

SUPREME COURT OF CANADA CHECKLIST FOR U OF C ALUMNI APPLICANTS PART 3 - REFEREES

2027-2028 Clerkship Program – October 24, 2025 Update

Please provide this checklist to your potential referees. Note that professors who are currently teaching you courses may not be willing to commit to providing a reference until they see how you have performed in your fall course(s) with them. Professors are encouraged to accept or decline as soon as they are able, so that the candidate may secure another reference if needed.

- Preferably, your references should be from professors of law or legal professionals who have supervised your work. Three are required of this nature.
- One of your references will be from our Dean of Law, which is your fourth reference.

Content of Supreme Court of Canada Reference Letters

- The Supreme Court of Canada indicates that one or more letters of reference should attest to your academic excellence, effective interpersonal skills, ability to work under pressure and ability to work as part of a team. All clerkship references should speak to your legal analysis, writing and research ability.
- Regarding academic excellence, the Faculty has noted that speaking to a student's high academic ability in a class and how this comparatively stands out in the current academic cohort of students, and even with past cohorts, can be helpful for the Court. References for the Supreme Court of Canada are often more than one page in length.
- The letters should be signed and, if possible, prepared on official letterhead.

Submitting Supreme Court of Canada Reference Letters

Two options are available for the signed letters of reference (to be submitted in PDF format):

- a) Referees can provide the reference directly to the Faculty to be included with the candidate's full application. Send this to:

Maryanne Forrayi, Director, Career & Professional Development Office, University of Calgary
Faculty of Law at forrayim@ucalgary.ca, no later than **Monday, January 5, 2026 at 10 a.m.**

All references received by the Faculty will be held in the strictest confidence, will only be viewed by the UCalgary Law Faculty of Law Clerkship Committee, and will be submitted to the Supreme Court of Canada. Reference letters will not be shared with Supreme Court of Canada candidates.

- b) Referees can submit their reference directly to the Court no later than January 7th. Once submitted, inform the candidate that this is complete. The reference will need to be uploaded directly to the Court application portal [here](#). Please save a copy of any confirmation email received upon submission.

References should be addressed to:

The Honourable Justices
Supreme Court of Canada
301 Wellington Street
Ottawa, ON K1A 0J1

The files should be named using the following convention (please ensure that the short hyphen (-) is used in naming convention, rather than the longer dash that may be automatically be inserted by AI tools or certain software programs:

Documents	Naming Convention	For example, if Professor Dominique Pereiras writes a letter of reference for Alex Smith, the letter should be titled
Signed letters of reference	Last Name, First Name - Reference - Referee's last name	Smith, Alex - Reference - Johnston

Referees may review the full Supreme Court of Canada [memo](#) and [FAQs](#) here from this year's program.