

# Information Circular

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**PLEASE READ THIS DOCUMENT THOROUGHLY BEFORE  
SUBMITTING YOUR CALL AND ADMISSION APPLICATION**

## Call & Admission

### Applying for Call & Admission

To qualify for call and admission, an articulated student must satisfactorily complete the articling term and the training course and any other requirements imposed by the Credentials Committee. To apply for call and admission, an articulated student must deliver the below mentioned documents and record completion of the Practice Management Course.

#### Please use the following as a checklist:

- Petition for Call and Admission
- Declaration of Principal
- Declaration of Applicant
- Joint Final Report (signed by the student and principal)
- Indemnity or Membership Application
- Payment Option Sheet and applicable fees
- Record completion of Practice Management Course via the Member Portal

In order to allow sufficient time for consideration of your application for call and admission, these documents should be submitted **30 days** in advance of the intended practice start date.

Given the current challenges, please email your completed call and admission application to [registration@lsbc.org](mailto:registration@lsbc.org) **and** send the originally completed application to the Law Society via regular mail.

Omissions or inaccuracies will delay the application. **Failure to deliver all documents may result in the rejection of the application for call and admission.**

## Virtual Commissioning

In light of the current challenges, some applicants for call and admission are finding it difficult to meet in person with a notary public or commissioner to make the required solemn declaration. Until further notice, the Law Society will accept application forms that have been sworn using video technology. The application should include a notation that the declaration was sworn in such a manner.

If the applicant is known to the commissioner, the commissioner will not be required to obtain photo identification. In all other situations, the applicant must show the commissioner current and valid government-issued photo identification. While connected via video technology, the commissioner will administer the oath, the applicant will swear or affirm the truth of the facts, and the commissioner will watch the applicant sign his or her name. The applicant will then send the signed application to the commissioner electronically for the commissioner to sign.

## Calculating your Call Date

In consultation with your principal, you will certify to the Law Society the date on which you will have completed the requisite articling term and successful completion of PLTC. An articulated student must work full-time in the office of their principal for a continuous period of not less than nine months, unless a reduction in the articling term has been granted (Rule 2-59). Any time taken for vacation or sick time, attendance at PLTC or a leave of absence must not be included in the calculation of the articling term.

The 9-month articling period is simply 9 months in its entirety. For example, Jan 1 to Oct 1 will be considered 9 months despite February having lesser days than any other month within this time frame. Please also note, the 10-day allotted vacation time is not counted towards the 9-month requirement, any days taken off for whatever reasons would have to be made up for by working extra business days.

If you end the program with PLTC instead of articling time in the office, then your call date would largely depend on PLTC completion i.e., confirmation of successful completion of the course. Please note that PLTC final marks can take 2 – 3 weeks to be released. If you are ending with PLTC, your call date should be for 2 – 3 weeks after your last exam.

## Petition for Call & Admission

The date you indicate in statement 4 of your Petition for Call & Admission (“Petition”) is your anticipated call and admission date, even if you are on leave of absence, clerking or attending PLTC. We understand that you may not have been physically in your principal’s office at all times; however, for the purpose of call and admission, we interpret the statement as you being under the supervision of your principal until you are called to the bar.

If your Petition does not indicate your Assignment of Articles or if you have taken a secondment, you may note this on the blank spaces provided on the document.

## Joint Final Report

The joint final report certifying completion of your obligations under the articling agreement can be in a letter format and signed by both you and your principal.

## Payment Option Sheet and Applicable Fees

Payment of required fees for call and admission and membership must be submitted with your application for call and admission. The payment options sheet will serve as your invoice for your call and admission fees. **If the enclosed sheet does not correspond with the month of your call, please contact Registration & Licensee Services ([registration@lsbc.org](mailto:registration@lsbc.org)).** Cheques and bank drafts should be made payable to the Law Society of British Columbia. Please note that the Law Society does not accept credit card payments.

Given the current challenges, we are encouraging online payments. These payments will be facilitated in the same way as paying utility bills online. Your member number is your six-digit account number. If your member number is less than six digits you will need to add zeros at the beginning to increase the number to six digits.

The following is a list of financial institutions that the Law Society of B.C. accepts online payments from:

- Bank of Montreal
- CIBC
- Credit Unions
- HSBC
- Royal Bank of Canada
- Scotia Bank
- TD Canada Trust

As online banking payments take 3-5 business days to receive, please forward a screen shot of confirmation of payment in advance so that we may forward your Oath in time for your proposed call date. You are welcome to redact any information you would not like the Law Society to see.

## Indemnity or Membership Application

You must complete an indemnity or membership application form which corresponds with your selection on the payment option sheet (*i.e., if you've selected "Option 1: Full-time Practice" please complete the application for compulsory liability indemnification for full-time practice*).

**This form is not included in your package.** Forms are available on our website, [here](#).  
([www.lawsociety.bc.ca](http://www.lawsociety.bc.ca) > Support and Resources for Lawyers > Registration & Licensee Services

> *Forms*).

The effective date on the application should correspond with statement 4 of your Petition for Call & Admission, as it is the date you finish articles and intend on practising as a lawyer.

### **Call Ceremony Attendance**

As the date for future in-person ceremonies is unknown due to the current challenges, we expect to make amendments to the Law Society Rules that presently require new lawyers to be presented in open court as a condition of continued licensing, so that even if you do not attend a Call and Admission Ceremony before year end, you will receive a practice certificate for 2023 and will be able to continue to practice.

The Call and Admission Ceremony and presentation to court is an important and longstanding tradition for the legal profession. We recognize that the suspension of the in-person Call and Admission Ceremonies may be a disappointment but we also recognize that ensuring the health and safety of everyone during the current state of emergency must be a priority.

Once further information is available, you will be notified via email.

**If you cannot attend in Vancouver or Victoria, please indicate the town/city in B.C. where you would like to be called in the body of your email when submitting your application.**

### **Practice Management Course**

As per Law Society Rule 2-76 (1) (b.1), to qualify for call and admission, an articulated student must satisfactorily complete the Practice Management Course.

Articled students enrolled in the Law Society Admission Program on or after January 1, 2018, must complete the Practice Management course as part of their articling requirements. The course must be completed prior to call and admission, and can be taken at any time after enrolment. In order to access the course and complete the modules, articulated students must login to their [Member Portal](#). **This must be completed prior to the submission of your application.**

### **Next Steps**

The Law Society will advise you when your application for call and admission has been approved and provide you with the barristers and solicitors **oath via email**, which can then be taken before a judge or the Provincial Court or a superior court in British Columbia or before a practising lawyer. As previously noted, all documents and fees should be received **at least 30 days** prior to your call and admission date. Failure to deliver all documents may result in the rejection of the application for call and admission.

### **How can I obtain more information?**

If you have any questions about your application for Call & Admission, please contact:

Registration & Licensee Services  
Law Society of British Columbia  
6th Floor, 845 Cambie Street  
Vancouver, BC V6B 4Z9

Tel: 604.605.5311

BC Toll Free: 1.800.903.5300

Fax: 604.687.0135

Email: [registration@lsbc.org](mailto:registration@lsbc.org)