

# BRITISH COLUMBIA JUDICIAL LAW CLERK PROGRAM

## LETTERS OF REFERENCE - INSTRUCTIONS FOR REFEREES

Each applicant to the Judicial Law Clerk Program is required to submit two letters of reference. At least one reference should be from a law professor who can comment on legal research, writing and analytical skills; however, a law-related reference (e.g., from a lawyer for whom the applicant has worked in a law-related capacity) is also acceptable.

Reference letters should be addressed to:

Andrea Baedak  
Judicial Law Clerk Program  
800 Smithe Street  
Vancouver, BC  
V6Z 2E1

**Please ensure your letter of reference meets this criteria:**

- Reference letters must be submitted no later than **January 12, 2018, 4:00 p.m. PDST**
- Reference letters must be submitted as one PDF document.
- Reference letters must be scanned on letterhead.
- Reference letters must be signed.
- Reference letters must be emailed as an attachment directly from the referee or a member of their staff to [judiciallawclerkprogram@courts.gov.bc.ca](mailto:judiciallawclerkprogram@courts.gov.bc.ca).
- Emails attaching reference letters should adhere to this subject line protocol: **(APPLICANT LAST NAME, First Name – Reference, Referee Name, Employer).**
- **Subject Line Example:**  
**SMITH, Susan - Reference - Prof. Jane Jones, Dalhousie**

**Please note:**

- Reference letters submitted in the text of an email will not be accepted.
- Reference letters from sitting judges of the Supreme Court of British Columbia or the Court of Appeal for British Columbia will not be accepted.
- Please do not send paper copies of letters of reference through the mail.