

#### EXPRESSION OF INTEREST AND ELIGIBILITY

- Qualified lawyers who wish to be considered for appointment as a Justice of the Peace should complete a **Justice of the Peace Candidate Information Summary** which provides the basic data for the subsequent assessment of, or comment on the candidature by the Justice of the Peace Interview Panel and 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 must be a Canadian citizen and a member in good standing of the Law Society of Alberta, with a minimum of five years related experience at the Bar.**

#### JUSTICE OF THE PEACE INTERVIEW PANEL

- The Justice of the Peace interview panel will consist of a representative of the Provincial Court, a representative of the Minister of Justice and Solicitor General and a representative of Human Resource Services.
- The interview panel contacts the Alberta Law Society as part of their reference check to ensure there are no outstanding insurance claims or complaints against the applicant.
- The interview panel will conduct interviews and develop a short list of names for each available position. The short list of names will be provided to Judicial Council for further assessment.
- The Ministry of Justice will advise applicants in writing as to the outcome of their interview.

#### JUDICIAL COUNCIL REVIEW

- Judicial Council consists of the Chief Justice of Alberta or designate, Chief Justice of the Court of Queen'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 and Solicitor General. Judicial Council is chaired by the Chief Provincial Judge.
- Judicial Council will interview the applicants on the short list. Following the interview, Judicial Council provides the Minister of Justice with the names of applicants approved for appointment as Justices of the Peace.
- The Ministry of Justice will advise applicants in writing as to the outcome of their interview by Judicial Council.

## 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 **Justice of the Peace 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 and Solicitor General  
8<sup>th</sup> Floor, John E. Brownlee Building  
10365 - 97 Street, Edmonton, AB T5J 3W7

- A *curriculum vitae* may also be submitted, but not as a substitute for any portion of the application form.
- Handwritten applications will not be accepted.

**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)

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

**Restriction on other Employment**

Section 10.1 of the *Justice of the Peace Act* states:

“Unless otherwise authorized by the Lieutenant Governor in Council,

- (a) a justice of the peace who is designated as a full-time justice of the peace shall not practise law;
- (b) a justice of the peace who is designated as a part-time justice of the peace shall not practise criminal law or family law, appear as counsel on any matter in the Provincial Court of Alberta, represent any client in any proceeding involving the Government of Alberta or the Government of Canada, or represent the Government of Alberta or the Government of Canada in any proceeding.

I have reviewed and am aware of the above restriction on other employment.

- I have no concerns with the restriction and if I am the successful candidate, I will not be seeking an authorization.

OR

- I have the following concerns:

**Position(s) Applied For:**

- Full-time Justice of the Peace                       Part-time Justice of the Peace

Preferred Location(s): \_\_\_\_\_

1. **Personal Information**

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

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

- Use residential address as mailing address.

Home Number: \_\_\_\_\_ Cell Number:(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: \_\_\_\_\_

Current Business Address: \_\_\_\_\_

Use business address as mailing address.

Work Number: \_\_\_\_\_

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

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

Are you a Canadian citizen?

Yes       No

2. **Education**

a) **Secondary School:** \_\_\_\_\_

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

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

\_\_\_\_\_

b) **University:** \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

c) **Law School:** \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

d) **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:

<b>From</b>	<b>To</b>	<b>Details</b>

3. **Professional History**

Practice areas in the past five years:

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

**Professional and Employment Experience**

In chronological order give a brief account of all work experience, **starting with your most recent**. For each position, 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**

[Empty rectangular box for professional and employment experience]

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

[Empty rectangular box for describing computer application knowledge and experience]

4. **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 Justice of the Peace appointment.



6. **Willingness to Travel**

If you were appointed, are you willing to travel to sit in other Regional base court and circuit court locations throughout Alberta, when required to do so?

- Yes                       No

Comments:

7. **Shift Work**

If you were appointed, are you willing to work a variety of eight hour and four hour shifts to provide 24 hour service, 7 days a week at the Hearing Office?

- Yes                       No

Comments:

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 with reference to this appointment?

- Yes                       No

If yes, explain:

c) Are you aware of any matters that might lead to a perception of a conflict?

Yes       No

If yes, explain:

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

Yes       No

If yes, explain:

**Applicants must request a criminal record/police information check from their local police agency and return it with this application. The completed check is attached:**

Yes       No

If no, explain:

e) 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 of Alberta 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:

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

Yes       No

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

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 as a JP.

- 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) \_\_\_\_\_

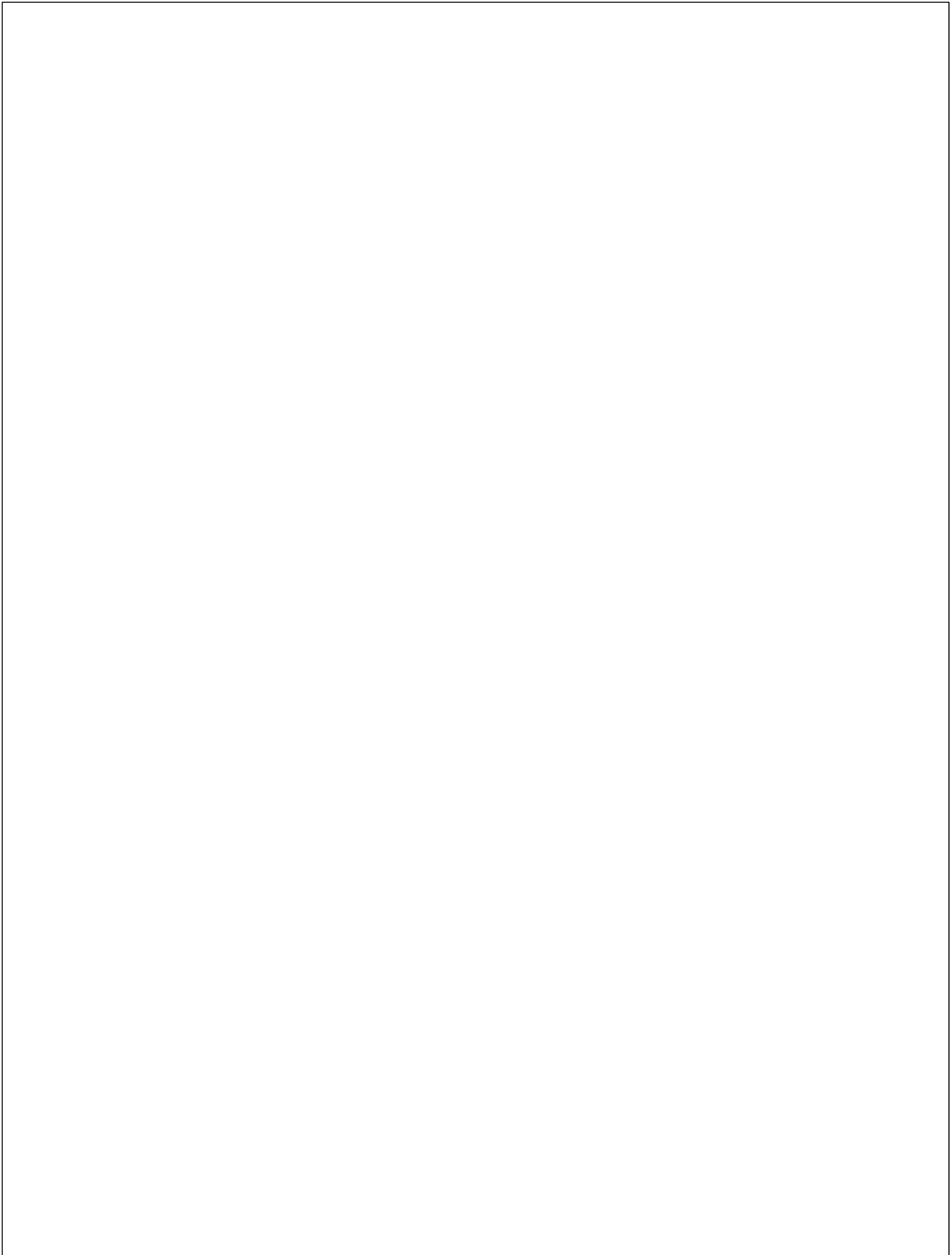
9. **Optional**

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.

A large, empty rectangular box with a thin black border, intended for the respondent to provide optional information. The box is currently blank.

10. **Reasons for Seeking Appointment**

Please explain your reasons for seeking this appointment and how your education, experience, culture, personal life and character would assist you in discharging your judicial duties.



11. **References**

List a minimum of 8 references, 4 legal and 4 non-legal (non-lawyer), including the information requested below for each reference. Please ensure that your references are aware that they may be contacted regarding your application. **Home telephone numbers are mandatory, unless your reference is a judge.**

**LEGAL REFERENCES**

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

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Name: \_\_\_\_\_  
Occupation/Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
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: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_  
Years Known: \_\_\_\_\_

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

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

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Name: \_\_\_\_\_  
Occupation/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
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.

13. **Publications**

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

\_\_\_\_\_  
Signature

**Authorization for Disclosure of Information  
Concerning Candidate**

I, \_\_\_\_\_  
(Full given names)  
of \_\_\_\_\_, Alberta, in consideration of the review and  
assessment of my application for appointment as an Alberta Justice of the Peace do hereby:

1. Authorize the Law Society of Alberta to provide to the Alberta Judicial Council and to the Minister of Justice and Solicitor General 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 Minister of Justice and Solicitor General 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 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