

OFFICES PROFILES – COURT SERVICES DIVISION

COURT SERVICES DIVISION (POLICY)

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If you would like to speak to a current articling student about his or her experience please call (416) 326-1028.

Positions available: 2

Website:

Application Deadline: July 14, 2006 with interviews beginning August 14, 2006

Additional Application Requirements: Cover letter, resume, law school transcripts, legal writing sample and two letters of reference are required.

BRIEF OVERVIEW

Court Services Division is the Ministry of the Attorney General's largest division and operates more than 250 court offices across the province. The division's policy, planning and program development functions are managed by three branches within the division– the Civil/Family Policy and Programs Branch, the Criminal Policy and Programs Branch and the Corporate Planning Branch.

Court Services Division counsel provide:

- legal and policy advice regarding the development of legislation and the implementation of new processes in the areas of civil, family and criminal justice;
- operational support and advice to court staff; and
- the development and review of court manuals and procedures to ensure legal and procedural accuracy.

DESCRIPTION OF ARTICLING PROGRAM

Articling students provide legal support to counsel located at the head office in Toronto. They are actively involved in all areas of work including: legal research, preparation of discussion papers, central agency submissions, legislation and regulations, briefing materials for senior managers and the Attorney General, and preparation of correspondence. Students also participate in inter-ministerial and intra-ministerial committees established to consider legislative and policy initiatives.