



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### **PLEASE READ CAREFULLY BEFORE COMPLETING**

The Judicial Appointments Advisory Committee (the Committee) welcomes the interest of qualified persons wishing to be considered for appointment to the position of Judge of the Territorial Court of the Northwest Territories. The Committee promotes equality and diversity, and judicial candidates are invited to self-identify accordingly on the Judicial Candidate Information Form.

The Committee's responsibility is to recommend to the Commissioner in Executive Council those persons it considers best qualified to fill vacancies occurring in the Territorial Court from those who have responded with a Judicial Candidate Information Form.

The Committee asks qualified persons who are interested in being considered for an appointment to complete the attached Judicial Candidate Information Form and submit it according to the instructions provided at: <https://www.nwtcourts.ca/en/judicial-appointments-advisory-committee/>

Please ensure that a suitable e-mail address is provided on your application as application details, acknowledgement and other communication will be sent by e-mail.

The Committee requests that you use **ONLY** the space provided on the form for career information and **DO NOT** attach a separate curriculum vitae. The Committee requests that **NO** other supporting material, including reference letters be submitted.

#### **Authorization and Release Form**

The **Authorization and Release Form** (page 4) directed to the Law Society of the NWT and/or other Provincial/Territorial Law Societies, together with the **Disclosure Form** (page 5) included in the Judicial Candidate Information Form **MUST** be executed by each candidate.



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### **Certificates of Standing**

**NEW TO THIS PROCESS:** Candidates who are members of the Law Society of the Northwest Territories are not required to obtain and submit a certificate of standing from the LSNT at the time of application.

However, applicants must submit certificates of standing, at the time of application, from all other law societies that they are active or inactive members of, other than the LSNT.

#### **Police Criminal Record Check**

Each candidate **MUST** attend their local Police or Royal Canadian Mounted Police (RCMP) Detachment to complete the **Consent for the Release of Police Information Form** (different from the Disclosure Form on page 5). You will need two pieces of Government issued identification, one of which must be photo identification. Candidates must submit a copy of the results of the criminal record check along with their application. If you cannot obtain a criminal record check by the deadline, extensions may be granted by the Committee.

All information collected will be kept in confidence by the Committee. The Committee may decide to obtain information from other sources. In making these inquiries, every effort will be made to maintain confidentiality.



# JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

## Judicial Candidate Information Form

### CRITERIA FOR EVALUATING CANDIDATES

#### **Professional Excellence**

- Professional excellence is the paramount criterion in assessing judicial candidates.
- A high level of professional achievement in the area(s) of legal work in which the candidate has been engaged.
- Experience in criminal, child protection, civil and other areas of law.
- Involvement in professional activities that keeps one up to date with changes in the law and in the administration of justice.
- A demonstrated commitment to continuing legal education.
- An interest in or some aptitude for the administrative aspects of a judge's role.
- Good writing and communications skills.

#### **Community Awareness**

- A commitment to public service.
- Awareness of and an interest in knowing about the social problems that give rise to cases coming before the Territorial Court.
- Sensitivity to changes in social values relating to criminal and family matters.
- Interest in methods of dispute resolution alternatives to formal adjudication and interest in community resources available for participating in the disposition of cases.
- Demonstrated sensitivity to Indigenous peoples' interests and experience working with Indigenous communities.
- Experience living and working in northern communities and connection to the Northwest Territories.

#### **Personal Characteristics**

- An ability to listen and to maintain an open mind while hearing all sides of an argument.
- Respect for the essential dignity of all persons regardless of their circumstances.
- Politeness and consideration for others.
- Moral courage and high ethics.
- An ability to make decisions on a timely basis and to exercise sound judgment.
- Patience.
- Punctuality and good regular work habits.
- A reputation for integrity and fairness.
- Compassion and empathy.
- An absence of pomposity and authoritarian tendencies.
- Ability to handle social isolation.
- Ability to handle an inflexible work schedule and fair share of circuit court travel.

#### **Demographic**

- The Committee recognizes the need to have a Territorial Court that is representative of the population it serves.



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

**AUTHORIZATION AND RELEASE OF INFORMATION FORM**

I, \_\_\_\_\_, of \_\_\_\_\_,  
in consideration of the review and assessment of my application for  
appointment as a Judge to the Territorial Court of the NWT, do hereby:

1. authorize the Law Society of the Northwest Territories and/or any other Law Society of which I am a member, or have been a member, to provide to the Judicial Appointments Advisory Committee, an advisory committee on judicial appointments to the NWT Territorial Court, complete details of all formal and informal complaints regarding my conduct, complete details of all insurance and compensation claims, copies of such complaints and claims and the status and outcome (where applicable) of such complaints and claim, and any other documents, records or other information relevant to my professional conduct and activities and moral character and fitness to perform the responsibilities of a judge and to furnish the original or copies of any such complaints, claims, documents, records or information to the Committee. I further authorize the Law Society of the Northwest Territories and/or any other Law Society of which I am a member or any of their staff to answer any inquiries, written or oral, concerning me which may be submitted by the Committee.
  
2. release, remise and forever discharge the Law Society of the Northwest Territories and/or any other Law Society of which I am a member, together with their staff, the Judicial Appointments Advisory Committee, its members and its staff, and all individuals consulted in respect of my aforesaid candidature from any and all claims, courses of action, suits, actions and liabilities of every nature and kind whatsoever arising from, as a result of, or in any way related to the release of the aforesaid information and documents and/or the consideration and assessment of my said application and candidature.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant's Signature \_\_\_\_\_



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

**DISCLOSURE FORM**

If you have been found guilty of a criminal offence for which you have not received a pardon or a record suspension under the ***Criminal Records Act***, please write the details in the space below.

Please note that you do not have to disclose any details of an offence for which a pardon or a record suspension has been granted and not revoked or an offence under any provincial/territorial enactment. However, if you have reason to believe that such information might adversely affect the administration of justice, or public confidence in the administration of justice should you be appointed, you must disclose such information.

**Details:**

I have read the above and understand the request for disclosure. The details are accurate to the best of my knowledge and belief.

**Please note that a signature is required on this form even if you have nothing to disclose.**

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_



# JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

## Judicial Candidate Information Form

### 1. Personal Information

Full Name:

Preferred pronoun:

Residential address:

Residential mailing address (if different):

E-mail Address:

Phone Number & Area Code:

Business Name & Address:

Phone Number & Area Code:

Are you a Canadian Citizen?      Yes  
No

Gender:            Male  
                      Female  
                      Other

Date of Birth (Year/Month/Day):



## **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**

### **Judicial Candidate Information Form**

Law Society/Bar Membership(s):

Please provide complete list of membership to all Law Societies/Bars, call dates, and, if applicable, dates and reasons for cessation of membership (i.e.: resigned, appointed to the bench, other) and date of reinstatement (if applicable) (200 words maximum).

Language:

Languages spoken or written other than English (indicate your level of proficiency – read, write, speak and if you are proficient to conduct a trial in that language) (30 words maximum).



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

Practice Areas:

Area(s) of preferred practice/specialty in your legal career (30 words maximum).

Diversity:

The Committee recognizes the need to have a Territorial Court that is representative of the population it serves. Please provide information about yourself that you feel would assist in this regard (50 words maximum).

Authorization/Consent:

I, \_\_\_\_\_, hereby authorize the NWT Judicial Appointments Advisory Committee to make inquiries with respect to my suitability and qualifications for judicial appointment **from any source** during the Committee's enquiries and deliberations.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### **2. Professional and Employment Experience**

In chronological sequence please provide a brief account of each position you have held beginning with your adult work experience before graduation from Law School.

(a) Non-Legal Experience:

For each position indicate the dates and describe briefly the nature of the experience you gained (500 words maximum).



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

*2.(a) continued...*



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

(b) Legal Career:

For each position indicate when you held it and describe briefly the nature of the experience you gained (500 words maximum).



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

*2.(b) continued...*



## **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**

### **Judicial Candidate Information Form**

- (c) Experience working with Indigenous and/or northern communities (500 words maximum):



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

*2.(c) continued...*



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

### 3. Community and Civic Activities

The Committee is interested in community activities which in your view shed light on your suitability for a judicial appointment. How have your activities served the public?

**Describe briefly your community involvement, the nature of the activity, and the length of time of such involvement, the most recent first (500 words maximum).**

Note: although the Committee would like to know about community involvement, it recognizes that sometimes candidates would prefer not to discuss certain matters; should this apply to you, please indicate that this is the case – reasons need not be provided.



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

*3. continued...*



## **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**

### **Judicial Candidate Information Form**

#### **4. Membership and/or Participation in Professional Associations**

Provide information on your membership(s) in all professional associations, including those associated with the legal profession. Briefly describe your involvement, and when you were involved and advise of those in which you have been more than a fee-paying member (e.g.: serving on committees, holding an executive position) (150 words maximum).

#### **5. Publications**

- (a) The publications you list here need not be confined to writings on legal topics (150 words maximum).



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

- (b) If you have an internet website or other internet presence, describe it briefly and provide links to your site(s) (150 words maximum).

#### **6. Personal Suitability**

- (a) Have you in the past 10 years, had any physical, mental, or emotional health problems, including those related to substance abuse, which interfered with your work? Please describe and explain the extent to which they may affect your duties as a Territorial Court judge keeping in mind the demanding work schedule, necessity of travel and social isolation related to the position.

Yes

No

Explain (50 words maximum):



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

- (b) Do you have any professional, business, or other interests that could cause a conflict or an appearance of conflict if appointed to our Territorial Court.

Yes                      No                      Explain (50 words maximum):

- (c) Do you have any civil claims, judgments or serious financial difficulties that may impact on your ability to function as a judge. Include any arrears in child or spousal support and any past or current proposals to creditors or bankruptcy.

Yes                      No                      Explain (50 words maximum):

- (d) Do you have any errors and omissions claims or misconduct complaints presently on file to your knowledge with any Law Society. Also, please provide particulars of any sanction by any Law Society at any time.

Yes                      No                      Explain (50 words maximum):

- (e) Are you the subject of any current court order?

Yes                      No                      Explain (50 words maximum):



## **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**

### **Judicial Candidate Information Form**

- (f) Please disclose any matters that you reasonably and objectively feel might adversely reflect on the Territorial Court of the Northwest Territories should you be appointed (50 words maximum).

#### **7. Litigation/Administrative Tribunal/Dispute Resolution Experience**

- (a) What judges, if any, have you frequently appeared before in recent years? (50 words maximum)
- (b) What tribunals, agencies, administrative decision-makers, or boards, if any, have you appeared before in recent years? (50 words maximum)
- (c) What mediation, alternate dispute resolution, negotiation, and collaborative law experience, if any, do you have? (50 words maximum)



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### 8. Travel Requirements

(a) Are you able to fly in a small aircraft on a regular basis and without difficulty?

Yes

No

Explain (50 words maximum):

(b) Are you able to travel distances to court circuits that require overnight stays?

Yes

No

Explain (50 words maximum):

(c) Can you be away from your home to attend judicial training courses or court circuits for up to a week at a time?

Yes

No

Explain (50 words maximum):



## **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**

### **Judicial Candidate Information Form**

#### **9. Reasons for your interest in a judicial appointment**

- (a) Please explain why you are interested in serving on the Territorial Court (500 words maximum).



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

9. (a) *continued...*



## **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**

### **Judicial Candidate Information Form**

- (b) What aspects of your education, experience and character would most assist you in discharging the responsibilities of a Territorial Court judge? (500 words maximum).



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

9. (b) *continued...*



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

**10. Post-Secondary Education**

**(a) University(ies) other than law school:**

(i)

*name/location*

*from/to*

*degree/diploma*

Major subject(s) (50 words maximum)

Extracurricular activities (50 words maximum)

Scholarships/awards (50 words maximum)

(ii)

*name/location*

*from/to*

*degree/diploma*

Major subject(s) (50 words maximum)

Extracurricular activities (50 words maximum)



**JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  
**Judicial Candidate Information Form**

Scholarships/awards (50 words maximum)

**(b) Law School:**

(i)

*name/location*

*from/to*

*degree/diploma*

(ii)

*name/location*

*from/to*

*degree/diploma*

Area(s) of special interest (50 words maximum)

Publications (50 words maximum)

Extracurricular activities (50 words maximum)

Scholarships/awards (50 words maximum)



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### (c) Post Graduate Studies in Law:

Check if not applicable.

(i)

*name/location*

*from/to*

*degree/diploma*

(ii)

*name/location*

*from/to*

*degree/diploma*

Focus of study:



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### **(d) Continuing Education after Call to Bar**

(i) List courses, seminars, presentations, or other volunteer work that you have given for the profession, or for public purposes. Please provide, to the best of your recollection the year(s) and location(s) (250 words maximum).



## **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**

### **Judicial Candidate Information Form**

(ii) List courses taken in your practice following law school other than during articles (250 words maximum).



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### 11. References with Addresses and Telephone Numbers

##### PLEASE DO NOT SUBMIT REFERENCE LETTERS.

Please provide the names of **FOUR** references. Your references **must** include one or more persons who have had direct and recent experience with your participation in community activities and one or more who have had direct and recent experience with your professional work. It is important that contact information be complete and accurate.

All information will be kept in confidence by the Committee. The Committee may wish to obtain information from other sources. In making these inquiries, every effort will be made to maintain confidentiality.

Please specify whether your references are "**Law Related**" or "**Other**".

- |           |  |                      |
|-----------|--|----------------------|
| <b>1.</b> | Name:<br><b>Address:</b><br>Phone Number:<br>E-mail Address: | Law Related<br>Other |
| <b>2.</b> | Name:<br><b>Address:</b><br>Phone Number:<br>E-mail Address: | Law Related<br>Other |
| <b>3.</b> | Name:<br><b>Address:</b><br>Phone Number:<br>E-mail Address: | Law Related<br>Other |
| <b>4.</b> | Name:<br><b>Address:</b><br>Phone Number:<br>E-mail Address: | Law Related<br>Other |



## JUDICIAL APPOINTMENTS ADVISORY COMMITTEE

### Judicial Candidate Information Form

#### Colleagues

In addition to your references, please list the names and telephone numbers **of up to 5 professional colleagues** who are familiar with your work, including judges, co-counsel, or opposing counsel or other professionals, who have an understanding of the nature of your work and who have had the opportunity to observe the application of your professional skills and abilities.

Name	Phone