



The Institute
of Law Clerks
of Ontario

**2024/2025 STATUTORY DECLARATION
FOR APPLICATION AS A MEMBER
OF THE INSTITUTE OF LAW CLERKS OF ONTARIO**

CERTIFICATION BY APPLICANT

CANADA)
PROVINCE OF ONTARIO)
(or Province of _____ (specify if outside of Ontario))

IN THE MATTER OF an Application for Membership with The Institute of Law Clerks of Ontario (“ILCO”),

I, _____ (name of Applicant), do solemnly declare that:

1. I am an Applicant for Membership in ILCO and as such have knowledge of the matters hereinafter declared.
2. The information contained in my online Application is accurate and still in effect.
3. I have read the definitions of “Law Clerk” and “Qualifying Employment” in ILCO's current operating By-laws and hereby confirm and declare that I am currently in Qualifying Employment as a Law Clerk.
4. If I am admitted for Membership, I agree to be bound by the governing By-laws and Code of Ethics of ILCO in force.
5. I acknowledge that the annual membership fee is not pro-rated. All memberships expire on June 30th of each year.

I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

SOLEMNLY DECLARED BEFORE ME at the City/Town of _____, in the Province of Ontario, (or _____ (specify if outside of Ontario)) this ___ day of _____, 2024. _____ A Commissioner, etc., Province of Ontario (_____ (specify if outside of Ontario)) or Notary Public	_____ [name of Applicant]
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**CERTIFICATION OF QUALIFYING EMPLOYMENT
(to be completed by supervising lawyer)**

Mandatory for Ordinary, Associate, Fellow and Extra-Provincial Membership, this Certificate must be completed and signed by a lawyer who supervises your work.

Definitions of “Law Clerk” and Qualifying Employment” and other extracts from [ILCO's current operating By-laws](#) are set out on pages 2-4 below.

****The lawyer completing this Certification must include the registration or identification number issued by his/her/their provincial or territorial Law Society.****

I certify that the Applicant is currently in Qualifying Employment under my ultimate supervision as a Law Clerk since _____ (date).

Lawyer's Signature:	Date:
Lawyer's Name (please print):	Provincial or Territorial Law Society No.
Name of Firm:	



MEMBERSHIP REQUIREMENTS

Extracts from General Operating By-law

DEFINITIONS

“Law Clerk” means a person, qualified through education, training and work experience, who is employed or retained by a Lawyer, law office, government agency, or other entity in a capacity or function which involves the performance, under the ultimate direction and guidance of a Lawyer 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” means (i) a person who is licensed to practice law as a barrister or solicitor in Ontario or any other the Province or Territory of Canada, and whose license is in good standing;

“Qualifying Employment” means being engaged in the performance of the duties of a Law Clerk in Ontario and/or a Province or Territory of Canada, and includes a Law Clerk employed or retained by Parliament or a federal court or the Government of Canada (including any of its corporations or agencies);

“Statutory Declaration” means a declaration duly executed by the Law Clerk and commissioned by a Principal or Lawyer;

ORDINARY MEMBERS

- (i) A person may be admitted as an Ordinary Member if that person:
 - A. is in Qualifying Employment at the time of seeking admission;
 - B. has attained the age of eighteen (18) years;
 - C. provides a completed Statutory Declaration; and
 - D. has satisfied all of the requirements which may be set from time to time by the Board for enrolment.

ASSOCIATE MEMBERS

- (i) A person may be admitted as an Associate Member if that person:
 - A. has been in Qualifying Employment for a period of not less than three (3) consecutive years immediately prior to the date of seeking such admission;
 - B. has attained the age of twenty-one (21) years;
 - C. provides a completed Statutory Declaration;
 - D. has passed the Associate Member’s examination or examinations approved by ILCO; and
 - E. has satisfied all of the requirements which may be set from time to time by the Board for enrolment.



FELLOW MEMBERS

- (i) A person may be admitted as a Fellow Member if that person:
 - A. has been in Qualifying Employment for a period not less than seven (7) consecutive years immediately prior to the date of seeking such admission;
 - B. has been admitted as an Associate Member and has passed the Fellow's examination or examinations provided by ILCO;
 - C. has attained the age of twenty-five (25) years;
 - D. provides a completed Statutory Declaration; and
 - E. has satisfied all of the requirements which may be set from time to time by the Board for enrolment.
- (iii) Fellow Members are entitled to use after their respective names the distinguishing letters "LCF" (representing the words "Law Clerk Fellow").

EXTRA-PROVINCIAL MEMBERS

- (i) A person may be admitted as an Extra-provincial Member if that person:
 - A. is in Qualifying Employment, employed in Canada, excluding the Province of Ontario, at the time of seeking admission;
 - B. has attained the age of eighteen (18) years; and
 - C. provides a completed Statutory Declaration.

RETIRED MEMBERS

Notwithstanding any other provision of this By-law, Ordinary Members, Associate Members, Fellow Members, Extra-Provincial Members or Independent Members may, on retirement and upon approval by the Board, continue in such class of membership occupied on the date of retirement.



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TERMINATION OF MEMBERSHIP

The rights of a Member lapse and cease to exist when the membership terminates for any of the following reasons:

- a) the Member dies or in the case of a partnership, trust or body corporate, is dissolved;
- b) the Member ceases to maintain the conditions for membership set out in section **Error! Reference source not found.** of this By-law;
- c) the Member resigns by delivering a written resignation to the President in which case such resignation shall be effective on the date specified in the resignation;
- d) the Member is expelled or the Member's membership is otherwise terminated in accordance with the Articles or this By-law;
- e) the Member's term of membership expires, if any; or
- f) ILCO is liquidated or dissolved under the Act.

Subject to the Articles or By-law, upon any termination of membership, the Member's rights, including any rights in ILCO's property, automatically cease to exist.