

CHECKLIST FOR NAVIGATING THE LAWYER LICENSING PROCESS IN ONTARIO

1. APPLY TO THE LAW SOCIETY AND PAY ANY APPLICABLE FEES

- Applied online, set up Licensing portal login, and filled in details: <https://lso.ca/becoming-licensed/lawyer-licensing-process/application-for-admission>
- Taken Passport style photos
- Completed all steps online, printed PDF information, got commissioned and notarized copies of required documents, mailed out or delivered to the Law Society this part 2 paper application
- Payment of application fee and late fee if applicable

2. BAR EXAMS

- Paid for Barrister Bar Exam + Materials
- Paid for Solicitor Bar Exam + Materials
- Picked up Bar Exam Materials/applied to have them mailed/printed them
- Passed Barrister Exam
- Passed Solicitor Exam
- IF Applicable - Additional Bar Exam Fees if need to rewrite

3. EXPERIENTIAL TRAINING

- Selected Articling or Law Practice Program on licensing portal
- Completed 10 months of articling/LPP 4 months training and 4 months placement
- If articling, filed the relevant documents
- Paid the Experiential Training fee

4. CALL DATE/LOCATION

- Confirm the location and when you plan on getting called to the bar/notify if you are deferring your call to the bar

5. BARRISTER ROBES/GOWNS

- Decided where to buy/rent/borrow Barrister robes
- Booked fitting to measure self for shirt and robes and buy/rent robes
- Attended fitting, and ordered – if buying then put down deposit
- If getting donated robe, try them on and see if need to buy or borrow someone's tuxedo shirt

6. PAY FOR THE CALL TO THE BAR

- Pay fee for Call to the bar/bar ceremony spot

7. SIGN THE ROLL

- Attend one of the days to sign the roll. You will be notified of the location from where you indicated to get called
- Pick up your guest tickets and arrange how you will distribute them to your guests

8. PICK UP YOUR BARRISTER ROBES

- Attend one of the days to sign the roll. You will be notified of the location from where you indicated to get called
- Pick up your guest tickets and arrange how you will distribute them to your guests
- Pay for robe purchase/rent
- Picked up robe in time for Call date when ready

9. ATTEND BAR CEREMONY – GET CALLED!

- Get your shirt and trousers/skirt and pantyhose on, and pack your robes to take with you
- Arrive early, find dressing room to get gowned
- Look up seat number, and find your seat
- If you haven't signed the Roll yet, Sign the roll
- Look inside the bar ceremony program booklet for the oath/affirmation that you with all the other licensees will be swearing/affirming, and note the page for when it's time
- Enjoy walking across the stage and picking up your certificates in a package handed to you by the law society

10. LOOK FOR A PLACE TO PUT YOUR CERTIFICATES/GET FRAMES

- Have cash/credit/debit (over \$300) ready to buy frames at the venue outside the audience area or keep certificates safe and buy custom frames elsewhere
- Take pictures
- Get changed (It's improper to leave walking around in full gown when you've gone off site from the ceremony venue, and if you're going to court after, you're supposed to take it off and then put it back on when you get to the courthouse) and don't leave anything behind in the dressing room

Congratulations!