

Law Society of Yukon

#304 – 104 Elliott Street
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Articling Skills and Practice Checklist

During the Articling Term, _____ (the "Student") obtained practical experience and training in the following:

1. **Ethics & Professionalism** — Practical experience and training in ethics including the following:
 - a lawyer's duties to the courts, clients, the public, other members of the profession and him or herself;
 - 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 benefit from prompt and serious attention and from 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** — Practical experience and training in practice management, including the following:
 - 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 and general accounting and financial planning.

3. **Lawyering Skills** — Practical experience and training in *all* of the following lawyering skills (*check all seven*):

Skill	Description/Examples
<input type="checkbox"/> Research	Conducting legal research, including identifying issues, selecting resources and recording, analyzing, applying and communicating research results.
<input type="checkbox"/> 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.
<input type="checkbox"/> Drafting	Drafting legal documents (such as leases, agreements and pleadings) that are well-organized, clear, and succinct and that meet the intended purpose, both with and without the use of precedents. Understanding and explaining legal documents drafted by others.
<input type="checkbox"/> Advocacy	Representing a client effectively, including preparing, presenting and testing evidence and arguing persuasively in accordance with the procedures and etiquette of the forum, including conduct of Provincial Court, Supreme Court Chambers or administrative tribunal matters, in accordance with Law Society Rule 72.
<input type="checkbox"/> Negotiation and/or 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.
<input type="checkbox"/> Interviewing	Conducting interviews of 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.
<input type="checkbox"/> Problem Solving	Analyzing clients' problems based on the law, the facts and the clients' circumstances, developing, assessing and recommending options for resolution and preparing a plan for implementation.

4. Practice Areas — Practical experience and training in a minimum of **three** of the following practice areas (*check three or more*):

- Corporate and Securities
- Commercial
- Intellectual Property
- Criminal
- Administrative
- Labour and Employment
- Immigration
- Family
- Real Estate
- Civil Litigation
- Creditors Remedies
- Wills and Estates
- Tax
- Other (one only) _____

Date

Signature of Student

Date

Signature of Principal