



**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

**STUDENT 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 **cheque** or **money order** payable to "The Institute of Law Clerks of Ontario", or a signed authorization to charge to a valid **Visa/MasterCard** 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.

**MEMBERSHIP FEE:                    \$65.00 + 13% HST = \$73.45**

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

**IDENTITY**

Salutation	First Name	Initials	Surname
Maiden Name (if any)		Birth Date (DD/MM/YYYY)	ILCO Student/Membership No.
Send Correspondence to:  <i>(In the "Institute's" attempt towards preserving and protecting the environment to go green, we encourage our members to elect to receive the ILCO Newsletter and/or other mailings electronically.)</i>		E-Mail Address	
Business	Home		
Paper	Electronic		

**HOME ADDRESS**

Street Address		City/Town
Province	Postal Code	Home Telephone

**EMPLOYMENT (If applicable)**

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

**EDUCATION**

	Name of Institution	Program
College		

**Students are requested to provide proof of enrolment in a Law Clerk program. Please provide an official document that outlines the following criteria: student's name, institutions name, and program name (Timetable, Letter from the Registrars office).**

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

Course	Year	College

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

**CERTIFICATION BY APPLICANT**

I, the Applicant named on page 1, 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
-----------------------	------

**PAYMENT**

Completed application forms must be accompanied by a **cheque** or **money order** payable to "The Institute of Law Clerks Of Ontario", or a signed authorization to charge to a valid **VISA/MasterCard** 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.

**PAYMENT BY VISA/MASTERCARD**

If you wish to pay your membership fee by **Visa/MasterCard** complete and sign the portion below.

Please Charge \$	To my VISA/MasterCard Card #	Expiry Date	CVC#
Cardholder's Name		Authorized Signature	

**How did you hear about us?**

	ILCO Member (Referring Member's Name):
	Your Law Firm / Company
	Website
	Other (please explain):

## STUDENT MEMBERSHIP REQUIREMENTS

### Extracts from By-law No. 16

#### 6.2 STUDENT MEMBERS

- (a) A person may be admitted as a Student Member of the Institute if that person
  - (i) has attained the age of eighteen (18) years;
  - (ii) is enrolled in a law clerk certificate/ diploma course or the equivalent thereof offered by an Ontario educational institution approved by the board of directors from time to time, or is enrolled in a course in preparation for the Associate's examination or examinations provided from time to time by the board of directors, at the time of seeking admission as a Student Member; and
  - (iii) is not in Qualifying Employment at the time of seeking admission as a Student Member.
- (b) As soon as a Student Member obtains Qualifying Employment that person shall apply forthwith for admission as an Ordinary Member.

#### 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.

