



**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

## **ALTERNATE / REWRITE PROVINCIAL LITIGATION EXAMINATION REGISTRATION FORM**

---

**INSTRUCTIONS:** Please complete **ALL** information requested on the Examination Registration form. The completed form together with a **CHEQUE** or **MONEY ORDER** payable to “The Institute of Law Clerks of Ontario” for the appropriate amount should be sent via mail or courier to the Institute’s office, to the attention of the Education Co-Ordinator.

To pay using a valid **VISA** credit card, fill in the **VISA** section of the registration form, remember to write card holder’s name (card holder must sign form), card number and expiry date. Registrations paying by **VISA** can fax to (416) 214-6255.

\*\* Registration will not be processed unless the form is properly completed; signed, dated, and appropriate fees are included. Please write legibly.

**We do not accept post dated cheques.**

### LITIGATION EXAMINATION

#### **\*\*\*\*NOTICE OF CHANGE\*\*\*\***

THE EXAM IS NO LONGER A COMPLETELY OPEN BOOK EXAM THE ONLY MATERIALS PERMITTED INTO THE EXAM IS AS FOLLOWS:

Ontario Annual Practice, Student Edition, including the forms

**EXAMINATION TO BE HELD ON  
SATURDAY, JULY 17, 2010 AT 10:00 A.M.  
PLEASE ARRIVE BY 9:30 A.M.**

The examination is scheduled for two and one half (2 ½) hours following a fifteen (15) minute reading period.

### **EXAMINATION REGISTRATION DEADLINE**

Registration deadline for the Litigation alternate/rewrite exam is the close of business Friday, June 25, 2010.

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

**NO LATE REGISTRATIONS WILL BE PROCESSED.  
PLEASE REGISTER EARLY.**

**REGISTRATION FEE:**

The exam fee is \$125.00/exam. Graded examinations **will not** be returned.

\*\*Please note that fees are **not** transferrable from one semester/examination to another.

**REQUESTS FOR NON-DESIGNATED EXAMINATION VENUE:**

1. Requests for non-designated examination venue must be received by the Institute in writing at least 30 days prior to the scheduled examination date. All requests must contain at least one valid reason in support of such request.
2. All requests must include the nomination of a volunteer invigilator with the following personal credentials of the invigilator; full name, address, email address, phone number and principal occupation.

**REFUND POLICY:**

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

**EXAMINATION RESULTS:**

A grade report will be mailed to each examinee, at the address indicated on the Provincial Examination 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.

**WRITTEN EXAMINATIONS, APPEAL AND RE-MARKING POLICIES:**

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

**APPEALING A GRADE:**

Any individual who wishes to appeal their grade must contact Kerry Johnson, Education Coordinator at ILCO (416-214-6252#267) to make arrangements to view their graded exam. Once the exam is reviewed, the student is required to submit the appeal request in writing, stating the specific question(s) being appealed. A fee of \$50.00 is due and payable upon submitting the written appeal request within **120 days** of writing the examination. Cheques/Money Orders should be made payable to "The Institute of Law Clerks of Ontario" (ILCO also accepts VISA). The fee is refundable if the examination grade is adjusted in favour of the appellant. 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.

