



# PROVINCIAL COURT CLERKSHIPS

## COURSE

1. Law 591 (Provincial Court Clerkships) is offered in the Winter Term.
2. This is a 3 credit course and students are graded on a Credit/D/F basis.
3. The purpose of the course is to give students further litigation experience, from the judicial perspective. All clerks rotate through the Criminal, Family and Youth, and Civil Divisions of the Court,
4. All clerks meet regularly with their supervising judges. They do research and write memoranda.
5. There is no formal class time, whether at the Court or the Faculty of Law. Instead, clerks and their supervising judges work out mutually suitable hours in accordance with their respective schedules. **Clerks should expect to spend about 10 hours a week at the Court House.**
6. The rules governing the avoidance of actual or potential conflicts of interest arising from prior or current participation in Student Legal Assistance (SLA) are established by SLA. It is the responsibility of the student, in consultation with SLA, to ensure that these rules are complied with in all respects.

**WHO CAN APPLY:** The course is limited to **third-year students**, with up to five clerkships available, depending on the quality of the applications.

## APPLICATION PROCEDURE

1. Law 591 is closed to online registration. Instead, clerks are selected from a pool of applicants, by a Selection Committee comprising the Dean and the Associate Deans.
2. To apply for a clerkship, you must submit:
  - (a) a letter of interest (why you want a clerkship and why you think you should get one),
  - (b) your current resume, and
  - (c) your transcript (which includes courses in which you are currently enrolled).

Do not submit letters of reference. There is no interview. The Selection Committee will consider your grades, as well as your litigation experience and life experience, as revealed by your application.

3. **Submit your application documents, combined as one PDF document, to Angela Gallo-Dewar, [agallode@ucalgary.ca](mailto:agallode@ucalgary.ca), no later than 4:00 p.m. on Thursday, October 23, 2025.** The Committee will advise you by email, as soon as possible thereafter, whether your application is successful or not.

4. The names of the successful applicants will be forwarded to the Provincial Court, and the students will be registered in the course.
5. Once registered in the course, students must waive their right to drop it, whether before or after the last day for change of course registrations.
6. Students registered in the course must take an oath of confidentiality with respect to their work as clerks, and are also subject to a criminal records check.