



Student Guide to Articling Requirements in Saskatchewan

Introduction

Congratulations on your admission as a student-at-law! This brief Guide will provide you with information on articling in Saskatchewan. It is an overview reference resource, rather than a comprehensive outline of Law Society policies that may apply to students, principals, or articling.

You should use this document to better understand the key Law Society requirements that you must meet before you can be admitted as a lawyer in Saskatchewan.

You can find additional information on articling and bar admissions processes on our website at [Articling in Saskatchewan](#) and in Part 7 of the [Law Society of Saskatchewan Rules](#).

Contact Us

If you have any questions or concerns that are not addressed by these resources, or we can assist you with any issues related to your term as a student-at-law, please contact:

Andrea Johnston (Director of Admissions and Education)
andrea.johnston@lawsociety.sk.ca

Kiran Mand (Admissions and Education Counsel)
kiran.mand@lawsociety.sk.ca

Christine Johnston (Admissions and Education Counsel)
christine.johnston@lawsociety.sk.ca

Allison Williamson (Manager of Member Services)
allison.williamson@lawsociety.sk.ca

Cheryl Eberle (Membership Officer)
cheryl.eberle@lawsociety.sk.ca

PREP Bar Admissions Course

You are required to complete the Practice Readiness Education Program. PREP, in combination with the articling process, forms the licensing process for students-at-law. PREP is multi-jurisdictional program required in the provinces of Alberta, Saskatchewan, Manitoba, and Nova Scotia. PREP builds on the training and education obtained through a law degree and helps develop and assess the skills necessary to competently serve the public upon admission to the practice of law.

The Canadian Centre for Professional Legal Education administers PREP. To register for or learn more about PREP please visit www.cpled.ca. Questions regarding PREP registration, schedule, program, or payment may be directed to admin@cpled.ca.

Filing and Other Requirements

In addition to completing PREP and articles, before you can be admitted as a lawyer the Law Society requires you to:

- file certain applications, agreements, and reports, and
- complete both a New Student Orientation and a New Lawyer Orientation.

As noted previously, you are not eligible for admission to the Bar until you have successfully completed the articling term, PREP, the New Student Orientation, the New Lawyer Orientation, and have filed all required forms, agreements, and reports. These requirements appear in list form on the following page, and it is your responsibility to ensure that each is met. Unmet obligations may delay your call to the bar.

Enter the requirements and deadlines that appear on the following page into your calendar.

Requirement	Deadline	Fee	Responsible Party
Application to Act as Principal (Form A-17)	Before the start of the articling term	No charge	Principal
Application for Admission as a Student-at-Law (Form A-1)	Before the start of the articling term	\$175 plus GST	Student
Articling Agreement (Form A-2) or Articling Agreement (Joint) (Form A-2.1)	Before the start of the articling term	\$175 plus GST	Principal and Student
Articling Plan	Within 30 days of your articling start date	No charge	Principal and Student
New Student Orientation	Within 30 days of your articling start date	No charge	Student
Mid-term Articling Report	Within 30 days of the six-month anniversary your articling start date	No charge	Principal and Student
New Lawyer Orientation	No later than 30 days before your last day of articles	No charge	Student
Final Articling Report	No later than 30 days before your last day of articles	No charge	Principal and Student
Application for Admission as a Lawyer by a Student-at-Law Member of the Society (Form A-8)	APPLY EARLY (i.e. at least 30 days before the end of your articling term).	\$175 plus GST	Student
Affidavit of Lawyer or Supervising Judge with Whom Student has Served under Articles (Form A-9)	On the last day of your articling term	No charge	Principal

**** All applications, forms, and reports can be directed to [Cheryl Eberle](#), Membership Officer. Our Learning Management System notifies us of your completion of the Orientations and you are required to complete and submit a declaration which is only accessible once Orientations are completed.**

Special Circumstances

Secondments of Articles

Under Rule 709 a principal may permit you to work in the office of another member *who has been approved to act as a principal*, or to a court pursuant to Rule 707, for a total of two months during your articling term.

Leaves of Absence

Should you require a leave of absence, special consideration must be given to how this affects your fulfillment of the articling placement and the needs of your principal's practice. Please contact the Law Society to discuss administrative obligations and options. Depending on the length of the leave, we may require that you extend the end date of the articling term to accommodate your time away.

Terminating an Articling Agreement

A principal or student, for compelling reasons, may terminate the Articling Agreement. If such action is being considered, you must notify the Law Society in advance of termination. Where either party wishes to terminate the Articling Agreement, reasonable notice must be provided. During the notice period both parties must continue the articling relationship in accordance with the Articling Agreement and Articling Plan. It is the student's responsibility to find another articling placement.

Where a principal must withdraw from their Articling commitments, the principal should take all reasonable steps to help find an appropriate alternative placement for their student. This may include assisting the student in obtaining interviews and providing the student with a reference letter specifying that the student is looking for a new articling placement through no fault of their own.

Once a new articling placement is secured, the student, the previous principal and the new principal must execute and file an [Assignment of Articles Agreement \(Form A-4\)](#). The previous principal must submit the [Affidavit of Lawyer or Supervisory Judge with whom Student has Served under Articles \(Form A-9\)](#). The fee for the Assignment of Articles Agreement is \$175 + GST. There is no fee for the Affidavit.

Your Member Profile

Your Member Profile is the hub for your Law Society records. You will receive an email from No-reply@softworksgroup.com with instructions to set up your “Member Profile” account. This e-mail may go into your junk folder. Once you set up your Member Profile account, you can access your Student-at-Law ID Card from the home screen by clicking the “Permit” tab. It is important that your Member Profile be complete and remain up to date as the Law Society uses this information to contact you when needed. To review, edit and complete your Member Profile, login to your Member Profile, select “My profile” and click “Edit profile”.

To learn about the Law Society’s collection of demographic data, including information about usage, access, and privacy please review our [Frequently Asked Questions](#).

Member Resources

The Law Society of Saskatchewan supports the legal information needs of members, articling students, and the public by providing an online and print library collection, legal information services, high-quality legal research assistance, and a variety of Saskatchewan-focused legal publications. The [Members’ Resource Section](#) is our members only online law library. It is your gateway to all the amazing online resources and databases that the Law Society subscribes to. Our reference librarians offer [legal research assistance to members](#). Contact them if you need help locating a text, case, statute, or journal article, would like advice about legal research, would like a point of law researched, need a statute traced, or would like a database searched.

Your Member Resources Account is separate from your Member Profile. It allows you access to the Members Resource Section, to the New Student and New Lawyer Orientations, and to our Online Store where you can register for CPD Programs and purchase other resources. You will receive an email from webmaster@lawsociety.sk.ca with log-in details for this account and a link to set your password. It may take the Law Society a couple days to set up your account, so please do not attempt to access your account until you receive your email with log-in details.

Supports for Articling Students

We recognize that articling is busy and challenging, and that difficulties may arise during the articling term for a variety of reasons, both personal and professional.

If issues arise, you may benefit from the services of [Lawyers Concerned for Lawyers](#), which provides free, confidential assistance to Saskatchewan lawyers, judges, articling students, law students and their immediate family members. Lawyers Concerned for Lawyers provides service via through Homewood Health, a non-profit confidential professional counseling service. For 24-hour confidential service call: 1-800-663-1142.

The Law Society Equity Office provides neutral and confidential assistance to lawyers, articling students, and their support staff who ask for help in resolving complaints of discrimination or harassment. A call to the Equity Office is not a complaint to the Law Society. Calls and emails to the Equity Office are confidential and except for information about the misappropriation of funds, the Equity Office reports only anonymous statistics to the Law Society. You can reach the Equity Office at 1-866-444-4885 or equity@lawsociety.sk.ca.