

Application Process

Application Deadline

Applications for 2013-2014 clerkship positions will be accepted until **Friday, January 20, 2012**. Application must be received **no later than 4:00 p.m.**

Application Package

The Application Package must include:

- A covering letter; (1-2 pages, no smaller than 11 point font)
- A curriculum vitae
- Transcripts of all university and law school grades

Additional Materials

Applicants must also arrange to have **two letters of reference** submitted on their behalf by the noted deadline. At least one of the letters - and preferably both - should be from law school professors. Referees should send the confidential reference letters directly to the Judicial Law Clerk Program at the address listed below. If sent by email, reference letters must be sent as Adobe PDF attachments showing letterhead and signature. If submitted electronically, the reference letter need not also be sent by regular mail.

Where possible, applicants should also provide a list of the courses in which they are enrolled for the second term of second year, as well as a list of intended third year courses.

Although not required to do so, an applicant may state a preference for a clerkship with one of the courts in the covering letter. Writing samples are not required and should not be submitted.

Submission of Application Packages

There are a number of ways to submit an Application Package. An applicant must choose one method of the following. **Please do not submit an Application Package by more than one method.**

Submission by email:

You may submit your Application Package by sending an email to:

JudicialLawClerkProgram@courts.gov.bc.ca

The documents that make up an Application Package must be attached to a single email, and the following standards apply:

- The required documents must be sent as separate attachments
- The size of the email cannot exceed 2MB
- If an applicant wishes to receive a “read receipt”, the applicant’s email must be sent with that option already selected

Submission by mail, courier or in person

You may also submit your Application Package by mail, courier, or in person to the following address:

Judicial Law Clerk Program

The Law Courts
800 Smithe Street
Vancouver, British Columbia
V6Z 2E1

ATTENTION: Ms. Andrea Keen

Interview Process

First Round of Interviews

Applicants who are selected for a first interview will be interviewed by the courts’ Law Officers between January 30 and February 17. The interviews are conducted in Vancouver at the Vancouver Law Courts, in Victoria at University of Victoria Law School, and by telephone for out-of-town applicants.

Applicants who are interviewed will be asked to provide a recent, passport-sized, black and white photograph. The photograph should be submitted electronically in a jpg format to the Judicial Law Clerk Program at the email address provided for electronic submissions when the first round interview is scheduled. File size cannot exceed 2MB. Photographs are used after the first round of interviews as an aide-memoire of candidates, and are given to the judges on the Law Clerk Committees in preparation for the second round of interviews.

Second Round of Interviews

Applicants who are selected for a second interview will be interviewed by a panel of judges who are members of the Law Clerks Committee for their respective courts. The second interviews will take place in Vancouver, during the week of March 5 - 9, 2012.