



STUDENT CLERKSHIPS INSTRUCTIONS

I hereby apply for a position as student clerk, for the next academic year, according to the conditions set out in the current Faculty syllabus and calendar. In filing this application, I undertake not to withdraw it. If selected, I will be enrolled by the Faculty for this 6-credit course from September through April of the 2024-2025 academic year, and I forego the right to withdraw from this course.

I understand that if for exceptional circumstances I wish to be considered only for a 3-credit student clerkship lasting for only one academic term, I must clearly specify this preference on this application form and provide carefully motivated reasons in the letter of application. I recognize that this selection may decrease my chances of being accepted by the Faculty and that there may be limited availability of student clerkships by the courts or administrative tribunals. If selected, I will be enrolled by the Faculty for this 3-credit course from September through December 2024 or January through April 2025, and I forego the right to withdraw from this course.

I understand that the Student Clerkship Program involves a duty of confidentiality and a duty to avoid conflicts of interests or potential conflicts of interests, for example with law firms.

I undertake to make a total contribution of a minimum of 200 hours for a 6-credit clerkship or 100 hours for a 3-credit clerkship (approximately 8 hours per week), and to file a midterm report, final report and end of term essay at the Student Affairs Office for the dates that will be posted by the Faculty.

I understand that my status will be that of an unpaid student intern participating in an educational program for academic credit evaluated on a pass-fail basis at McGill; I am not in an employment relationship.

I understand that the final selection of candidates, once accepted by the Faculty, is made by the courts or administrative tribunals.

Veillez compléter le formulaire avant le **2 avril 2024 à 15h00** sur notre site internet SAO Forms : [Applications Clerkships \(2024-2025\)](#)

1. Remplir le formulaire
2. Une lettre pour chaque cour et/ou tribunal sélectionné, exposant votre intérêt pour ce programme et les motifs de votre choix. Please address your letter to the judge at the court and/or tribunal you are applying for. See page 2 of this document for the list of judges to address your letters to.
3. Votre curriculum vitae
4. A copy of your official transcript – you need to request eTranscript on Minerva ([Electronic Official Transcripts \(eTranscripts\) | Student Records - McGill University](#))

Please address your letters to the judges at the following courts and tribunals:

Cour d'appel du Québec: L'honorable Marie-France Bich

Cour du Québec, chambre civile (Saint-Jérôme): L'honorable Chantale Massé

Cour du Québec, chambre civile: L'honorable Nathalie Fafard

Cour du Québec, chambre criminelle: L'honorable Nathalie Fafard

Cour du Québec, chambre de la jeunesse: L'honorable Nathalie Fafard

Cour du Québec, chambre de la jeunesse (Saint-Jérôme): L'honorable Pierre Hamel

Cour municipale de la Ville de Montréal: L'honorable Randall Richmond

Cour supérieure du Québec: L'honorable Guylène Beaugé

Tribunal administratif du Québec: Me Julie Baril

Tribunal des droits de la personne: Me Isabelle Gauthier