



our student-at-law program

Alberta

“Articling with Alberta Justice has allowed me to experience all different aspects of law. My knowledge base, writing and litigation skills, as well as my confidence have expanded exponentially during the past year. Articling with Alberta Justice has been a fantastic experience.” Kyra, 2004/05 Articling Student



Alberta Justice serves Albertans by promoting safe communities, ensuring access to the courts and other methods of dispute resolution, providing legal and related strategic services to the Government of Alberta, and communicating with Albertans about the administration of justice.

a ministry overview

Our core businesses include:

- Prosecution of criminal and other offences
- Providing access to the courts and other dispute-resolution processes
- Providing corporate advice and legal services to government ministries
- Supporting and protecting vulnerable Albertans, such as those who depend on court-ordered maintenance

We employ over 2600 people within six divisions and two boards:

DIVISIONS

- Court Services
- Criminal Justice
- Human Resource Services
- Legal Services
- Maintenance Enforcement Program
- Strategic Services

REPORTING ENTITIES

- Alberta Review Board
- Fatality Review Board

While the majority of jobs within the ministry are located in Edmonton and Calgary, there are work locations in cities and towns throughout the province, including Drumheller, Fort McMurray, Hinton, Lethbridge, Medicine Hat, Peace River, St. Paul, Vegreville, Wetaskiwin, Grande Prairie, and Red Deer.

For more information on our Ministry, please see our Business Plan located at the Alberta Finance website.

articling program

It takes approximately 400 lawyers with offices across urban and rural Alberta to provide this important service. While the size of our organization may sound like a large law firm, our Student-at-Law program provides an experience not often found articling with a private firm.

When our students finish their program, they have gained considerable court room experience and a well-rounded foundation in diverse areas of practice. The result is a valuable experience that contributes to becoming a marketable professional with career potential.

We are often able to provide you a choice of placement in either Edmonton or Calgary. We also provide benefits similar to those

available to all government employees, including health benefits, dental coverage, and vacation leave; in addition to payment of your related articling fees. We provide specific program and benefits details later in this brochure.

May we add that we are also proud of our past articling students. The successes they experienced through their articling program continued along their career path. Some of our students have gone on to become Chief Crown Prosecutors for the province, or have been appointed as Judges or Masters in Chambers within our judicial system, including with the Alberta Court of Queen's Bench.



It's clear that we are proud of our articling program.



You can understand why law students who are interested in a uniquely challenging and rewarding experience seek us out.

articling program details

ROTATION AREAS

Why do we believe Alberta Justice has one of the most well-rounded and extensive articling programs? Our program is designed to expose students to as many areas of the practice of law as possible. The articling program also provides students the opportunity for considerable and valuable courtroom experience.

A typical articling rotation includes (not necessarily in this order):

- Civil Law Branch
- Criminal Justice Division
- Family Law
- Public Trustee

Students may also select an optional area of personal interest. They may round out their experience by selecting a rotation in one of the following areas:

- Alternative Dispute Resolution
- Health & Wellness
- Constitutional Law
- Legislative Counsel
- Environmental Law
- Municipal Affairs
- Environmental Prosecutions
- Securities Commission

MENTORING

As a student-at-law, you will report directly to a principal during your articling year.

This principal is involved in providing you a beginning orientation, scheduling rotation assignments, student evaluation, and overall supervision, guidance, and support through the year. However, our diverse rotation experience through various areas of practice created the need for surrogate principals. These individuals supervise, support, and mentor in each respective rotation office.

PROFESSIONAL DEVELOPMENT & WORKPLACE ENVIRONMENT

Alberta Justice acknowledges the need for a holistic approach to the articling program by enhancing the experience with ongoing professional development and a balanced, supportive workplace environment.

We ensure you continue to learn and to grow during your articling year by including you in our Civil Law and Crown Prosecutors Associations. This allows you to participate in annual educational seminars and to interact on both a professional and social level with a variety of lawyers within Alberta Justice.

We ensure you continue to learn and to grow during your articling year.



We also ensure our provincial law libraries are readily accessible. The libraries include the extensive Alberta Department of Justice Library and the Legislative Assembly of Alberta Library, which house a comprehensive collection of legislative and policy material, including the original documents other lawyers only read about.

Alberta Justice is aware of the need to meet a balance between the demands of the articling program with honouring social connection and a healthy lifestyle. Both Edmonton and Calgary offices encourage their members to participate in baseball, hockey, and curling activities through the year. We also provide a reasonable amount of CPLED study days to support your coursework obligations.

Our articling program is definitely a challenging experience, which is why we provide practical support and foster personal growth along the way.

major areas of practice

CRIMINAL JUSTICE

Prosecutes all offences under the *Criminal Code of Canada*, the *Youth Criminal Justice Act* and the provincial statutes in all the courts of the province and the Supreme Court of Canada.

This work includes, but is not limited to, homicide, assault (sexual, aggravated), impaired driving, break and enter, theft and fraud, speeding and other driving offences, but excludes adult drug offences. Criminal Justice works with justice system stakeholders and the community to promote safe communities and implement alternative approaches to the administration of justice. The division is divided into four branches:

- The **Management and Leadership Services Branch** provides direct service to the Minister and executive management and is responsible for leading policy and planning initiatives within the division and for coordinating these activities with other stakeholders.
- The **Appeals Branch** is responsible for criminal appeals to the Court of Appeal and the Supreme Court of Canada and provides legal and strategic advice with respect to legislation impacting the Criminal Justice Division.

- **Special Prosecutions** provides specialized prosecutorial services in areas of organized crime, significant commercial or corporate crime or crimes committed against government.
- **General Prosecutions** is responsible for all cases apart from those assigned to the other branches.

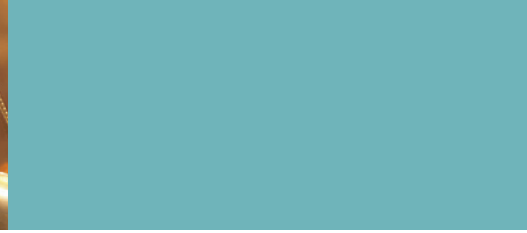
As a Student-at-Law working through the Criminal Justice rotation, you can expect to be involved in conducting summary conviction prosecutions (primarily in Traffic Court), assisting senior Crown Prosecutors in preparing for trials involving indictable offences, and researching and preparing Court of Appeal factums.

CIVIL LAW

Provides legal and related strategic services to all government ministries and represents them in matters before the courts and tribunals.

- Our **Constitutional and Aboriginal Law Branch** provides specialized advice to the government concerning constitutional and aboriginal matters.
- The **Legal Research and Analysis Branch** provides advice on legislative policy.

Through the Civil Law rotation, you will be involved in Barrister and Solicitor work, including chambers applications, trial preparation, legal



research and opinion work, drafting pleadings and commercial documents, advising government departments and agencies, observing and conducting discoveries, and observing court proceedings and appeals.

FAMILY LAW

Provides legal services to Children's Services, Human Resources and Employment Child Support Services, the Maintenance Enforcement Program and the Office of the Public Guardian. The legal work done by Family Law includes both court work and solicitor's work.

The Family Law rotation of the Articling Program will have you appearing in Provincial Court and Court of Queen's Bench on maintenance enforcement matters, child welfare, and paternity. You will also be involved in legal research.

PUBLIC TRUSTEE

Acting under the *Public Trustee Act*, the Public Trustee protects the financial interests of vulnerable Albertans by administering the estates of dependent adults, decedents and minors.

Your rotation through the Public Trustee's office will include appearing in court on dependent adult applications, assessing quantum, and conducting estate matters.

OTHER

You may choose to work in one or more of the following specialized areas, or return for more experience in one of the aforementioned areas during your option period (your choice for the optional rotation is subject to operational ability to accommodate):

- **Alternative Dispute Resolution** – Working with Civil Claims Mediation and Family Mediation Services
- **Constitutional Law** – Involves working with legislation, policy and practices.
- **Environmental Law** – Working with civil enforcement of the statutes and regulations administered by Alberta Environment.
- **Environmental Prosecutions** – Environmental prosecutions under applicable legislation.
- **Health & Wellness** – In support of the Health and Wellness Ministry.
- **Legislative Counsel** – Drafting government bills, regulations and Orders in Council.
- **Municipal Affairs** – Real Estate Law, Municipal and Planning Law, Administrative Law.
- **Securities Commission Agency** – Business Law, Corporate & Securities Law

benefits & resources

A Corporate Human Resource Development Strategy is in place within the Alberta government to continue to build a strong public service for the province and to ensure employees have the opportunity to participate in continuous learning, become leaders for tomorrow, align their performance with government goals and priorities, and be a part of a positive, strong work environment.

Students hired for the Articling Program are eligible for benefits similar to those of other government employees, with the exception of pension & long-term disability.

Health benefits include:

- Alberta Health Care
- Dental plan
- Extended medical benefits plan
- Prescription drug plan
- Group life insurance plan

Other benefits include:

- 10 days paid vacation
- Bar school fees paid
- Reasonable CPLED study days
- Learning & Wellness account

Resources available to students:

- Libraries
- IT
- Offices
- Orientation program
- Seminars & professional development



We are committed to being a learning organization and to providing a healthy workplace.

“The ‘on-the-job’ training has given me the confidence and preparation to tackle any task I may encounter once I have been called to the Bar. I feel that no other article would have made me as prepared to be a lawyer as this one has.”

Chuck, 2004/05 Articling Student



contact us

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Alberta Justice
1st Floor, Bowker Building
9833 - 109 Street
Edmonton, AB T5K 2E8
T: (780) 427-4978
F: (780) 422-1330
www.articlingatjustice.gov.ab.ca

selection procedure



Each year we typically hire 10 students (six for Edmonton, four for Calgary). All students in their second year of law school are eligible to apply. Alberta Justice does not participate in the match program, and is therefore subject to the recruitment guidelines established by the Law Society of Alberta.

RESUMES

Resumes may be submitted online (for a limited period prior to the closing deadline), by fax: (780) 422-1330, or you may send your resume by mail to: Human Resource Services, Alberta Justice, 1st Floor Bowker Building, 9833-109 Street, Edmonton, AB T5K 2E8.

Please include the following information:

- Academic transcripts for undergraduate and law school grades
- Statement of your interest in articling with Alberta Justice (max. 1 page, 8.5" x 11")
- Specify Edmonton or Calgary as your preferred or only acceptable work location, or indicate if either is acceptable
- Additional information that describes or demonstrates roles of responsibility or leadership previously or currently held

Resumes will be accepted until early May for the following year's articling program. Please check our website for the current deadline information.

INTERVIEWS

The interview will assess personal skills, interests, initiative, as well as academic achievement and activities related to law. Interviews will be conducted in Edmonton and Calgary during the first two weeks of June, or as otherwise determined by the Law Society of Alberta. Please note all final candidates will be required to undergo a security screening.

OFFERS

Offers will be made in accordance with the timelines established by the Law Society of Alberta.

legal positions within the ministry



CRIMINAL JUSTICE	EDMONTON	CALGARY	OTHER
Management & Leadership Services	7		
Appeals	6	3	
Special Prosecutions	9	6	1
General Prosecutions	69	65	56
Students at Law	6	4	

LEGAL SERVICES	EDMONTON	CALGARY	OTHER
Civil Law including: <ul style="list-style-type: none">• Family Law• Constitutional & Aboriginal Law• Environmental Law• Health & Wellness• Municipal Affairs• Legal Research & Analysis	134	16	
Legislative Counsel	9		
Public Trustee	9	4	

articling rotation & retention rates

Rotations are subject to change from year to year. Please visit our website for the current rotation schedule.



TYPICAL ROTATION (in weeks)	EDMONTON	CALGARY
Civil Law Branch	13	12
Criminal Justice Division and Criminal Appeals	13	10 5
Family Law	9	10
Public Trustee	8	8
Option	6	4

The possibility of ongoing employment with Alberta Justice and Attorney General depends on a number of factors, including the availability of employment opportunities, budget, and the level of the student's performance.

While our ministry is unable to guarantee employment at the end of the articling term, we have recently been able to hire back more than 75% of our articling students:

ARTICLING YEAR	RETENTION #	RETENTION %
2004/2005	9 out of 9	100%
2003/2004	7 out of 9	78%