

## APPLICATION PROCESS FOR PROVINCIAL COURT JUDGE CANDIDATES

### EXPRESSION OF INTEREST AND ELIGIBILITY

- Qualified lawyers who wish to be considered for appointment as a Provincial Court Judge should complete a **Judicial Candidate Information Summary** which provides the basic data for the subsequent assessment of, or comment on the candidature by the Judicial Council. Applicants should ensure this form is completed in full and in accordance with the instructions provided. All information received is treated confidentially.
- **Applicants are required to have a minimum of 10 years at the Bar.**
- No person other than a Canadian citizen may be appointed as a judge.
- Applicants are responsible for providing their criminal record/police information check. Those with an unpardoned criminal record will not be considered.
- Applicants will not be reimbursed for any expenses incurred in connection with their application or with the interview process.

### JUDICIAL COUNCIL REVIEW

- Judicial Council consists of the Chief Justice of Alberta or designate, Chief Justice of the Court of King's Bench or designate, Chief Judge of the Provincial Court or designate, President of the Law Society of Alberta or designate, and two persons appointed by the Minister of Justice. Judicial Council is chaired by the Chief Provincial Judge. The names of the two members appointed by the Minister of Justice can be found at: <https://www.alberta.ca/public-agency-list.cfm>
- Judicial Council contacts the Alberta Law Society as part of their reference check to ensure there are no outstanding insurance claims or complaints against the applicant.
- Judicial Council interviews the applicant. Following the interview, Judicial Council provides the Minister of Justice with its recommendation as to the suitability of the applicant.
- The Ministry of Justice will advise the applicant in writing as to the status of their application (i.e. recommended/not recommended/not recommended at this time).

### PROVINCIAL COURT NOMINATING COMMITTEE (PCNC)

- An applicant, who has been approved by Judicial Council, must also be interviewed and recommended by the PCNC before they can be deemed eligible for an appointment.
- The PCNC consists of 11 members. It has representatives from the Alberta Provincial Court, the Law Society of Alberta, the Canadian Bar Association (Alberta Branch), other members from the legal profession, and public members. The names of the eight members appointed by the Minister of Justice can be found at: <https://www.alberta.ca/public-agency-list.cfm>
- The PCNC considers applicants on the basis of criteria such as integrity, professional excellence, community involvement, appropriate personal characteristics and representative of the population. The full criteria is set out on page 2 attached. The PCNC will determine those applicants to be interviewed by them, and conduct interviews for the purposes of adding names to the Appointment Eligibility List. The Minister of Justice will select a name from the Appointment Eligibility List to fill a vacancy in Provincial Court. A recommendation will be made to the Lieutenant Governor in Council and, if there is agreement, an Order in Council is issued appointing the new judge.

**PROVINCIAL COURT NOMINATING COMMITTEE**  
**Criteria used to select and recommend candidates**  
**for appointment as Provincial Court Judges**

**Professional excellence**

- A high level of professional achievement in the area(s) of legal work in which the candidate has been engaged.
- Leadership involvement in professional activities that keep one up to date with changes in the law and in the administration of justice. Contribution to the profession such as through writing, instructing or effective change.
- An interest in or some aptitude for the administrative aspects of a judge's role.
- Good writing and communication skills.

**Community awareness**

- A commitment to public service.
- Awareness of and an interest in knowing more about the social problems that give rise to cases coming before the courts.
- Interest in methods of dispute resolution, alternatives to formal adjudication and in community resources available for participating in the disposition of cases.

**Personal characteristics**

- An ability to listen.
- Respect for the essential dignity of all persons regardless of their circumstances.
- Politeness and consideration for others.
- Moral courage and high ethics.
- An ability to make decisions on a timely basis.
- Patience.
- Punctuality and good regular work habits.
- A reputation for integrity and fairness.
- Compassion and empathy.
- An absence of pomposity and authoritarian tendencies.

**Demographics**

- The provincial judiciary should be reasonably representative of the population it serves. This requires addressing any under-representation in the judicial complement of women, visible, cultural, and racial minorities and persons with a disability.

## INSTRUCTIONS:

- **Please Note:** To use this form, you must have Adobe Reader installed on your computer. Please click here to obtain a free copy of Adobe Reader. <https://get.adobe.com/reader/>
- If you are using Google Chrome or Mozilla Firefox as your browser and are unable to open PDF forms, see the [Adobe Help](#) for a solution.
- The completed **Judicial Candidate Information Summary**, an original **passport-type photograph** and a recent **criminal record/police information check** must be submitted to:

Carole Yarrow  
Judicial Selection and Appointments Coordinator  
Strategy, Support and Integrated Initiatives Division  
Alberta Justice  
7<sup>th</sup> Floor S., John E. Brownlee Building 10365 - 97 Street  
Edmonton, AB T5J 3W7

- A *curriculum vitae* may also be submitted but not as a substitute for the application form.
- Handwritten applications will not be accepted.
- The Judicial Candidate Information Summary and other material received will be submitted to the Judicial Council for a preliminary assessment of suitability. Applicants will be contacted directly by the Office of the Chief Judge regarding an interview with Judicial Council.

### **For questions related to this form or the application process, please contact:**

Carole Yarrow  
Judicial Selection and Appointments Coordinator  
Telephone: (780) 422-9625  
Email: [carole.yarrow@gov.ab.ca](mailto:carole.yarrow@gov.ab.ca)

**Provincial Court of Alberta**  
**Judicial Candidate Information Summary**

Date: \_\_\_\_\_

- New Applicant
- Previous Applicant - Dates of previous application(s) \_\_\_\_\_

**1. Personal Information**

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Residential Mailing Address: \_\_\_\_\_

- Use residential address as mailing address for correspondence.

Home Phone: \_\_\_\_\_ Cell Phone (Optional): \_\_\_\_\_

Date of Call to Alberta Bar: \_\_\_\_\_ Number of years in actual practice: \_\_\_\_\_

Past or present membership in other Bars: \_\_\_\_\_ Dates of Membership: \_\_\_\_\_

Current Position/Firm Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

- Use business address as mailing address for correspondence.

Office Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Languages spoken or written other than English (indicate level of proficiency):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a Canadian citizen?

- Yes
- No

**2. Formal Education**

**Secondary School:** \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Degree/Diploma/Certificate: \_\_\_\_\_

**University:** \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Awards: \_\_\_\_\_

**Law School:** \_\_\_\_\_

Degree: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Areas of Special Interest: \_\_\_\_\_

Awards: \_\_\_\_\_

**Post Graduate Studies in Law:** \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

Date Commenced: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Areas of Special Interest: \_\_\_\_\_

Awards: \_\_\_\_\_

**Professional Development**

List any courses or activities in furtherance of continuing professional development that you have taken in the past five years:

From	To	Details

**3. Professional History**

Practice areas in the past five years:

Criminal \_\_\_\_\_%      Family \_\_\_\_\_%      Civil Litigation \_\_\_\_\_%      Other \_\_\_\_\_%

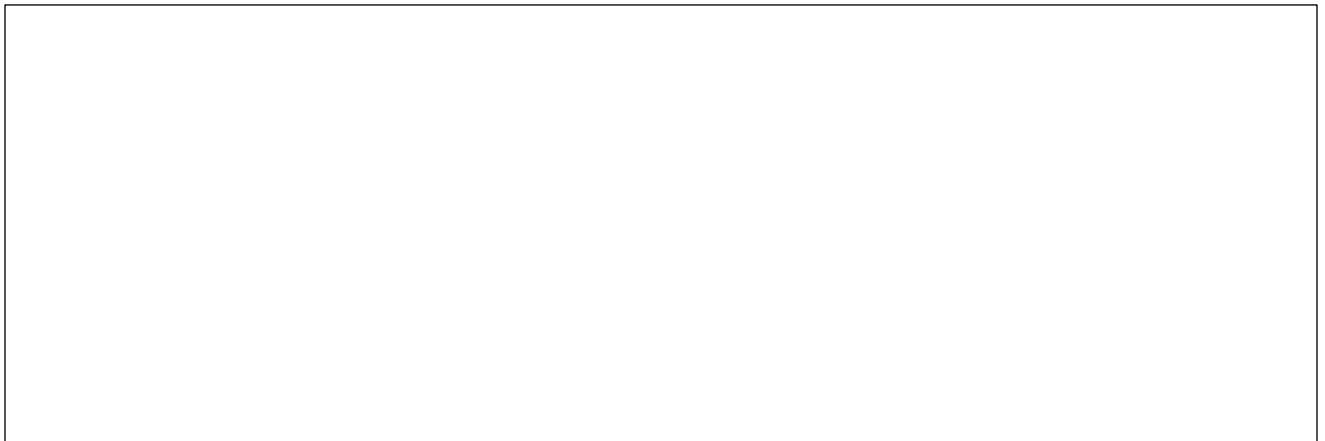
**Professional and Employment Experience**

Starting with the most recent, give a brief account of each position you have held. Indicate the years you held it and describe the general nature of the work you did and the experience you gained. Please advise of any leaves taken from the practice of law and include the reason.

**Professional and Employment Experience, continued**

A large, empty rectangular box with a thin black border, intended for the candidate to provide details about their professional and employment experience.

Describe your knowledge level and experience with computer applications and your use of them in your current legal work.

A rectangular box with a thin black border, intended for the candidate to describe their knowledge and experience with computer applications in their current legal work.

## **Participation in Professional Associations**

Provide information on your involvement in any professional associations, including those associated with the legal profession, in which you have been more than a fee-paying member (e.g. serving on committees, holding an executive position).

## **5. Community and Civic Activities**

Give an account of any community or civic activities in which you have been involved outside of those associated with the legal profession, particularly those which in your view shed light on your suitability for a judicial appointment.



**Community and Civic Activities, continued**

**6. Preference for Residence**

If you were appointed, in what areas of the Province would you be willing to reside? (Please rank your preferences)

- a) First Choice: \_\_\_\_\_
- b) Second Choice: \_\_\_\_\_
- c) Third Choice: \_\_\_\_\_
- d) Fourth Choice: \_\_\_\_\_

**7. Preference for a Division of the Court**

Do you have a preference for a particular division or region of the Court? (**Applies to Calgary and Edmonton only** - e.g. Civil, Criminal or Family and Youth)

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**8. Personal Suitability**

Please answer “Yes” or “No” to the following questions. **Provide a brief explanation of each “Yes” answer.**

- a) Have you ever been disciplined by any Law Society?

Yes       No

If yes, explain:

b) Are there any matters such as business interest, civil claims, or personal matters which might embarrass you on the Bench?

Yes       No

If yes, explain:

Are you aware of any matters that might lead to a perception of a conflict if you were appointed to the Bench?

Yes       No

If yes, explain:

c) Have you ever been convicted or convicted and granted a pardon?

Yes       No

If yes, explain:

**Applicants must attend at their local police agency to obtain a criminal record/police information check and return it with this application. The completed check is attached.**

Yes       No      If no, explain:

d) Has the Law Society ever found you guilty of conduct deserving of sanction?

Yes       No

If yes, explain:

(i) To your knowledge, does the Law Society presently have any open complaints or discipline proceedings against you?

Yes     No

If yes, explain:

(ii) Has any insurer paid a claim in excess of \$5,000.00 (not including the deductible amount) in respect of your law practice?

Yes     No

If yes, explain:

(iii) Have you been reported (including self-reporting) to any insurer in respect of your law practice within the last 10 years?

Yes     No

If yes, explain:

e) Do you consent to our verifying the matters raised in questions 8.d) to 8.d)(iii) with the Law Society?

Yes     No

**If yes, please complete the attached Authorization for Disclosure of Information form.**

f) Section 9.41 of the *Provincial Court Act* states:

“Unless otherwise authorized by the Lieutenant Governor in Council, a judge who is employed as a full-time or part-time judge shall not carry on or practice any other business, profession, trade or occupation”.

In view of section 9.41, are there any occupational, professional, or business concerns in which you would propose to stay involved in after appointment?

Yes       No

**If yes, please list them.**

g) Are you or have you ever been insolvent or in serious financial difficulties?

Yes       No

If yes, explain:

h) Are you a signatory to any personal guarantees?

Yes       No

If yes, explain:

i) Have you in the past 10 years, had any physical, mental, or emotional health problems, including those related to substance abuse, which interfered with your work? Please describe and explain the extent to which they may affect your duties on the Bench.

- Yes       No

If yes, explain:

j) What judges have you frequently appeared before in recent years?

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

k) What tribunals, agencies or boards, if any, have you appeared before in recent years?

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

9. **Optional**

Given the goal of ensuring the development and maintenance of a judiciary that is representative of the diversity of Alberta's society, if you so choose, please provide information about yourself that you feel would assist in this objective.

10. **Reasons for Seeking Appointment**

Please explain your reason for seeking this appointment and how your education, experience, culture, personal life and character would assist you in discharging your judicial duties. **(2 page maximum)**

**Reasons for Seeking Appointment, continued**

[Empty text box for providing reasons for seeking appointment]



11. **References**

List a minimum of 8 references, 4 legal and 4 non-legal, including the information requested below for each reference. **Please ensure your references are aware that they may be contacted regarding your application.** Home telephone numbers are **mandatory**, unless your reference is a judge. Do not include members of Judicial Council or the Provincial Court Nominating Committee as references. Letters of reference are not required.

**LEGAL REFERENCES**

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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**NON-LEGAL REFERENCES (Individuals who are familiar with you outside of the legal community).**

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Name: \_\_\_\_\_  
Occupation/Company: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_  
Years Known: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Company: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_  
Years Known: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Company: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_  
Years Known: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Company: \_\_\_\_\_  
City/Province: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_  
Years Known: \_\_\_\_\_

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12. **Colleagues**

In addition to your references, please list the names and telephone numbers of professional colleagues who are familiar with your work. Depending on the nature of your legal career, this could include judges before whom you have appeared, co-counsel or opposing counsel familiar with your work, lawyers, academics, government officials, business persons or other professionals who have an understanding of the nature of your work and who have had the opportunity to observe the application of your professional skills and abilities.

**NOTE:** Indicate here whether you authorize the Provincial Court Nominating Committee to consult your law partners or other close associates in addition to any that may be listed in this form.

- Yes       No       N/A

13. **Publications**

[Empty box for listing publications]

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

\_\_\_\_\_  
Signature

## Authorization for Disclosure of Information Concerning Candidate

I, \_\_\_\_\_  
(First name/middle name(s)/surname)

of \_\_\_\_\_, Alberta, in consideration of the review and assessment of my application for appointment as an Alberta Provincial Court Judge do hereby:

1. Authorize the Law Society of Alberta to provide to the Alberta Judicial Council, to the Provincial Court Nominating Committee and to the Minister of Justice of Alberta full information respecting my membership in the Law Society of Alberta, including where applicable, information respecting complaints against my professional conduct, my insurance record, reports on my practice prepared by the Law Society of Alberta, any disciplinary proceedings taken against me or any records relating to a bankruptcy taken by me; and
  
2. Release, remise and forever discharge the Law Society of Alberta and its staff, the Alberta Judicial Council and their members, the Provincial Court Nominating Committee and their members, the Minister of Justice of Alberta and staff, and all individuals consulted in respect of my aforesaid candidature, from any and all claims, causes of action, suits, actions and liabilities of every nature and kind whatsoever arising from, as a result of, or in any way related to the release of the aforementioned information, and/or the consideration and assessment of my said application and candidature.
  
3. Should I be a member of any other Law Society in Canada, I hereby authorize such similar body handling such matters in that jurisdiction to provide such information in sub-paragraph 1 and release all parties, including such similar body and staff as in sub-paragraph 2.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

\_\_\_\_\_  
Signature

## Authorization Concerning Reference Consultations

All information will be kept in confidence. The Provincial Court Nominating Committee consults widely, both within and outside the sources provided in this form and in making enquiries will make every effort to maintain confidentiality.

I understand that some or all of my listed references may be contacted. I further understand that discreet reference enquiries as to my suitability for a judicial appointment may be made to members of the community, Bar and Judiciary.

I authorize the Provincial Court Nominating Committee to make these enquiries. Given its wide consultations, I acknowledge that the Committee cannot, however, accept responsibility for any unauthorized disclosure of an applicant's name.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year)

\_\_\_\_\_  
Insert Name

\_\_\_\_\_  
Signature