



# The Institute of Law Clerks of Ontario

20 Adelaide Street East, Suite 502, Toronto, Ontario M5C 2T6

Tel: 416.214.6252 Fax: 416.214.6255 [www.ilco.on.ca](http://www.ilco.on.ca)

## PROVINCIAL EXAMINATION REGISTRATION FORM

### LITIGATION

**INSTRUCTIONS:** Please complete all information requested on the exam registration form. The completed form together with your \$150.00 payment should be sent to the Institute marked to the attention of the Education Coordinator.

Cheques or money orders are payable to THE INSTITUTE OF LAW CLERKS OF ONTARIO. Postdated cheques are not accepted.

To pay by VISA or MasterCard, please fill in the credit card section of the registration form. Remember to write the cardholder's name (cardholder must sign form), card number, CVC and expiry date. Registrants paying by VISA or MasterCard can fax their registration form to (416) 214-6255 or scan and email to [education@ilco.on.ca](mailto:education@ilco.on.ca) Please keep fax confirmation as proof of having submitted your registration.

Registrations will not be processed unless the registration form is properly completed; signed, dated, and the appropriate fees are included.

**LITIGATION EXAMINATION TO BE HELD ON TUESDAY, MARCH 21, 2017 AT 7:00 P.M.**  
**Please arrive by 6:30 P.M. to sign in.**

Examination Room Numbers will be listed on the ILCO website approximately one week before exam.

#### **THE ONLY MATERIALS PERMITTED INTO THE EXAM ARE AS FOLLOWS:**

The Ontario Superior Court Practice, Ontario Civil Practice and Forms, or Ontario Annual Practice and Forms (any version of the Ontario Rules of Civil Procedure and related forms) are permitted. Tabbing of the text and minor notes in the text are also permitted. All other notes, text books, supplementary material are not permitted.

**NO PHOTOCOPIES ARE ALLOWED.** This examination is scheduled for two and one half (2 ½) hours following a fifteen (15) minute reading period. The exam will be worth 100 marks. Students should expect that 75% of the exam will consist of multiple choice questions and or true/false questions completed on Scantron sheets and the remaining 25% consists of a variety of short answer questions, brief case scenarios and/or calculations. A No. 2 HB Pencil will be required to write the exam. A simple calculator is permitted. **Cell phones may not be used as calculators.**

#### **PROVINCIAL EXAMINATION REGISTRATION DEADLINE**

**Registration deadline for the Provincial LITIGATION Examination is the close of business FEBRUARY, 28, 2017**

**The registration form must be completed and received by the Institute before the registration deadline.**

**PLEASE REGISTER EARLY AS NO LATE REGISTRATIONS WILL BE ACCEPTED.**

## **REGISTRATION FEE:**

The exam fee is \$150.00. **Please note that fees are not transferrable from one examination to another.**

## **REFUND POLICY:**

Requests for examination fee refunds **must be submitted in writing** to the Institute at least **ten (10) business** days prior to the examination date in order to be entitled to a refund. Refund requests are subject to a \$25.00 administration fee. Any refund request received by the Institute less than ten (10) business days prior to the examination date, will be submitted to the Institute's Education Committee for review and consideration.

## **EXAMINATION RESULTS:**

A grade report will be mailed to each examinee, at the address indicated on the Provincial Registration Form, **90 DAYS**, or at a time period decided by The Institute of Law Clerks of Ontario's Education Committee, after the examination date. Verbal Provincial Examination results will not be provided under any circumstances.

ILCO provides a Certificate to students upon successful completion of the Associate Program. In order to be a full graduate of our program you must successfully complete the four provincial examinations.

## **WRITTEN EXAMINATIONS**

All submitted written examinations will become the property of the Institute. All examination papers will be destroyed 2 years after the examination date.

## **EXAM REVIEW**

There is one opportunity for students to review their graded exam. The date is posted on the website and provided in the letter that accompanies the Grade report. You must register for the exam review by contacting the Education Coordinator at [education@ilco.on.ca](mailto:education@ilco.on.ca). There is no cost to review your exam.

## **APPEALS**

If the student wishes to appeal their grade, they are required to submit the request in writing within 120 days of writing the exam, stating the specific question(s) being appealed. The individual should note that the onus is on the appellant to prove their case. The examiner will only review the specific questions where the appellant has provided written detailed argument in support of their appeal. Upon receipt of the request for an appeal, the Institute will arrange to have the written examination reviewed. The appeal result will be mailed to the appellant within six (6) weeks. *All decisions made by the Institute are final.*

**The fee to appeal your grade is \$75.00.** Cheques/money orders should be made payable to "The Institute of Law Clerks of Ontario". ILCO also accepts VISA or MasterCard. If the examination grade is **adjusted in favour** of the appellant, \$25.00 of the fee is refunded.

**PROVINCIAL LITIGATION EXAM REGISTRATION FORM**

**Exam Date: Tuesday, March 21, 2017 Time: 7:00 P.M.**

Name \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Course taken:  In class  Online  Self- study

Course taken at: \_\_\_\_\_

**\*\*\*Please indicate which location you wish to write at \*\*\***

- |  |   |
|--|---|
| <input type="checkbox"/> Algonquin College (Woodroffe)       | <input type="checkbox"/> Seneca College (Newnham Campus)              |
| <input type="checkbox"/> Georgian College (Barrie)           | <input type="checkbox"/> Durham College (Oshawa)                      |
| <input type="checkbox"/> Conestoga College (Doon)            | <input type="checkbox"/> Sheridan College (Davis Campus)              |
| <input type="checkbox"/> Humber College (North Campus)       | <input type="checkbox"/> George Brown College (St. James)             |
| <input type="checkbox"/> Confederation College (Thunder Bay) | <input type="checkbox"/> ILCO Education Centre (20 Adelaide St. East) |

**Payment Information**

Payment by  cheque  Visa  MasterCard

**Credit Card Authorization**

Name of Card Holder: \_\_\_\_\_

Card No. \_\_\_\_\_

Expiry date: \_\_\_\_\_ mm/yy CVC #: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

By signing this registration form I hereby acknowledge and agree to be bound by all policies of The Institute of Law Clerks of Ontario ("ILCO") and that my final grade may be released to the college after the grade is sent to me. (Signature below constitutes approval)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**FOR OFFICE USE**

AUTHORIZATION \_\_\_\_\_ RECEIPT # \_\_\_\_\_

DATE OF PAYMENT \_\_\_\_\_