



# Ministry of the Attorney General



## 2007 Summer Law Student Opportunities Applicant Handbook

Last Updated: August 31st, 2006

# MAGNIFY YOUR POTENTIAL



Dear Law Student,

As you begin to explore your career as a lawyer we invite you to take a closer look at the number of diverse opportunities that exist within the Ministry of the Attorney General.

The Ministry of the Attorney General (MAG) employs over 1300 lawyers. Each year approximately 100 articling students and 40 summer law students have the opportunity to work with and learn from some of the best legal minds in the country. Our law practices cover every area of substantive law and our students are truly an integral part of each branch. MAG lawyers are involved in criminal prosecutions and appellate work at all levels of court: They advise and litigate on behalf of every ministry across the province including on constitutional matters such as Charter rights, divisions of power and aboriginal law: They advise on and draft legislation and regulations for the province of Ontario: They also advise on and develop policies related to family and social justice issues as well as represent children and vulnerable people in areas such as personal rights, property/estate matters and custody/access cases. The variety and quality of work is truly unparalleled!

Whether you find yourself assisting in the preparation of a court case, in the development new legislation or in appellate work you will have the opportunity to be challenged and to make a difference!

We hope that your summer experience with us marks the beginning of a positive and rewarding relationship. We know that the time you do spend with us next summer will be marked by challenging and meaningful legal work, a supportive and collegial work environment and above all the opportunity to learn and grow. Your summer experience will provide you with a window into future employment possibilities as a MAG articling student and a career as counsel. We hope that your experience with us helps you in your journey of becoming a successful member of the legal community.

Dan L. Goldberg  
Chair  
MAG Articling & Summer Law Student Committee

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# FREQUENTLY ASKED QUESTIONS

## WHAT WILL MY EXPERIENCE BE LIKE?

You will be an integral part of an expert legal team. You will have the chance to develop some very practical legal skills and to make a significant contribution to the projects you work on. In addition, you will gain a better understanding of the specific practice area you choose to work in, as well as the process of law reform and the workings of government in general. We guarantee that you will spend your time here with us feeling challenged and motivated. We are very committed to your education, and pride ourselves in our student programmes. We encourage you to speak with our lawyers and students to familiarize yourself with what MAG has to offer, as a student, and as a lawyer down the line

## HOW DO I APPLY?

Students must submit a full application package to the Legal Branch of each ministry they want to apply to. For most offices, the package must include a cover letter, resume and transcripts (photocopies of official transcripts will be accepted). Please review the office profiles included in this document to find out about additional application requirements. Legal branches hire in both spring and fall each year, so please check the application deadline for each branch.

**Please Note:** MAG is not participating in any on-campus interviews (OCI's) this fall. The fall deadline for applications is **Friday, October 13th, 2006**. Offices hiring in fall 2006 will follow the LSUC guidelines for Toronto Recruitment. MAG also recruits in the Spring 2007. The deadline for applications is **Friday, February 23, 2007**.

## HOW MUCH WILL I BE PAID?

Summer law students are members of the Ontario Public Service Employees Union (OPSEU). The salaries and terms of employment are negotiated under the collective agreement process. Although the pay is modest the experience is unmatched. The current salary rates for law students are:

- 1st year law student \$16.40 per hour
- 2nd year law student \$18.40 per hour

## DO YOU GUARANTEE ARTICLING POSITIONS TO SUMMER STUDENTS?

Students who do well are encouraged to apply for an articling position within the Ministry. We do not offer "guaranteed" articles for summer students. However we do find that students' summer law experience at MAG beneficial as many of our students successfully obtain an articling position with the office in which they summered or elsewhere within the Ministry.

## WHO DO I CONTACT IF I NEED MORE INFORMATION?

Contact details for each different office are listed on the following pages. For further general information you may contact Teresa Doxen, Coordinator, Strategic Legal Recruitment & Development at 416-326-2449 or email [teresa.doxen@jus.gov.on.ca](mailto:teresa.doxen@jus.gov.on.ca)

## OFFICES HIRING IN FALL 2006

### FALL APPLICATION DEADLINE

- The deadline for fall application is Friday, October 13, 2006

### CIVIL LAW OFFICES HIRING IN FALL 2006

- Ministry of Community & Social Services - Family Responsibility Office
- Office of the Public Guardian and Trustee

### CRIMINAL LAW OFFICES HIRING IN FALL 2006

- Crown Attorney's Offices - Toronto Regional Offices
- Crown Attorney's Office - Central West Region
- Crown Law Office – Criminal

## OFFICES HIRING IN SPRING 2007

### SPRING APPLICATION DEADLINE

- Friday, February 23, 2007

### CIVIL LAW OFFICES HIRING IN SPRING 2007

- Crown Law Office – Civil
- Constitutional Law Branch
- Ministry of the Environment
- Ministry of Health and Long-Term Care

### CRIMINAL LAW OFFICES HIRING IN SPRING 2007

- Criminal Law Policy Branch
- Crown Attorney's Office - Central East Region
- Crown Attorney's Office - East Region
- Crown Attorney's Office - North Region
- Crown Attorney's Office - West Region Offices

## OFFICES PROFILES – CIVIL LAW

# MINISTRY OF COMMUNITY & SOCIAL SERVICES- FAMILY RESPONSIBILITY OFFICE

|   |  |
|---|--|
| <i>Contact:</i>                             | Barbara C. Nawrocki<br>Deputy Director, Family Responsibility Office<br>Director, Legal Services Branch<br>Ministry of Community & Social Services<br>1201 Wilson Ave., Bldg B, 7 <sup>th</sup> Floor<br>Toronto, ON M3M 1J8<br>Tel: 416-240-2480<br>Fax: 416-240-2402<br>E-mail: <a href="mailto:barbara.nawrocki@css.gov.on.ca">barbara.nawrocki@css.gov.on.ca</a> |
| <i>Positions available:</i>                 | 1  |
| <i>Application Deadline:</i>                | Friday, October 13, 2006 - Office follows the LSUC recruitment guidelines established for 2007 Summer Law positions in Toronto   |
| <i>Additional Application Requirements:</i> | No additional requirements.  |
| <i>Website:</i>                             | <a href="http://www.theFRO.ca">http://www.theFRO.ca</a>  |

### BRIEF OVERVIEW

The Legal Services Branch provides representation and assistance to the Director of the Family Responsibility Office in the enforcement of family support orders under the *Family Responsibility and Support Arrears Enforcement Act*.

Counsel provide legal advice to enforcement and administrative staff regarding the interpretation and enforceability of support provisions contained in court orders and domestic contracts; appear for the Director in enforcement hearings in all levels of court; train, instruct and supervise panel lawyers representing the Director's Office throughout the province; draft legislation, policy and various legal agreements; and serve on committees and provide training and policy advice regarding the enforcement process and the administration of the Family Responsibility Office.

In addition, the Legal Services Branch provides legal advice to the Director's Office on related legislation, including the registration and enforcement of orders under the *Interjurisdictional Support Orders Act* and in respect to the Hague Convention on the Civil Aspects of International Child Abduction.

### DESCRIPTION OF SUMMER PROGRAM

The Family Responsibility Office offers an interesting summer student opportunity for those interested in family law litigation and related work.

Students assist lawyers in all facets of their legal work, including research, writing memoranda, drafting court documents, responding to Freedom of Information requests, and observing court hearings.

# CONSTITUTIONAL LAW BRANCH

|   |   |
|---|---|
| <i>Contact:</i>                             | Daniel Guttman, Counsel<br>Constitutional Law Branch<br>Ministry of the Attorney General<br>720 Bay Street, 4th Floor<br>Toronto, ON M5G 2K1<br>Direct Tel: 416-326-4466<br>General No: 416-326-4460<br>Fax: 416-326-4015<br>E-mail: <a href="mailto:daniel.guttman@jus.gov.on.ca">daniel.guttman@jus.gov.on.ca</a> |
| <i>Positions available:</i>                 | 2   |
| <i>Application Deadline:</i>                | Friday, February 23, 2007 - Office follows the LSUC recruitment guidelines established for 2007 Summer Law positions in Toronto   |
| <i>Additional Application Requirements:</i> | No additional requirements.   |
| <i>Websites:</i>                            | <a href="http://www.attorneygeneral.jus.gov.on.ca">www.attorneygeneral.jus.gov.on.ca</a>  |

## BRIEF OVERVIEW

Branch lawyers appear on behalf of the government primarily in non-criminal constitutional cases. Cases involve challenges under the *Canadian Charter of Rights and Freedoms* and the *Constitution Act, 1867*. Examples of the seminal cases in which counsel for the branch have appeared include: *M. v. H.* (definition of "spouse" in the *Family Law Act*); *Eldridge v. British Columbia* (entitlement to sign language interpreters for access to health services); *Lovelace v. Ontario* (distribution of Casino Rama profits to First Nations Bands); *Re Eurig Estate* (validity of Ontario's probate fees); and *Vriend v. Alberta* (sexual orientation and the *Alberta Human Rights Code*).

Our branch advises the government on issues of constitutional policy and reform. These encompass the process of constitutional amendment, alternative arrangements for national unity, and include matters involving aboriginal rights and related constitutional initiatives such as the Framework Agreement on the Social Union, and the Meech Lake and Charlottetown Accords.

Our branch also prepares written opinions for various ministries and agencies of the Government of Ontario. These opinions review both existing and proposed legislation to ensure compliance with both the *Constitution Act, 1867* and the *Canadian Charter of Rights and Freedoms*.

## DESCRIPTION OF SUMMER PROGRAM

Students assist lawyers in all facets of their legal work, including research, writing memoranda, and drafting facta and other documents. Students also attend and assist during court and tribunal hearings.

## CROWN LAW OFFICE - CIVIL

|   |  |
|---|--|
| <i>Contact:</i>                             | Lorraine Noronha<br>Secretarial Assistant to the Student Committee<br>Crown Law Office – Civil<br>Ministry of the Attorney General<br>8th Floor, 720 Bay St<br>Toronto, ON M5G 2K1<br>General Tel: 416-326-4008<br>Fax: 416-326-4181<br>E-mail: <a href="mailto:lorraine.noronha@jus.gov.on.ca">lorraine.noronha@jus.gov.on.ca</a> |
| <i>Positions available:</i>                 | 6 (to be confirmed)  |
| <i>Application Deadline:</i>                | Friday, February 23, 2007  |
| <i>Additional Application Requirements:</i> | Please submit 2 signed letters of reference with your application.   |
| <i>Websites:</i>                            | <a href="http://www.attorneygeneral.jus.gov.on.ca">www.attorneygeneral.jus.gov.on.ca</a>   |

### **BRIEF OVERVIEW**

The Crown Law Office – Civil (CLOC) is the Government of Ontario's civil litigation boutique. We provide advice, litigation services and legal advice to the government on matters of public importance. We litigate at all levels of court and at a number of tribunals. Our clients range from Ministers to court reporters, and every provincial ministry from Agriculture to Transportation. At all times, CLOC represents the public interest, and ultimately the people of Ontario.

The work at CLOC is enormously varied but generally falls within four major areas: dispute resolution in the context of civil litigation (including class actions, regulatory negligence proceedings, aboriginal claims, commercial litigation, institutional abuse claims and malicious prosecution actions, to name a few of the types of civil litigation practiced at CLOC) administrative law, inquests and advisory services.

### **DESCRIPTION OF SUMMER PROGRAM**

Our summer students are as important to our office as our articling students. Summer students are given the opportunity to work with as many lawyers as possible, and on a variety of matters, to ensure optimum exposure to different practice styles and to the many areas of law dealt with in the office. Summer students conduct both conventional and electronic legal research, prepare memoranda of law, summarize evidence, draft pleadings, facts and opinions, prepare motion materials, and provide other meaningful legal assistance. Summer students can expect to develop their litigation skills by attending with counsel at court proceedings and through acting as counsel on Small Claims files.

A mentor is assigned to each summer student. The mentor's role is to assign work, to monitor workload, to provide feedback and guidance to the student, as well as to ensure that the student has a well rounded and rewarding summer experience. Our mentoring system is designed to make sure you quickly become part of the CLOC team and to assist you in improving your fundamental legal skills.

We look to our summer student program to provide us with potential articling students, but welcome applications from 1<sup>st</sup> year law students as well as candidates more advanced in their legal studies. Summering at CLOC represents a great opportunity to explore and pursue your interest in the public sector practice of law.



# MINISTRY OF THE ENVIRONMENT

|   |   |
|---|---|
| <i>Contact:</i>                             | Brian Byrnell, Counsel<br>Legal Services Branch<br>Ministry of the Environment<br>135 St. Clair Avenue West, 10th Floor<br>Toronto, ON M4V 1P5<br>Direct Tel: 905-521-7429<br>General No: 416-314-6569<br>Fax: 416-314-6579<br>E-mail: <a href="mailto:brian.byrnell@ene.gov.on.ca">brian.byrnell@ene.gov.on.ca</a> |
| <i>Positions available:</i>                 | 2   |
| <i>Application Deadline:</i>                | Friday, February 23, 2007   |
| <i>Additional Application Requirements:</i> | No additional Requirements.   |
| <i>Websites:</i>                            | <a href="http://www.legalemissions.net">http://www.legalemissions.net</a><br><a href="http://www.ene.gov.on.ca">http://www.ene.gov.on.ca</a>  |

## BRIEF OVERVIEW

The Legal Services Branch of the Ministry of the Environment has three practice areas: the Solicitors Team, the Prosecutions Team, and the Hearings Team.

The Solicitors Team carries out work in a wide spectrum of public law and regulatory areas including: environmental, administrative and constitutional law, trade law, regulatory liability, intellectual property, commercial, bankruptcy and insolvency matters, privacy law and real estate. This team assists in drafting contracts and other agreements, regulatory instruments such as Director Orders, and assisting in the preparation of legal opinions. This team also assists with the development of environmental policy and the preparation of legislation and regulations.

Litigators on the Prosecutions Team are very experienced and, in the last few years, have appeared twice at the Supreme Court of Canada (*R. v. Canadian Pacific* and *R. v. Consolidated Maybrun Mines Ltd.*). This team conducts environmental prosecutions under the Environmental Protection Act, the Ontario Water Resources Act the Pesticides Act.

The Hearings Team litigates environmental matters before administrative tribunals, such as the Environmental Review Tribunal. On occasion, the team is involved in judicial review applications or statutory appeals before the Divisional Court.

## DESCRIPTION OF SUMMER PROGRAM

Students will primarily be involved in conducting background research to support the Solicitors Team, including the development of environmental policy and the drafting of legislation and regulations, the preparation of legal opinions, and the drafting of agreements and regulatory instruments (such as Director Orders). Students may also assist senior counsel on environmental prosecutions and hearings. In addition to conducting legal research, students have the opportunity to attend trials and hearings with senior counsel. A mentor is assigned to the student to ensure that the summer program is a rewarding experience from a learning and skills perspective. Students are able and encouraged to attend most learning sessions and training.

# MINISTRY OF GOVERNMENT SERVICES

(FORMERLY MANAGEMENT BOARD SECRETARIAT AND MINISTRY OF CONSUMER AND BUSINESS SERVICES )

|   |   |
|---|---|
| <i>Contact:</i>                             |   |
| <i>Positions available:</i>                 | 0   |
| <i>Application Deadline:</i>                | Not Hiring Summer 2007  |
| <i>Additional Application Requirements:</i> |   |
| <i>Websites:</i>                            | <a href="http://www.mgs.gov.on.ca/english/welcome.htm">http://www.mgs.gov.on.ca/english/welcome.htm</a> |

## BRIEF OVERVIEW

Our Legal Service Branch has four Practise Groups:

Labour Practice Group: This group is responsible for providing labour relations and employment law services to ministries and Crown agencies and involve representation of the ministry in litigation before administrative tribunals and on judicial review applications. This group is responsible for the general court litigation carried on or supervised by the Branch.

Employment Law and Governance Group: This group is responsible for providing employment, labour and pension law advice primarily to MBS, the Civil Service Commission and the Centre for Leadership. They also provide legal services in public law governance matters to MBS.

I&IT Corporate Commercial Law Group: This Group is responsible for providing legal services involving commercial law, information technology (IT) law, insurance law and real estate law as well as supporting procurement activities. They also provide advice in connection with complex insurance litigation matters and are also responsible for managing some MBS legislative initiatives.

Access & Privacy Law Group: This group provides access and privacy law advice across government as well as conflict of interest and political activity.

## DESCRIPTION OF SUMMER PROGRAM

A summer student will receive training in the Public Service Act and the handling of grievances before the Grievance Settlement Board, the Ontario Labour Relations Board and the Human Rights Commission.

# MINISTRY OF HEALTH AND LONG-TERM CARE AND MINISTRY OF HEALTH PROMOTION

|   |   |
|---|---|
| <i>Contact:</i>                             | Robert Maisey<br>Counsel and Student Coordinator<br>Legal Services Branch<br>Ministry of Health and Long-Term Care and<br>Ministry of Health Promotion<br>56 Wellesley Street West, 8 <sup>th</sup> floor<br>Toronto, ON M5S 2S3<br>Direct Tel: 416 326-5521<br>General No: 416-327-8606<br>Fax: 416-327-8605<br>E-mail: <a href="mailto:LegalStudent1@moh.gov.on.ca">LegalStudent1@moh.gov.on.ca</a> |
| <i>Positions available:</i>                 | 2 positions in Toronto  |
| <i>Application Deadline:</i>                | Friday, February 23 <sup>rd</sup> , 2007  |
| <i>Additional Application Requirements:</i> | A student that is selected for an interview will be asked to provide a writing sample.  |
| <i>Websites:</i>                            | <a href="http://www.health.gov.on.ca/">http://www.health.gov.on.ca/</a><br><a href="http://www.mhp.gov.on.ca">http://www.mhp.gov.on.ca</a>  |

## **BRIEF OVERVIEW**

The Ministry of Health and Long-Term Care (“MOHLTC”) and Ministry of Health Promotion (“MHP”) (jointly the “ministries”) are responsible for administering Ontario’s health system that provides services to the Ontario public through such initiatives as health insurance, drug benefits, assistive devices, mental health services, long-term care homes, home care, community health, public health and health promotion and disease prevention programs. The MOHLTC also co-ordinates emergency health services and regulates hospitals, psychiatric hospitals, medical laboratories, ambulance services and independent health facilities. The MOHLTC is also responsible for legislation affecting many aspects of the health system such as the regulated health professions and health privacy. The MHP is responsible for promoting healthy living through programs such as its Action Plan for Healthy Eating and Active Living and Smoke Free Ontario. Between them, the ministries administer over 40 statutes

The legal issues that arise from the ministries' varied responsibilities are both interesting and challenging. Our lawyers provide legal advice on topics that are of great interest to the public and are on the "cutting edge" of health law, such as: anti-tobacco initiatives, SARS, West Nile Virus, blood issues, AIDS, organ and tissue donation, personal health information and privacy, mental health, telehealth and telemedicine, family health networks, primary care, physician and other health practitioner shortages, "private" health facilities, assisted human reproduction, public health, long-term care, health insurance (OHIP), consent to treatment, ambulances and emergency health services, public hospitals, drugs and drug benefits, cancer care, regulation of health professionals, assistive devices, alternate payment programs, laboratory services, local health integration networks, and independent health facilities

The legal services branch assists with the development of statutes and regulations governing the health system. The branch provides advice on all other matters that relate to the operations of the ministries, such as corporate commercial law, procurement, intellectual property issues, freedom of information, and litigation, as well as assisting the ministries to provide input to initiatives lead by other ministries.

We have offices in downtown Toronto and Kingston and approximately 40 counsel.

## **DESCRIPTION OF SUMMER PROGRAM**

We provide students with a well-rounded experience, and opportunities to concentrate on particular areas of interest. Our students work on high-profile and often controversial issues affecting the people of Ontario and the health system.

Our students have the opportunity to work with all counsel in the branch in a variety of areas including: legal research and writing, administrative law, statutory interpretation, labour law, human rights, freedom of information, contracts, corporate and commercial law, health law policy, development of legislation and regulations, with some exposure to litigation. An experienced branch lawyer mentors each summer student and is responsible for providing feedback to each student about his or her performance.

# OFFICE OF THE PUBLIC GUARDIAN AND TRUSTEE

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|---|---|
| <i>Contact:</i>                             | Nick Hedley, Counsel<br>Office of the Public Guardian and Trustee<br>Ministry of the Attorney General<br>595 Bay Street, Suite 800<br>Toronto, ON M5G 2M6<br>Direct Tel: 416-326-7807<br>General Tel: 416-326-1963<br>Fax: 416-326-1969<br>E-mail: <a href="mailto:Nicholas.hedley@jus.gov.on.ca">Nicholas.hedley@jus.gov.on.ca</a> |
| <i>Positions available:</i>                 | 3   |
| <i>Application Deadline:</i>                | Friday, October 13, 2006  |
| <i>Additional Application Requirements:</i> | No additional requirements.   |
| <i>Websites:</i>                            | <a href="http://www.attorneygeneral.jus.gov.on.ca/english/family/pgt">www.attorneygeneral.jus.gov.on.ca/english/family/pgt</a>  |

## BRIEF OVERVIEW

The Office of the Public Guardian and Trustee (OPGT) is part of the Family Justice Services Division of the Ministry of the Attorney General. The primary responsibility of the OPGT is to help protect the rights and interests of mentally incapable adults who have no one else to act on their behalf. The office is also responsible for protecting the public's interest in charities, searching for heirs of deceased persons, investing perpetual care funds and dealing with property of dissolved corporations.

The OPGT's legal branch is made up of lawyers and staff who work in the following areas: Guardianship, Litigation, Corporate Services, the Accountant of the Superior Court of Justice and the Charitable Property Program. OPGT counsel deal with legal issues that arise for our guardianship clients in all areas of law except for criminal and immigration matters. Counsel also assist with determining heirship for intestate estates, investigating complaints about the use of charitable property and handling legal issues arising from property forfeit by dissolved corporations. Given the variety of work, the work of the Legal Branch has often been described as similar to that of a general practice.

## DESCRIPTION OF SUMMER PROGRAM

Summer students are given exposure to the four legal departments within the branch; Guardianship, Litigation, Corporate Services and the Charitable Property Program. Summer students receive work from lawyers working in each of these four legal areas. This gives summer students experience in the wide variety of legal work carried out at the OPGT.

Students are given opportunities, where possible, to attend courts and tribunals and are exposed to a variety of subject matters including family, estates, charities, real estate, corporations, torts, and personal injury. Students also prepare memoranda of law on a number of issues. Summer students are given similar responsibilities to articling students and can anticipate a challenging and interesting experience.

## OFFICES PROFILES – CRIMINAL LAW

### CROWN LAW OFFICE - CRIMINAL

|   |  |
|---|--|
| <i>Contact:</i>                             | Gillian Roberts and Riun Shandler<br>Counsel, Crown Law Office – Criminal<br>Ministry of the Attorney General<br>10 <sup>th</sup> Floor – 720 Bay Street<br>Toronto, ON M5G 2K1<br>Tel: 416-326-2304; 416-326-2353<br>Fax: 416-326-4656<br>E-mail: <a href="mailto:gillian.roberts@ontario.ca">gillian.roberts@ontario.ca</a> ; <a href="mailto:riun.shandler@ontario.ca">riun.shandler@ontario.ca</a> |
| <i>Positions available:</i>                 | 6  |
| <i>Application Deadline:</i>                | Friday, October 13, 2006 - Office follows recruitment guidelines established for 2007 Summer Law positions in Toronto.   |
| <i>Additional Application Requirements:</i> | No additional requirements.  |
| <i>Websites:</i>                            | <a href="http://www.attorneygeneral.jus.gov.on.ca">www.attorneygeneral.jus.gov.on.ca</a>   |

#### BRIEF OVERVIEW

Counsel are responsible for all aspects of indictable appeals to the Ontario Court of Appeal and Supreme Court of Canada. This includes the submission of written and oral argument, ongoing contact with the trial offices, police, victims, defence counsel, and other interested parties.

Counsel are also responsible for prosecutions, often from the pre-charge advice stage to completion in either the Ontario Court of Justice or Superior Court of Justice.

Apart from litigation, counsel provide a series of specialized legal services to Crown Attorneys and police agencies throughout Ontario. These services cover a wide spectrum of areas including prerogative remedies, search warrants, wiretaps, extraditions, applications to obtain evidence abroad, and assistance to foreign jurisdictions.

The Office is located in downtown Toronto.

#### DESCRIPTION OF SUMMER PROGRAM

The summer program is a miniature version of our articling program. A mentor is assigned to each summer student. The mentor's role is to assign work, to provide feedback and guidance to the student and to ensure that each student has a well-rounded summer experience. The work of a summer student is very much like that of an articling student. Articling students assist counsel in preparing for their upcoming trials or appeals. The extent of the assistance varies from file to file, but generally the students are expected to:

- Produce research memoranda for legal issues;
- Draft facta;
- Summarize evidence (transcripts or witness statements);
- Assist Crown counsel in court with his or her trial or appeal matters. The student who assists on a file is expected to attend the related judicial proceeding, be it a trial or appeal. The student is also invited to attend all other related meetings, which would include witness interviews, judicial pre-trials or other resolution discussions;
- Attend all in-house education conferences. The office puts on a number of criminal educational seminars throughout the year. Some of these are aimed at counsel, but students are welcome to attend, while some are created just for the benefit of the students.

# CROWN ATTORNEY OFFICES

|  |   |
|--|---|
| <i>Contact:</i>                                    | Please refer to the office contact information that follows.  |
| <i>Positions available:</i>                        | 13 through out various regions  |
| <i>Application Deadlines vary between offices:</i> | <p><b>Friday, October 13, 2006</b> - Office follows recruitment guidelines established for 2006 Summer Law positions in Toronto</p> <ul style="list-style-type: none"> <li>▪ Toronto Regional Offices</li> <li>▪ Central West Region</li> </ul> <p><b>Friday, February 23, 2007</b></p> <ul style="list-style-type: none"> <li>▪ West Region Offices, Central West Region, Central East Region, North Region and East Region</li> </ul> |
| <i>Additional Application Requirements:</i>        | No additional requirements.   |
| <i>Websites:</i>                                   | <a href="http://www.attorneygeneral.jus.gov.on.ca">www.attorneygeneral.jus.gov.on.ca</a>  |

## BRIEF OVERVIEW

The Crown Attorney system is responsible for prosecuting the vast majority of Ontario's criminal cases. Organized on a local basis, each office is supervised by a Crown Attorney and staffed by Assistant Crown Attorneys. In becoming a proficient prosecutor, an Assistant Crown Attorney must master all aspects of trial practice including such matters as case preparation, witness examination and cross-examination, the use of forensic evidence, legal argument, and the art of addressing the jury. There is no better way to develop a barrister's skills than to embark on a career as an Assistant Crown Attorney.

Apart from trial work, Assistant Crown Attorneys may provide a range of related services. They give legal advice to police during the course of investigations; they assist police in obtaining search warrants; they review police briefs and conduct "charge screening" (by which they endeavour to eliminate charges where there is no reasonable prospect of conviction); and they try to facilitate reasonable resolutions of cases prior to trial whenever possible.

## DESCRIPTION OF SUMMER PROGRAM

While research and writing are inevitable, you will be invited to attend and participate in trials, hearings, closings, and crown conferences. We try to make sure you know what's going on, and invite you whenever it is feasible for you to attend. Students are also encouraged, where possible, to learn about other practice areas by attending informal meetings with lawyers from different practice groups.

***Please review the following two pages for each office's contact information.***

**CROWN ATTORNEY OFFICES FALL 2005 DEADLINE: FRIDAY, OCT. 13, 2006**

THESE OFFICES FOLLOW THE LSUC GUIDELINES FOR TORONTO SUMMER RECRUITMENT.

| <b>Summer Law Contacts</b>  | <b>Contact Numbers</b>                 | <b>Anticipated 2006 Summer Positions</b> |
|---|--|--|
| <b>Toronto Region</b>   |  |  |
| Paul Culver<br>Crown Attorney's Office<br>Court House Rm. 101<br>361 University Avenue<br>Toronto, ON M5G 1Y1               | Tel. 416-327-5990<br>Fax: 416-327-6056 | <b>2</b>                                 |
| Connie Cortese<br>North York Crown Attorney's Office<br>1000 Finch Avenue West<br>Downsview, ON M3J 2V5                     | Tel. 416-314-4222<br>Fax: 416-314-4234 | <b>1</b>                                 |
| Sarah Welch<br>Crown Attorney's Office<br>4 <sup>th</sup> Floor, 2201 Finch Ave W.<br>Toronto, ON M9M 2Y9                   | Tel. 416-314-3936<br>Fax: 416-314-3949 | <b>1</b>                                 |
| Debbie Gilmour<br>Scarborough Crown Attorney's Office<br>1911 Eglinton Avenue East<br>Scarborough, ON M1L 2L8               | Tel. 416-325-7073<br>Fax: 416-325-0353 | <b>1</b>                                 |
| Lori Montague<br>Deputy Crown Attorney - Peel<br>Courthouse<br>Suite 100 & 506, 7755 Hurontario St.<br>Brampton, ON L6W 4T6 | Tel: 905-456-4777<br>Fax: 905-456-4780 | <b>1</b><br><i>(Brampton)</i>            |



**CROWN ATTORNEY OFFICES SPRING 2006 DEADLINE: FRIDAY, FEB. 23, 2007**

EACH OFFICE WILL ESTABLISH INTERVIEW TIMEFRAMES.

| <b>Summer Law Contacts</b>   | <b>Contact Numbers</b>                 | <b>Anticipated 2006 Summer Positions</b>             |
|--|--|--|
| <b>Central East Region</b>   |  |  |
| Office of the Director of Crown Operations<br>1091 Gorham Street, Suite 201<br>Newmarket, ON L3Y 7V1   | Tel: 905-836-5624<br>Fax: 905-836-5620 | 2<br><i>Note: Office locations to be determined.</i> |
| <b>Central West Region</b>   |  |  |
| Timothy Power<br>Crown Attorney - Hamilton<br>Courthouse<br>Suite 441, 45 Main St E<br>Hamilton, ON L8N 2B7                                    | Tel: 905-645-5262<br>Fax: 905-645-5261 | 1<br><i>(Hamilton)</i>                               |
| <b>West Region</b>   |  |  |
| Mary Potter<br>Deputy Crown Attorney - Middlesex<br>Courthouse<br>80 Dundas St., Main Floor Unit B<br>London, ON N6A 6A2                       | Tel: 519-660-3003<br>Fax: 519-660-3087 | 1<br><i>(London)</i>                                 |
| <b>North Region</b>  |  |  |
| Louise Rossi<br>Regional Manager -North Region<br>Office of the Director of Crown Operations<br>Suite 501, 159 Cedar St<br>Sudbury, ON P3E 6A5 | Tel: 705-564-7674<br>Fax: 705-564-7664 | 2<br><i>Note: Office locations to be determined</i>  |
| <b>East Region</b>   |  |  |
| Hilary McCormick<br>Office of the Director of Crown Operations<br>Court House<br>161 Elgin Street, Suite 3225<br>Ottawa, Ontario K2P 2K1       | Tel: 613-239-1222<br>Fax: 613-239-1420 | 1<br><i>Note: Office location to be determined</i>   |

## CRIMINAL LAW POLICY BRANCH

|   |  |
|---|--|
| <i>Contact:</i>                             | Robert Lecour, Coordinator of Finance and Administration<br>Criminal Law Policy Branch<br>Ministry of the Attorney General<br>720 Bay St. 9th Floor<br>Toronto ON M5G 2K1<br>Tel: 416-325-4854<br>Fax: 416-314-6646<br>robert.lecour@jus.gov.on.ca |
| <i>Positions available:</i>                 | 1  |
| <i>Application Deadline:</i>                | Friday, February 23, 2006  |
| <i>Additional Application Requirements:</i> | No additional requirements.  |
| <i>Websites:</i>                            | <a href="http://www.attorneygeneral.jus.gov.on.ca">www.attorneygeneral.jus.gov.on.ca</a>   |

### **BRIEF OVERVIEW**

The main function of the Branch includes providing advice on reform of the Criminal Code and on operational Crown policy. In particular, the Branch formulates Crown policies and practice memoranda intended to provide guidance to Crown Attorneys on the exercise of their independent prosecutorial duties.

### **DESCRIPTION OF SUMMER PROGRAM**

You will be actively involved in several areas of the Branch's work including legal research. You will be assigned a mentor who will work with you to ensure the best possible work experience.