

Articling Skills and Experience Checklist

During the Articling Term,

(The Student)

shall obtain practical experience and training in the following:

1. Ethics

This includes:

- a lawyer's duties to the courts, their clients, the public and other members of the profession;
- a lawyer's duty to adhere to the highest ethical standards, including demonstrating courtesy and good character in all dealings;
- the ability to recognize circumstances that give rise to ethical problems, and to recognize that such problems require prompt and serious attention and guidance from others; and
- a lawyer's obligation to maintain and enhance the reputation of the profession, including acting in a respectful, non-discriminatory manner, protecting all client confidences and discharging all undertakings.

2. Practice Management

This includes:

- effective client communication, development and relations;
- appropriate timekeeping, reminder systems and billing practices;
- teamwork and good relations with office staff;
- prioritizing deadlines and workload;
- record keeping and file maintenance; and
- trust/general accounting and financial planning.

3. Lawyering Skills

This includes:

- Research - Conducting legal research, including identifying issues, selecting resources and recording/analyzing/applying/communicating results;
- Writing - Writing legal opinions and other communications in a clear, well-organized, and succinct manner that meets the purpose of each communication, ensures accuracy of content and maintains civility;
- Drafting - Drafting legal documents (such as pleadings, affidavits, applications, leases, orders/judgments and agreements) that are well-organized, clear, succinct and meet the intended purpose, both with and without the use of precedents. Understanding and explaining legal documents drafted by others;
- Advocacy - Representing a client effectively, including preparing, presenting and testing evidence and arguing persuasively in accordance with the procedures and etiquette of the applicable court, administrative tribunal or other venue;
- Negotiation/Mediation - Preparing for and negotiating a matter on behalf of a client, including documenting a settlement and/or preparing for and representing or co-representing a client at a mediation;
- Interviewing - Interviewing witnesses and clients using appropriate questioning techniques, explaining the legal situation clearly and accurately, and ensuring there is a mutual understanding with clients regarding retainers, fees, and instructions; and
- Problem Solving - Analyzing clients' problems based on the law, the facts, and the clients' circumstances as well as developing, assessing, and recommending options for resolution and preparing a plan for implementation.

4. Practice Areas

This includes:

- Real Estate;
- Civil Practice and Procedure;
- Criminal Practice and Procedure;
- Family Law;
- Corporate and Commercial Law;
- Wills and Estates;
- Administrative Law; and
- Labour and Employment Law.

5. The Regulatory Framework Governing the Legal Profession

This includes the:

- Law Society Act, 1999;
- Law Society Rules; and
- Code of Professional Conduct.

Electronic Signature

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Date (dd/mm/yyyy):

Student Signature:

Date (dd/mm/yyyy):

Principal Signature: