



**The Institute of Law Clerks of Ontario**

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 WWW.ILCO.ON.CA

**MEMBERSHIP APPLICATION FORM**

Provide **all** information requested below. All relevant sections of this application, including the certifications, must be properly completed and signed. **Incomplete forms will delay processing and may be returned.**

Completed application forms must be accompanied by a **certified cheque** or **money order** payable to “The Institute of Law Clerks Of Ontario”, or a signed authorization to charge to a valid VISA credit card, in the prescribed amount, and sent via **mail or courier only** to the Institute’s office shown at the top of this page.

The membership fee structure below is based on a 12 month billing period from July 1 to June 30 of the following year and is subject to change. Membership applications are processed each month of the year and the annual fee is not pro-rated.

**CLASS OF MEMBERSHIP APPLIED FOR** (check one box only)

Class	Fee	Annual Fee	New Application	Upgrade	Reinstatement
Ordinary	\$135.00 + 13% HST	\$152.55			
Associate	\$160.00 + 13% HST	\$180.80			
Fellow	\$185.00 + 13% HST	\$209.05			
Extra-Provincial	\$150.00 + 13% HST	\$169.50		N/A	
Retired	\$25.00 + 13% HST	\$28.25	N/A		

If you wish to pay your membership fee by VISA complete and sign the portion below

Please \$ Charge	To my VISA Card no.	Expiry Date
Cardholder’s Name		Authorized Signature

Have you previously enrolled with the Institute as either an examination student or as a member?    **YES**    **NO**

**IDENTITY**

Salutation	First Name	Initials	Surname
Maiden Name (if any)		Birth Date (DD/MM/YYYY)	ILCO Student/Membership No.
Send Correspondence to:		E-Mail Address	
Business	Home		
Paper	Electronic		

**HOME ADDRESS**

Street Address		City/Town
Province	Postal Code	Home Telephone

**EDUCATION**

	Name of Institution	Grade Completed
University/College		
Other		

**Associate and Fellow membership; enclose the required transcripts and any additional information regarding your education.**

Indicate below any of the Institute's **Associate and/or Fellowship** courses successfully completed:

Course	Year	College

Provide a photocopy of the grade report for each of the courses listed on page 2 of this application. If the space provided above is insufficient enclose additional typewritten information.

**EMPLOYMENT**

Employers Name			
Street Address & Suite No.			City/Town
Province	Postal Code	Office Telephone	Fax
Your Title		Date Commenced	

Enclose a typewritten history indicating all of your employment as a full-time law clerk, with the following details:

- (1) the name and address of the employer; (2) your official title; (3) the name of the lawyer(s) who supervise(s)(d) your work; (4) the period during which you are/were employed as a law clerk; and (5) a description of your principal duties.

**Note: This document must be added to all Ordinary, Associate, and Fellowship applications. If this document is not attached the application may be returned.**

Indicate the area of practice in which you are **primarily** engaged. Only one area of practice should be selected. If you work in more than one practice area listed below check the "General" category. If no category applies specify in "Other."

Bankruptcy/Insolvency	Corporate	Criminal	Environmental
Estate & Trusts	Family Law	Insurance	Intellectual Property
Litigation	Securities	Real Estate	Mot. Vehicle Accident
Taxation	General	Other:	

**CERTIFICATION BY APPLICANT**

I, the Applicant named on page 2, certify that the information contained herein and attached hereto is accurate and still in effect. I hereby apply to The Institute of Law Clerks of Ontario for membership. If I am admitted to membership, I agree to be bound by the governing By-Laws and Code of Ethics of the Institute in force from time to time.

Applicant's Signature	Date
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### QUALIFYING EMPLOYMENT CERTIFICATION

**Mandatory for Ordinary, Associate, Fellow and Extra-provincial Membership, it must be completed and signed by a lawyer who supervises your work.**

Definitions of "Law Clerk" and "Qualifying Employment" and other extracts from the Institute's By-law No. 16 are set out on pages 5, 6 and 7 of this application. The full text of By-law No. 16 can be viewed at the Institute's website [www.ilco.on.ca](http://www.ilco.on.ca) in the News & Reports page.

The lawyer must include the registration or identification number issued by his or her provincial or territorial Law Society.

**I certify that the Applicant named on page 2 is currently in Qualifying Employment under my ultimate supervision as a Law Clerk since:** \_\_\_\_\_

Lawyer's Signature	Date
Name of Lawyer	LSUC No.
Name of Firm	

### PROTECTION OF PRIVACY

The Institute provides the member's name, e-mail address, employer's name and address, and business telephone and fax numbers of Fellow, Associate and Ordinary Members to the publishers of the "Ontario Lawyer's Phone Book" (Canada Law Book Inc.) and the "Ontario Legal Directory" (University of Toronto Press Incorporated) unless instructed in writing by the member not to do so. The Institute replies to enquiries about whether an individual is a member in good standing. Except as stated in the two previous sentences, the Institute does not disclose the names or any other personal information of members to any person or corporation without the written consent of the member

## MEMBERSHIP REQUIREMENTS

### Extracts from By-law No. 16

#### 4.1 DEFINITIONS

**“Law Clerk”** means a person, qualified through education, training, or work experience, who is employed or retained by a Lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and guidance of a Lawyer, or duties of an administrative or managerial nature, and/or of specifically-delegated substantive legal work which requires a sufficient knowledge of legal concepts that in the absence of a law clerk the Lawyer would perform.

**“Lawyer”** is an individual who is qualified to practise the profession of law in a Province or Territory of Canada and whose qualifications have not been revoked or suspended.

**“Qualifying Employment”** means being engaged in the performance of the duties of a Law Clerk in Ontario on a full time basis. For the purposes of such qualification, “Ontario” shall include, in the case of a Law Clerk employed or retained by Parliament or a federal court or the Government of Canada (including any of its corporations or agencies), all of the National Capital Region as defined or prescribed by the laws of Canada.

#### 6.3 ORDINARY MEMBERS

- (a) A person may be admitted as an Ordinary Member of the Institute if that person:
- (i) is in Qualifying Employment at the time of seeking admission as an Ordinary Member; and
  - (ii) has attained the age of eighteen (18) years.

#### 6.4 ASSOCIATE MEMBERS

- (a) A person may be admitted as an Associate Member of the Institute if that person:
- (i) is in Qualifying Employment at the time he or she seeks such admission as an Associate Member;
  - (ii) has been in Qualifying Employment for a period of not less than three (3) consecutive years prior to the date of seeking such admission, provided not less than one (1) of such years shall have been in the Province of Ontario;
  - (iii) has attained the age of twenty-one (21) years;
  - (iv) has passed the Associate’s examination or examinations provided for from time to time by the board of directors or has been granted a law clerk certificate/diploma or the equivalent thereof by an Ontario educational institution approved by the board of directors from time to time; and

- (v) has satisfied all of the requirements which may be set from time to time by the board of directors in respect of fitness for enrolment as an Associate Member of the Institute.
- (b) Notwithstanding the provisions of subsection (a) hereof, an applicant may be admitted as an Associate Member of the Institute upon such terms and conditions as to qualification and examination or exemption therefrom as the board of directors in its absolute discretion may deem fit in any case where the board of directors is, in its absolute discretion, satisfied that the applicant
  - (i) is in Qualifying Employment at the time of seeking admission as an Associate Member; and
  - (ii) has been admitted by examination as an Associate Member of the Institute of Legal Executives of the United Kingdom or has qualified by a comparable examination in any other Common Law jurisdiction.

#### 6.5 FELLOW MEMBERS

- (a) A person may be admitted as a Fellow Member of the Institute if that person
  - (i) is in Qualifying Employment at the time of seeking admission as a Fellow Member;
  - (ii) has been in Qualifying Employment for a period of not less than seven (7) consecutive years prior to the date of seeking such admission, providing not less than one (1) of such years shall have been in the Province of Ontario A person may be admitted as a Fellow Member of the Institute if that person
  - (iii) has been admitted as an Associate Member of the Institute and has passed the Fellow's examination or examinations provided for from time to time by the board of directors;
  - (iv) has attained the age of twenty-five (25) years; and
  - (v) has satisfied all the requirements, which may be set from time to time by the board of directors in respect of fitness for enrolment as a Fellow of the Institute
- (d) Notwithstanding the provisions of subsection 6.5 (a)(ii) to (v) hereof inclusive, an applicant may be admitted as a Fellow Member of the Institute upon such terms and conditions as to qualifications and examination or exemption therefrom as the board of directors in its absolute discretion may deem fit in any case where the board of directors is, in its absolute discretion, satisfied that the applicant
  - (i) is a resident of the Province of Ontario and is in Qualifying Employment at the time of seeking admission as a Fellow Member; and
  - (ii) has been admitted by examination as a "Fellow" of the Institute of Legal Executives of the United Kingdom or has qualified by a comparable examination in any other Common Law jurisdiction.

#### 6.6 RETIRED MEMBERS

Notwithstanding section 10.1 (f) hereof, the membership of an Ordinary, Associate, or Fellow Member may, on retirement, be continued by the board of directors by way of resolution passed by a majority of the directors present at a meeting of the board of directors duly called to consider the question. Retired Members shall retain all privileges pertaining to the class of membership occupied on the date of the continuation of membership.

**6.7 EXTRA-PROVINCIAL MEMBERS**

A person may be admitted as an Extra\_provincial Member of the Institute if that person

- (a) is employed or retained in Canada excluding the Province of Ontario in the performance of the duties of a Law Clerk at the time of seeking admission as an Extra\_provincial Member; and
- (b) has attained the age of eighteen (18) years.

**10.1 CESSATION OR TERMINATION OF MEMBERSHIP**

A Student, Ordinary, Associate, Fellow, Extra\_provincial Member shall forthwith cease to be such a member of the Institute .....(f) if a member ceases to be in Qualifying Employment for a period in excess of two (2) years, except as otherwise provided herein.

All membership applications are subject to approval by the Board of Directors

