



Bar Admission Etiquette Guidelines

Students, principals and guests attending the ceremony should also familiarize themselves with the *Courtroom Etiquette Guidelines* available at the following link:

albertacourts.ca/ca/about/visiting/etiquette

In addition, **students are responsible** for ensuring that their guests are aware of the following expectations.

- **Formal Proceedings:** Attendees must be advised that bar admissions are formal court proceedings. Attendees are expected to act in a way that respects the formality of the occasion.
- **Directions:** All attendees are expected to comply with any directions issued by the presiding Justice or the Clerk of the Court.
- **Timing:** Proceedings begin when the Clerk of the Court calls the courtroom to order. Guests should be advised to arrive at the building 15 minutes early to ensure there is sufficient time to clear through security. Guests who are late may quietly enter the court room, but proceedings will not be delayed awaiting their arrival.
- **Mobile Devices:** Cell phones should be placed on silent or turned off while in the courtroom.
- **Images/Photos/Videos:** Taking photos, videos and grabbing screen shots (or any similar activity capturing images) while court is in session is prohibited unless expressly permitted by the presiding Justice. No images shall be taken of court staff at any time.
- **Permitted Photos:** At the conclusion of the proceeding, the presiding Justice may agree to take pictures with the newly admitted lawyer and principal to commemorate the occasion on the express condition that any such images are for private use and shall not be shared publicly, including by posting to any website or through social media.
- **Food and drinks:** Water is permitted, but food and other drinks are not permitted in the courtroom
- **Conclusion of Proceeding:** The courtroom and waiting area should be vacated in a timely manner following the conclusion of the bar admission ceremony (and no later than 4:15 pm).

The following information should also be **reviewed by the student and their principal** well before the scheduled bar admission proceeding.

- Principals and candidates for admission must be gowned in proper court attire for the proceeding and are responsible for obtaining their courtroom attire.
- Principals are expected to provide submissions addressing why the candidate qualifies for admission to the Law Society of Alberta. These submissions should take no longer than 15 minutes. While light-hearted stories and humour are welcome, remarks must be respectful and appropriate having regard for the formality of the court proceedings.
- Students are permitted to send a list of individuals to be thanked and acknowledged by the presiding Justice during their remarks, though the presiding Justice retains the discretion to edit what is provided.
- Newly admitted candidates will not have an opportunity to speak during the ceremony. The Court encourages them to deliver thank you remarks in the appropriate forum.
- When inviting guests to attend an in-person bar admission proceeding, the number of people who may be in the courtroom is limited to the maximum number allowed under fire code regulations (e.g. TCE Courtroom #1 is limited to 50 occupants including the presiding Justice and Clerk of the Court).
- Please note that a live link may be requested to allow for virtual viewing of in-person proceedings. Any special requests, including a request for a live link, should be made at least one week prior to the bar admission proceeding.