The Law Society of Manitoba
INCORPORATED 1877 | INCORPORÉ EN 1877

Application for Admission
Articling Student

Please note: This form is to be submitted at least 3 weeks before the anticipated start date of your articles.

SECTION A – CONTACT INFORMATION

Name

First:	Middle:	Last:
Please list any previous other names used by you:		☐ Not applicable
Gender: ◯ Male ◯ Female ◯ Non-Binary ◯ Other		Date of Birth (YYYY-MM-DD):

Personal contact information – Current (while articling)

Mailing Address:		
City/Town:	Prov:	Postal Code:
Telephone:	Cell:	
Email:		

Personal contact information – Permanent (if different from Current)

Mailing Address:		
City/Town:	Prov:	Postal Code:
Telephone:		

SECTION B – PROFESSIONAL STANDING AND EXPERIENCE

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

2. List all jurisdictions (countries/states/provinces) where you have been called to the Bar or have been licensed or entitled to practice law (if none, state NA):

Province/ State	**Country**

Please note that you are required to have each jurisdiction provide a certificate of standing directly to The Law Society of Manitoba.

3. List the dates of all post-secondary studies (both **Canadian** and **International**) and (if applicable) any degrees/certificates obtained.

College or University	**Faculty or Department**	**Date Started** (YYYY-MM-DD)	**Years completed or date of last enrolment**	**Degree or certificate Received**	**Date of Degree** (YYYY-MM-DD)

4. CPLED's PREP

Select **a), b)** or **c)**

☐ a) I successfully completed the PREP's Capstone assessment on: _____ (YYYY-MM-DD)

☐ b) I am currently registered with CPLED for the PREP Program.

☐ c) I am not currently registered with CPLED but plan to register for the PREP Program.

*If you selected **b)** or **c)**, please indicate the following current/anticipated PREP registration details:*

Registration Year: _____ Intake Group: ☐ Regular ☐ Accelerated

5. Please attach a resume listing your complete employment history during or since post-secondary education, including the name of each employer, address, and period employed.

Attach a Resume

SECTION C – DEMOGRAPHICS

6. The Law Society gathers statistics on the composition of the profession to better understand demographic trends in the profession, develop programs and initiatives within the mandate of the Society and help promote equity, diversity and inclusion by enhancing legal services provided by and for all communities that reflect the diversity of this province. The question is voluntary and the information will be kept confidential and will only be available in aggregate form.

Please indicate if any of the following apply to you:

☐ Indigenous
☐ Person with disability
☐ Visible minority
☐ None of the above
☐ Cultural/religious minority
☐ Francophone
☐ LGBT2SQ+
☐ Prefer not to answer

If you are Indigenous (First Nation, Métis, Inuit), are you interested in receiving information about Law Society programs or events for Indigenous members? ☐ Yes ☐ No

SECTION D – GOOD CHARACTER REQUIREMENT

If you answer 'Yes' to one or more of questions 7 to 23, or if you are currently being sued or are the subject of proceedings in any matters referenced below, you must make full disclosure and provide all applicable documentation. Full details of your history must be disclosed on page 3 or as a separate attachment included with your application. Please refer to the Guidelines for Good Character.

7. Have you ever been suspended, expelled or penalized or had any concerns raised about your conduct by any postsecondary institution, by the National Committee on Accreditation, by a Law Society with respect to its bar admission or licensing program(s) or assessment(s) or by CPLED? ☐ Yes ☐ No
8. Have you ever been denied or had revoked any license, permit or admission, the procurement of which required proof of good character or fitness to practice? ☐ Yes ☐ No
9. Have you ever previously applied for admission as a bar admission student, clerk or articling student in Manitoba or in any other Canadian or international jurisdiction? ☐ Yes ☐ No
10. Are you currently, or have you ever been, a member (student, associate, full or otherwise) of any other law society or any other regulated profession in any Canadian or international jurisdiction? ☐ Yes ☐ No
11. Have you ever been the subject of any charges, complaints, investigations, findings, proceedings or concerns regarding your conduct as a member of a profession or organization? ☐ Yes ☐ No
12. Have you ever been cautioned, warned, suspended, disqualified, censured or had disciplinary action imposed on you as a member of any profession or organization? ☐ Yes ☐ No
13. Have you ever been discharged, suspended, disciplined or permitted to resign from employment in lieu of discipline due to allegations of misconduct? ☐ Yes ☐ No
14. Have you ever been charged in any jurisdiction with a crime, offence or delinquency under any statute, regulation or law, with the exception of three or less convictions under *The Highway Traffic Act*, *The Liquor Control Act*, or any municipal by-law? (Offences for which a conditional or absolute discharge has been granted, or for which a pardon has been obtained must be disclosed). Please note that you are not required to disclose any charges or convictions for conduct which no longer constitutes an offence. ☐ Yes ☐ No
15. Have you, or any business that you control, ever been convicted or found liable as a result of breach of trust, fraud, perjury, deceit, forgery, dishonourable conduct, misrepresentation, dishonesty or undue influence in any civil, criminal or administrative proceeding? ☐ Yes ☐ No
16. Has a court or an administrative tribunal ever determined that evidence you presented was not credible or that you committed perjury? ☐ Yes ☐ No
17. Have you, or any business you control, ever failed to comply with a warrant or subpoena? ☐ Yes ☐ No
18. Are there any outstanding warrants, judgments, court orders, including unpaid fines, or any pending actions against you or any business you control? ☐ Yes ☐ No
19. Have you, or any business you control, ever failed to comply with an order of a court or of an administrative tribunal? ☐ Yes ☐ No

20. Have you, or any business you control, ever been found to be in contempt of an order of a court or administrative tribunal? ☐ Yes ☐ No

21. Has a court ever made a finding that you, or a business that you control, is a vexatious litigant or has abused the court process? ☐ Yes ☐ No

22. a) Have you ever been, or are you now involved in, or do you have pending any involvement in matters concerning bankruptcy or insolvency on your part or the part of any corporation or enterprise in which you are a principal, director or shareholder? ☐ Yes ☐ No

    b) Are you the subject of any order by a court or tribunal with respect to any of the above mentioned matters? ☐ Yes ☐ No

23. Is there to your knowledge or belief any event, circumstance or matter not disclosed in your replies to the preceding questions that touches on or may concern your conduct, character and reputation, and that you know or believe might be thought to be an impediment to your admission, or any matter that could warrant further inquiry by the Society? Please note that you are not being asked to disclose any issues of mental health. ☐ Yes ☐ No

This section to be completed if one or more of questions 7 to 23 were answered in the affirmative.

I hereby provide full disclosure of the details concerning question(s) _____ in this box, or in the 📎 attached document.

SECTION E – AUTHORIZATION UNDERTAKING AND DECLARATION

I , _____ ,hereby authorize The Law Society of Manitoba to make enquiries of any person or government, any official or body, including without any limitation any police authority, governing body, or academic institution with regard to my background, conduct or character and/or anything relevant to this Application for Admission as an Articling Student. I authorize all persons contacted pursuant to this authorization to provide all information requested.

I understand the Law Society may wish to contact character references in the course of reviewing my application. I hereby provide the names and current contact information for two individuals who can attest to my character. I confirm that neither is a family member, that I have known each for at least 5 years and that neither is applying at this time for admission as an articling student.

Character Reference 1

Name

Email address	Phone number

How does this person know you? *(e.g. teacher, neighbour, work colleague)*

Character Reference 2

Name

Email address	Phone number

How does this person know you? *(e.g. teacher, neighbour, work colleague)*

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

I further authorize The Law Society of Manitoba to disclose to any other law society or governing body in Canada any and all information about me, my application for admission and, without limiting the generality of the foregoing, any and all information which may relate to my character or conduct.

On request by The Law Society of Manitoba, I will furnish any additional specific authorization or any release that is required for the purpose of enabling the Society to obtain information related to my background or character.

I undertake that if admitted, I shall observe the Rules of the Law Society and the Code of Professional Conduct, meet and maintain the standards of professional conduct required of an articling student and discharge my obligations under the articling agreement with my principal.

I undertake to promptly and fully report to The Law Society of Manitoba any change in the answers or information provided in this application and I will immediately report all events or circumstances occurring or arising that to my knowledge or belief concerns my reputation, character and fitness to be called, admitted and licensed.

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

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I certify that all of the information provided in this application is true and accurate.

Declared before me)
at _____)
(City/ Town))
_____ this, _____)
(Province) (Day))
day of _____, 20 _____)
_____)
Signature of Notary/Commissioner

_____)
Print Name

_____
Signature of Applicant

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

Note: If you are making your Declaration outside of Manitoba it must be made before a Notary Public. If you are making your Declaration within Manitoba you must do so before either a authorized Notary Public or a Commissioner of Oaths for Manitoba.

HOW TO SUBMIT YOUR FORM

Application Fee & Payment:

$105.00 ($100.00 plus $5.00 GST)

For information on fees and available payment methods visit the Law Society website Fees page.

Required Documentation

Submit your application along with the required documentation. The originals of any documents submitted electronically must be provided upon demand.

Mail:
The Law Society of Manitoba
Admissions and Membership
200 – 260 St. Mary Avenue
Winnipeg, MB, R3C 0M6

Email:
admissions@lawsociety.mb.ca

Fax:
204-956-0624
Attention:
Admissions and Membership

Questions about this form? Contact:

Charlene Barber
Administrative Assistant
Admissions and Membership
204-926-2043
cbarber@lawsociety.mb.ca

Questions about fees or payment? Contact:

Sandra Alleyne
Chief Financial Officer
204-926-2054
salleyne@lawsociety.mb.ca