

Manitoba Articling Student Recruitment Guidelines for the 2026 – 2027 Articling Year

These Guidelines are prepared pursuant to Law Society Rule 5-6.1 and concern the recruitment of articling students for positions within the City of Winnipeg. They set out the procedures for the recruitment of articling students in Winnipeg and were developed by representatives of the Manitoba Bar Association (MBA), The Law Society of Manitoba, the Manitoba Law Students Association and the University of Manitoba, Faculty of Law. **All Winnipeg firms and organizations engaged in the recruitment of articling students for the 2026 – 2027 articling year, and all candidates applying to such employers, are expected to adhere to the guidelines and dates set out below. Workplaces outside of Winnipeg who also wish to participate in this recruitment may do so by submitting their firm profile in accordance with the guidelines. By doing so, they will be required to follow the deadlines and procedures set out in these guidelines.**

Guidelines & Important Dates to Remember For Firms, Organizations and Students

Firm Profiles

- Employers are to provide profiles containing information about the firm's practice, office facilities, the number of articling positions available, the documents required for the application (resume, cover letter, copies of transcripts), the contact person, address to which applications must be sent, and all other pertinent information to both:
 1. The Faculty of Law, Career Development Office, via email: lisa.griffin@umanitoba.ca (phone: (204) 474-7932)
 2. The Law Society of Manitoba, via email: lehnes@lawsociety.mb.ca (phone: 204-926-2042)

no later than 4:00 pm, Monday, March 17th, 2025. All postings received by this date will be accessible to Robson Hall students through the Faculty of Law Career Development website on Friday, March 21st, 2025, by noon and to all others from the Law Society of Manitoba by emailing a request to lehnes@lawsociety.mb.ca. *Profiles received after Monday, March 17th, 2025, will be posted as soon as possible.*

Application Deadline

- The application deadline for students to submit resumes, cover letters and unofficial transcripts directly to the Employers for 2026-2027 articling positions shall be 12:00 pm (**noon**), **Tuesday, May 13th, 2025.**

Interview Call Day

- Employers may contact students only between **10:00 am- 4:00 pm on Friday, May 23rd, 2025**, to offer an Interview time slot during the Interview Period. No communication regarding interviews may be made prior to the Interview Call Day. Students must respond to an offer of an interview within this same timeframe.

Recruitment Suspension Period

- Between 4:00pm on Friday, May 23, 2025, and 8:00 am on Monday, June 2nd, 2025, neither Students nor Employers should be involved in any recruitment activity, including but not limited to participating in open houses, firm tours, or similar activities directed at encouraging employment, conducting of interviews, and discussing offers of employment.
- Communications and interactions between Employers and Students related to a summer job placement, and not concerning an articling placement, are not prohibited in this context.

Interview Period

- **8:00 am, Monday, June 2nd, 2025, to 5:00 pm to Tuesday, June 10th, 2025.** Interviews shall not be conducted prior to 8:00 am on Monday, June 2nd, 2025. Firms and organizations may interview students at a location of their choosing. Both the Law Society of Manitoba and the Faculty of Law may provide space upon request. Please contact lehnes@lawsociety.mb.ca or lisa.griffin@umanitoba.ca if you require a space to conduct your interviews.

No Contact Period

- There is to be no contact between Students and Employers between the end of the Interview Period and the Earliest Offer Date.

Eligible Students

- Approved principals or their delegates may make an offer of an articling position only to students who have, at a minimum, completed their second year of law studies. Only students who have, or will have obtained an LL.B., J.D. or CQ from the National Committee of Accreditation on or prior to June 30, 2025, will be eligible to apply for 2026- 2027 articling positions.

Earliest Offer Date

- Approved principals or their delegates may **not** make an offer of an articling position in Winnipeg for the 2026- 2027 articling term **before 2:00 pm on Wednesday, June 11th, 2025.** Offers made on June 11th, 2025, must remain open until 10:00 am of the following morning. Offers made on June 11th, 2025, can be accepted or rejected by students any time before 10:00 am on June 12th,

but must be responded to by that time. *Offers made **after** June 12th, 2025, must be responded to no later than 10:00 am the following morning.*

Content of Offers

- At the time the offer is made Employers must provide students with the name and contact information of the person to whom the student should communicate acceptance or rejection of the offer. Employers are also encouraged to include pertinent information with the offer, such as the proposed start date, salary and benefits.

Communication of Acceptance/Rejection

- As a courtesy to firms and fellow students, students shall deal with offers received as soon as reasonably possible. Once a student has accepted an offer from one Employer, the student must promptly communicate their rejection to any other Employer that has extended an offer to the student. Failure to promptly communicate rejection of an offer prejudices the offering Employer, as well as fellow students to whom subsequent offers may be made.

Accepted Offers

- Once an offer has been accepted, neither the employer nor the student may withdraw from the agreement without the permission of the Chief Executive Officer of the Law Society of Manitoba.

Offer of Articling Positions after June 12th, 2025

- Employers may contact students directly to fill any unfilled articling positions. Offers made after June 12th, 2025, must remain open until 10:00 am the following day, unless accepted or rejected by the student.

Communication of Results

- Once an offer has been accepted, the student and the employer **must immediately** advise **both**:
 1. Lisa Griffin: Career Development, University of Manitoba, Faculty of Law by email: lisa.griffin@umanitoba.ca or phone: (204) 474-7932.
 2. Lisa Ehnes, Law Society of Manitoba, by email: lehnes@lawsociety.mb.ca or phone: (204) 926-2042

Timeline

Employer profiles/postings due at both Robson Hall and the Law Society of Manitoba:	4:00 pm CDT, Monday, March 17th, 2025
Profiles/postings available to students:	12:00 pm (noon) CDT, Friday, March 21 st , 2025
Application deadline for students:	12:00 pm (noon) CDT, Tuesday, May 13 th , 2025
Interview call day	Between 10:00 am and 4:00 pm CDT, Friday, May 23 rd , 2025
Recruitment Suspension Period:	4:00pm CDT, Friday, May 23rd, 2025, to 8:00 am CDT, Monday, June 2 nd , 2025
Interview period:	8:00 am, Monday, June 2 nd , 2025, to 5:00 pm CDT, Tuesday June 10 th , 2025
No Contact Period	5:00 pm CDT, Tuesday June 10 th , 2025, to 2:00 pm CDT Wednesday, June 11th, 2025
Earliest offer date:	No earlier than Wednesday, June 11th, 2025, at 2:00 pm CDT