

Application for Access to e-Disclosure Service Student Legal Services

Identification of Defence Counsel Student Applicant				
Student First Name	Middle Name	Last Name	Student ID #	
Law Firm Name	Advising Lawyer Name		Law Society Bar Card ID #	
Address	Floor/Office	City	Province	Postal Code
Advising Lawyer Email		Student Email		
To obtain access to this service, you must provide a phone number to be used for log in verification. You can provide one additional phone number. Once registered, users are assigned a user ID and password.				
Primary phone number for verification				
Second phone number (optional)				

Confidentiality Agreement and Conditions of Use

I hereby apply for credentials (user ID and password) to access the e-Disclosure service. I acknowledge and agree that such credentials are confidential to me and my advising lawyer. I give an undertaking to:

1. Maintain the confidentiality of the credentials (user ID and password).
2. Only use the said service for the purposes of obtaining disclosure.

I acknowledge that failure to abide by the above undertaking may result in a refusal of access to the service.

I agree to promptly email jsg-imt-supportdesk@gov.ab.ca of any potential confidentiality breach and/or change to the above details in the Identification of Defence Counsel Student Applicant section above. I understand this application and undertaking must be renewed annually. I understand that my firm will promptly email Alberta Justice (jsg-imt-supportdesk@gov.ab.ca) upon withdrawal from the Student Legal Services Criminal Law Project.

Dated at _____, **Alberta this** _____ **day of** _____, **20**_____

Signature: _____ **Verified:** _____
(Please sign in the presence of the verifier)

For the Advising Lawyer:

I understand that my firm will promptly email Alberta Justice upon the termination of my role as Advising Lawyer for the Student.

Dated at _____, **Alberta this** _____ **day of** _____, **20**_____

Signature: _____ **Verified:** _____
(Please sign in the presence of the verifier)

Submission Instructions

1. **Complete the form** ensuring all required fields are accurately filled out (don't sign the form before submitting).
2. **Save a copy** of the completed form for your records.
3. **Submit the form in person** to any Crown office in Alberta.
 - a. Present the Alberta Law Society membership card.
 - b. Sign the form in front of any Crown office staff who confirms the signature.

Crown Office Use Only

Once verification is complete, please initiate a request through BERNIE and ensure the following documents are attached:

- A copy of the completed application form
- A copy of Alberta Law Society membership card