

2011 - 2012 Saskatchewan CPLED Bar Admissions Program

CPLED BAR ADMISSIONS PROGRAM HANDBOOK



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Introduction

The following pages contain important information about the CPLED Program and its role in the bar admission training process. This Handbook outlines many of the rules, policies and procedures of the Saskatchewan CPLED Bar Admissions Program. It also contains information about important deadlines and schedules and what is required in order to successfully complete the Program. Please read this Handbook carefully and retain it as a reference throughout the Program. Additional information about the CPLED Program is available online at www.cpled.ca

In addition, students should refer to the Rules of The Law Society of Saskatchewan which includes rules specifically applicable to articling students and the bar admissions process. To access the Rules go to the Law Society's website at www.lawsociety.sk.ca and click on the "Publications" link.

Further information regarding the articling process is found in *The 2011 - 2012 Guide to Articling in Saskatchewan*, which can also found on The Law Society's website under Publications.

The CPLED Program

CPLED is the acronym for the Canadian Centre for Professional Legal Education, which is an organization formed by the Law Societies of Saskatchewan, Manitoba and Alberta to better meet the needs of the legal profession and the public in relation to the articling process and the licensing of new lawyers. It was developed after extensive research, planning and cooperation between the three provinces.

The CPLED Program is developed and administered by three provincial organizations, The Law Society of Saskatchewan (the LSS), the Legal Education Society of Alberta (LESA), and The Law Society of Manitoba. The CPLED Program is the bar admission course in all three provinces. All inquiries about the Saskatchewan CPLED Program should be directed to The Law Society of Saskatchewan - Bar Admissions Office.

In addition to other LSS requirements, students seeking admission to the Saskatchewan Bar must successfully complete the CPLED Program. This requires:

- attendance;
- participation;
- satisfactory completion and submission in a timely manner of all assignments and competency evaluations;
- compliance with the policies contained within this Handbook; and
- compliance with CPLED Professional Integrity Policy (found under **Appendix 5**).

During the CPLED Program students must take responsibility for their own learning. Students take “ownership” of their own performance in the Program by:

- reading and understanding the policies and requirements contained within this Handbook;
- effectively managing their time;
- scheduling the work in the modules to mesh with the demands placed upon them by their employer;
- effectively managing the demands of both work and personal life;
- seeking help when needed; and
- learning to use the various resources provided by CPLED.

The modules do not review law that would necessarily be covered in law school; students are responsible to research and understand the current state of the law. Students must be prepared to learn independently and seek solutions from a variety of sources.

During the Program, students are expected to conduct themselves as professionals.

Funding

The LSS and the Law Foundation of Saskatchewan fund the Saskatchewan CPLED Program in approximately equal amounts. The Saskatchewan CPLED Program fees account for only a small portion of the cost of this Program.

The Goal of the Program

The CPLED Program is the licensing process for students-at-law. The CPLED Program in combination with the articling process in a law firm, court or organization provides the basis for determining whether a student-at-law has met the requirements and qualifications to be admitted as a practicing lawyer by the LSS. The Program builds on the training and education obtained through a law degree and helps develop and assess the skills necessary to competently serve the public upon admission to the practice of law in Saskatchewan. The goal of the Program is that students achieve competence in the basic areas that are likely to be encountered in a general practice in Saskatchewan at the level of a first year lawyer. In addition, the Program aims to ensure students recognize and understand a lawyer’s ethical responsibilities.

Focus of Instruction

The emphasis of the CPLED Program is on building and assessing the skills that research has shown are essential for a lawyer in the first five years of practice. Students will be expected to develop the skills necessary for the practice of law and demonstrate appropriate application of the law by solving the problems of ‘virtual’ clients. These problems will expose students to a number of typical practice activities based on fact scenarios designed to assess students’ knowledge and understanding of various substantive areas of law.

Throughout the Program students will be required to identify, analyze and resolve legal and ethical problems in a manner that is consistent with appropriate professional attitudes and conduct. Students will be required to display ethically sound judgment and professionalism throughout the Program.

The skills in the CPLED Program are based on the Competency Profile adopted by the Benchers of the LSS in December 2001. The Competency Profile can be found in **Appendix 2** of this Handbook. Students will be required to demonstrate competency in each of the following skills areas:

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

Contact Information

During the Program, **students are required to provide and maintain a current address, phone number and email address**, as part of their CPLED file. All changes must be made in writing and can be mailed, faxed or emailed to the Program Assistant, Dina Evans; contact information is on the first page of this Handbook. *It is particularly important to ensure your email address is current since email is the primary mode of communication within the Program.*

Saskatchewan CPLED Program

The CPLED Program consists of nine modules. Three modules are face-to-face and six are online. Content of the modules is common across Alberta, Saskatchewan and Manitoba while addressing practice and procedure specific to the province in which the Program is offered.

The CPLED Program is part of the qualification process in Saskatchewan. It is based on a set of criteria that defines a competent lawyer. These are the competencies upon which a student is evaluated in becoming a lawyer. The competencies are set out in CPLED's Competency Profile which was originally developed by the Western Law Societies Education Task Force, was adapted by the Benchers of the LSS and forms part of Chapter II of the *Code of Professional Conduct* ("Competence and Quality of Service"). Students are assessed on the competencies set out in the Competency Profile (**Appendix 2**) throughout the Program.

There are approximately twelve assignments and nine competency evaluations to be completed during the Program. In addition, students will be required to complete a multi-part assessment respecting Ethics and Professional Responsibility.

Saskatchewan CPLED Program Schedule

The schedule for the 2011 - 2012 Saskatchewan CPLED Program can be found in **Appendix 1** of this Handbook. A schedule that indicates deadline dates for submitting assignments and competency evaluations for each of the modules will be sent to each student prior to module 1.

Face-to-Face Modules

Face-to-face small group instruction will occur during three modules of the CPLED Program (Modules 1, 4 and 9).

Students will attend class for up to six and one-half hours per class day, generally from 8:30 a.m. to 4:00 p.m., Monday to Friday. **Full-time attendance is mandatory and students must arrive on time.** Punctuality is essential. It is unprofessional to keep other students, instructors or presenters waiting or to disrupt a lecture or class by arriving late.

The dress code for all sessions is business attire. Students will be in daily contact with Justices, Judges, practitioners and Bar Admissions staff. Students' conduct must, at all times, reflect the professionalism, civility and courtesy that is required in our profession.

Cell phones must be turned off during class.

Students must participate fully in class and complete all readings, learning exercises, assignments and competency evaluations. Involvement in other work, regardless of its nature, will not normally constitute adequate reason for non-attendance, failure to participate or failure to satisfactorily complete learning exercises, assignments or competency evaluations. The Program is intensive and demanding.

Students must pay full attention throughout the classes and not harm the study environment of other students. Disruptive behaviour, non-attendance or failure to complete Program requirements can result in suspension from the Program unless the Director is satisfied there is an adequate reason for such conduct.

Online Modules

Online modules will be completed on CPLED's D2L course website (<https://cpled.desire2learn.com>), which uses the Desire 2 Learn educational platform.

During the six online modules, students will be expected to review online materials and client files, complete background readings and learning exercises and prepare assignments and competency evaluations that will be submitted online in accordance with the CPLED Submission Protocol (found in **Appendix 4**) and Program Schedule (**Appendix 1**). Students will be participating in these modules while working at their articles in their firm. It is each student's responsibility to discuss his or her schedule with his or her principal to ensure that the student has time during the firm's regular office hours to participate in the online modules.

Students are divided into learning groups of approximately fifteen students per group. Each learning group is assigned an online Learning Group Facilitator (LGF). These LGFs are generally lawyers from Saskatchewan that specialize in the field of that

module's particular topic. The LGFs guide students by giving them feedback on assignments and helping them acquire the competencies they need to be successful in each area of law. LGFs interact with students in their learning group by responding to email questions, holding virtual office hours and reviewing student assignments.

Generally, online modules are three weeks long and are comprised of three units. The first two units require students to submit assignments and the third unit is the Competency Evaluation. Assignments are reviewed by LGFs and rich feedback is provided to the students in order to help students develop the skill being tested. Assignments form part of the educational component of the Program.

Competency Evaluations are essentially assignments but students are required to complete them independently; these submissions are graded by an individual outside evaluator (not by the LGFs) in order to ensure consistency in marking. Competency Evaluations form the licensing component of the Program and competency must be demonstrated on all Competency Evaluations in order for students to successfully complete the Bar Admissions Program.

Online Modules - Desire2Learn (D2L)

Logging On

Each student will be provided with a unique User Name and Password to access the online portions of the CPLED Program on the Desire2Learn website. The User Name is case sensitive. Students are required to retain their User Name and Password throughout the Program and to **keep their User Name and Password confidential**.

Should a student encounter difficulties logging onto the online modules of the Program or lose her or his User Name or Password she/he should contact the Program Assistant, Dina Evans.

Information outlining the technical requirements for the online modules of the CPLED Program can be found in **Appendix 3** of this Handbook. *Neither the LSS nor CPLED is responsible for difficulties that students may encounter with the online modules due to inadequate technical resources.*

Online Communication

The Desire2Learn program is a user-friendly, web-based learning delivery system designed to enable students to manage their own learning. The web address is: <https://cpled.desire2learn.com>.

Students can communicate online with other students in their learning group and their LGF through the "Discussions" message board tab in Desire2Learn. In addition, students will be able to email their LGFs directly.

The purpose of the Discussions tab is to provide messaging opportunities to everyone within the learning group. Discussions should be checked regularly for any messages from CPLED or the LGF that are of concern to everyone within the learning group.

Postings should be limited to information of an administrative nature, module related matters (such as general questions regarding assignments) and other Program related information. Concerns or complaints about the Program should be directed to the Director of Bar Admissions in person, by phone or by email.

Resource Materials

During the CPLED Program students will be required to access resource materials as well as background readings, learning exercises, fact scenarios and client information.

The Program website will provide access to a comprehensive set of procedural and substantive resource materials and reference materials. Students will be able to download and print program materials from the site, including the Saskatchewan Bar Course Resource Materials. Students may also purchase the Saskatchewan Bar Course Resource Materials in hardcopy from the Bar Admissions Office.

Please note that the materials are provided to students as a starting point to assist in preparing assignments and competency evaluations. Students will have to determine for themselves (based on their own knowledge and comfort level) whether additional research or supplementary materials is needed.

Submission of Assignments and Competency Evaluations

All assignments and competency evaluations for the online modules must be submitted adhering to the Submission Protocol outlined in **Appendix 4** of this Handbook.

Late Submissions

It is mandatory that students submit all online assignments and competency evaluations by the time and date specified.

For the online modules, students are under an obligation to submit all assignments and competency evaluations using the online submission procedure and the Saskatchewan Submission Protocol prior to the specified submission deadline of 4:00 p.m. Saskatchewan time. Students will not be able to submit assignments or competency evaluations online after the submission deadline as student access to the online submission dropbox will be shut down immediately after 4:00 p.m.

All assignments that are submitted late must have approval (even if computer problems are the issue) from the Director of Bar Admissions. The onus is on each student to have assignments or competency evaluations completed in sufficient time to allow for technical difficulties, or at the very least, to inform CPLED staff about the difficulties and to arrange for an alternative method of submission.

A student who submits a late assignment or late competency evaluation without prior approval is required to notify the Director of Bar Admissions, by email, stating the reason that the submission was late and requesting permission for it to be accepted.

Should an assignment be submitted late, the student's Learning Group Facilitator will be notified by the Director of Bar Admissions. If the reason for late submission is acceptable

to the Director of Bar Admissions, the submission will be reviewed by the LGF. If the reason given is insufficient, the student will receive a standing of "Competency Not Yet Demonstrated" and the student may be required to complete a supplemental assignment.

Should a competency evaluation be submitted late and the reason for late submission is acceptable to the Director of Bar Admissions, the submission will be evaluated by the Competency Evaluator. If the reason given is insufficient, the student will receive a standing of "Competency Not Yet Demonstrated" and the student will be required to complete a supplemental competency evaluation.

In all cases in which late assignments or late competency evaluations are accepted, students will be required to sign a statutory declaration verifying their circumstances and certifying that they are submitting their own original work.

Requirements to Pass the CPLED Program

To pass the Saskatchewan CPLED Program, the student must:

- (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 this Handbook and any additional administrative policies set from time to time by the Law Society.

(Rule 160 of the Rules of The Law Society of Saskatchewan)

Standings

For assignments and competency evaluations, the two possible standings are:

- **Competency Demonstrated** – the student has satisfied the Assessment Criteria for the assignment or competency evaluation.
- **Competency Not Yet Demonstrated** – the student has not demonstrated the minimum acceptable level of competency on the assignment or competency evaluation.

In extraordinary circumstances students may receive an interim standing of:

- **Incomplete** – only available to be granted by the Director after the fact and only in the most exceptional circumstances.
- **Deferred** – where the student has been granted a deferral of the assignment or competency evaluation by the Director.

Assignments

During the Program, students will be required to submit a number of assignments. Student must achieve “Competency Demonstrated” on all assignments in order to successfully complete the Program.

The determination of whether competency is demonstrated will be based on the assessment criteria. The assessment criteria are derived from the Competency Profile and will be posted on the CPLED D2L website for each assignment.

Assignments will be reviewed by the Learning Group Facilitators and returned to the students with feedback. Students will be required to redo the assignment (or portions thereof) during the module if a standing of “Competency Not Yet Demonstrated” was given for the assignment. Students who receive “Competency Not Yet Demonstrated” as a result of an assignment being submitted late will be required to complete a supplemental assignment at a designated time.

Competency Evaluations

During the Program, students will be required to successfully complete nine Competency Evaluations. Students must achieve “Competency Demonstrated” on all nine competency evaluations in order to successfully complete the CPLED Program.

“Competency Demonstrated” will be based on the assessment criteria. The assessment criteria are derived from the Competency Profile and will be posted on the CPLED D2L website for each competency evaluation.

Competency evaluations will not be returned to the students and feedback will not be provided. The Bar Admissions Office will mail the results of the competency evaluation to the students. Every effort will be made to mail these results within thirty days of the completion of the module.

Re-Reads on Competency Evaluations

If a student receives a standing of “Competency Not Yet Demonstrated” on any competency evaluation, the student is entitled to request a paid re-read.

Application, in writing, for a paid re-read is to be sent to the Director of Bar Admissions, accompanied by payment of a non-refundable re-read fee for each competency evaluation to be re-read. The fee for each re-read is \$75 plus GST and is payable to The Law Society of Saskatchewan – Bar Admissions Office.

Application for a paid re-read must be made in writing and received by The Bar Admissions Office **within 10 business days of the date the standing is issued.**

A re-read is not available for submissions deemed “Competency Not Yet Demonstrated” as the result of late submission.

Supplemental Competency Evaluations

If a student has received a standing of “Competency Not Yet Demonstrated” on a competency evaluation, the student will be entitled to complete a supplemental competency evaluation at a designated time, upon payment of the required fee, subject to the following:

- the maximum number of times a student may receive a standing of "Competency Not Yet Demonstrated" for all of the competency evaluations combined is three, and
- a student who exceeds the maximum number of standings of "Competency Not Yet Demonstrated" will be required to repeat the Program.

The fee for each supplemental competency evaluation is \$75 plus GST and is payable to The Law Society of Saskatchewan – Bar Admissions Office.

Students who receive a standing of "Competency Not Yet Demonstrated" on a supplemental competency evaluation may request a re-read in the same manner and time-frame as provided for Competency Evaluations above.

A student whose final result on a Supplemental Competency Evaluation is Competency Not Yet Demonstrated will be required to repeat the Program.

Appeals

Students who are required to repeat the Program may apply in writing to the Admissions and Education Committee of the LSS within 14 days of issuance of results, for a review. 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 (per Rule 160 of the Rules of The Law Society of Saskatchewan).

Final Results

Students' final CPLED Program results will be sent to them within thirty days after the conclusion of the Program. The Law Society will mail a student's final standing memo to the principals as well.

Professional Integrity

As a student-at-law, students are bound by the ethical standards of the profession. Since professional integrity is essential to the practice of law, academic behaviour is taken very seriously. All students must be completely familiar with the CPLED Professional Integrity Policy, as any breach could have a serious impact on whether or not the student will be issued a license to practice law.

Students will be expected to conduct themselves with professional and academic integrity. Unprofessional behaviour can result in suspension from the Program and a review by the LSS.

The CPLED Program is a cornerstone in the process to obtain a students' call to the Bar in Saskatchewan. All students must display the level of integrity required of all members of the profession.

Emails or postings that are threatening or abusive in any manner will not be tolerated. It is expected that all communication between individuals will be professional and courteous at all times. If a student is found to have sent abusive or threatening messages, CPLED may suspend access to the CPLED Program without prior notice and will notify the student's principal.

Students must maintain the highest standards of integrity in meeting the CPLED Program requirements, including full compliance with CPLED's Professional Integrity Policy. **All students must thoroughly review and understand the CPLED Professional Integrity Policy**, which can be found at **Appendix 5** of this Handbook.

Authorized and Unauthorized Absences

All students must participate fully in all online and face-to-face CPLED Program activities and all assignments and competency evaluations must be submitted on time.

Authorized Absence

A student must apply to the Director of Bar Admissions in writing, before the date of the anticipated absence, to be excused from any part of face-to-face instruction or participation in online activities. An authorized absence may be requested for medical or serious personal circumstances and must be supported by a letter from a health care professional or counseling professional indicating that the student is suffering from illness, disability or personal stress. Documentation will be required as appropriate.

Consequences of Unauthorized Absences from the CPLED Program

After one unauthorized absence from the Program, the Director of Bar Admissions shall advise the student verbally and in writing that a further unauthorized absence will result in exclusion 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 expelled from the current Program. If this happens, the student and his/her principal will be advised in writing.

During the face-to-face sessions, lateness of sixty minutes or more shall constitute an unauthorized absence. 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.

For further information please see the Policy on Mandatory Attendance at **Appendix 6**.

Privacy

Marks and other student information may or will be exchanged between the LSS, CPLED administrators and the student's principal. The exchange of information is made for the purpose of monitoring student performance, assisting in the operation of the CPLED Bar Admissions Program or governing the articling process. In addition, the LSS and the student's principal will be advised of the student's standing in the Program. Principals may be provided with results for both assignments and competency evaluations. Students give consent to this exchange of information when completing the 2011 - 2012 Saskatchewan CPLED Bar Admissions Program Registration Form.

Accommodation

The LSS and the Bar Admissions Office are committed to ensuring that students with disabilities or special needs receive accommodation which assists them but which maintains the integrity of the CPLED Bar Admissions Program and materials. Any accommodation requested must not compromise the public interest in ensuring lawyers are qualified to provide competent legal services.

All requests for accommodation should be made to the Director of Bar Admissions and submitted in writing when registering for the CPLED Bar Admissions Program no later than 30 days before the Program commences.

Please see the Policy on Accommodation at Appendix 7.

Principals

CPLED relies on the support of principals, law firms and the legal profession in many ways for the successful running of each offering of the CPLED Bar Admissions Program. We receive assistance from many practicing lawyers to act as facilitators during our online sessions and many more Justices, Judges and lawyers act as facilitators and lecturers during our face-to-face sessions.

The importance of principal involvement in the bar admission process cannot be overstated and, even if a principal has no direct involvement with the Program (beyond their student's enrollment), principals, students and Bar Admissions staff work toward a common goal over the course of an offering – to provide the students with the best possible articling experience to support their legal career.

Principals are an integral part of the articling process and provide valuable support and learning opportunities to their student. Students participate in the CPLED Bar Admissions Program actively throughout their articles and the CPLED Bar Admissions Program is designed to complement this learning process, to assist them in developing skills required of a lawyer and to assess their readiness to practice law in Saskatchewan.

As part of assessing what students are learning and the experiences and files that they are being exposed to throughout CPLED, principals are provided with email updates throughout the year including summaries of the assignments and evaluations and overall module content. General difficulties that students had with each assignment will be discussed as well as how to help these students that have found the assignments challenging.

Twice throughout the year, the CPLED Bar Admissions Director will provide principals with summaries of student progress, including results of assignments, timeliness of submissions and standing on competency evaluations. Principals are encouraged to have discussions with their students about the Program and are always welcome to contact the Director of Bar Admissions to discuss their student's progress or with questions or concerns.

The CPLED Bar Admissions Program is a demanding one and we ask that principals provide support for their students throughout the process as well as adequate time to work on assignments and competency evaluations. Principals should read through the policies that surround the CPLED Bar Admissions Program and review them with their student to ensure that they fully understand their obligations and responsibilities as well as the CPLED policies.

Articling - General Information

Every student-at-law must successfully complete the Saskatchewan CPLED Bar Admissions Program and a 12 month articling term within two years of being admitted as a student-at-law.

What Can Students Do?

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

Rule 161(1) of the LSS Rules states that, subject to section 31(a)(i) and (ii) of *The Legal Profession Act, 1990*, subrule (2) and the *Criminal Code of Canada*, students-at-law may perform any legal service that their principal:

- is personally competent to perform,
- supervises, to the extent necessary, given the circumstances, and
- is satisfied that the student is, because of the principal's supervision, competent to perform.

Rule 161(2) of The Law Society Rules states that as a student-at-law, a student 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.

The *Criminal Code* states that a student-at-law cannot conduct a preliminary hearing for someone charged with an indictable offence. Further information regarding students appearing in provincial court was published in the Bencher's Digest. Please see **Appendix 8**.

The Queen's Bench Rules states a student-at-law cannot:

- appear in Chambers unless accompanied by the lawyer in charge of the file or the lawyer in charge has filed a written notice with the Court no later than one day before the matter is to be heard saying the student has been properly briefed, or
- appear in the Court of Queen's Bench (other than Chambers, as outlined above).

A very common question arises as to whether a student-at-law may conduct a trial under *The Small Claims Act, 1997*. According to section 29 of the *Act*:

- parties may be represented at Trial by lawyers or agents.

Although a student may represent a party as an agent at a Small Claims trial, if the matter is transferred to the Court of Queen's Bench pursuant to section 11 of the *Act*, the matter is deemed to have been commenced in the Court of Queen's Bench and therefore the regular restrictions with respect to a student-at-law will apply.

If students have any concerns about whether they should be doing the type of work that has been assigned to them it should be discussed with the student's principal. If principals have doubts about whether the work is appropriate, please contact the LSS.

What is Expected of Students?

The contract that students enter into with their principal (Articles of Clerkship) defines the parameters of the relationship with the principal and sets out the duties as an articling student. Simply put, the duties are:

- to keep secret the affairs of the principal, the firm and the firm's clients,
- to follow the principal's instructions and to be reliable, and
- to be honest, to work hard and to act professionally.

In return, the principal promises:

- to use his or her experience and expertise to help the articling student learn how to practice law, and
- to help the articling student to be admitted as a lawyer in Saskatchewan.

This contract assumes that students know what it means to "act professionally." To fulfill the duties as an articling student, it is essential that students know what *The Legal Profession Act, 1990*, The Law Society Rules and the *Code of Professional Conduct* say about practicing law in a professional and ethical manner. One of the first priorities as an articling student should be to become familiar with these rules and guidelines.

Students also promise in this contract to keep all the work that is done for their principal and for clients confidential. This is one of the most important promises that articling students make to their principal. Students are not to discuss clients or their cases with other articling students or with anyone outside of their firm.

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

The onus is on the student to notify the Law Society, *in writing*, of any changes in the student's current mailing address and email address. This will be especially important if the student does not remain with his or her principal following articles.

Articling Plan and Reports

At the beginning of the Program, students and their principals will be required to complete an Articling Plan (Appendix 9). The Articling Plan is designed to help students and principals plan various activities and file involvement to ensure students are exposed to a wide breadth of experience throughout their articles. To help ensure the plan stays on track, a Mid-Term and Final Report will be required by the Bar Admissions Office. These reports will be sent to Principals and Students for completion (in or about November and March of the Program Year).

A checklist is included in the Plan and will form the basis of the Mid-Term and Final Reports. The checklist is not an exhaustive list of mandatory experiences and students are not expected to complete every item listed. The checklist is designed to help principals and students plan for and track students' experiences throughout the articling year. The onus is on the students and their principals to cover as many items as possible so that students can relate it to their participation in the CPLED Bar Admissions Program as well as ensure that a comprehensive and rewarding articling experience has been achieved. If students are not receiving the experience that they feel is needed, they should discuss their concerns with their principal.

Change of Principal or Firm

The articles of a student-at-law may be assigned to a new principal during their articling year under Rule 158 of the LSS Rules. Once students have made the necessary arrangements with their new principal, students must:

- complete the Assignment of Articles (included in the forms of the LSS Rules),
- sign the Agreement, along with their previous principal and their new principal, and
- send it to The Law Society, along with the filing fee of \$100 plus GST within 30 days of the date it was signed.

Students must advise the Bar Admissions Office of any such change.

Tax Receipts

Tax receipts will be issued by the **end of February, 2012**, to those students who personally paid their own Saskatchewan CPLED Bar Admissions Program fees. If a student is entitled to a receipt and does not receive it by **mid-March, 2012**, please contact the Bar Admissions Office.

Professional Involvement

During the articling year, there may be time when students will wonder if they can survive in the legal profession. At these times, students might think that the last thing they want to do is meet more lawyers. In fact, students can find support by associating with other members of the profession.

Getting involved in professional organizations is well worth the effort. It is a chance not only to meet new lawyers, but to see colleagues from law school, to talk informally about articles and perhaps to seek the advice of experienced lawyers. It also offers the opportunity to take part in shaping how the legal profession will respond to the issues and challenges it faces.

The LSS, the Canadian Bar Association (Saskatchewan Branch) and local bar associations all hold periodic educational and social events. For contact information on the local bar associations, see **Appendix 10** of this Handbook.

Lawyers Concerned for Lawyers

Lawyers, articling students and their family members use Lawyers Concerned for Lawyers to deal with all sorts of personal and professional issues such as family related problems, relationship problems, career or work-related problems, stress, alcohol and/or drug misuse, financial problems, etc.

Any lawyer, articling student or an immediate family member of a lawyer or articling student may contact Lawyers Concerned for Lawyers 24 hours per day, seven days per week for immediate confidential assistance. Clients are generally provided up to five free consultations.

Lawyers Concerned for Lawyers can be reached at 1-800-780-5256 (toll-free) or (306) 757-6130 in Regina or (306) 978-4466 in Saskatoon. For further information, go online to www.lawyersconcernedforlawyers.ca

Equity Ombudsperson

The Equity Ombudsperson, Kathryn Ford, Q.C., provides neutral confidential assistance to lawyers, articling students and support staff working for legal employers who ask for help in resolving complaints of discrimination or harassment.

Kathryn Ford, Q.C. can be contacted at (306) 242-4885 or toll free throughout Saskatchewan at 1-866-444-4885.

Application for Admission as a Lawyer

Law Society Rules

The LSS requires articling students to apply under Rule 171(1) in order to be admitted as a lawyer. All the forms necessary for the application (Form A-8 and Form A-9 or Form A-10) can be found in the Law Society Handbook or on the Law Society website at www.lawsociety.sk.ca under "Publications." All necessary forms are to be sent directly to the LSS in Regina.

Students may apply for admission as a lawyer prior to completing their articles. The application will be accepted by the Law Society "**subject to further compliance with the Rules**". The Law Society Secretary will advise the student as to what will be necessary to finalize the application.

Students enrolled in the Saskatchewan CPLED Bar Admissions Program must provide the Law Society with an Affidavit of Attendance of the Program as part of the Application for Admission as a Lawyer (Rule 171(1)(d)(iii)). Students will be given the Affidavit of Attendance at the conclusion of Module 9 of the Saskatchewan CPLED Bar Admissions Program. The Bar Admissions Office will then submit these signed documents to The Law Society in Regina for filing. Consequently, when completing Page 1, item (b) on Form A-8 of the Application, simply write in "**To Be Filed**" and initial it.

The Executive Director of the Law Society receives and reviews all Applications for Admission as a Lawyer and has discretion to admit or refer applications for admission as a lawyer to the Benchers in accordance with Rule 180(1) and Rule 183. In the event that an application is referred to the Benchers or to the Admissions and Education Committee of The Law Society, the application will be subject to delay. It is strongly recommended that if there are special circumstances surrounding an application that the application be provided to The Law Society well in advance of the time of completion of the requirements set out in the Rules to minimize any potential delay to admission as a lawyer.

Fees

Students must submit the Application for Admission as a Lawyer (Form A-8) and the Affidavit of Lawyer or Member of the Judiciary with whom they served (Form A-9 or Form A-10) along with the application fee of \$100 plus GST.

Signing the Rolls

Once all of the requirements outlined above have been met students must sign The Law Society Roll at the LSS office in Regina. The enrollment fee of \$100 plus GST, the prorated annual fee and the prorated levy for errors and omissions insurance must be paid. Once the Rolls are signed and all required fees are paid, newly admitted lawyers will be entitled to practice in Saskatchewan. Please contact The Law Society for further details.

Presentation to the Bar

Ceremonies formally presenting newly admitted lawyers to the Court will be conducted in the fall of 2012. All newly admitted lawyers and their firms will be notified by the local Bar Association concerning these ceremonies.

Constructive Feedback

Students and principals are invited to offer their constructive written comments about the Saskatchewan CPLED Bar Admissions Program. Comments and concerns will be carefully considered in relation to future revisions of the Program.

Closing

We want to make the time in the Saskatchewan CPLED Bar Admissions Program as rewarding and productive as possible. Please feel free to contact the Director of Bar Admissions to discuss any aspect of the Program.

APPENDIX 1



2011 - 2012 Saskatchewan CPLED Bar Admissions Program



Module 1: August 15, 2011 to August 19, 2011 – College of Law, U of S Campus, Saskatoon	
Welcome and Introductory Matters Oral Advocacy (OA) Issues specific to Saskatchewan	OA Learning Exercise
	OA Competency Evaluation
Module 2: August 18, 2011 to September 15, 2011 Online	
Legal Research and Writing (LRW)	Unit 1 – LRW Assignment
	Unit 2 – LRW Assignment
	Unit 3 – LRW Competency Evaluation
Module 3: September 15, 2011 to October 6, 2011 Online	
Drafting Contracts (DC)	Unit 1 – DC Assignment
	Unit 2 – DC Assignment
	Unit 3 – DC Competency Evaluation
Module 4: October 17, 2011 to October 21, 2011 – Location TBD, Regina	
Interviewing and Advising (IA) Real Estate / Practice Management / Trust Accounting Issues specific to Saskatchewan	IA Learning Exercise
	IA Competency Evaluation
Module 5: October 27, 2011 to November 17, 2011 Online	
Written Advice and Advocacy	Unit 1 – WAA Assignment
	Unit 2 – WAA Assignment
	Unit 3 – WAA Competency Evaluation
Module 6: January 5, 2012 to February 2, 2012 Online	
Practice Management (PM)	Unit 1 – PM Assignment
	Unit 2 – PM Competency Evaluation (Part I)
	Unit 3 – PM Assignment
	Unit 4 – PM Competency Evaluation (Part II)
Module 7: February 9, 2012 to March 1, 2012 Online	
Drafting Litigation Pleadings (DLP)	Unit 1 – DLP Assignment
	Unit 2 – DLP Assignment
	Unit 3 – DLP Competency Evaluation
Module 8: March 8, 2012 to March 29, 2012 Online	
Drafting Wills (DW)	Unit 1 – DW Assignment
	Unit 2 – DW Assignment
	Unit 3 – DW Competency Evaluation
Module 9: April 23, 2012 to April 27, 2012 – College of Law, U of S Campus, Saskatoon	
Negotiation Issues specific to Saskatchewan	Negotiation Learning Exercise
	Negotiation Competency Evaluation

APPENDIX 2



2011 – 2012 Saskatchewan CPLED Bar Admissions 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

(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

The Law Society of Saskatchewan
Adopted December 2001

(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

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.

The Law Society of Saskatchewan
Adopted December 2001

APPENDIX 3



2011 – 2012 Saskatchewan CPLED Bar Admissions Program



TECHNICAL REQUIREMENTS

The following technical information is the **minimum** system requirements for the online modules of the Saskatchewan CPLED Program:

Computer/Processor

Adequate to run Windows 2000 or Mac OS X with a minimum of 500 MB free space on the hard drive

- Required web browsers: Windows and Mac: Firefox 2, Windows: Internet Explorer 6 or 7, Mac: Safari 1.3 or 2;

Device to backup course materials and store off the website (CD Burner, Portable USB Drive, etc.)

Internet Abilities

Access to high speed internet.

Internet browser that is supported by Desire2Learn. To ensure that the browser is a supported browser and that browser settings are current, go to <https://cpled.desire2learn.com> and click on "System Check" at the bottom of the page to see if your computer is fully compatible.

A web browser that supports JavaScript.

Software

Windows 2000

- Microsoft Word and Microsoft Excel;
- Current Macromedia Flash plug in (can be downloaded from the internet);
- Current Adobe Acrobat Reader (can be downloaded from the internet);
- Virus-checking software; and
- Anti-spyware software.

Miscellaneous

Ability to download files through your firm's firewall (please check with your IT Department to confirm.)

Please note that if you are running Windows 2007, all documents must be saved in .doc form or .rtf form rather than the Windows 2007 default .docx. This will ensure compatibility with all those associated with the CPLED Program.

APPENDIX 4



2011 – 2012 Saskatchewan CPLED Bar Admissions Program



SASKATCHEWAN SUBMISSION PROTOCOL

Students must comply with the following requirements when submitting online assignments and competency evaluations. Assignments or competency evaluations that do not follow this protocol may be deemed not submitted and may receive a standing of Competency Not Yet Demonstrated.

1. Use Arial font (do not use Arial Narrow).
2. Use a minimum 11-point font.
3. Use 1.5 line spacing.
4. Make all four margins at least one inch.
5. Number the pages.
6. Put a header on each page that is the same as the File Name assigned to the assignment or competency evaluation. Use a minimum 8-point font for the header.
7. Do not exceed the maximum number of pages set for the assignment or competency evaluation.
8. Put citations in the text of your assignment or competency evaluation, not in a footnote or endnote.
9. Save your assignment or competency evaluation in Word (.doc) or in Rich Text Format (.rtf).
10. Use the following file naming protocol:

For Assignments: Last name_First name_Assignment Number

For Competency Evaluations: Password_CE_Number

Examples (using “Jane Smith” with password: 0020510):

<u>Module 2 Submissions</u>	<u>File Name</u>
Assignment M2U1:	Smith_Jane_M2U1
Competency Evaluation 2 :	0020510_CE_2

If your workstation at your firm is networked into an automatic file naming system, contact your firm's IT person to disable the file naming system for your workstation.

11. Spell check your assignment or competency evaluation.
12. Comply with CPLED's Professional Integrity Policy.
13. Submit the assignment or competency evaluation before the deadline.
14. Submit the assignment or competency evaluation into the dropbox as an attachment on the appropriate assignment submission page.

APPENDIX 5



PROFESSIONAL INTEGRITY POLICY May 1, 2010

CPLED students must conduct themselves with the honesty and professional integrity expected of a lawyer. To ensure licensing requirements are met and to protect the integrity of the CPLLED Program, students are bound by the additional restrictions in this policy.

Definitions

“Assignment” includes the instructions, fact scenario and supporting documentation in relation to the educational component of the CPLLED Program.

“Assignment Submission” refers to the materials submitted by a student in completion of an Assignment.

“Assignment Feedback” refers to comments on Assignment Submissions provided by Facilitators,

“Competency Evaluation” includes the instructions, fact scenario and supporting documentation in relation to the licensing component of the CPLLED Program.

“Competency Evaluation Submission” refers to the materials submitted by a student in completion of a Competency Evaluation.

“Competency Evaluation Marking Sheet” refers to the marking sheet used by the Facilitators in the marking of Competency Submissions and provided to students..

“CPLLED Director” refers to the Director of the CPLLED Program in each province.

“CPLLED Staff” refers to the staff of the CPLLED Program in each province.

“Facilitators” refers to persons retained by the CPLLED Program in each Province to provide Assignment Feedback to students and assist them in developing their skills and knowledge.

General Permissions

Students may discuss the general law, background materials, precedents and learning exercises with others. Students may use precedents provided by others.

Assignments and Assignment Submissions

Students may discuss and analyze Assignments, Assignment Submissions and Assignment Feedback with others.

Competency Evaluations, Competency Evaluation Submissions and Competency Evaluation Marking Sheets

The Competency Evaluations, Competency Evaluation Submissions and Competency Evaluation Marking Sheets are strictly confidential.

Students must not receive or disclose any Competency Evaluation, Competency Evaluation Submission or Competency Evaluation Marking Sheet past or present.

Students must not discuss their Competency Evaluation, Competency Evaluation Submissions or Competency Evaluation Marking Sheets with anyone other than the CPLED Director, CPLED Staff, and Facilitators.

Original Work

All Assignment Submissions and Competency Evaluation Submissions must be the student's own original work. Students may use precedents to prepare Assignment Submissions and Competency Evaluation Submissions.

Plagiarism

Students must not copy, paraphrase, or incorporate all or any part of secondary research materials, including CPLED Resource materials, into their Assignment Submissions or Competency Evaluation Submissions without proper attribution.

Similar Activities

The onus is on the student to seek clarification from the CPLED Director concerning any activity that could violate this policy.

Inadvertent Breach

A student who inadvertently breaches this policy must immediately advise the CPLED Director.

Consequences of Breach

If a student breaches this policy, the CPLED Director may take such action as the CPLED Director deems appropriate, including investigation, suspension, imposition of a failing grade or referral to the Law Society.

APPENDIX 6



2011 – 2012 Saskatchewan CPLED Bar Admissions 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 Admissions Program and complete an affidavit of attendance for each segment of the Program. Rule 159(4) gives the Director of Bar Admissions (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 Admissions 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 exclusion 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

APPENDIX 7



2011 – 2011 Saskatchewan CPLLED Bar Admissions 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 CPLLED 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 CPLLED 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 CPLLED'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 is requested? Attach details of the accommodation requested and identify any other special requirements. If the request is for additional time, state the amount of additional time requested.

Diagnosis of Disability

- Attach verifiable information in support of the application (for example, documentation evidencing a diagnosis of the 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 CPLLED Bar Admissions Program, please complete the CPLLED Bar Admissions Program Request for Accommodation form and submit the Request form and all supporting documentation with the Registration Form for the Saskatchewan CPLLED Bar Admissions Program.



2011 – 2012 Saskatchewan
CPLED Bar Admissions 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 Bar Admissions Program, complete this form and include it (together with supporting documentation) with the Registration Form for the 2011 - 2012 Saskatchewan CPLED Bar Admissions 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).

3. 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

APPENDIX 8



2011 – 2012 Saskatchewan CPLED Bar Admissions Program



Students Appearing in Provincial Court

Taken from the Benchers' Digest - August, 2005 - Volume 18, Issue Number 4

Questions have arisen in the past few years whether articling students may appear on indictable matters in provincial court. Many years ago, the answer was simpler to find, using the definition of "counsel" in the *Criminal Code of Canada* and a section which stated that in indictable matters, an accused could appear personally or by "counsel".

Over the years, the many amendments to the *Criminal Code of Canada* have made finding it more complex, however, the answer remains that students-at-law may not appear on indictable matters. Section 2 defines "counsel" as "barrister and solicitor". That hasn't changed. Section 650.01 allows an accused to designate "counsel of record". Once that is done, the accused may appear by such counsel for certain proceedings without being present.

Section 540 provides that in preliminary enquiries, cross examination may be conducted only by counsel or the accused. Section 646 provides that at trial, evidence will be taken in the same private fashion as at the preliminary enquiry. Section 650 provides that an accused may enter a full answer in defence by counsel.

Questions have also been raised whether students-at-law can appear on behalf of the Crown. The Code defines "prosecutor" as "counsel acting for the Attorney General".

Section 800 allows an accused on summary conviction to appear by counsel or agent, however, Section 802.1 prohibits agents from appearing if the offence is punishable by a term of imprisonment of 6 months or more.

The Law Society acknowledges the assistance of Chief Justice Seniuk, former associate Chief Judge McMurtry and associate Chief Judge Snell for their assistance in providing guidance in this matter.

APPENDIX 9



2011 – 2011 Saskatchewan CPLED Bar Admissions Program



Articling Plan

Principal: _____ Email: _____
Student: _____ Email: _____
Firm: _____ City: _____

Return to:

The Law Society of Saskatchewan – Bar Admissions Office
c/o College of Law, University of Saskatchewan
15 Campus Drive
Saskatoon, SK. S7N 5A6
Telephone: (306) 966-7874 □ Fax: (306) 966-5685

Due date: September 1, 2011

Introduction

An essential component of the CPLED Program is the articling practicum. The Articling plan is designed to assist students and their mentoring principals plan activities that will provide a rich and comprehensive articling experience. This plan is a guide and should not be treated as exhaustive; there will be other valuable educational experiences not mentioned here. However, it is hoped that this list will assist in planning an effective work program that maximizes the educational aspect of articling.

Educational Requirements

In order for Principals to properly mentor their students and fulfill their obligation to teach and instruct students in the practice of law it is required that Principals:

- i) maintain communication with their students including regular face-to-face meetings;
- ii) monitor their students' performance and discuss their students' work and progress in both their work assignments and the CPLED Program; and
- iii) provide their students with advice and direction regarding the students' development as a lawyer.

The Benchers strongly recommend that Principals work to ensure their Students receive experience and guidance throughout their articling year in **all areas** outlined by the **Competency Profile**, a summary of which follows:

A. *Lawyering Skills*

- i) Problem Solving
- ii) Legal Research
- iii) Writing
- iv) Drafting
- v) Interviewing and Advising
- vi) Advocacy and Dispute Resolution

B. *Practice and Management Skills*

- i) Personal and Practice Management
- ii) Office Management

C. *Ethics and Professionalism*

D. *Legal Knowledge**

- i) Real Estate
- ii) Civil Procedure/Litigation
- iii) Wills and Estates
- iv) Business
- v) Criminal Law
- vi) Debtor/Creditor
- vii) Family Law

*While circumstances will not always allow for exposure to every area of law outlined, it is recommended that students receive experience in a minimum of four (4) of the areas listed above.

Evaluation Requirements

1. **Mid-term Report** — Attached you will find a checklist that expands on the Competency Profile. This Checklist will form the basis of the Mid-Term Report, which will be sent to you for completion in November. The Checklist should serve as a guide for both Student and Principal in planning the Student's work experience.
2. **Year-end Report** — Near the end of the Program (generally March or April), the Bar Admissions Office will request a final report, again based on the Checklist.
3. **Principal's Evaluation** — The Principal and the Student should meet before the end of the Articling Term, at which time the Principal will provide the Student with a detailed evaluation of the Student's competence. This need not be in writing and need not be submitted to the Law Society.

Expected Practice Areas

Practice Areas — The Principal and Student expect the Student will obtain practical experience and training in the following practice areas (*check all that apply*):

- Real Estate
- Civil Litigation
- Wills and Estates
- Corporate and Commercial
- Criminal Law
- Debtor/Creditor
- Family Law
- Administrative
- Intellectual Property
- Immigration
- Labour and Employment
- Tax
- Other _____

Secondment of Articles

Pursuant to Rule 157, a Principal may allow his or her Student to work in the office of another member qualified to act as a principal, for a period or periods not exceeding 8 weeks of the Student's articling term. If it is intended that the Student will complete a portion of his or her articles under the mentorship of another principal, please complete the following:

Secondment Principal	Proposed Dates	Expected Areas of Practice
_____	_____	_____
_____	_____	_____

Hours

Is there an expectation of billable hours during articles? _____ (Yes/No)

If yes, how many billable hours are expected of the Student during the articling term? _____

By completing the information below, you are acknowledging that you, the principal, have met with the student to review and complete this Articling Plan.

Principal: _____

Student: _____ Date: _____

Articling Checklist

(Note: This Checklist does not need to be completed or returned at this time.)

	Y	N	E	NA
I. Professional Skills Y (Yes), N (No), E (Expected), NA (Not Applicable)				
1. Discussion regarding limits on student practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Discussion of the type of work the student is assigned with a view to giving the student as much varied experience as possible during the articling period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ongoing opportunity to discuss legal problems (law, evidence, procedure, etc.) with your principal and other lawyers in the firm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Opportunities to be present during client interviews or with witnesses for a court proceeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Opportunities to interview clients or witnesses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Law Office Management Y (Yes), N (No), E (Expected), NA (Not Applicable)				
1. Introduction to office procedures and office filing systems, including the opening, identification, closing, and diarizing of files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Introduction to office policies (e.g., personnel, library, continuing legal education, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Introduction and explanation of office time recording systems or procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Discussion of fees and billing procedures and disbursement policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Discussion on how to advise a client to plan long-term for payment of legal fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Discussion of ethical and practical considerations for collecting fees owed to a firm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Discussion about trust accounting requirements and rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Administrative/Alternate Dispute Y (Yes), N (No), E (Expected), NA (Not Applicable)				
1. Prepared for and attended the following:				
2. hearings before municipal councils or school boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. hearings before regulatory or licensing tribunals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. an adjudicative tribunal (e.g., Labour Relations Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. a professional disciplinary committee (e.g., College of Physicians and Surgeons)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. an arbitration hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. appeal hearings before appeal tribunals (municipal, provincial, or professional).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assisted in preparing for and attending an application for judicial review arising out of an act or decision of an administrative tribunal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Attended or taken part in any form of alternate dispute resolution (e.g., mediation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Prepared documents for the Farm Land Security Board (FLSB).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Provided information or advice to self-represented litigants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Attended or taken part in Small Claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Prepared an appeal to Queen's Bench arising from an Administrative judicial decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Prepared an appeal to Queen's Bench arising from an alternate dispute judicial decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Civil Practice and Procedure	Y (Yes), N (No), E (Expected), NA (Not Applicable)	Y	N	E	NA
1. Prepared pleadings (e.g., Statement of Claim, Reply, Petition, Originating Notice, etc.).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Filed and issued documents in Registrar's or Clerk's office.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Participated in the Simplified Procedure process.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Prepared an Affidavit for use in court proceedings.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepared a chambers application (e.g., Memorandum for Judge, Notice of Motion, Affidavit, etc.).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Prepared an argument for use in court or chambers.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Attended chambers with your principal (or other lawyer) to do the following:					
a. observe		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. speak to a consent judgment or any matter by consent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. adjourn a matter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. argue an application.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Appeared in chambers alone to do the following:					
a. observe		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. speak to a consent judgment or any matter by consent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. adjourn a matter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. argue an application.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Filed and issued documents in Registrar's or Clerk's office.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Prepared a brief of law.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Prepared a Statement as to Documents.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Examination for discovery:					
a. prepare a brief with respect to examination of a witness for discovery		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. attend an examination for discovery		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. conduct an examination for discovery		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. conduct an examination in aid of execution.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Prepared a pre-trial conference brief.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Attended a pre-trial conference.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Prepared a brief for trial.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Attended a trial with your principal or another lawyer.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Examined a witness in court.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Cross-examined a witness in court.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Prepared a judgment roll.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Took out a judgment at court.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Obtained a Writ of Execution and filed it.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Prepared a bill of costs.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Prepared an appeal book.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Prepared a factum.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Corporate/Commercial	Y (Yes), N (No), E (Expected), NA (Not Applicable)	Y	N	E	NA
1. Conducted or participated in an initial client interview.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Requested or received instructions from the client.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepared shareholder resolutions.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Conducted a corporate/commercial registry search or equivalent.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepared any contract of a business, corporate, or commercial nature.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Prepared a partnership agreement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Registered a partnership.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Registered a trademark.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Prepared documentation regarding the sale of a partnership.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Discussed with a client the necessity or advisability of incorporation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Prepared documentation for incorporation of a company or non-profit organization:					
a. under Saskatchewan law		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. under federal law.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Prepared documentation for dissolution of a company or non-profit organization:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Prepared the following:					
a. minutes, banking resolutions, share certificates		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. annual returns		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. documents with respect to the sale of assets of a corporation (e.g., minutes, agreements, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. documents with respect to the sale of a company itself by shares (e.g., minutes, agreements, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. a buy-sell agreement between shareholders.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI. Criminal Law	Y (Yes), N (No), E (Expected), NA (Not Applicable)	Y	N	E	NA
1. Interviewed a client while the client was in custody.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Made or responded to a bail application.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appeared in court on a first appearance.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Spoken to sentence.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Appeared on behalf of a young person charged with an offence.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Conducted a defence or prosecution in a summary conviction matter, including entry of a not guilty plea and trial.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Appeared for an election for mode of trial in an indictable offence (with or without your principal or other lawyer).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Appeared in a preliminary inquiry (with or without your principal or other lawyer).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assisted in a trial of an indictable offence in the following:					
a. Queen's Bench – Judge alone		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Queen's Bench – Jury.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Prepared an inventory of materials required for disclosure.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Y (Yes), N (No), E (Expected), NA (Not Applicable)
- | | Y | N | E | NA |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 11. Prepared an inventory of privileged/irrelevant material that will not be disclosed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Been involved in a search and seizure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Assisted in the preparation of a sentencing submission. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Prepared appeal documents to the following: | | | | |
| a. Queen's Bench from Provincial Court | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Court of Appeal. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Prepared pardon documents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- VII. **Debtor/Creditor** Y (Yes), N (No), E (Expected), NA (Not Applicable)
- | | Y | N | E | NA |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Made a search in the Land Titles Registry. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Made a search in the Writ Registry. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Written and sent a demand letter. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Prepared and served the Farmer and Farm Land Security Board (FLSB). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Prepared and registered a financing statement, financing change statement, or other documents in the Personal Property Registry. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Prepared any material with respect to enforcing a judgment (e.g., registration of order, garnishment, execution, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Been involved in extra-judicial seizures (e.g., distress proceedings, chattel mortgages, security agreements, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Followed through procedures and documentations associated with the foreclosure of title to real property. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Done any work with respect to | | | | |
| a. bankruptcy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. the <i>Bank Act</i> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- VIII. **Family Law** Y (Yes), N (No), E (Expected), NA (Not Applicable)
- | | Y | N | E | NA |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Interviewed a party in a family law matter (e.g., separation, divorce, custody, maintenance). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Prepared, filed, and served a Petition for divorce and corollary relief. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Prepared or negotiated a prenuptial agreement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Prepared or negotiated a separation, interspousal, or cohabitation agreement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Assisted a client with the completion of a financial statement or prepared and completed a financial statement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Conducted registry searches or equivalent. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Assisted the principal (or other lawyer) in preparing a pre-trial brief. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Gave advice to a client on the following: | | | | |
| 9. mediation or reconciliation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. exclusive possession of a family home | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. restraining order | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. <i>The Victims of Domestic Violence Act</i> provisions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Y (Yes), N (No), E (Expected), NA (Not Applicable)
- | | Y | N | E | NA |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 13. Prepared an application for a divorce judgment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Drafted documentation associated with an application for interim maintenance, interim custody, or other interim relief. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Followed through with procedures to obtain interim orders (e.g., negotiated a settlement for interim relief, appeared in chambers on the application, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Reviewed a pension plan valuation, property valuation, or business valuation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Appeared in Provincial Court/Family Law Division in a proceeding under the following: | | | | |
| 18. <i>The Child and Family Services Act</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. <i>The Family Maintenance Act, 1997</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. <i>The Children's Law Act, 1997</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. <i>The Homestead Act, 1989</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. <i>The Family Property Act.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Prepared appeal documents (or assisted). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Drafted documentation for an application for variation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Prepared documents for unequal division. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Occasion to review provisions and/or advise on independent adoption, international adoption, and/or stepparent adoption. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- IX. **Real Estate** Y (Yes), N (No), E (Expected), NA (Not Applicable)
- | | Y | N | E | NA |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Conducted searches in the Personal Property Registry (PPR). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Prepared, seen to the execution of, and registered a document in the Land Titles Registry. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Prepared a Statement of Adjustments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Carried a sale of property transaction from initial instructions to a final report. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Carried a purchase/mortgage transaction from initial instructions to a final report (including calculation of costs and adjustments and disbursement of monies). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- X. **Tax Law** Y (Yes), N (No), E (Expected), NA (Not Applicable)
- | | Y | N | E | NA |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Prepared an objection to the Minister's assessment of income tax, G.S.T., or tax under any other taxing statutes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Prepared a Notice of Appeal to the Tax Court of Canada or the Federal Court, or any other appeal body. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Been present when your principal or another lawyer has given advice on income tax matters (e.g., RRSP, income averaging annuities, estate planning, incorporation, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Been present when your principal or another lawyer has given advice on rollover rules relating to transfers of farm property or transfers of assets to a spouse, children, or a corporation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Discussed tax consequences relating to marriage and divorce. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XI. Wills and Estates	Y (Yes), N (No), E (Expected), NA (Not Applicable)	Y	N	E	NA
1. Taken instruction for a will.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepared a will.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prepared an application for probate or administration.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Handled an estate from the initial interview with executor or administrator to the winding up of estate.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Transmitted or transferred assets to beneficiaries.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Dealt with and/or instructed an accountant regarding preparation of the necessary tax returns.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assisted in obtaining a clearance certificate from the Canada Revenue Agency.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dealt with or assisted your principal (or other lawyer) in obtaining an order pursuant to <i>The Adult Guardianship and Co-decision-making Act</i> .		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Taken instructions for and prepared a power of attorney.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Taken instructions for and prepared a health care directive.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XII. General

If not mentioned above, please list other legal activities that the student has undertaken (use point form):

Other comments:

APPENDIX 10

The Law Society of Saskatchewan

1100, 2002 Victoria Avenue
Regina, Saskatchewan S4P 0R7
Phone: 569-8242 Fax: 352-2989
www.lawsociety.sk.ca

Canadian Bar Association

Saskatchewan Branch
#411 - 105 - 21st Street East
Saskatoon, Saskatchewan S7K 0B3
Phone: 244-3898 Fax: 652-3977
www.cba.org

Local Bar Associations (Saskatchewan)

Battlefords Bar:	George Thurlow, President Legal Aid Saskatchewan – Meadow Lake	Phone: (306) 236-7636
Humboldt Bar:	John Will, President Behiel Will & Beimans - Humboldt	Phone: (306) 682-2642
Kerrobert Bar:	Michel Riou, President Riou Law Office - Unity	Phone: (306) 228-3778
Melville Bar:	Kevin J. Bell, President Bell Kreklewich & Company - Melville	Phone: (306) 728-5468
Moose Jaw Bar:	Tim McLeod, President Chow McLeod - Moose Jaw	Phone: (306) 693-7536
Northeast Bar:	Todd Parlee, President Kapoor Selnes & Klimm - Tisdale	Phone: (306) 873-4535
Prince Albert Bar:	Garth Bendig, President Bendig & Klassen - Prince Albert	Phone: (306) 922-0212
Regina Bar:	Mark Yemen, President McDougall Gauley - Regina	Phone: (306) 565-5186
Saskatoon Bar:	Lorraine St. Cyr, President Justice Canada - Saskatoon	Phone: (306) 975-6789
Southeast Bar:	Michael Weger, President NSWB Law Firm P.C. Inc. – Weyburn	Phone: (306) 842-4654
Southwest Bar:	Jodie Lacelle, President MacBean Tessem - Swift Current	Phone: (306) 773-9343
Yorkton & District Bar:	Darren Grindle, President Ministry of Justice Prosecutions – Yorkton	Phone: (306) 786-1380