

# Law Society of Yukon

#304 – 104 Elliott Street  
Whitehorse, Yukon Y1A 0M2  
Phone: 867-668-4231  
Fax: 867-667-7556

## FORM 7

(Rule 62)

### Articling Agreement

for the **Articling Term**, being the 12 month period

from \_\_\_\_\_ to \_\_\_\_\_

BETWEEN:

**the Principal:**

Last Name	First Name	Middle Name(s)	
Name of Firm/Employer (the "Firm")			
Street			
City	Province/Territory	Country	Postal Code
Telephone ( )	Fax ( )	E-mail Address	

AND:

**the Student-at-Law (the Student):**

Last Name	First Name	Middle Name(s)	
Name of Firm			
Street			
City	Province/Territory	Country	Postal Code
Telephone ( )	Fax ( )	E-mail Address	

The Principal and the Student, in accordance with the *Legal Profession Act* and the Law Society Rules, agree that during the Articling Term, they will abide by the following terms:

### **General**

1. The Principal will act as principal to the Student and ensure that the Student is instructed on the practice of law and professional conduct.
2. The Student will:
  - a) faithfully and diligently provide his or her services as an articled student to and for the benefit of the Principal's Firm as reasonably directed by the Principal and other members of the Firm;
  - b) observe all office rules and policies of the Firm;
  - c) strictly safeguard all privileged or confidential information of the clients of the Firm; and
  - d) not engage in any other employment without the written authorization of the Executive.

### **Mentoring and Supervision**

3. The Principal will mentor the student throughout the Articling Term, including while the Student is being supervised by other lawyers, by:
  - a) maintaining continued contact with the Student;
  - b) monitoring the Student's performance;
  - c) meeting with the Student from time to time;
  - d) discussing with the Student his or her work and progress; and
  - e) providing the Student with advice and direction on his or her development as a lawyer.
4. The Principal will ensure that the Student:
  - a) when appearing or acting as counsel, is supervised to the extent necessary in the circumstances;
  - b) is competent to appear or act as counsel in any proceedings, cause, action, or matter; and
  - c) is properly prepared before appearing or acting as counsel in any proceedings, cause, action, or matter.
5. The Principal will explain to the Student the importance of attending educational programs offered throughout a legal career in order to develop and maintain competence.

### **Ethics and Professionalism**

6. The Principal and the Student will ensure that the Student is instructed in appropriate ethical duties, standards and professionalism as described in the attached Articling Skills and Practice Checklist (the Checklist). (Please note that the Checklist is attached as information. The signed Checklist is to be attached to the Final Report.)
7. The Student will meet with the Chair of the Discipline Committee within the first 4 months of the Articling Term to:
  - a) review the *Legal Profession Act*, the Law Society Rules, the Yukon Code of Professional Conduct and a lawyer's duties to the courts, clients, the public, other members of the profession and the Law Society, and
  - b) discuss the lawyer's relationship with the Law Society and when communication with the Law Society is appropriate or required.

### **Practice Management**

8. The Principal and the Student will ensure that the Student obtains practical experience and training in practice management as described in the Checklist.

### **Lawyering Skills and Practice Areas**

9. The Principal and the Student will ensure that the Student obtains practical experience and training in **all** of the Lawyering Skills described in the Checklist.
10. The Principal and the Student will ensure that the Student obtains practical experience and training in a **minimum of three** Practice Areas as described in the Checklist.
11. The Principal may permit the Student to work in the office of another member who is qualified to act as a principal for a period or periods not exceeding in total one quarter of the Articling Term, for the purpose of the Student obtaining practical experience and training in Lawyering Skills or a Practice Area in which the Principal is not, in his or her opinion, qualified to instruct the Student. If the Principal permits the Student to work in another member's office, the Student shall provide the other member with a signed letter containing the same assurances set out in Section 2(a), (b) and (c) hereof.

### **Evaluation Requirements**

12. **Mid-term Report:** The Principal and the Student acknowledge the Law Society requirement that the Student complete the training described in the Checklist in order to qualify for Call and Admission. The Principal and the Student will meet at approximately the half-way point of the Articling Term, excluding the period of the Student's attendance at the bar admission course, to discuss the progress of the Student. The Principal must prepare and submit to the Law Society before the Student has completed 7 months of the Term a plan for completing any outstanding training no later than by the end of the Term.

- 13. Principal's Evaluation:** The Principal will provide the Student with a detailed evaluation of the Student's competence before the end of the articling term. This need not be in writing and will not be submitted to the Law Society.
- 14. Final Report:** Prior to completion of the Articling Term, the Principal and the Student will prepare and submit all necessary documents related to the Student's qualification for Call and Admission, including:
- a) a final report to the Law Society with the completed and signed Checklist attached, itemizing what items have been completed during the course of the Term;
  - b) an Affidavit of Principal in Form 15, in which the Principal is required to certify that the Student is of good character;
- 15.** The Student shall, as part of the Articling Term:
- a) attend and successfully complete a bar admission course and examinations prescribed by the Law Society of Yukon, specifically the Yukon Statutes Exam, and
  - b) successfully complete such other requirements as prescribed from time to time by the Law Society of Yukon.

**Certification**

The Principal and the Student certify that they have met and discussed the terms of this Articling Agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

# Law Society of Yukon

#202 – 302 Steele Street  
Whitehorse, Yukon Y1A 2C5  
Phone: 867-668-4231  
Fax: 867-667-7556

## 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*):

<b>Skill</b>	<b>Description/Examples</b>
<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

SAMPLE ONLY – DO NOT SIGN  
Signature of Student

\_\_\_\_\_  
Date

SAMPLE ONLY – DO NOT SIGN  
Signature of Principal