The Law Society of Manitoba
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Articling Agreement

This Form is required pursuant to Law Society Rule 5-4(1)

Between:

	of:	
(the "Principal")		*(the "Employer/Firm")*
(City/Town)		*(Province)*

And:

(the "Articling Student")	*(City/Town)*	*(Province)*

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

SECTION A – ARTICLING PERIOD – Complete 1A, 1B or 1C

1A. If the student is taking or will be taking CPLED's Standard PREP course

The student's articles will commence on _____ (YYYY-MM-DD) and will end (select a or b), below:

☐ (a) When called to the Bar in Manitoba (student is serving full-time* articles of at least 52 weeks and the Principal is prepared to keep student on until Called);

☐ (b) _____ (YYYY-MM-DD) ;

Select (b) if:
(i) the Principal is not prepared to keep the student beyond the required articling period of 52 weeks;
(ii) the articling period is known to be longer than 52 weeks from the start date (please note that pre-approval of part-time articles must be sought in accordance with Rule 5-5(1));
(iii) the agreed articling period is less than 52 weeks because an abbreviated articling or shared articling period has been pre-approved by the Law Society.

1B. If the student is or will be taking CPLED's Accelerated PREP course

The student's articles will commence on _____ (YYYY-MM-DD) (Insert date the student will actually start work in the office.)

If starting before the Accelerated course begins, insert that date.
OR if starting after the Accelerated Course Capstone, insert that date.

Students starting work before the Accelerated Course begins will need to stop working while the Accelerated Course is in progress.

Articles Stop Date (YYYY-MM-DD):	Articles Re-Start Date (YYYY-MM-DD)):

The student's articles will end (select from a or b, below):

☐ (a) When called to the Bar in Manitoba (student is serving full-time* articles of at least 41 weeks and the Principal is prepared to keep student on until Called);

☐ (b) _____ ;
(YYYY-MM-DD)

Select (b) if: (iv) the Principal is not prepared to keep the student beyond the required articling period of 41 weeks;
(v) the articling period is known to be longer than 41 weeks from the start date (please note that pre-approval of part-time articles must be sought in accordance with Rule 5-5(1));
(vi) the agreed articling period is less than 41 weeks because an abbreviated articling or shared articling period has been pre-approved by the Law Society.

1C. The student has already successfully completed CPLED's PREP course and is articling for at least 38 weeks (if PREP course was pre-2026) or 41 weeks (PREP course started in 2026 or later).

The student's articles will commence on _____ and will end (select a or b), below:
(YYYY-MM-DD)

☐ (a) When called to the Bar in Manitoba (student is serving full-time* articles of at least 38/41 weeks and the Principal is prepared to keep student on until Called);

☐ (b) _____ ;
(YYYY-MM-DD)

Select (b) if: (vii) the Principal is not prepared to keep the student beyond the required articling period of 41 weeks;
(viii) the articling period is known to be longer than 38/41 weeks from the start date (please note that pre-approval of part-time articles must be sought in accordance with Rule 5-5(1));
(ix) the agreed articling period is less than 38/41 weeks because an abbreviated articling or shared articling period has been pre-approved by the Law Society.

**Full-time articles are considered to be working at least 37.5 hours per week (less time to attend to CPLED course responsibilities).*

SECTION B – ARTICLING STUDENT'S OBLIGATIONS

The Articling Student shall:

1. faithfully and to the best of the Articling Student's ability, honestly and conscientiously serve the Principal and the clients of the Principal in the practice of law;
2. at all times keep in strict confidence the business and affairs of the Principal, the other lawyers in the firm and the business and affairs of their respective clients;
3. carry out all the lawful and reasonable requirements of the Principal and not be absent from the service of the Principal without the consent of the Principal;
4. at all times take proper care of and account for all records, money and other property of the Principal or other persons that are entrusted to the Articling Student or come into the Articling Student's custody or possession; and
5. become familiar with and abide by *The Legal Profession Act*, the Law Society Rules, the Code of Professional Conduct and any other codes or standards authorized or established by the Society.

SECTION C – PRINCIPAL'S OBLIGATIONS

The Principal shall:

1. teach and instruct the Articling Student, or cause the Articling Student to be taught and instructed in the practice of law and professional conduct;
2. provide reasonable assistance to the Articling Student to help the Articling Student become competent to practise law and possess the knowledge and skill level required for call to the Bar in the Province of Manitoba;
3. be responsible for the supervision of the Articling Student at all times, but the Principal may allow another practising lawyer in his or her firm to supervise or assist in the supervision of the Articling Student, in which case the Principal and the supervising lawyer shall be jointly responsible for the conduct and actions of the Articling Student;
4. advise any other lawyer who is supervising the Articling Student of the joint responsibility set out in paragraph (3) above;
5. ensure that in each case where the Articling Student is instructed to appear before a court or tribunal or where the Articling Student is given conduct of a file, that except in routine matters:
    a. the client understands and agrees that the Articling Student will be handling the matter;
    b. the interests of the client will not be harmed or compromised;
    c. the Articling Student has been briefed on all matters and is properly prepared;
    d. the matter is appropriate for the Articling Student's training, experience and ability;
    e. the Principal is completely satisfied that the Articling Student is competent to handle the matter; and
    f. the Articling Student has been instructed to advise the judge or presiding official of his or her name and that he or she is an Articling Student and articled to the Principal;
6. allow the Articling Student time to attend and complete all PREP lectures, seminars, activities, and examinations including on-line participation, assignments, competency evaluations and examinations.

SECTION D – PREP SUBSIDY

The Law Society of Manitoba provides a subsidy to assist with the cost of the PREP tuition. It is assessed once the tuition has been paid in full to CPLED. To aid in processing the subsidy payouts and determining eligibility, we ask all principals and students to complete this section of the Articling Agreement.

Right now, the PREP tuition is $6100, plus GST. The Law Society's subsidy is $2600. (These amounts will be changing with course offerings starting in late 2026.)

The PREP tuition subsidy should be paid to:

- ☐ Articling Student (the student is not being fully reimbursed by firm for the PREP tuition)
- ☐ Employer/Firm (the firm is reimbursing the student for the full PREP tuition)
- ☐ No one (the student has received funding for the PREP tuition through a sponsorship, government agency, or the like)

The PREP tuition subsidy should be sent for the attention of:

Name:	Firm if applicable:	
Address:		
City/Town:	Prov:	Postal Code:

SECTION E – DISPUTE RESOLUTION

In the event of any dispute arising out of this agreement, the parties agree to submit the matter to the CEO of The Law Society of Manitoba, whose decision shall be final and binding on the parties.

IN WITNESS of this Agreement, the Principal and Articling Student hereby sign their names. Signed this _____ day of _____ , 20 _____

Articling Student:	
Principal:	

SECTION F – CONTACT DETAILS

1. Workplace contact information

Employer/Firm:		
Mailing Address:		
City/Town:	Prov:	Postal Code:
Telephone:	Fax:	

Student workplace contact information (if available)

Direct Line:
Email:

Personal Email:

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HOW TO SUBMIT YOUR FORM

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