

BRITISH COLUMBIA JUDICIAL LAW CLERK PROGRAM

LETTERS OF REFERENCE - INSTRUCTIONS FOR REFEREES

Each applicant to the Judicial Law Clerk Program must have two referees submit letters of reference via email. At least one reference should be from a law professor who can comment on the applicant's legal research, writing and analytical skills. One law-related reference (e.g., from a lawyer for whom the applicant has worked in a law-related capacity, for example, in a summer or volunteer position) is also acceptable.

Reference letters should be submitted via email and addressed to:

**Judicial Law Clerk Program
800 Smithe Street
Vancouver, BC
V6Z 2E1**

Please ensure your letter of reference meets the following criteria:

- Reference letters must be submitted no later than **January 17, 2022, 12:00 PM PST (noon)**
- Each reference letter must be submitted as one PDF document
- Reference letters must be scanned on letterhead
- Reference letters must be signed
- Reference letters must be emailed as an attachment directly from the referee or a member of their staff to JudicialLawClerkProgram@BCCourts.ca
- Emails attaching reference letters must adhere to this subject line protocol: **(APPLICANT LAST NAME, First Name – Reference, Referee Name, Employer)**
- **Subject Line Example:**
SMITH, Susan - Reference - Prof. Jane Jones, Dalhousie

Please note:

- Reference letters submitted in the text of an email will not be accepted.
- **If you are submitting reference letters for more than one applicant** you must send a separate email and attached letter for each applicant (i.e., one email with one reference letter attached for EACH applicant).
- Reference letters from sitting judges of the Supreme Court of British Columbia or the Court of Appeal for British Columbia will not be accepted.
- Please do not send paper copies of letters of reference through the mail.