

## **CAPE LAW SOCIETY:**

### **GUIDELINES FOR PRINCIPALS OF CANDIDATE ATTORNEYS**

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These guidelines are intended to amplify the responsibilities of principals when entering into a contract of articles in order to ensure that a candidate attorney is given proper training while serving under contract of articles.

The Principal must undertake and endeavour to use his/her best efforts to ensure that the Candidate Attorney is properly and fully instructed in the practice, ethics and understanding of the profession of an attorney.

The Principal must undertake and endeavour to use his/her best efforts to ensure that the Candidate Attorney is provided with opportunities for gaining reasonable practical experience in -

- the handling of facts and the ability to apply legal principles to factual situations;
- the researching of legal problems and the proper utilisation of the sources of the law;
- advocacy (the arguing of elementary cases before the courts and tribunals and the effective presentation of written legal arguments);
- office procedure and routine (including the keeping of the attorney's books and files and the preparation and rendering of bills of costs);
- the drafting of documents (straightforward contracts, wills, pleadings, legal opinions etc);
- communication (interviewing of clients to take instructions and to give advice, the interviewing of witnesses, letter writing etc);
- negotiation (with a view to settling the terms of an agreement, out of court settlements etc).
- preparation of legal opinions and briefs for Counsel;
- the keeping of proper accounting records and the handling of trust money.

The Principal must undertake and endeavour to provide the Candidate Attorney with appropriate training in the work environment to achieve the relevant outcomes required by the articles of clerkship.

The Principal must undertake and endeavour to provide appropriate facilities to train the Candidate Attorney in accordance with the workplace component of the articles of clerkship.

The Principal must undertake and endeavour to provide the Candidate Attorney with adequate supervision at work.

The Principal must release the Candidate Attorney during normal working hours to attend off-the-job education and training required by the articles of clerkship.