

EXPRESSION OF INTEREST AND ELIGIBILITY

- Qualified lawyers who wish to be considered for appointment as an Applications Judge must complete the **Applications Judge Candidate Information Summary** which provides the basic data for the subsequent assessment of, or comment on the candidature by the Applications Judge 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 10 years legal experience.**
- Applicants are responsible for providing their criminal record/security clearance 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.

APPLICATIONS JUDGE INTERVIEW PANEL

- The Applications Judge Interview Panel will consist of representatives chosen by the Minister of Justice and the Court of King's Bench.
- The interview panel contacts the Alberta Law Society to ensure there are no outstanding insurance claims or complaints against the applicant.
- The interview panel will conduct interviews.

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 Justice of the Court of Justice 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 Justice of the Court of Justice. The names of the two members appointed by the Minister of Justice can be found at <https://www.alberta.ca/public-agency-appointees.cfm>.
- Judicial Council will conduct an assessment of the applicants.

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://www.adobe.com/ca/acrobat/pdf-reader.html>
- If you are using Google Chrome or Mozilla Firefox as your browser and are unable to open PDF forms, see Adobe Help for a solution.
- The completed **Applications Judge Candidate Information Summary**, an **original passport-type photograph** and a recent **criminal record/security clearance check** must be mailed or emailed to:

Stephanie Peters
Assistant Coordinator, Judicial Selection and Appointments
Strategy, Support and Integrated Initiatives Division
Alberta Justice
4th Floor Oxbridge Place
9820 106 St NW, Edmonton, AB T5K 2J6
Email: Stephanie.Peters@gov.ab.ca

- A *curriculum vitae* may also be submitted, but not as a substitute for any portion of the application form. Additional numbered pages may be submitted if the space allowed is not sufficient.
- **Level 1 criminal record/security clearance check can be obtained at:**
<https://commissionaires.ca/en/services/>.
- Handwritten applications will not be accepted.

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

Stephanie Peters
Assistant Coordinator, Judicial Selection and Appointments
Telephone: (780) 422-9625
Email: Stephanie.Peters@gov.ab.ca

Applications Judge Candidate Information Summary

Date _____

New Applicant

Previous Applicant - Date(s) of previous application(s): _____

Location of Interest: _____

Restriction on other Employment

Section 15.1(1) of the *Court of King's Bench Act* states:

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

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:

1. Personal Information

Surname: _____ Given Names: _____

Residential Address: _____

Use residential address as mailing address

Home Phone: _____ Cell Phone (Optional): _____

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

Past or present member in other Bars: _____ Dates of Membership: _____

Current Position/Firm Name: _____

Business Address: _____

Use business address as mailing address

Office Phone: _____ Email: _____

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

Are you a Canadian citizen?

Yes No

2. **Formal Education**

Secondary School: _____

Date Commenced: _____ Date Completed: _____

Certificate/Diploma/Degree: _____

University: _____

Degree: _____

Major: _____ Minor: _____

Date Commenced: _____ Date Completed: _____

Awards: _____

Law School: _____

Degree: _____

Date Commenced: _____ Date Completed: _____

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

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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).

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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.

6. **Willingness to Travel**

If you were appointed, are you willing to travel to sit in other Court of King's Bench sitting points, when required to do so?

- Yes No

Comments:

7. **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?

Yes No

If yes, explain:

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

Yes No

If yes, explain:

Applicants may attend at their local police agency or apply online to obtain a criminal record/ police information check. The completed criminal record 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 question 7.d) through 7.d)(iii) with the Law Society?

Yes No

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

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

Yes No

If yes, explain:

g) Are you a signatory to any personal guarantees?

Yes No

If yes, explain:

h) 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.

Yes No

If yes, explain:

i) What applications judges/judges have you frequently appeared before in recent years?

(i) _____

(ii) _____

(iii) _____

(iv) _____

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

(i) _____

(ii) _____

(iii) _____

(iv) _____

8. **Reasons for Seeking Appointment**

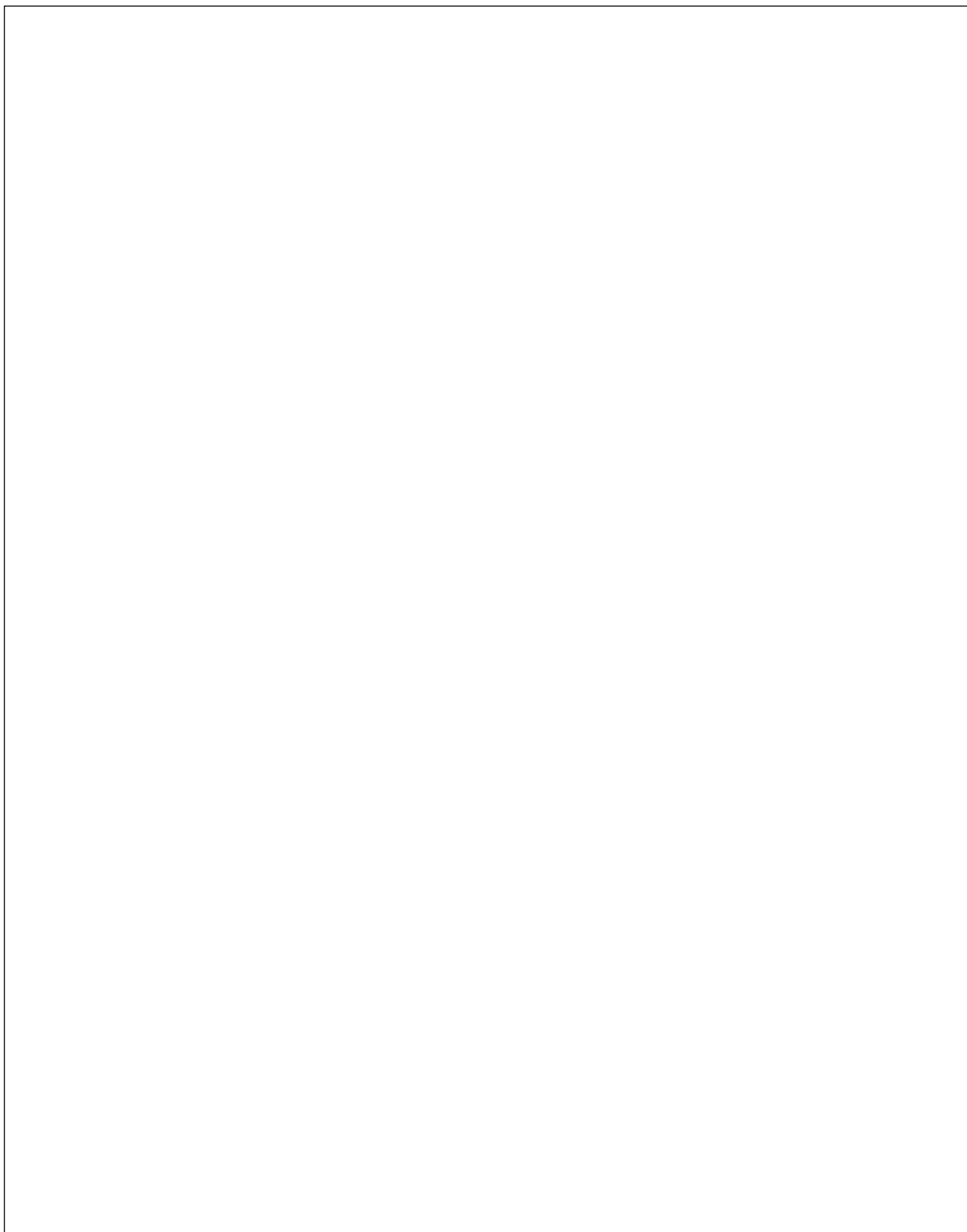
Please explain your reasons for seeking this appointment and how your education, experience, culture, personal life and character would assist you in discharging your judicial duties.

Reasons for Seeking Appointment, continued

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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 about themselves that would assist in the objective of ensuring a diverse judiciary.

10. 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 an applications judge, justice or judge. **Do not include members of Judicial Council as references.**

LEGAL REFERENCES

Name: _____
Occupation/Firm Name: _____
City/Province: _____ Business Phone: _____
Home Phone: _____ Email: _____

Name: _____
Occupation/Firm Name: _____
City/Province: _____ Business Phone: _____
Home Phone: _____ Email: _____

Name: _____
Occupation/Firm Name: _____
City/Province: _____ Business Phone: _____
Home Phone: _____ Email: _____

Name: _____
Occupation/Firm Name: _____
City/Province: _____ Business Phone: _____
Home Phone: _____ Email: _____

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

Name: _____

Occupation/Company: _____

City/Province: _____ Business Phone: _____

Home Phone: _____ Years Known: _____

Nature of Relationship: _____

Email: _____

Name: _____

Occupation/Company: _____

City/Province: _____ Business Phone: _____

Home Phone: _____ Years Known: _____

Nature of Relationship: _____

Email: _____

Name: _____

Occupation/Company: _____

City/Province: _____ Business Phone: _____

Home Phone: _____ Years Known: _____

Nature of Relationship: _____

Email: _____

Name: _____

Occupation/Company: _____

City/Province: _____ Business Phone: _____

Home Phone: _____ Years Known: _____

Nature of Relationship: _____

Email: _____

11. 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 applications judges/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 Interview Panel to consult your law partners or other close associates in addition to any that may be listed in this form.

- Yes No N/A

**Authorization for Disclosure of Information
Concerning Candidate**

I, _____
(First Name, Middle Name(s), Last Name)

of _____, Alberta, in consideration of the review and assessment of my application for appointment as an Alberta Applications Judge do hereby:

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