

Student Clerkship Information
Session (2024-2025)

Vendredi, le 15 mars 2024
13:00-14:30

Today's Agenda

1. **In course Clerkships & Ad Hoc Clerkships (SAO)**
2. **Paid Clerkship opportunities (CDO)**
3. **Student Panel & Questions:**
 - Jacqueline Sirois, Grace Ma
 - Britney Slimovitch (remotely)
4. **International Clerkships (CHLRP)**
5. **MLCC: McGill partners & Independent placements (SAO)**
6. **CCR, EEO, Funds specifically for legal clinic (SAO)**



In-Course Clerkships & Ad-Hoc Clerkships

1. Overview of our Student Clerkship program
2. Les critères d'admissibilité
3. Application and selection process
4. Timeline of selection
5. CDO Presentation
6. Law Clerks (2023-2024)
7. Q&A



1. Overview: The Court & Administrative Tribunals Clerkship Program

Earn academic credits while working as a **research assistant for a judge or member of an administrative tribunal** in Montreal during the academic year!

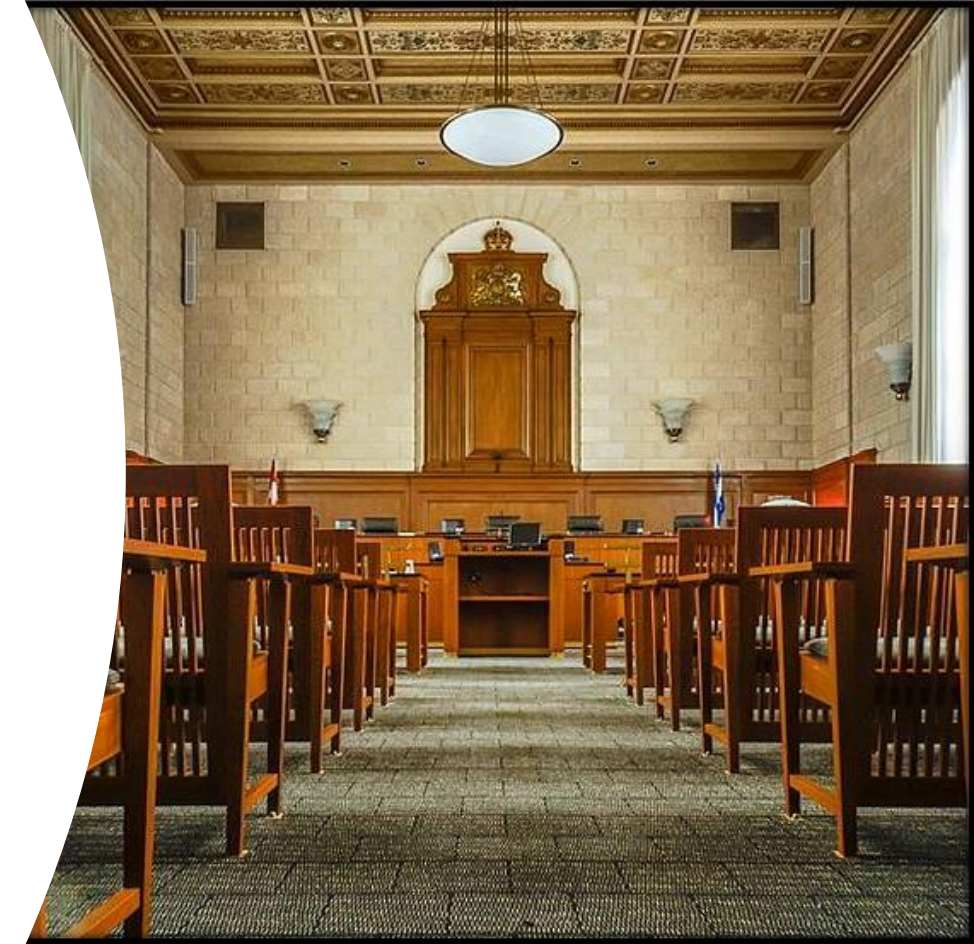
- 6 credits = a minimum of 200 hours of work
- Counts toward your non-course credits (max 15 non-course credits during BCL/JD program)



1. Overview: The Court & Administrative Tribunals Clerkship Program

You may apply for a 3-credit, 1-term clerkship (100 hours in total) if on Exchange for Fall/Winter term or will be graduating.

- Cour du Québec in Montréal
- Cour supérieur du Québec
- Cour municipale de la ville de Montréal
- Tribunal administratif du Québec (based on availability of the judge)



1. Overview: Benefits for Pursuing a Clerkship

- Gain an inside view of the Quebec judicial system
- Work directly with high profile judges
- Enhance your research, legal writing skills & ability to analyze legal problems
- Add lasting value to your professional profile



1. Overview: Benefits for Pursuing a Clerkship

- Observe court proceedings
- Discuss hearings and legal issues raised with the supervising judge
- Perform legal research (short memos) on legal issues that would arise during a hearing
- Proofread judgments before they are approved



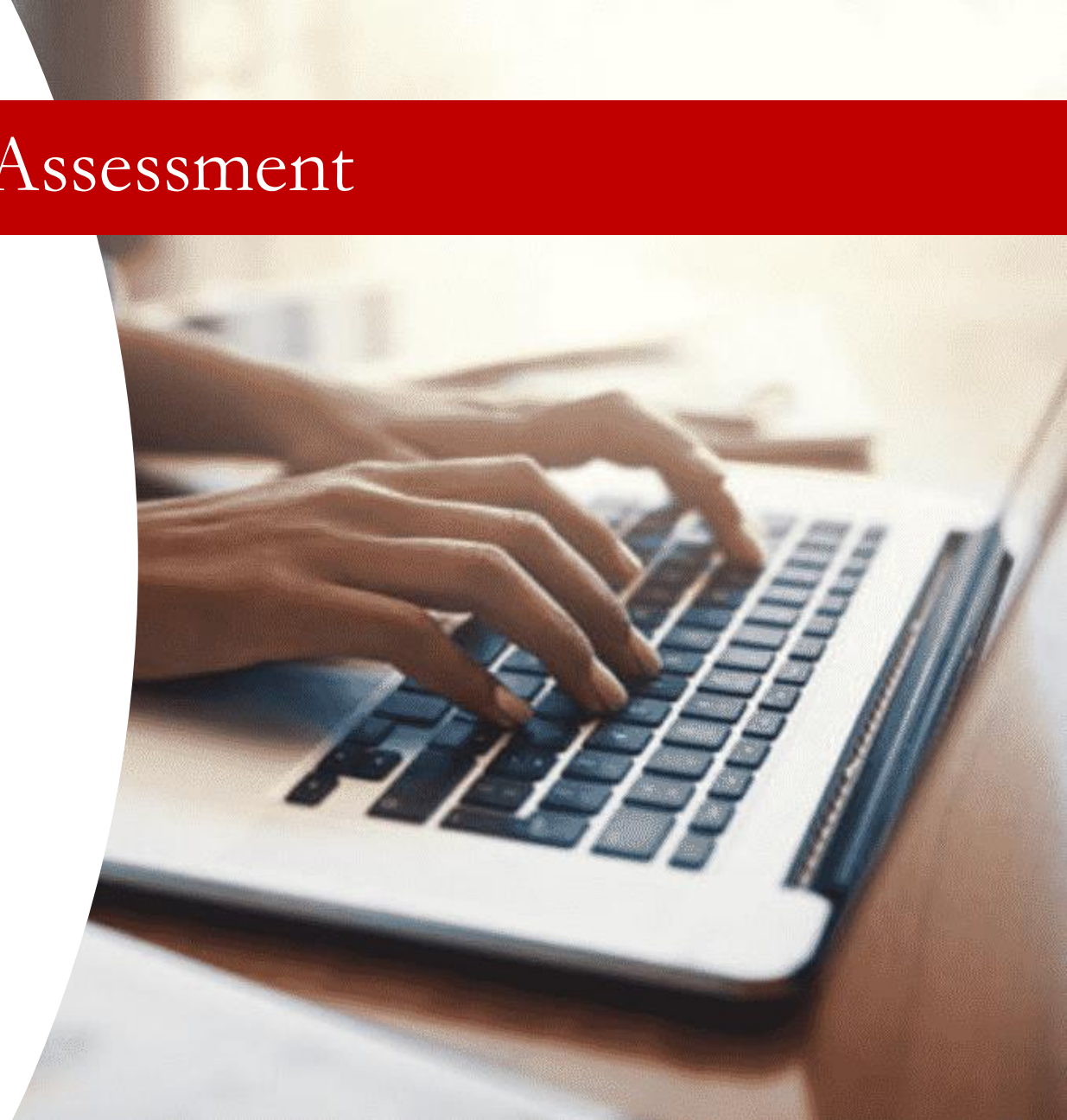
1. Overview: Liste des cours et tribunaux

- Cour d'appel du Québec
 - Cour supérieure du Québec
 - Cour du Québec, chambre civile
 - Cour du Québec, chambre criminelle
 - Cour du Québec, chambre de la jeunesse
 - Tribunal administratif du Québec
 - Cour municipale de la Ville de Montréal
 - Tribunal des droits de la personne
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- Cour du Québec, Chambre de la jeunesse (Saint-Jérôme)
 - Cour du Québec, Chambre civile (Saint-Jérôme)



1. Overview: Assessment

- Program is for credit and is graded **pass/fail**.
- Submit a **midterm report** at the half-way point of your placement and a **final report** at the end.
- The judges will also be submitting a **midterm and final evaluation**.
- At the end of the program, there will be an end-of term essay to submit, which will be 2-4 pages (Times New Roman size 12, double-spaced).
 - Discuss a specific legal topic or issue that you have explored during your student clerkship.
 - Explain why this topic is significant, relating it to the mandate of the court/tribunal, the specific needs of the court or tribunal and the challenges they face, and to your personal experience working there.



2. Les critères d'admissibilité

- 3e ou 4e année (complété 2 ans)
- **CGPA Minimum: 2.70**
- Doit avoir complété tous les cours obligatoires de 2L
- Ne dépassez pas la limite de 15 crédits hors cours ('non-course credits')

Apply by the deadline:

Tuesday, April 2nd at 15:00

[\(Clerkship Application Forms\)](#)



3. Application: I'm Ready to Apply!

1) **Complétez le formulaire:** [2024-2025 Court and Administrative Tribunals Clerkships Application](#)

au plus tard le **2 avril 2024 à 15h**

2) Indiquez vos trois choix

3) Indiquez si vous déposez une demande pour 3-credit ou 6-credit

4) **Upload Supporting Documents:**

- Téléchargez une lettre pour chaque cour/tribunal sélectionné (Please address your letter to the judge at the court and/or tribunal you are applying for; see [Student Clerkship Instructions 2024-2025](#))
- Votre curriculum vitae
- Your Official Transcript ([Must request eTranscript on Minerva](#))



APPLY NOW!

3. Selection Process

Nominations based on:

- CGPA (minimum 2.70)
- Demonstrated Legal Research & Writing Experience/Skills (ex. Legal Clinic, Law Journals, Term Essays etc.)
- Full-Year vs. Single Term Placements.
- Other relevant experience (work experience such as being a Research Assistant)

3. Selection Process...(continued)

- Once your application has been submitted, it cannot be cancelled.
- The SAO will assess the applications. If nominated, you will be informed, and your file will be sent to the court or tribunal directly.
- The court or tribunal will notify the SAO of its final decision and we will advise you soon after.
- We will also advise you if your file has not been selected for nomination.



3. Selection Process: Tribunal des droits de la personne

Tribunal des droits de la personne

- **One student** will be nominated for this 6-credit, full-year clerkship, and must meet the following requirements:
 - la réussite préalable d'un cours sur les droits et libertés de la personne, ou l'engagement à suivre un tel cours.
 - doit avoir suivi un cours sur la *Charte des droits et libertés de la personne* du Québec, soit s'engager à suivre un tel cours pendant le stage.
 - la capacité d'aménager son horaire avec une certaine flexibilité. Les étudiant.es devraient pouvoir disposer d'au moins une journée libre par semaine au cours de l'année universitaire 2024-2025.



4. Timeline

- Mid-April 2024: Applications will be assessed by the SAO.
- End of April/Early May 2024: Nominations sent to Court.
- End of May, June/July: Students will be notified of results.
- Please keep in mind a nomination is not a guarantee of a clerkship position.



Application Deadline Reminder

Apply by the deadline:

April 2 at 3:00pm*

(SAO Forms – Clerkships 2024-2025)

*No changes or resubmission after deadline



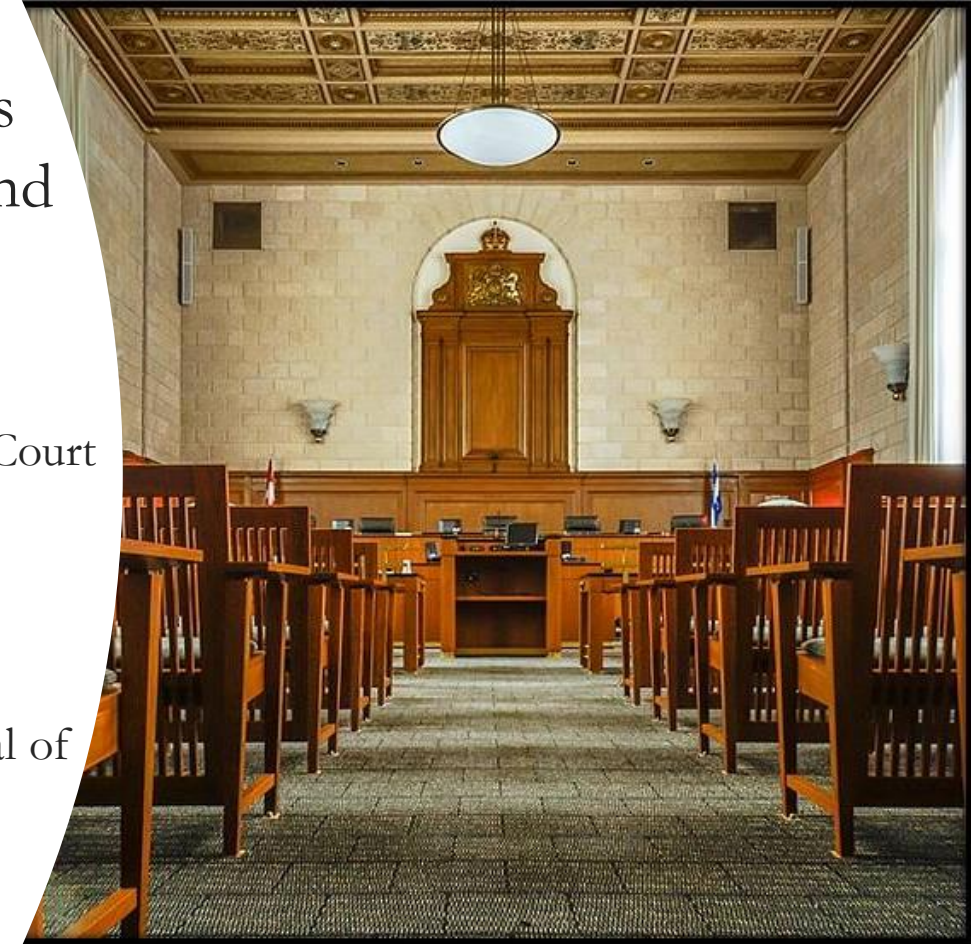
Ad-Hoc Clerkships

- Students are allowed to coordinate independent Clerkship opportunities with Courts not affiliated with our official McGill program
- Ad-Hoc Clerkships **can be credited:**
 - 3 credits (100 hours) OR 6 credits (200 hours)
 - Can be completed in the Summer term, unlike opportunities offered through the SAO
 - **Students who choose to be paid for their Clerkship hours cannot also have their hours credited towards their degree requirements**
- **Students** are responsible to ensure they meet the requirements for individual courts, and that their application materials are submitted completely and in accordance with relevant deadlines
 - The SAO **does not** submit applications on your behalf
- Will be a form for Ad-Hoc Placement approvals:

Paid Clerkship Opportunities (via the CDO)

There are a variety of Clerkships available each year across the country, with slightly different application processes and timelines for each, including:

- Supreme Court of Canada *
- Federal Court of Appeal, Federal Court, and the Court Martial Appeal Court
- Tax Court of Canada
- Ontario Superior Court of Justice, Supreme Court of British Columbia
- Court of King's Bench of Alberta
- Cour d'appel du Québec, Court of Appeal for Ontario, Court of Appeal of Alberta, Court of Appeal of New Brunswick, Saskatchewan Court of Appeal, British Columbia Court of Appeal



Paid Clerkship Opportunities (via the CDO)

Application Process: Supreme Court of Canada

- The Supreme Court of Canada is the only Clerkship with an internal application process, whereby students apply to the Faculty to be considered to have their candidature submitted by McGill Law
- The SCC Clerkships are managed by a Professor at the faculty, with an information session each fall to inform students of the process, timelines, etc.
- Details about the Information Session will be circulated in advance via the CDO newsletter and the 12twenty "Events" page

All other Clerkship applications

- All other Courts accept applications from students directly, either through an online portal or via email
- Applications for most clerkships are due in January and February, 15-19 months before the clerkships begin (courts in Saskatchewan and Alberta have an earlier deadline, and the Nova Scotia courts hire just before clerkships commence).
- Information is shared as we receive it via the newsletter, as well as in 12twenty both via job postings and in the *Clerkship Guide* in the "Resource Library"



Helpful information about Clerkships

- The time to apply is (usually) in third and/or final year of studies
- Each Court and Clerkship opportunity is unique, with different requirements for applications as well as other specificities. The *Clerkship Guide* has all of these details carefully and clearly outlined!
- Some Clerkships fulfil Articling requirements, but not all; make sure to do your research in advance of making any decisions (the *Clerkship Guide* is a great place to start!).
- Some provinces will not accept students that have already been called to the Bar as a Clerk, and will require you to postpone that step until after your Clerkship
- The timelines for clerking can be different from court to court, province to province
- Having previously completed another Clerkship (either for course credit, or as a paid position) improves your eligibility for future Clerkships, both because of the experience you will have gained as well as potentials for references from a Judge!



5. Law Clerks (2023-2024)



FAQ

- Q: Am I required to select 3 choices?
- A: Not required but recommended to increase your chances of obtaining a Clerkship (if space permits). **Note: choosing 1 option does not increase your likelihood of getting your first choice.**
- Q: What is the usual CGPA for students being nominated at a certain Court or Tribunal?
- A: It varies every year based on the student's academic record and the number of applications we receive per year. As long as you have a minimum of 2.70 CGPA, you are eligible to apply for a Clerkship.
- Q: Can I include a reference letter in my Clerkship application?
A: No, you only can include the documents that we have indicated in the application process (CV, cover letters addressed to each judge and official transcript)



Funding & Recognition

The following funding and recognition mechanisms are available to students completing a Clerkship, or any other unpaid Clinical Legal education opportunity (Moots, Internships, etc.):

- **Funding:** [Enriched Educational Opportunities](#) (EEOs)
 - EEOs are experiential, work and research opportunities that support a student's academic or career development.
 - EEOs may be coordinated by McGill units or by government, NGOs, or companies outside the university.
- **Recognition:** [Co-curricular Record](#) (CCR)
 - CCR is an official record that tracks students' participation in recognized opportunities outside the classroom.
 - Any student currently registered at McGill can view, customize, and print their CCR via myInvolvement.
 - Students can also request an official CCR be sent to a potential employer or educational institution. The CCR can be a useful addition to your CV/resume or graduate/professional school applications.



EEO

- EEO Bursary Program removes financial barriers for out-of-McGill classroom ‘extras’ so everyone can have the full McGill experience and be future-ready
 - Field Study Semesters/Courses
 - Unpaid (or token pay) off-campus* Work and Research Internships
 - Music invitationals and competitions
 - Can be for credit or off transcript, but must be non-mandatory

How to apply for an EEO Bursary:

- **Where:** Via Minerva In-Course Financial Aid application
- **When:** Apply any day of the year; monitor application for prompt to make appointment with Financial Aid Counselor.
- **How:** Students prepare a separate budget to isolate resources/costs for EEO
- If the EEO is not on your student record, you **must request a letter of support from the SAO** (via the Attestation Request Form).

If the EEO is not on your student record (i.e. not credited), you **must request a letter of support from the SAO** (via the [Attestation Request Form](#)).

6. Questions?

- [Come see us at the SAO Drop In Window!](#)
- cle.law@mcgill.ca
- <https://www.mcgill.ca/law-studies/sao-forms/application-clerkships>

