Please note that the Supreme Court of Canada (SCC) and the Faculty of Law encourage students and alumni from a wide range of backgrounds to express their interest in being considered for a Supreme Court of Canada Clerkship. The Supreme Court of Canada and the Faculty look forward to a diverse group of candidates, with high academic standing, to apply for consideration.

The following students and/or alumni may be considered as potential candidates for the Faculty of Law to present to the Supreme Court of Canada for clerkship consideration:

a) Those in third year of law school who are planning to be called to the bar in 2020;

b) Second year students who will be graduating in 2021. All candidates have a requirement to be on the Dean’s List for their most recent year of law school studies; and

c) Maintain an equal standing of grades for their fall 2019 term.

d) Alumni with high academic standing as sited above, along with other experience, will also be considered as potential candidates for the Faculty to put forward to the Court.

Note:

- Grades from a student’s/alumnus’ previous years of law studies will also be considered in determining if the applicant can be put forward to the SCC.
- Transfer students should discuss their eligibility with the Career & Professional Development Office (CPDO).

Other items when deciding to put your name forward for the Faculty’s consideration:

Our observation from previous hiring success at the SCC for a clerkship suggests that successful candidates have had some or all of the following:

a) Bilingualism in French and English (highly sought after);

b) a previous clerkship secured at a lower level court;

c) a range of life or work experience exhibited;

d) publications;

e) and a strong writing sample.

If you are interested in being considered for a SCC Clerkship, and you believe you meet the criteria above, please proceed with the following:

☐ Submit the following in digital documentation to the Director of the Career & Professional Development Office (forrayim@ucalgary.ca) by November 12, 2019, 10 a.m.

- Curriculum Vitae (Resume)
- Cover letter
- Law transcripts
• Undergraduate and any graduate transcripts (non-official)
• The names of your confirmed referees

☐ Alumni will be attempted to be notified by end of the day, November 18, 2019 if they have been accepted as conditional candidates, pending review by the Clerkship Committee of their written references. If conditionally accepted, all the following deadlines apply.

☐ Monday, January 6, 11 a.m. (no extensions granted) - You must deliver (in hard copy) your final Supreme Court of Canada application by this deadline to the Faculty of Law, Director of the Law Career and Professional Development Office (see address below). Please submit your full hard-copy application in an unsealed 8 x 11 ½ inch envelope addressed to the Supreme Court of Canada. Each application will include final copies of:

• Cover Letter addressing all requirements stated in the SCC posting (signed in pen)
• Curriculum vitae
• One set of official transcripts (in sealed envelopes from the issuing institution) from law school and from ALL post-secondary studies before law school including any other post-graduate studies.
• One set of unsealed transcripts from law school and from all post-secondary studies for review by the Dean of Law. Unsealed transcripts will not be submitted to the SCC.
• Three letters of reference (please see below).
• In addition, the Dean of Law will be writing a reference on behalf of all the Supreme Court of Canada candidates that the Faculty chooses to put forward. This will be done immediately after your full official application has been submitted to the Faculty so it is imperative that your application is complete as stated above by the deadline so that the Dean of Law has all information relevant to writing your reference.

☐ January 10th to 15th – Estimated time period in which the faculty will inform you if the Faculty will be putting your application forward as a SCC candidate based on the full review or your application package, including academics and written references.

☐ Read through the memo/poster received from the Supreme Court of Canada to ensure you understand all of the requirements (updated information from the Court will be posted as made available to the office by the Court): https://law.ucalgary.ca/lawcareers/career-resources/judicial-clerkships

☐ Referees: Determine who you would like to approach as your referees and approach these professors or other individuals as soon as possible (recommended at least three-week notice for writing references). Your referees will need adequate time to consider if they are able to be a referee and to write the reference as most have busy schedules.

  ▪ Sealed references (with referee signatures provided on the envelope seal) will be due on January 6 at 11 a.m. MST as part of your application package. Please deliver these references directly to the Director of the CPDO by the January 6, 11 a.m. MST deadline. We ask that you secure from each referee two copies of their reference letters:

  • One copy of their reference, which must be sealed for confidentiality, will be included in your application to the Supreme Court of Canada. The referee must sign the back closure of the envelope ensuring confidentiality.
• A second copy of their reference which will be opened by the Dean of Law for review in his preparation of his reference.

☐ References should be addressed to:
   Carole Tessier
   Chambers of the Chief Justice of Canada
   Supreme Court of Canada
   301 Wellington Street
   Ottawa, Ontario      K1A 0J1

   The envelope of each reference should also be marked: Clerkship Application 2021-2022, Reference for [Add your full name here]

☐ Note that the Guidelines for applying to the Supreme Court of Canada indicate that you must indicate in your application the basis on which you are entitled to work in Canada.

☐ Also note that candidates are asked to indicate in the application proficiency in both official languages in reading, written and oral proficiency.

☐ Candidates are also asked to submit an online application form to the SCC which supplements the other requirements detailed above.

☐ Interviews: If you are called for an interview (usually early March), let the Director of the CPDO know about this immediately. Assistance can be provided through Professor Girgis or others in the Faculty for this very important preparation. The office will also provide suggestions on how you can connect with alumni who have clerked with the Supreme Court of Canada to assist in your preparation.

☐ Note that all SCC applications from the Faculty of Law will be couriered to the Supreme Court of Canada in advance of the 2020 deadline.

☐ In anticipation of possibly receiving an interview, spend time reading about important Supreme Court of Canada decisions that you can discuss. If you anticipate a busy February, then it may be timely to do some of this reading over the winter break.

☐ Notify the Director of the CPDO on the outcome of your SCC interview.