

# PROVINCE OF BRITISH COLUMBIA MINISTRY OF ATTORNEY GENERAL ARTICLED STUDENT PROGRAM 2026/27

# **Application Information**

Your application package must include all the following documents:

- Completed application form;
- Cover letter (not to exceed two pages);
- Resume (not to exceed three pages); and
- Transcript of law school grades (LL.B./J.D.)
  - Unofficial transcripts are acceptable with application; shortlisted applicants may be required to have their university send an official transcript directly to us.
  - If you completed law school outside of Canada, you must provide documentation showing you have commenced the requirements assigned to you by the National Committee on Accreditation or have been granted the certificate. You will need to have been granted that certificate by May 1, 2026.
  - For BCPS applicants, application materials must clearly indicate the applicant has successfully completed, or will enroll in and complete prior to May 1, 2026, a Canadian Evidence course and a Canadian Criminal Law course or has related experience in Canadian criminal law. If you completed law school outside of Canada, NCA accreditation for these specific requirements will not suffice.

**Note:** If you are applying for <u>both</u> LSB and BCPS, please submit separate applications and clearly indicate which package is for the Legal Services Branch and which is for BC Prosecution Service.

For your application to be considered, the following requirements must be met:

- The application package must be completed in accordance with the requirements (see page 2).
- The application package must be received no later than 11:00 p.m. Pacific Standard Time on Friday, March 14th, 2025. Applications and any related materials received after that time will not be considered.

The application form and information on applying are available between February 3, 2025 and March 14, 2025.

## **Assessment of Applications**

Depending on the number of applications received, applications may be subject to preliminary screening based on law school transcripts, the clarity and completeness of application materials, and the applicant's interest in articling with Legal Services Branch or the BC Prosecution Service (see "Application Tips" below).

Applicants will be selected to complete a written assessment based on their application, resume, cover letter, and law school transcripts. This assessment will be completed remotely at a specific time on one of the scheduled interview dates. Following the written assessment, those candidates who are selected to continue in the recruitment process will be offered a virtual interview via MS Teams. Applicants selected for interviews will be asked to provide further information, including up to three references.

#### **Interview Dates**

Written Assessments: Week of April 7th, 2025

Oral Interviews (LSB and BCPS): April 28 - May 16, 2025 (multiple timeslots available)

# **Application Tips**

- Proofread your application before submitting it. Ask a friend to look over your application before you send it in.
- Keep your cover letter brief: in at most two pages, explain why you are interested in completing your articles with the Legal Services Branch and/or BC Prosecution Service.
   Your cover letter should give the reader an idea of who you are, and what makes you particularly well suited for a position with the Legal Services Branch and/or BC Prosecution Service.
- Do your research. Talk to current or past articling students, friends, professors, or anyone you may know about the work we do here. Visit our webpage for more information on the Ministry of Attorney General. We would be happy to connect you with current or past articling students. Please see our contact information below.
- Applicants who self-identify as Indigenous may make use of the BC Public Service's Indigenous Applicant Advisory Service. To learn more about this service, please visit the <u>Indigenous Applicant Advisory Service</u> page or contact indigenousapplicants@gov.bc.ca

## **Application Requirements**

Your resume must include the following information:

- Undergraduate and graduate information;
- The name of the law school in Canada from which you will be receiving your law degree (LL.B./J.D.) and the month and year of your graduation from law school;
- Academic awards;
- Extra-curricular/community involvement and non-academic achievements; and
- Work history (paid and unpaid) for **up to** the past 10 years.

#### If you apply by email (preferred):

- a) Save the application form to your computer once you have completed it;
- b) Combine your **completed application form**, **resume**, **cover letter**, **law school transcripts**, and **NCA materials (if required)** into <u>one single PDF file</u>. Applications that are not sent in this way will **not** be accepted.
- c) No other documents should be included in the submitted PDF.

- d) If you are unable to attach any of these items within your single PDF, you can send the application via courier or mail.
- e) Save the email address <a href="mailto:AGArticling@gov.bc.ca">AGArticling@gov.bc.ca</a> so that responses do not go to your junk mail.

Send your completed application materials to the attention of Michelle Li by one of the following methods:

Email (preferred): AGArticling@gov.bc.ca

**Regular mail:** Legal Services Branch

Ministry of Attorney General PO Box 9280 Stn Prov Govt Victoria, BC V8W 9J7

**Courier:** 1001 Douglas Street

Victoria, BC V8W 2C5

## Questions should be directed to:

#### Michelle Li

Manager, Articling and Professional Development Programs (LSB) (778) 405-3749

AGArticling@gov.bc.ca

#### Sheri Li

Legal Assistant, Articling and Professional Development Programs (LSB) (778) 405-3430

AGArticling@gov.bc.ca

#### **Sandra Scherly**

Director, Business Operations (BCPS) (778) 974-3166 Sandra.Scherly@gov.bc.ca

## THIS COMPLETES THE APPLICATION INFORMATION AND INSTRUCTIONS.

<sup>\*</sup> If application materials are provided in a language other than English, please also provide a copy in English.