



# COURT OF APPEAL OF QUEBEC



## CLERKSHIP POSITIONS

Clerkship positions will be available in the Court of Appeal's Research Department, in Montreal and Quebec City, as of 2024:

| Montreal                     | Quebec City                 |
|------------------------------|-----------------------------|
| 2 positions for January 2024 | 1 position for January 2024 |
| 5 positions for June 2024    | 4 positions for June 2024   |

**DUTIES:** Under the general direction of the Chief Justice, law clerks work closely with one judge and assist the judge in the performance of his or her functions. Usually, prior to the hearing of each appeal, law clerks must fully review the file, summarize the essential facts after having examined the evidence, study the judgment under appeal and the parties' submissions, perform the relevant documentary research and analyze the entire matter in-depth in order to formulate a legal opinion and generally assist the judge with whom they are working. Law clerks then attend the hearing of the case and may be called upon to perform additional research. Law clerks may also be required to provide assistance for other purposes (conferences, mediation, etc.). The first six (6) months of employment are recognized by the Barreau du Québec as the articling period.

**ELIGIBILITY CONDITIONS:** Prospective applicants must be Canadian citizens or permanent residents. They must also hold a Bachelor of Laws (or the equivalent) or be in the process of earning one. They must, in due course, enroll at the École de formation professionnelle of the Barreau du Québec in order to be eligible to article as of their anticipated hiring date. Those who have already successfully completed their articles are **not eligible** to apply. Applicants must have an excellent command of French and English.

**DURATION OF EMPLOYMENT:** The contract is for a period of two years (6 months as an articling student and 18 months as a lawyer). However, in light of the Court's needs or the work performed, the contract may be terminated at any time during that period.

### ANNUAL SALARY

| 2 years | Employment status (casual) | Duration       | Salary presented on <u>an annual basis</u> |
|---------|----------------------------|----------------|--|
|         | Articling student          | 0 to 6 months  | Starting at \$44,397 *                     |
|         | Lawyer                     | 7 to 24 months | Starting at \$60,777 **                    |

\* This salary rate includes the 6.5% premium described in section 33 of the *Directive concernant les emplois étudiants et les stages dans la fonction publique*. The salary indicated is the salary in effect as at May 1, 2022 for an articling student with a bachelor's degree.

\*\* After successfully completing the Barreau's articling period and being designated a lawyer the day after being sworn in, and subject to successfully passing an assessment. This is the salary scale in effect as at March 31, 2015 (negotiations in progress). The work schedule is 37.5 hours/week. A candidate's schooling beyond the academic requirements of the job may be recognized.

+ Payment of the professional dues

**AGREEMENTS WITH UNIVERSITÉ LAVAL AND UNIVERSITÉ DE MONTRÉAL:** Pursuant to agreements with Université Laval and Université de Montréal, law clerks can earn equivalence credits, for purposes of certain graduate law programs, for their articling and for the work performed within the scope of their duties. For more information, please contact a representative of the Court of Appeal's Research Department (see contact information below).

**Deadline for applications: February 1, 2023** and **Application procedure** (provide the following documents):

A complete application must include the following documents\*:

1. A cover letter explaining your interest in the position (please specify whether you are applying to Montreal, to Quebec City or to both locations).
2. An up-to-date curriculum vitae.
3. Two letters of reference (one of which should, ideally, be from a law professor). Those providing a letter of reference should send their letter directly to the Court of Appeal by mail or email to the addresses indicated below. Letters should be **signed** and addressed to the attention of the Honourable Marie-France Bich, J.A., for positions in Montreal, and to the Honourable Geneviève Cotnam, J.A., for positions in Quebec City.
4. Official law school transcripts (undergraduate and graduate, if applicable), which may be mailed or emailed directly by the university to the addresses indicated below or mailed by the applicant.
5. Scanned copies (PDF) of transcripts:
  - (a) of all university studies other than law;
  - (b) from the École du Barreau, if applicable.
6. A copy of an individual research paper completed as part of law school.
7. A copy of your proof of permanent residency, if applicable.

With the exception of the letters of reference (see no. 3 above) and the official law school transcripts (see no. 4 above), these documents must be sent by email **or** by mail by the applicant **in a single email or envelope**.

The required documents must be named as follows:

| Documents                    | Name   |
|------------------------------|--|
| Cover letter                 | Last name, First name, Cover letter  |
| Curriculum Vitae             | Last name, First name, CV  |
| Letters of reference         | Last name, First name, Reference   |
| Copies of transcripts        | Last name, First name, Transcript 1 (Transcript 2, 3, etc. if there are more than one) |
| Copy of a research paper     | Last name, First name, Research paper  |
| Proof of permanent residency | Last name, First name, Residency   |

\* **Those who wish to apply both in Montreal and in Quebec City must submit a complete application to each location:**

**Montreal**

Ms. Ginette Landry – Articling 2024  
Court of Appeal of Quebec  
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Montreal, Quebec H2Y 4B6

Telephone: 514-393-2040 – ext. 51279  
Email: [Ginette.landry@judex.qc.ca](mailto:Ginette.landry@judex.qc.ca)  
Cc: [laurent.ouellet@judex.qc.ca](mailto:laurent.ouellet@judex.qc.ca)

**Quebec City**

Ms. Lynn Brousseau – Articling 2024  
Court of Appeal of Quebec  
300 Jean-Lesage Boulevard, Suite R-435  
Quebec City, Quebec G1K 8K6

Telephone: 418-649-3445  
Email: [lynn.brousseau@judex.qc.ca](mailto:lynn.brousseau@judex.qc.ca)

*An incomplete application at any stage of the process may result in the application being rejected, without prior notice. Before the start date of their employment, successful applicants must provide an official copy of the “Relevé de notes du Barreau” demonstrating that all the objectives have been met, a copy of their law degree, as well as the final, official and complete law school transcript. We thank all those who apply. Only those selected for an interview will be contacted.*

**Interview dates:** February - March 2023

**Start of employment:** See table above

For further inquiries regarding Quebec Court of Appeal clerkships, please contact Mtre Laurent Ouellet ([laurent.ouellet@judex.qc.ca](mailto:laurent.ouellet@judex.qc.ca)) for the Montreal seat of the Court, and Mtre Chloé Rousseau-Duschene ([chloe.rousseau-duchesne@judex.qc.ca](mailto:chloe.rousseau-duchesne@judex.qc.ca)) for the Quebec City seat of the Court.