clearly designated as a "Student-at-Law," you may have your name on a firm business card and firm letterhead.

## 8. How Should You Relate to Other Lawyers and to Clients?

All of your dealings with other lawyers, clients and members of the public should be civil, courteous and professional. The legal profession and The Law Society of Saskatchewan are vitally concerned with the erosion of civility amongst lawyers and your articling year provides you with an opportunity to establish the ethical and civil conduct that is required in our profession. As an articling student, you must always conduct yourself in a manner appropriate to our profession. In addition, you should always:

- identify yourself clearly as a student-at-law (don't leave the impression that you are a lawyer entitled to practice);
- respond promptly and appropriately to telephone calls and letters from other lawyers and from clients; and
- follow the guiding principles set out in the *Code of Professional Conduct*.

## 9. Application for Admission as a Lawyer

Once you have successfully completed your articling requirements, The Law Society of Saskatchewan requires you to apply under Rule 171(1) in order to be admitted as a lawyer. All the forms necessary for the application (Form A-8, Form A-9 and Form A-10) can be found on the Law Society website at [www.lawsociety.sk.ca](http://www.lawsociety.sk.ca) under "Publications" and in the "Schedules" section at the end of this guide.

You are able to apply for admission as a lawyer prior to your completion of your articles of clerkship and must apply prior to your signing the Roll. The application fee for Admission as a Lawyer is \$100 plus \$5 GST for a total of **\$105**.

All necessary forms and the appropriate fee are to be sent directly to The Law Society of Saskatchewan in Regina. The **onus is on you to ensure that all forms are filed in accordance with the Rules**. Failure to complete and file the forms in a timely manner may result in your Call to the Bar being delayed.

## Part III – SASKATCHEWAN CPLED PROGRAM

### 1. Introduction

The emphasis of the CPLED Program is on building, developing and assessing the skills that research has shown are essential for a lawyer in the first five years of practice. You will be expected to develop lawyering skills and to apply the law through solving the problems of “virtual” clients. These skills will be set in the context of practice activities and will be based on fact scenarios in various substantive law areas. You are responsible for the substantive law.

You also will be required to identify, analyze and resolve legal and ethical problems in a manner that is consistent with appropriate professional attitudes and conduct. You will be challenged to apply analytical thinking and professionalism throughout the Program.

The skills in the CPLED Program are based on the Competency Profile adopted by the Benchers of The Law Society of Saskatchewan in December 2001 (Schedule “D” of this guide). You will be required to demonstrate your competence in each of the following skills:

Legal Research	Drafting (Contracts, Pleadings and Wills)
Oral Advocacy	Interviewing & Advising
Written Advice & Advocacy	Negotiation
Practice Management	Ethics & Professionalism

### 2. Registering for the Saskatchewan CPLED Program

Students must submit the following to The Law Society of Saskatchewan:

1. A completed 2011 – 2012 Saskatchewan CPLED Program Registration Form\*;
2. the designated Saskatchewan CPLED Program Fee; and
3. a recent photo of yourself (passport photo is recommended).

\*The Program Registration Form will be made available in the “Publications” section of The Law Society of Saskatchewan website in mid-late April, 2011.

You do not need to have an articling position to begin the Saskatchewan CPLED Program. You may complete up to four (4) modules without articles, **but you must have secured an articling position prior to beginning your fifth module to continue in the Program.**

Students are also responsible for completing the requirement of being admitted as a student-at-law with The Law Society of Saskatchewan prior to the start date of the CPLED Program.

### **3. Fees for the Saskatchewan CPLED Program**

The Program Fee for the Saskatchewan CPLED Program will be set at the April, 2011 Convocation of the Benchers. Once set, a notice will be posted under “CPLED” on the “Publications” page of The Law Society of Saskatchewan website.

The Program Fee is payable when you register for the Program, no later than Thursday, June 30, 2011. Any Program Fee received after Thursday, June 30, 2011 will be subject to the Late Fee of \$150.

### **4. Structure of the CPLED Program**

The CPLED Program consists of twenty weeks of online learning divided into a series of online modules. In addition, there are three one-week modules which take place in a classroom setting (“face-to-face”). Content of the modules is common across Alberta, Saskatchewan and Manitoba, however, there will be slight variations due to substantive law and procedural issues unique to each province. There will be additional subject matter specific to the province in which you are taking the CPLED Program provided during the face-to-face sessions.

#### **Online Modules**

During the online modules, you will read materials and prepare Assignments and Competency Evaluations that you will submit online. You will participate in these modules while working at your articles.

The Assignments will give you an opportunity to practice the skills you are learning and are designed to help you prepare for the Competency Evaluations. An online “Learning Group Facilitator” will review your Assignments and provide you with feedback that will help you improve your performance of the skill.

**You and your principal should discuss your schedule  
to ensure that you have some time during regular office hours  
to participate in the online modules.**

## **Face-to-Face Modules**

During the three face-to-face modules, the instructors will introduce you to the essential elements of each skill that you will be learning. In class you will have the opportunity to discuss and practice these skills and receive feedback on your performance. There are no written Assignments or written Competency Evaluations during the face-to-face sessions. Instead you will be required to demonstrate competency in the following areas: Oral Advocacy, Interviewing and Negotiation.

Face-to-face modules are each one-week long and will be held in Saskatoon (location to be announced). During face-to-face modules, sessions are generally scheduled from 8:30 a.m. to 4:30 p.m., Monday to Friday.

## **5. Assignments and Competency Evaluations**

Students are required to prepare and submit original work according to the instructions provided and within established timelines. Assignments and Competency Evaluations will be assessed as “Competency Demonstrated” (CD) or “Competency Not Yet Demonstrated” (CNYD).

The criteria that will be applied to assess whether competency has been demonstrated is based upon the Competency Profile. Please see Schedule “D” of this guide for the Competency Profile as approved by The Law Society of Saskatchewan.

Students must demonstrate competency on all Assignments and Competency Evaluations in order to successfully complete the program. Students are required to resubmit assignments during the module if they receive a CNYD. Students are required to complete a Supplemental Competency Evaluation if a standing of CNYD is attained on a Competency Evaluation. All Supplemental Competency Evaluations are scheduled at the end of the CPLED Program. These requirements are subject to the rules and policies of The Law Society of Saskatchewan and the Saskatchewan CPLED Program.

## **6. Requirements to Pass the Saskatchewan CPLED Program**

The rules governing the requirements for successful completion of the CPLED Program in Saskatchewan are set out in Rule 160(1) of The Law Society of Saskatchewan Rules.

To successfully complete (pass) the Saskatchewan CPLED Program, you must:

- attend all face-to-face modules of the Program;
- participate fully in all online modules of the Program;
- submit on time and successfully complete all Assignments and Competency Evaluations; and
- achieve a standing of “Competency Demonstrated” on all Assignments and all Competency Evaluations.

Under the Rules of The Law Society of Saskatchewan, you must also provide an Affidavit of Attendance at the completion of the Saskatchewan CPLED Program.

## 7. Materials

As a component of the Saskatchewan CPLED Program, students will receive access through the CPLED website to a comprehensive set of procedural and substantive resource materials in addition to materials specific to the module content. You will be able to download and print these materials through your own computer.

The Saskatchewan CPLED Program Resource Materials are included in the online materials. However, if you wish to purchase a complete set of Saskatchewan CPLED Program Resource Materials in hard copy (including 3-ring binders, printed tabs, spinetabs and printed papers), please indicate this in the appropriate section of the Registration Form. You will be invoiced for these materials as they are shipped. The cost will be \$225.00 plus GST.

During the program you will be referring to the materials published by The Law Society of Saskatchewan, including:

- The Law Society Handbook which includes *The Legal Profession Act, 1990*; The Law Society of Saskatchewan Rules and Forms and the *Code of Professional Conduct*;
- the Law Society of Saskatchewan Insurance and Loss Prevention Handbook; and
- the Saskatchewan Practice Checklists.

These materials are available on the Law Society's website [www.lawsociety.sk.ca](http://www.lawsociety.sk.ca) under "Publications."

## 8. Mandatory Attendance

All students must participate fully in all online and face-to-face Program activities and all Competency Evaluations and Assignments must be submitted on time. Full participation is mandatory. This is a policy established by the Benchers of The Law Society of Saskatchewan.

A student must apply to the Director of Bar Admissions in advance in writing to be excused from any part of face-to-face instruction or participation in online activities. Documentation will be required as appropriate. Permissible reasons are in the Director's discretion and may include illness and serious family circumstances.

Please see Schedule "F" of this guide for the Policy of Mandatory Attendance for the Saskatchewan CPLED Program.

## 9. Professional Integrity Policy

CPLED students become members of their provincial law societies when they start their articles, and will be bound by the ethical standards of their profession. Since professional integrity is essential to the practice of law, CPLED takes academic behaviour very seriously. All students must be completely familiar with the policy, as any breach could have a serious impact on whether or not they will be issued a license to practice law. Unprofessional

behaviour can result in suspension from the Program and involvement of The Law Society of Saskatchewan.

The Professional Integrity Policy is in the process of revision. Once this process has been completed, a copy of the Policy will be provided to the students.

## **10. Privacy**

**Standing and other personal information may be exchanged between The Law Society of Saskatchewan and CPLED. The exchange of that information is made for the purpose of monitoring your performance, assisting in the operation of the CPLED Program or governing the articling process.** In addition, your principal will be advised of your standing and, as appropriate, of your conduct and performance periodically throughout the CPLED Program.

Students must give consent to this exchange of information in the 2011 - 2012 Saskatchewan CPLED Program Registration Form.

## **11. Accommodation**

CPLED and The Law Society of Saskatchewan are committed to ensuring that students with special needs/disabilities receive accommodation which assists them but which maintains the integrity of the CPLED Program and materials. Any accommodation requested must not compromise the public interest in ensuring lawyers are qualified to provide competent legal services. To request accommodation, you must complete the CPLED Program Request for Accommodation form and submit the form, along with all supporting documentation, with your registration for the Saskatchewan CPLED Program.

Please refer to Schedule "G" of this guide for additional information concerning the CPLED Policy on Accommodation and the procedure for requesting accommodation during the Program.

## **12. Duration of the CPLED Program and Articles**

Every student must successfully complete the CPLED Program and articling within two years of commencement of articling or the CPLED Program, whichever comes first.

## **13. Repeating the CPLED Program**

A student will not be allowed to take the CPLED Program more than twice.

## 14. Schedule

The **tentative** dates for the 2011 - 2012 Saskatchewan CPLED Program are as follows:

1 week	August 15 to August 19, 2011	Module 1	Face-to-Face
3 weeks	August 19 to Sept. 12, 2011	Module 2	Online
3 weeks	September 16 to Oct. 7, 2011	Module 3	Online
1 week	October 17 to Oct. 21, 2011	Module 4	Face-to-Face
4 weeks	October 28 to Nov. 21, 2011	Module 5	Online
3 weeks	January 13 to Feb. 10, 2012	Module 6	Online
3 weeks	February 24 to March 16, 2012	Module 7	Online
3 weeks	March 23 to April 18, 2012	Module 8	Online
1 week	April 23 to April 27, 2012	Module 9	Face-to-Face

# **SCHEDULES**

# SCHEDULE “A”

(Reprinted, with permission, from The Law Society of Saskatchewan Handbook)

## PART 7

### Admissions

#### A. Students-at-Law

##### Definitions

149. In this Part,

“**articling start date**” means the date on which a person is admitted to membership in the Law Society as a student-at-law, under Rule 151(1) or (3).

“**Bar Admission Program Director**” means the person employed by the Society who is responsible for the day-to-day administration of the Bar Admission Program.

“**Committee**” means the Admissions & Education Committee.

[Rule 149 amended June 8, 1994 and February 5, 2004]

[Rule 149 “articling start date” and “Bar Admission Program Director” amended; “Committee” added December 7, 2007]

[Rule 149 “Bar Admission Program Director” amended; “Saskatchewan Legal Education Society Inc.” deleted September 17, 2009]

##### Notification of Convictions

149A. (1) A member, student-at-law, applicant for admission or re-admission, or a visiting lawyer who is charged with any of the following:

- (a) an indictable offence under any Act of the Parliament of Canada;
- (b) an offence under any Act of the Parliament of Canada where the offence was prosecutable either as an indictable offence or as a summary conviction offence;
- (c) a summary conviction offence under the *Income Tax Act*, the *Criminal Code*, the *Narcotic Control Act* or the *Controlled Drugs and Substance Act*, the *Food and Drugs Act* of Canada or the *Securities Act* of any province of Canada;
- (d) a summary conviction offence under any other law in force in Canada punishable by a fine, if the maximum fine for the offence was then at least \$25,000;
- (e) an offence committed outside Canada and similar to any of the kinds of offences described in clauses (a) to (d); or
- (f) a disciplinary offence in any jurisdiction in which the individual is subject to the regulation of a governing body of the legal profession; shall
  - (i) within a reasonable time after the charge is laid give a written notice to the Executive Director containing the particulars of the charge; and
  - (ii) forthwith notify the Executive Director of the disposition of any charge and any agreement arising out of the charge.

(2) In addition to the reporting requirements set out above, a member, student-at-law, applicant for admission or re-admission or a visiting lawyer shall forthwith notify the Executive Director of any order requiring that they serve a term of imprisonment, including a conditional or intermittent sentence of imprisonment.

(3) In addition to the reporting requirements set out in subrules (1) and (2) above, a member, visiting lawyer, student-at-law or applicant for admissions or re-admission shall forthwith notify the Executive Director of any suspension, investigation, supervision, undertaking, conditions or similar processes including, but not limited to, discipline, professional standards, competency accounting or audit proceedings, to which the individual is subject by direction of a governing body of the legal profession in any jurisdiction.

## **Application for Admission as a Student-at-Law**

150. A person applying for admission as a student-at-law must:
- (a) be of good character;
  - (b) provide a completed application for admission in a form approved by the Committee;
  - (c) provide an original or notarially certified government issued identification document such as a driver's license, birth certificate, passport or other document acceptable to the Law Society;
  - (d) in the case of an applicant that is not a Canadian citizen, provide proof of the applicant's entitlement to work in Canada;
  - (e) provide a police record check or such other information from law enforcement as may be required by the Executive Director;
  - (f) provide two testimonials in a form approved by the Committee, from two persons who have each known the applicant for at least 3 years, that the applicant is of good character and repute;
  - (g) provide proof that:
    - (i) the applicant has successfully completed at least two years toward the requirements for a Bachelors degree or juris doctor degree from a common law faculty of law in a Canadian university; or
    - (ii) the applicant holds a Certificate of Qualification issued by the Joint Committee on Accreditation appointed by the Federation of Law Societies of Canada and the Council of Canadian Law Deans;
  - (h) in the case of an applicant who was previously a student-at-law in another Canadian Province or Territory, provide a document stating the particulars of that experience;
  - (i) in the case of an applicant who is a member of another governing body of the legal profession in Canada provide:
    - (i) a document stating the particulars of that experience; and
    - (ii) a certificate from that governing body stating:
      - (A) whether the applicant is a member in good standing;
      - (B) whether the applicant is presently the subject of any disciplinary proceedings; and
      - (C) the details of any previous disciplinary proceedings taken against the applicant;
  - (j) provide any other information or documents which the Executive Director may reasonably require; and
  - (k) provide the student-at-law application fee fixed under subrule 820(1).

[Rule 150(e)(i) amended December 9, 1993, Rule 150(h) amended December 8, 1994; Rule 150 amended May 24, 2000,  
Rule 150(a) amended May 24, 2000; Rule 150(d) amended May 24, 2000, Rule 150(g)(i) amended May 24, 2000]  
[Rule 150 (a), (d), (e)(i), (f), (g)(i), and (h) amended December 7, 2007]  
[Rule 150(a) - (k) - items added and amended September 9, 2010]

## **Consideration of Application for Admission as a Student-at-Law**

151. (1) In considering an application under Rule 150, the Executive Director:
- (a) may make whatever enquiries and investigations considered necessary;
  - (b) shall consider whether granting the application for admission as a student-at-law would be inimical to the best interests of the public or the members or would harm the standing of the legal profession generally;
  - (c) may admit to membership as a student-at-law, an applicant who has complied with Rule 150;
  - (d) refuse the application; or
  - (e) refer the application to the Committee.
- (2) The Executive Director shall promptly notify in writing a person whose application has been refused, stating the reasons for the refusal and the applicant's right to apply to the Benchers under section 23(4) of the *Act* for a review.
- (3) The Benchers may:
- (a) admit an applicant to membership as a student-at-law subject to any conditions or limitations the Benchers may direct; or
  - (b) refuse the application.

[Rule 151(1) amended December 8, 1994 & June 9, 1999; Rule 151(1)(e) amended May 24, 2000, Rule 151(2) added May 24, 2000]

[Rule 151(3)(a) amended May 24, 2000, Rule 151(3)(b) amended May 24, 2000]

[Rule 151(1), (a) – (d) amended, (e) added; (2) and (3)(a) amended December 7, 2007]

## **Qualifications to Act as a Principal**

152. (1) Prior to hiring a student-at-law a member must, in each year, notify the Executive Director in writing of the member's intention to act as a principal to a student-at-law.

(2) The Executive Director shall, upon receipt of such notice, review the member's involvement with the Society including, without limitation:

- (a) Discipline Committee investigations and rulings;
- (b) Professional Standards Committee investigations;
- (c) professional liability insurance report claims or processes;
- (d) special fund report claims or processes;
- (e) failure to pay monies owing to the Society;
- (f) complaints against the member; and
- (g) general correspondence from the administration office;

and shall either:

- (h) approve or refuse the member to act as a principal; or
- (i) refer the matter to the Committee.

(3) The Committee may inquire into a member's suitability to act or continue to act as a principal, having regard to the member's involvement with the Society as set out in paragraphs 2(a) – (g) herein and any other matter that comes to the attention of the Committee that it deems relevant, and may order that the member:

- (a) not act as a principal;
- (b) act as a principal subject to such conditions, if any, as the Committee deems appropriate;
- (c) act as principal without restrictions;

unless the member shows cause why such an order should not be made.

(4) Subject to subrules (1), (2), (3), (5) and (6), a member may act as a principal to a student-at-law if the member:

- (a) is and, for at least 5 years immediately preceding the application under Rule 150, has been engaged in the full time active practice of law in Saskatchewan;
- (b) is the Attorney General or Deputy Attorney General for the Province of Saskatchewan; or
- (c) is practising law in Saskatchewan for the Department of Justice of Canada.

- (5) The Executive Director may approve, as a principal, a member who:
- (a) is and, for at least 5 years immediately preceding the application under Rule 150, has been a member of the Society and resident of Saskatchewan; and
  - (b) is employed as a lawyer by a corporation, board or commission in Saskatchewan.

- (6) A member shall not act concurrently as a principal to more than one student-at-law, except that a principal may:
- (a) during what he or she reasonably believes to be the final 3 months of one student-at-law's articles; or
  - (b) while acting as principal to a student-at-law seconded under Rule 157; act as a principal to 2 students-at-law.

- (7) Subrule (6) does not apply to the Attorney General or Deputy Attorney

General.

(8) The Executive Director may approve as a principal a member who does not meet the qualifications stated in subrules (4) or (5) but who satisfies the Executive Director that he or she is suitable to act as a principal.

(9) A member who ceases, while acting as a principal, to meet the qualifications set by this Rule shall immediately notify the Society in writing.

[Rule 152(4) amended April 1, 1993]

[Rule 152(2), (5) and (6) amended December 8, 1994]

[Rule 152 amended February 5, 2001]

[Rule 152(2)(b), (h), (i); (3), (4)(a), (5) and (5)(a), (6)(b), (8) and (9) amended December 7, 2007]

## Articling Term

153. (1) Subject to Rules 154 and 155 a student-at-law shall, within the 24-month period immediately following the articling start date, article to a qualified principal for not less than 12 months.

- (2) The 12-month period in subrule (1) includes:

(a) the period of time during which a student-at-law is in attendance at the Bar Admission Program;

but does not include:

(b) any time spent articling before the articling agreement referred to in Rule 156 was executed; and

(c) any time spent at the Bar Admission Program prior to the fulfillment of the requirements of Rule 156(2)(b).

- (3) The Executive Director may approve applications to amend the articling start date.

[Rule 153(2) amended June 8, 1994]

[Rule 153(3) added May 24, 2000]

[Rule 153 amended February 5, 2004]

[Rule 153(3) amended December 7, 2007]

## Law Clerks

154. (1) A student-at-law who, during the 24-month period immediately following the articling start date, serves for not less than 12 months as a law clerk to a Justice of the Court of Appeal of Saskatchewan, of the Saskatchewan Court of Queen's Bench or a Judge of the Provincial Court of Saskatchewan and, during that time:

(a) serves for not less than 2 consecutive months as a student-at-law to a qualified principal described in subrule 152(4)(a); or

(b) serves for not less than one continuous month as a student-at-law to each of:

- (i) a qualified principal described in subrule 152(4)(a); and
- (ii) the Saskatchewan Department of Justice or the Saskatchewan Legal Aid Commission;

is not required to comply with Rule 153.

(2) In calculating the 12-month period referred to in subrule (1), any time spent serving as a law clerk before the clerkship position referred to in Rule 156(1) was confirmed shall not be considered.

(3) A student-at-law who, during the 24-month period immediately following the articling start date, serves as a law clerk to a Justice of the Supreme Court of Canada, the Federal Court of Appeal, the Federal Court, the Tax Court of Canada or any other person approved by the Benchers receives one month's credit toward the 12-month articling requirement set in Rule 153 for each month served as a law clerk in excess of 3 months, up to a maximum credit of 9 months.

[Rule 154(1)(a) and (b) amended June, 2001; Rule 154(1) amended May, 2002]

[Rule 154(3) amended June, 2004]

[Rule 154(1)(b)(i) amended September, 2006]

[Rule 154(1)(a) and (3) amended December 7, 2007]

### **Transfer into Saskatchewan during Articles**

155. (1) A student-at-law from another Canadian Province or Territory wishing to transfer into Saskatchewan to complete his or her articles must apply to be admitted as a student-at-law pursuant to Rule 150.

(2) The Executive Director shall consider the applicant's qualifications including:

- (a) time spent by the applicant articling or clerking;
- (b) time spent in a bar admission program and the form and content of such program; and
- (c) any other information or documents the Executive Director may require.

(3) The Executive Director may:

- (a) grant credit toward the twelve-month articling requirement set in Rule 153;
- (b) reduce or modify the requirements for admission as a lawyer pursuant to Rule 171; or
- (c) refer the application to the Committee.

(4) The Committee may, in its discretion, make any enquiry and investigation considered necessary, make a decision on a review of the record, or conduct a Hearing pursuant to Rule 230.

[Rule 155(1)(b)(i) amended December 9, 1993]

[Rule 155(1)(b) amended December 8, 1994]

[Rule 155(1)(a) and (b) reversed and amended December 7, 2007]

[Rule 155 amended in its entirety April 15, 2011]

### **Proof of Entry into Articles**

156. (1) A student-at-law shall:

- (a) before commencing to article to a qualified principal, execute with the principal an articling agreement in a form approved by the Benchers; or
- (b) before commencing service as a law clerk, request that the supervising Justice confirm to the Society in writing the student-at-law's clerkship position.

(2) A student-at-law shall, not more than 30 days after executing an agreement or requesting the written confirmation under subrule (1), deliver to the Executive Director:

- (a) a copy of the agreement or written confirmation;
- (b) satisfactory evidence that the student-at-law:
  - (i) has successfully completed the requirements for a Bachelors degree from a common law faculty of law in a Canadian university approved by the Benchers; or

- (ii) holds a Certificate of Equivalency issued by the National Committee on Accreditation appointed by the Federation of Law Societies of Canada and the Committee of Canadian Law Deans; and
- (c) the student-at-law articling fee fixed by the Benchers under subrule 820(2).
- (3) The Executive Director may, in special circumstances, extend the time set in subrule (2).
- (4) A student-at-law who paid the articling fee when commencing service as a law clerk is not required to pay a second articling fee when commencing to article to a qualified principal.

[Rule 156(2)(b)(i) amended December 9, 1993]  
[Rule 156(3) amended December 8, 1994]  
[Rule 156(2)(b)(ii) and (3) amended December 7, 2007]

### **Secondment of Articles**

157. (1) A principal may permit his or her articulated student to work in the office of another member qualified to act as a principal, for a period or periods not exceeding in total 8 weeks of the student-at-law's articling period.
- (2) The Executive Director may permit a student-at-law to work in the office of a member other than that student-at-law's principal for a period or periods exceeding 8 weeks of the student-at-law's articling period.
- (3) The Executive Director may set appropriate conditions under subrule (2).

[Rule 157(2) and (3) amended December 8, 1994]  
[Rule 157(2) and (3) amended December 7, 2007]

### **Assignment of Articles**

158. (1) The articles of a student-at-law may be assigned from one principal to another qualified principal if the student-at-law, the previous principal and the new principal all execute an assignment of articles in a form approved by the Committee.
- (2) The student-at-law shall, not more than 30 days after the assignment referred to in subrule (1) was executed, deliver to the Executive Director:
- (a) a copy of the assignment; and
  - (b) the student-at-law articling assignment fee fixed by the Benchers under subrule 820(3).
- (3) The Executive Director may, in special **circumstances, extend the time set in subrule (2).**

[Rule 158(3) amended December 8, 1994]  
[Rule 158(1) amended May 24, 2000]  
[Rule 158(1) and (3) amended December 7, 2007]

### **Bar Admission Program**

159. (1) The form and content of the Bar Admission Program for Saskatchewan shall be set by the Canadian Center for Professional Legal Education (CPLED) and the Bar Admission Program Director in consultation with the Committee.
- (2) Administrative policies for the Bar Admission Program shall be approved by the Committee and published in a Bar Admission Program Handbook.
- (3) An applicant for admission to the Bar Admission Program must:
- (a) be admitted to the Law Society as a student-at-law;
  - (b) hold a Bachelors degree from a common law faculty of law in a Canadian university or a certificate of equivalency from the National Committee on Accreditation;
  - (c) have complied with all administrative requirements set out in the Bar Admission Program Handbook, including payment of the prescribed fee, as fixed by the Benchers under subrule 820(4).

(4) The Bar Admission Program Director has authority to discipline or suspend a student-at-law for breach of Bar Admission Program policies or for conduct which is contrary to the rules of the Society or the *Code of Professional Conduct*.

(5) The Bar Admission Program Director's decision to suspend or discipline a student-at-law may be appealed to the Committee. The Committee may, in its discretion, make a decision on a review of the record, make any enquiry and investigation considered necessary, or conduct a Hearing pursuant to Rule 230.

[Rule 159 amended June 8, 1994]  
[Rule 159(7) amended December 8, 1994]  
[Rule 159 amended April 28, 1995]  
[Rule 159(3) amended May 24, 2000]  
[Rule 159 amended February 5, 2004]  
[Rule 159(2)(b), (c)(ii) and (d), and (7) amended December 7, 2007]  
[Rule 159 amended in its entirety April 15, 2010]

### **Bar Admission Program Assessments and Examinations**

160. (1) In order to pass the Bar Admission Program, a student-at-law shall:

(a) attend all face to face sessions and participate fully in all online portions of the Program;

(b) submit on time and successfully complete all competency evaluations and assignments;

(c) pass any examinations set by the Bar Admission Program Director;

(d) comply with the Bar Admission Program Handbook and any additional administrative policies set from time to time by the Society.

(2) Students-at-law who do not successfully complete the Bar Admission Program will be required to repeat the Program.

(3) Students-at-law shall have only one opportunity to repeat the Bar Admission Program.

(4) A student-at-law who has failed to pass the Bar Admission Program may appeal to the Committee. The Committee may, in its discretion, make a decision on a review of the record, make any enquiry and investigation considered necessary, or conduct a Hearing pursuant to Rule 230.

[Rule 160 amended June 8, 1994]  
[Rule 160(5), (6) and (8) amended December 8, 1994]  
[Rule 160(8) amended February 12, 1999]  
[Rule 160 amended February 5, 2004]  
[Rule 160(5) and (6) amended December 7, 2007]  
[Rule 160(2) deleted, changing numbering sequence from (2) – (7) to (2) – (6) September 17, 2009]  
[Rule 160(1)(d) amended; (2) deleted and re-written; (4) and (5) deleted; (6) changed to (3); new (4) added April 15, 2010]

### **Legal Services Performed by Students-at-Law**

161. (1) Subject to section 31(a)(i) and (ii) of the *Act*, subrule (2) and the *Criminal Code* of Canada, a student-at-law may perform any legal service which his or her principal:

(a) is personally competent to perform;

(b) supervises, to the extent necessary in the circumstances; and

(c) is satisfied that the student-at-law is, because of the principal's supervision, competent to perform.

(2) A student-at-law shall not:

(a) accept a case;

(b) fix fees;

(c) give or accept a professional undertaking; or

(d) settle a contested matter.

[Rule 161(1) amended December 7, 2007]

[next rule is Rule 162]

## **Admission of Students-at-Law**

162. (1) The Executive Director may grant any application or may refer any application under Rules 152, 155, 157, 159 or 160 to the Committee.

(2) The Committee may, in its discretion, make a decision on a review of the record or conduct a Hearing pursuant to Rule 230.

[Rule 162 added December 7, 2007]

[next rule is Rule 171]

## **B. Lawyers**

### **Admission as a Lawyer**

171. (1) To qualify for admission as a lawyer after having enrolled as a student-at-law an applicant must:

- (a) satisfy the Executive Director that the applicant will, prior to formal admission, satisfactorily complete the articling period;
- (b) satisfy the Executive Director that the applicant:
  - (i) will, prior to formal admission, satisfactorily complete the Bar Admission Program; or
  - (ii) has satisfactorily completed the examination on Saskatchewan statute law, court procedure and practice.
- (c) satisfy the Executive Director that the applicant will, prior to formal admission, satisfactorily complete any other requirements of the *Act* or Rules imposed by the Committee or the Benchers; and
- (d) deliver to the Executive Director:
  - (i) a completed application for admission as a lawyer in a form approved by the Benchers;
  - (ii) a completed principal's affidavit or, in the case of a student-at-law who served as a law clerk, a completed affidavit from the supervising Justice, in a form approved by the Benchers;
  - (iii) in the case of an applicant who has completed the Bar Admission Program, an affidavit of attendance of the Program.
  - (iv) the lawyer admission application fee fixed by the Benchers under subrule 830(1); and
  - (v) any other information and documents required by the *Act* or these Rules which is requested.
- (2) To qualify for admission as a lawyer on transfer an applicant must:
  - (a) be of good character;
  - (b) deliver to the Executive Director:
    - (i) a completed application for admission as a lawyer on transfer, in a form approved by the Committee;
    - (ii) provide an original or notarially certified government issued identification document such as a driver's license, birth certificate, passport or other document acceptable to the Law Society;
    - (iii) in the case of an applicant that is not a Canadian citizen, provide proof of the applicant's entitlement to work in Canada;
    - (iv) two testimonials in a form approved by the Committee, from two persons who have each known the applicant for at least 3 years, that the applicant is of good character and repute;
    - (v) proof that the applicant holds either a Bachelors degree or juris doctor degree from a common law faculty of law in a Canadian university or a Certificate of Equivalency issued by the National Committee on Accreditation appointed by the Federation of Law Societies of Canada and the Council of Canadian Law Deans;

- (vi) a certificate from the governing body of each Canadian Province and Territory of which the applicant is a member, stating:
    - (1) whether the applicant is a member in good standing;
    - (2) whether the applicant is presently the subject of any disciplinary proceedings; and
    - (3) the details of any previous disciplinary proceedings taken against the applicant;
  - (vii) the admission on transfer application fee fixed by the Benchers under subrule 830(3); and
  - (viii) any other information and documents required by the *Act* or these Rules which is requested; and
- (c) subject to Rule 200, pass transfer examinations approved by the Admissions & Education Committee.

[Rule 171(1)(b)(i) amended June 8, 1994, Rule 171(2)(e) amended December 9, 1993]

[Rules 171(1)(c) & (d)(v), Rule 171(2)(b) and Rule 171(3) amended December 8, 1994]

[Rule 172(2) amended October 24, 1997]

[Rules 171(1) and Rules 171(2), 2(a) and 2(d) amended May 24, 2000]

[Rule 171(1), (a), (b) and (c); (2), (a), (d), (e), (f)(ii) and (h) amended; (3) deleted December 7, 2007]

[Rule 171(2)(a) (i) – (viii) amended; (b) added September 17, 2009]

[Rule 171(2)(a) and (2)(b)(i) – (viii) and (c) amended September 9, 2010]

### **Consideration of Application for Admission as a Lawyer**

180. (1) In considering an application under Rules 171 and 172 the Executive Director:

- (a) may make whatever enquiries and investigations considered necessary;
- (b) shall consider whether the admission is inimical to the best interests of the public or the members or would harm the standing of the legal profession generally;
- (c) may approve for admission to membership as a lawyer, an applicant who satisfies the Executive Director that he or she has complied, or will prior to formal admission comply with:
  - (i) the provisions of the *Act* and these Rules applicable to the applicant; and
  - (ii) any requirements imposed by the Benchers under section 24(1)(e) of the *Act*; or
- (d) refer the application to the Committee.

(2) The Executive Director shall promptly notify in writing a person whose application has been refused, stating the reasons for the refusal and the applicant's right to apply to the Benchers under section 24(3) of the *Act* for a review.

(3) The Benchers may:

- (a) approve for admission to membership as a lawyer, an applicant who satisfies them that he or she has complied, or will prior to formal admission comply, with:
  - (i) the provisions of the *Act* and these Rules applicable to the applicant, and
  - (ii) any requirements imposed by the Benchers under section 24(1)(e) of the *Act*, or
- (b) refuse the application.

[Rule 180(1) amended December 8, 1994 & June 9, 1999]

[Rule 180(1)(d) and 180(3) amended May 24, 2000; Rule 180(1)(e) and 180(2) added May 24, 2000]

[Rule 180(1) and (1)(a), (c) and (d), (2) and (3)(a) amended December 7, 2007]

## **Formal Admission**

181. (1) A person who has been approved for admission under Rule 180 shall, within 9 months from the date of approval:

- (a) deliver to the Executive Director:
  - (i) in the case of an applicant under subrule 171(1) or subrule 172(2), the fee for errors and omissions insurance or an exemption form;
  - (ii) in the case of an applicant under subrule 171(2) or subrule 172(1), the fee for errors and omissions insurance or an exemption form, or proof satisfactory to the Society that the applicant carries professional liability insurance:
    - (A) in a form and amount which is reasonably comparable with that maintained by the Society in its compulsory program; and
    - (B) which specifically extends to services rendered by the applicant in Saskatchewan; and
  - (iii) the applicable admission fee fixed by the Benchers under Rule 830; and
- (b) at a date, time and place specified by the Executive Director:
  - (i) sign the Law Society Roll; and
  - (ii) take an oath or affirmation in a form approved by the Benchers.

(2) Each person who has complied with subrule (1) shall have their name entered on the Law Society Roll.

(3) A person whose name is entered on the Law Society Roll under subrule (2) is thereby admitted to membership in the Society as a lawyer.

(4) The Executive Director may, upon application, extend the time referred to in subrule (1).

[Rule 181(1)(a)(i) amended May 24, 2000; Rule 181(4) added May 24, 2000]

[Rule 181(1)(a)(l) deleted April, 2003]

[Rule 181(4) amended December 7, 2007]

## **Presentation to the Court**

182. (1) Each person who has been admitted to membership as a lawyer shall be formally presented to the Saskatchewan Court of Queen's Bench.

(2) A member may appear as counsel in a Court, notwithstanding that he or she has not been presented to the Court under subrule (1).

## **Admission of Lawyers**

183. (1) The Executive Director may grant any application or may refer any application under Rule 171, 172 and 181 to the Committee.

(2) The Committee may, in its discretion, make a decision on a review of the record or conduct a Hearing pursuant to Rule 230.

[Rule 183 added December 7, 2007]

# SCHEDULE "B"

## TRANSMITTAL SHEET

*(Admission as a Student-at-Law)*

**MAIL TO:** The Law Society of Saskatchewan  
1100, 2002 Victoria Avenue  
Regina, SK S4P 0R7  
**Attention:** Cheryl Eberle

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Signature

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**LAW SOCIETY OF SASKATCHEWAN**  
**APPLICATION FOR ADMISSION AS STUDENT-AT-LAW (RULE 150)**  
**FORM A-1**

(Amended January, 2007); (Amended February, 2008)  
(Amended February, 2009); (Amended February 2011)

Full Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I hereby apply for admission to the Society as a student-at-law and submit:

- a) proof of identity – please refer to Rule 150(c);
- b) two certificates of character;
- c) transcripts of first and second years of study or original law degree from a faculty of law in a Canadian common law school; or certificate from the National Committee on Accreditation;
- d) a police record check; and
- e) the application fee (G.S.T. #R107604381).

1) Has your name ever been changed? Yes  No

If so, from what to what? Why and When?

2) Are you a Canadian citizen? Yes  No

(if not, you must provide proof of entitlement to work in Canada)

3) (a) Have you completed two years toward the requirements for a degree from a common-law faculty of law in a Canadian University? Yes  No

\_\_\_\_\_  
(Provide name of University and original of transcript)

(b) If (a) is answered in the negative, please provide a certificate of qualification issued by the National Committee on Accreditation.

4) (a) Please report current charges, convictions or other dispositions, such as conditional discharges, absolute discharges or peace bonds for offences under the following:

- i) The *Criminal Code of Canada*? Yes  No
- ii) The *Controlled Drugs and Substances Act*? Yes  No
- iii) Any *Securities Act* of any Province of Canada? Yes  No

- iv) Any *Income Tax Act* of Canada or any Province of Canada?  
Yes  No
- v) Any *Act* in relation to Bankruptcy? Yes  No
- vi) The *Customs and Excise Act*? Yes  No
- vii) Any legislation in any jurisdiction where the offence is one involving dishonesty?  
Yes  No

(If answered in the affirmative, give full details on a separate sheet)

- (b) Are you currently a defendant in a civil action relating to fraud?  
Yes  No
- (c) Have you been found liable in a civil action relating to fraud?  
Yes  No

(If answered in the affirmative, give full details on a separate sheet, including details of convictions)

5) Have you:

- (a) been suspended, disqualified, censured, or had disciplinary action instituted against yourself, as a member of any profession or as a university law student?  
Yes  No
- (b) been denied or revoked any license or permit, the procurement of which required proof of good moral character?  
Yes  No
- (c) been charged in any legal proceeding with bankruptcy, insolvency, or ever filed a voluntary petition or assignment in bankruptcy?  
Yes  No
- (d) at any time not obeyed any order of any court which required you to do or abstain from doing any act?  
Yes  No
- (e) at any time been suspended or expelled from any post-secondary academic institution?  
Yes  No

(If any of the above questions are answered in the affirmative, give full details on a separate sheet.)

- 6) (a) Have you undergone a period of service and study as a student-at-law at any time prior to the application being made?  
Yes  No
- (b) Please provide a separate sheet outlining particulars of your experience in that jurisdiction.
- (c) Have you been refused admission as a student-at-law or articling clerk in any other jurisdiction?  
Yes  No

(If answered in the affirmative, give full details on a separate sheet).

- (d) Have you ever been a member of another Law Society or equivalent lawyer regulatory organization?  
Yes  No

If answered in the affirmative, please provide a Certificate of Standing.

- 7) Are you aware of any complaint or charge pending against you in your professional capacity which has not yet come to the attention of your Law Society or other governing body which might result in your being disbarred, struck off the rolls, suspended, reprimanded or otherwise disciplined, or subject to competency proceedings or practice conditions? Yes  No

If so, give full details:

- 8) What is the name and the office address of your proposed principal:

- 9) Has your proposed principal been approved by the Law Society under Rule 152?

Yes  No

I, \_\_\_\_\_ the Applicant in the above Application for Admission as a Student-at-Law DO SOLEMNLY DECLARE that the statements contained in my Application are complete and true in every respect.

AND 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 the \_\_\_\_\_ of \_\_\_\_\_ in the  
Province of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Commissioner for Oaths or Notary Public)

The applicant is advised that the Law Society of Saskatchewan reserves the right to make such further and additional enquiries as may be considered necessary and to contact any references named herein for further details.

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LAW SOCIETY OF SASKATCHEWAN

CERTIFICATE OF CHARACTER  
RULES 150 AND 171  
FORM A-3

(Amended February 18, 2000)  
(Amended February, 2008)  
(Amended February, 2011)

Full Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1) My occupation is \_\_\_\_\_

2) I have personally known \_\_\_\_\_  
(name of student/lawyer)

of \_\_\_\_\_ in the Province of \_\_\_\_\_,  
(city/town)

an applicant for admission to the Society as a: student-at-law  lawyer

for the last \_\_\_\_\_ years (minimum of 3 years).

3) That my opportunities to observe the character and reputation of the applicant during those years were as follows:

4) I consciously believe that:

(a) the character of the applicant is:

(b) the reputation of the applicant is:

(c) the applicant is morally fitted to be admitted to the Law Society of Saskatchewan.

5) That I am not a relative of the applicant by birth or marriage.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reference

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**SCHEDULE "C"**  
**ARTICLES OF CLERKSHIP**  
**Agreement**

**Form A-2**

**Note: This Articling Agreement must be filed by the Articling Student and the Principal within 30 days of the commencement of articles. Failure to do so will result in the length of articles being increased.**

**BETWEEN:**

\_\_\_\_\_ of \_\_\_\_\_  
(the "Principal") (the "Firm")  
\_\_\_\_\_  
(City/Town) (Province)

**AND:**

\_\_\_\_\_ (the "Articling Student") \_\_\_\_\_ (City/Town) \_\_\_\_\_ (Province)

The Principal and the Articling Student, in accordance with *The Legal Profession Act* and the Law Society Rules, agree that during the term of this Articling Agreement, they shall abide by the following terms:

1. The Articling Student shall serve as an Articling Student to the Principal from the date of \_\_\_\_\_ for a period of twelve calendar months, until the Articling Student is called to the Bar in Saskatchewan, or until this Agreement is discharged in such other manner as the Law Society of Saskatchewan may decide.
2. The Principal accepts the Articling Student for the term set out in paragraph 1.
3. The Articling Student shall:
  - (a) faithfully and to the best of the Articling Student's ability, honestly and conscientiously serve the Principal and the clients of the Principal in the practice of law;
  - (b) at all time keep in strict confidence the business and affairs of the Principal, the other lawyers in the firm and the business and affairs of their respective clients;
  - (c) carry out all the lawful and reasonable requirements of the Principal and not be absent from the service of the Principal without the consent of the Principal;
  - (d) at all times take proper care of and account for all records, money and other property of the Principal or other persons that are entrusted to the Articling Student or come into the Articling Student's custody or possession; and
  - (e) become familiar with and abide by *The Legal Profession Act*, the Law Society Rules, the Code of Professional Conduct and any other codes or standards authorized or established by the Society.

4. The Principal shall:
- (a) teach and instruct the Articling Student, or cause the Articling Student to be taught and instructed in the practice of law and professional conduct, to the best of the Principal's skill and ability;
  - (b) provide reasonable assistance to the Articling Student to help the Articling Student become competent to practise law and possess the knowledge and skill level required for call to the Bar in the Province of Saskatchewan;
  - (c) be responsible for the supervision of the Articling Student at all times, but the Principal may allow another practising lawyer in his or her firm to supervise or assist in the supervision of the Articling Student, in which case the Principal and the supervising lawyer shall be jointly responsible for the conduct and actions of the Articling Student;
  - (d) advise any other lawyer who is supervising the Articling Student of the joint responsibility set out in paragraph (c) above;
  - (e) ensure that in each case where the Articling Student is instructed to appear before a court or tribunal or where the Articling Student is given conduct of a file, that:
    - (i.) except in routine matters, the client understands and agrees that the Articling Student will be handling the matter;
    - (ii.) the interests of the client will not be harmed or compromised;
    - (iii.) the Articling Student has been briefed on all matters and is properly prepared;
    - (iv.) the matter is appropriate for the Articling Student's training, experience and ability;
    - (v.) the Principal is completely satisfied that the Articling Student is competent to handle the matter; and
    - (vi.) the Articling Student has been instructed to advise the judge or presiding official of his or her name and that he or she is an Articling Student and articulated to the Principal.
  - (f) allow the Articling Student time to attend and complete all CPLED Program lectures, seminars, activities and examinations, including online participation in CPLED Program activities, assignments, competency evaluations and examinations.
5. In the event of any dispute arising out of this agreement, the parties agree to submit the matter to the Admissions & Education Committee of the Law Society of Saskatchewan, whose decision shall be final and binding on the parties.

IN WITNESS of this Agreement, the Principal and Articling Student hereby sign their names.

Signed on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Articling Student)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Principal)

**LAW SOCIETY OF SASKATCHEWAN  
APPLICATION FOR ADMISSION AS A LAWYER BY A  
STUDENT-AT-LAW MEMBER OF THE SOCIETY (RULE 171)  
FORM A-8**

(Amended January, 2007)  
(Amended February, 2008)  
(Amended February, 2009)  
(Amended February, 2011)

To the Law Society of Saskatchewan

I, \_\_\_\_\_  
(name in full)

of the \_\_\_\_\_  
(city/town)

in the Province of \_\_\_\_\_

hereby apply for admission to the Society as a lawyer and in support of my application and submit herewith:

- (a) Affidavit of Lawyer(s) (or member of the judiciary) with whom articles were served (Form A-9);  
**(to be submitted upon completion of Articles and prior to signing the Roll)**
- (b) Affidavit of Attendance at the Bar Admission Program;  
**(to be submitted to the Director of Bar Admissions at the end of the program)**
- (c) Application fee (GST #R107604381).

## APPLICANT'S QUESTIONNAIRE

Full Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- 1) When and from where did you obtain your law degree?
  
- 2) (a) How much of the Bar Admission Program have you completed?  
  
(b) Are there any modules of the Bar Admission Program in which you did not receive a passing mark?  
  
(c) Are you still registered in the Bar Admission Program?    Yes        No
- 3) With whom are you serving your articles?
  
- 4) To date, how many months have you served as a student-at-law or as a law clerk? \_\_\_\_\_
- 5) Have you been absent at any time without the permission of the solicitor or member of the judiciary to whom you were articled or served as a clerk?    Yes        No      
(if yes, provide details)

- 6) (a) Please report current charges, convictions or other dispositions, such as conditional discharges, absolute discharges or peace bonds for offences under the following:
- i) The *Criminal Code of Canada*? Yes  No
  - ii) The *Controlled Drugs and Substances Act*? Yes  No
  - iii) Any *Securities Act* of any Province of Canada? Yes  No
  - iv) Any *Income Tax Act* of Canada or any Province of Canada Yes  No
  - v) Any *Act* in relation to Bankruptcy? Yes  No
  - vi) The *Customs and Excise Act*? Yes  No
  - vii) Any legislation in any jurisdiction where the offence is one involving dishonesty? Yes  No

(If answered in the affirmative, give full details on a separate sheet)

- (b) Are you currently a defendant in a civil action relating to fraud? Yes  No
- (c) Have you been found liable in a civil action relating to fraud? Yes  No

(If answered in the affirmative, give full details on a separate sheet, including details of convictions)

7) Have you:

- (a) been suspended, disqualified, censured, or had disciplinary action instituted against you, as a member of any profession? Yes  No
- (b) been denied or revoked any license or permit, the procurement of which required proof of good moral character? Yes  No
- (c) been charged in any legal proceeding with bankruptcy, insolvency, or ever filed a voluntary petition or assignment in bankruptcy? Yes  No
- (d) at any time not obeyed any order of any court which required you to do or abstain from doing any act: Yes  No
- (e) at any time been suspended or expelled from any post-secondary academic institution? Yes  No

(If any of the above questions are answered in the affirmative, give full details.)

- 8) Are there any complaints or charges pending against you in your professional capacity which has not yet come to the attention of the Law Society, or other governing body, which might result in discipline or competency proceedings? Yes  No

If so, give full details:

CANADA

PROVINCE OF \_\_\_\_\_

TO WIT:

I, \_\_\_\_\_ the Applicant in the above Application for Admission as a Lawyer, DO SOLEMNLY DECLARE that the statements contained in my Application are complete and true in every respect.

AND 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 the \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Signature of Applicant)

**LAW SOCIETY OF SASKATCHEWAN  
AFFIDAVIT OF LAWYER OR SUPERVISORY JUDGE  
WITH WHOM THE STUDENT HAS SERVED UNDER ARTICLES (RULE 171)  
FORM A-9**

[Amended February 21, 2000]  
[Amended February 2011]

CANADA  
PROVINCE OF SASKATCHEWAN  
TO WIT:

I, \_\_\_\_\_, of the \_\_\_\_\_  
(name in full) (city/town)

in the Province of Saskatchewan, hereby declare:

- 1) That by Articles of Clerkship, \_\_\_\_\_ served as a student-at-law from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_, both inclusive, in my office at the \_\_\_\_\_ of \_\_\_\_\_, in the Province of Saskatchewan.
- 2) The said student during the whole of the said period was engaged as a student-at-law under my personal supervision and was not at any time absent except from \_\_\_\_\_ to \_\_\_\_\_ when he/she was \_\_\_\_\_ and not at any time absent without my permission.
- 3) The said student has not to my knowledge since date of Articles been engaged in or concerned in any profession, trade, business, or employment other than as a student-at-law, except:
- 4) During the whole of the said period I was engaged in the active practice of my profession.
- 5) I verily believe that the said student is a fit and proper person to be admitted as a lawyer.
- 6) AND THAT the statements contained in this my Affidavit are complete and true in every respect and I make this declaration believing it to be true and knowing that it is the same force and effect as if made under oath.

DECLARED BEFORE ME at the \_\_\_\_\_ )  
of \_\_\_\_\_, in the )  
Province of Saskatchewan, )  
this \_\_\_\_\_ day of \_\_\_\_\_, ) \_\_\_\_\_  
20\_\_\_\_. ) (signature)  
)  
)  
\_\_\_\_\_ )

A COMMISSIONER FOR OATHS

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## SCHEDULE “D”



### Saskatchewan CPLED Program



### COMPETENCY PROFILE

This competency profile outlines the knowledge, skills and behaviours expected of entry-level lawyers. It lays the foundation for a renewed bar admission course and is a building block in the Western Canada Law Society’s mobility initiative.

A newly called lawyer must demonstrate competency in the following four areas:

1. Lawyering skills;
2. Practice and management skills;
3. Ethics and professionalism;
4. Legal knowledge.

#### 1. Lawyering skills

A newly called lawyer shall have and maintain the following lawyering skills:

##### (i) Problem-Solving

A newly called lawyer must:

- identify relevant facts
- identify legal, practical, and client issues and conduct the necessary research arising from those issues
- ascertain the clients’ goals and objectives
- analyze the results of research
- apply the law to the facts
- form an opinion as to the client’s legal entitlements
- identify and assess possible remedies
- develop and implement a plan of action

##### (ii) Legal Research

A newly called lawyer must:

- identify the question(s) of law
- select sources and methods and conduct research
- select sources and methods and conduct search(es)
- analyze and apply guiding principles of case law
- analyze and apply statutes
- identify, interpret, and apply results of research
- effectively communicate the results of research

The Law Society of Saskatchewan  
December 2001

(iii) **Writing**

A newly called lawyer must:

- clearly identify the purpose of the proposed communication
- use correct grammar and spelling and use language suitable to the comprehension of the reader and the purpose of the communication
- present the subject of the communication, advice, or submissions in a logical, organized, clear and succinct manner
- be persuasive where appropriate
- be accurate and well-reasoned in legal content and analysis
- communicate with civility

(iv) **Drafting**

A newly called lawyer must:

- identify the purpose of the document
- effectively organize the document
- be able to draft an original transactional document without a precedent
- use precedents appropriately
- use clear language appropriate to the document
- draft a legally effective and enforceable document
- understand and be able to explain a legal document
- identify and implement all necessary steps to enforce a legal document

(v) **Interviewing and Advising**

A newly called lawyer must:

- determine the clients' goals, objectives and legal entitlements
- use appropriate questioning techniques to ensure the interview is thorough, effective and efficient
- be understood by the interviewee
- manage client expectations
- establish and maintain rapport and an open communication relationship with the client
- clarify instructions and retainers
- explain and assess possible courses of action with the client
- document the interview

(vi) **Advocacy and Dispute Resolution**

A newly called lawyer must:

- advocate persuasively to advance a client's position
- represent the client effectively in trial or hearing
- effectively prepare, present and test evidence
- represent the client effectively at a mediation
- negotiate effectively on behalf of a client
- advocate effectively on behalf of a client
- know and observe procedures and etiquette of the forum

**2. Practice and Management Skills**

A newly called lawyer shall have and maintain the following practice and management skills:

(i) **Personal Practice Management**

A newly called lawyer must implement effective practices, procedures or systems for:

- time management
- project management
- diaries/limitation reminders
- timely and on-going client communications
- client development
- risk avoidance
- technological proficiency
- balancing professional life with personal life
- effectively managing documents

(ii) **Office Management**

A newly called lawyer must understand and be able to implement effective practices, procedures or systems for:

- quality control
- billing and collection
- trust and general accounting
- file and precedent organization
- avoiding conflicts of interest
- diaries/limitation reminders
- record-keeping/archiving/file destruction

### 3. Ethics and professionalism

A newly called lawyer shall:

- (i) with respect to professionalism:
  - demonstrate professional courtesy and good character in all dealings
  - maintain and enhance the reputation of the profession
  - recognize an obligation to pursue professional development to maintain and enhance legal knowledge and skills
  - act in a respectful, non-discriminatory manner
  - recognize the limitations on one's abilities to handle a matter and seek help where appropriate
  
- (ii) with respect to ethics:
  - recognize circumstances that give rise to ethical problems or conflicts
  - recognize and discharge all duties and undertakings
  - protect confidences
  - know and apply professional ethical standards

### 4. Legal Knowledge

A newly called lawyer shall have a general knowledge of the substantive law and current practice and procedures of the areas of law that are likely to be encountered in the early years of a general practice.

- 1 The "areas of law likely to be encountered in the early years of a general practice" include:
  - Real Estate – which may include, for example, builders' liens, undertakings, contracts, aboriginal lands, tax, foreclosure;
  - Civil Procedure - which may include, for example, mediation, negotiation, arbitration, administrative tribunals, evidence, contracts, torts;
  - Death and Disability - which may include, for example, wills, estates, planning, probate, representation agreements, wills variation, capacity, aboriginal issues, tax;
  - Business - which may include, for example, corporate, commercial, personal property, securities, intellectual property, tax, aboriginal business;
  - Criminal procedure which may include, for example, *Charter of Rights and Freedoms*, bail, sentencing, elections, evidence and aboriginal issues;
  - Debtor/Creditor - which may include, for example, collections, aboriginal issues, bankruptcy and insolvency;
  - Family Relationships - which may include, for example, divorce, custody, maintenance, access, aboriginal issues, same-sex unions; common-law relationships, tax, property rights and distribution, settlement.

## SCHEDULE “E”



### Saskatchewan CPLLED Program



### POLICY ON MANDATORY ATTENDANCE

This policy was adopted by the Admissions and Education Committee of The Law Society of Saskatchewan on April 17, 2002.

#### **General principle**

Rule 159(3) of the Law Society Rules provides that all students-at-law must attend all classes of the Bar Admission Program and complete an affidavit of attendance for each segment of the Program. Rule 159(4) gives the Bar Admission Program Director (Director) the discretion to approve a student-at-law's absence from any class of the Program.

These rules demonstrate that the Law Society sees the Bar Admission Program as a vital component of the articling experience and attendance at the Program as a responsibility that students must take very seriously. Unauthorized absences will result in exclusion from the Program. As well, the discretion to permit absences must be exercised in a manner that is consistent with this approach.

#### **Consequences of unauthorized absences from the Program**

After one unauthorized absence from the Program, the Director shall advise the student verbally and in writing that a further unauthorized absence will result in expulsion from the Program. The written warning shall be copied to the student's principal and the Law Society's Admissions and Education Committee. A further unauthorized absence will result in the student being advised in writing that they are expelled from the current Program.

Lateness of sixty minutes or more shall constitute an unauthorized absence from the Program. Three occurrences of lateness less than sixty minutes shall also constitute an unauthorized absence from the Program.

A student expelled from the Program due to unauthorized absences shall not be allowed to repeat the Program without approval of the Admissions and Education Committee.

## **Factors governing how absences will be authorized**

Students must make requests for authorized absences from the Program in writing to the Director, prior to the time of the proposed absence. If the absence is approved, the Director will provide a letter approving the absence. In exercising the discretion to permit absences, the Director will consider these factors:

1. Length of the absence requested
  - a) The length of absence may adversely impact upon the student's ability to satisfactorily complete the Program work. Likewise the subjects covered during the absence may be critical to passing the Program.
2. Reason for the student's absence
  - a) Health and family circumstances. Clearly, serious health and family concerns are valid reasons to approve an absence from the Program and will be considered appropriately on an individual basis.
  - b) Educational opportunities. If the absence is requested to allow the student to take advantage of other educational opportunities, these additional factors should be considered:
    - i. the content of the educational opportunity
    - ii. the relevancy of the education to the articling experience
    - iii. whether there will be similar educational opportunities which the student may take advantage of in the future
  - c) Work related obligations. The Law Society has asked principals to allow students to focus exclusively on their Program work for the duration of each segment of the Bar Admission Program. Accordingly, absences to fulfill work related obligations will only be permitted in the most exceptional circumstances.
  - d) Any other reason deemed in the discretion of the Bar Admission Program Director to be compelling and/or acceptable.
3. Circumstances of the individual student
  - a) Number of previous requests for absences
  - b) Overall performance during the Program
  - c) Timeliness of request

## SCHEDULE “F”



### Saskatchewan CPLED Program



### POLICY ON ACCOMMODATION

The Canadian 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 sending a written request to the CPLED office in their province. The request 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.

#### **Accommodation Requested**

- What specific accommodation are you requesting? Attach 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**

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

#### **Past Accommodations**

- Describe any past accommodations from educational institutions or employers, and attach documentation evidencing such accommodations.

To request accommodation during the Saskatchewan CPLED Program, please complete the CPLED Program Request for Accommodation form and submit the Request form and all supporting documentation with the Registration Form for the Saskatchewan CPLED Program.



## 2011 – 2012 Saskatchewan CPLED Program



### REQUEST FOR ACCOMMODATION

The Canadian 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.

If you are seeking accommodation for the 2011 - 2012 Saskatchewan CPLED Program, complete this form and include it (together with supporting documentation) with the Registration Form for the 2011 - 2012 Saskatchewan CPLED Program.

Surname		First Name and Initial	
Street Address / P.O. Box		City / Town	Postal Code
Telephone	Fax	Email	

#### 1. Accommodation Requested

What special accommodation are you requesting? Please enclose with this form the details of the accommodation requested and identify any other special requirements. If you are requesting additional time, state the amount of time requested.

#### 2. Diagnosis of Disability

You must enclose with this form verifiable information in support of your request (for example, documentation evidencing a diagnosis of your disability from an appropriate professional).

#### 2. Past Accommodation

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

Date	Signature of Applicant
------	------------------------