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|  | **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  **POLICIES AND PROCEDURES** |

In 2018, the members of the Committee reviewed the policies and procedures that had been put in place over the years and made a few revisions. The following policies were revised:

**Law Society and other outstanding complaints/claims:**

(a) ***Complaints as to Practice*** –Candidates are generally not considered for an interview if they have any outstanding complaints registered with a Law Society. The candidate is responsible for ensuring the removal of such complaints; however, if the Committee receives sufficient information as to the complaint being frivolous or lacking in foundation, then such a complaint will not be a bar to the candidate being considered and interviewed, but the candidate will not be recommended until it has been removed.

(b) ***Errors and Omissions Claims*** –Candidates are generally not considered for an interview if they have any outstanding Errors and Omissions claims registered with the Lawyers’ Professional Indemnity Company. The candidate is responsible for ensuring the removal of such claims; however, if the Committee receives sufficient information that the claim is not substantiated, then such a claim will not be a bar to the candidate being considered and interviewed, but the candidate will not be recommended until it has been removed.

(c) ***Civil Claims or Judgments*** –Members of the Committee may consider the application of a candidate who is involved in a civil claim or proceeding if, after receiving details of the proceeding, the members are of the opinion that the nature of the claim is such that it should not prevent the candidate from being considered.

(d) ***Other Financial Matters*** –The Committee must be informed of any outstanding civil judgments, arrears in family support payments, any past or present proposals to creditors or assignments in bankruptcy, or serious financial difficulties.

**Criminal Record:**

Generally, the Committee does not consider a candidate who has been convicted of a criminal offence for which the candidate has not received a record suspension.

**NOTE: Candidates are required to provide a signed electronic copy of the Judicial Candidate Information Form together with a copy each of the signed:**

* **Release of Information,**
* **Authorization and Release Form, and**
* **Security Release and Consent Statement.**

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|  | **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE** JUDICIAL CANDIDATE INFORMATION FORMPLEASE READ CAREFULLY BEFORE COMPLETING |

The Judicial Appointments Advisory Committee welcomes the interest of qualified persons wishing to be considered for appointment to the position of justice in the Ontario Court of Justice.

The Committee’s responsibility is to recommend to the Attorney General those persons it considers best qualified to fill vacancies occurring in the Ontario Court from those who have responded with a judicial application form.

The Committee asks anyone who is interested in being considered for an appointment to complete the attached Judicial Candidate Information Form in typewritten form only. To submit the completed application, please review the instructions at: <https://www.ontariocourts.ca/ocj/jaac/application/>. Acknowledgement and other communication will be sent by email. **Please ensure that a suitable email address is provided on your application**.

With respect to **bilingual imperative judicial positions**, oral and written French as indicated on the application form are **mandatory requirements**. Candidates who identify bilingual ability must undergo standardized French language testing at the application stage to assess their proficiency. For bilingual imperative positions, candidates must achieve a Superior level on the test to proceed further through the process. Testing is arranged by the Committee Secretary and will be administered by an Ontario government-approved evaluator. For further information regarding applying for bilingual judicial positions, please see the Frequently Asked Questions at: <https://www.ontariocourts.ca/ocj/jaac/frequently-asked-questions/>.

The Committee requests that you use **ONLY** the space provided on the form for career information and **DO NOT** attach a separate cover letter and/or curriculum vitae to form part of the application form.

The Committee requests that **NO** other supporting material, including reference letters, be submitted. Please provide the names of four referees. You are strongly encouraged to include two persons who have had direct and recent experience with your service to the community, and two who have had direct and recent experience with your professional work.

**The Release of Information form** directed to the Law Society of Ontario and/or other Law Societies, the **Authorization and Release form** directed to the Lawyers’ Professional Indemnity Company, together with the **Security Release form** attached to the Judicial Candidate Information Form, **MUST** be executed by each candidate.

All information collected 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 note that some questions on the form indicate a maximum number of words for the response. **If you exceed the word limitation, your application may not be considered by the Committee.**

**Your completed application cannot exceed 16 pages** (excluding the four release forms).

If you wish to identify yourself as a member of a traditionally under-represented group, please do so.

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|  | **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  **CRITERIA FOR EVALUATING CANDIDATES** |

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| **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 the field of law relevant to the jurisdiction of the Ontario Court of Justice on which the applicant wishes to serve is highly desirable but not essential. * 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 courts. * 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. |
| **Personal Characteristics**   * An ability to listen. * 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. * Patience. * Punctuality and good regular work habits. * A reputation for integrity and fairness. * Compassion and empathy. * An absence of pomposity and authoritarian tendencies. |
| **Demographic**   * The Judiciary of the Ontario Court of Justice should be representative of the population it serves. The Committee is sensitive to the issue of under-representation in the judicial complement of women, Indigenous, visible and ethnic/cultural minorities, LGBTQ2 and persons with disabilities. |

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|  | **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  **RELEASE OF INFORMATION** |

I,       (Membership No.      ), having applied to the Judicial Appointments Advisory Committee for consideration for an appointment as an Ontario Court Justice, authorize the Law Society of Ontario and/or any other Law Society of which I am a member, to furnish to the Committee all details of formal and informal complaints or charges, insurance or compensation claims, copies of those complaints, charges or claims and the result of such complaints, charges or claims and the present status of same.

I release the Law Society and its staff from any and all liability of every nature and kind arising from the release of information and documents to the Committee pursuant to this Release.

Dated at      , this       day of      , 20     .

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Signature

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|  | **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  **AUTHORIZATION AND RELEASE FORM** |

I,      , of       , in consideration of the review and assessment of my application for appointment as a judge to the Ontario Court of Justice, do hereby:

1. authorize the Lawyers’ Professional Indemnity Company (LawPRO) to provide to the Judicial Appointments Advisory Committee, an advisory committee on judicial appointments to the Ontario Court of Justice, any documents, records or other information pertaining to me relevant to my professional conduct and activities as well as with respect to my moral character and fitness to perform the responsibilities of a judge and to furnish the originals or copies of any such documents, records or information to the Committee. I further authorize LawPRO 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 LawPRO 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.

3. Should I be a member of any other Law Society in Canada, I hereby authorize such similar body handling such matters in that jurisdiction to provide such information in sub-paragraph 1 and release all parties, including such similar body and staff as in sub-paragraph 2.

Dated at      , this       day of      , 20     .

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|  | **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE**  **SECURITY RELEASE**  **ONTARIO COURT OF JUSTICE**  **JUDICIAL APPOINTMENT APPLICATIONS** |

TO THE APPLICANT:

Please read the information concerning security procedures with respect to your application for appointment as a justice of the Ontario Court of Justice. After reading it, please sign the Consent Statement. **(following page)**

It is our policy to conduct security checks on all individuals seeking appointment as a justice of the Ontario Court of Justice. Information collected is maintained in the **strictest confidence**.

The security check consists of a name search through the Canadian Police Information Centre (C.P.I.C.) to obtain information on criminal convictions.

**DISCLOSURE FORM**

If you have been found guilty, or convicted, of a criminal offence, please write the details in the space below. If providing details, please contact the Committee Secretary at [JAAC@ontario.ca](mailto:JAAC@ontario.ca) for instructions on submitting this form.

Details:

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

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

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Applicant's Signature Date

**CONSENT STATEMENT**

**A.** Pursuant to s. 39(1) of the **Freedom of Information and Protection of Privacy Act,** I hereby authorize a security check, through the Canadian Police Information Centre (C.P.I.C.).

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Signature of Candidate Date

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**DECLINE TO CONSENT**

**B.** I decline to authorize a security check.

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Signature of Candidate Date

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**C.** Please provide the following information:

Full Name:       (Last Name)

      (Given Names)

Previous Surnames/

Maiden Names (if Applicable):

Date of Birth:       (DD/MM/YY)

Current Address:       (Street Name and Number)

      (City, Province and Postal Code)

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|  | **JUDICIAL APPOINTMENTS ADVISORY COMMITTEE** JUDICIAL CANDIDATE INFORMATION FORM THIS APPLICATION MUST BE TYPED |

**1. Personal Information:**

Name:

Residential Address:

Personal Cell Phone No. & Area Code: (     )

Business Address:

Phone No. & Area Code: (     )

Alternative Phone No. (e.g. Work Cell Phone) & Area Code: (     )

Email Address:

List the one (or more) courthouse or tribunal **address(es)** where you regularly appear:

Level(s) of Court:

Tribunal(s):

Date of Birth:       (Optional)

Date and Province of Call to Bar:

Law Society of Ontario (or other Law Society) Membership Number:

Without further training, are you able to conduct proceedings in the French language?  Yes  No

Without further training, are you able to write a judgment in the French language?  Yes  No

Have you previously undergone French language testing as part of the JAAC

application process?  Yes  No

If “Yes”, list all years you were tested:

***If you have been tested within the last five years, either by JAAC or arranged independently, you must submit a copy of the evaluator’s report with your application.***

I have been tested by JAAC but have not yet received the result.

Are you fluent in any other languages?  Yes  No If yes, name them:

Current Specialty of Law:

Preferred Area of Judicial Assignment:  Criminal Law  Family Law  Both

**2. Self-Identification Regarding Diversity (Optional):**

The Judicial Appointments Advisory Committee is mandated by the *Courts of Justice Act* to collect and report on the diversity statistics. The reason for the collection is to recognize the desirability of reflecting the diversity of Ontario’s society in judicial appointments. The information collected will be reported in the Committee’s annual reports.

Your participation in the collection of diversity statistics is voluntary. We know that the information you provide is sensitive and important to you and steps will be taken to protect your privacy. We maintain secure systems and processes for retaining, storing and disposing of personal information you provide on the application form. If you require additional information, please contact us at [JAAC@ontario.ca](mailto:JAAC@ontario.ca).

Choose an item.

**Sex:** *A person’s biological status as male, female, or intersex based on their primary sexual characteristics assigned at birth.*

Choose an item.

**Gender Identity:** *Gender identity is each person’s internal and individual experience of gender. It is their sense of being a woman, a man, both, neither or anywhere along the gender spectrum. A person’s gender identity may be the same as or different from the gender typically associated with their sex assigned at birth. Gender identity is fundamentally different from a person’s sexual orientation.*

Choose an item.

**Francophone:** *Whose mother tongue is French AND whose mother tongue is neither French nor English, but who have a particular knowledge of French as an Official Language and use French at home.*

Choose an item.

**Disability Status: *Do you consider yourself to have any disability?***

*Disability includes physical, mental, and learning disabilities, hearing or vision disabilities, substance use dependencies, environmental sensitivities, as well as other conditions that limit activities of daily living.*

Choose an item.

**Indigenous Identity:** *Indigenous identity encompasses First Nations, Métis, Inuit.*

Choose an item.

Choose an item.

**Ethnic Origin*:*** *Ethnic origin refers to a person’s ethnic or cultural origins. Ethnic groups have a common identity, heritage, ancestry, or historical past, often with identifiable cultural, linguistic, and/or religious characteristics.* ***Individuals who identify to be from mixed ethnic origin can select more than one category.***

Choose an item.

Choose an item.

**Race:** *Race is a socially-constructed identity based on geographic, historical, political, economic, social and cultural factors, as well as physical traits. Race is not intrinsic to human beings but rather an identity created to establish meaning in a social/economic context.* ***Individuals who identify as mixed race can select more than one category.***

Choose an item.

**2SLGBTQI+:** *This acronym represents Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, and additional people who identify as part of sexual and gender diverse communities. The “2S” at the front recognizes Two-Spirit people as the first 2SLGBTQI+ communities. The “I” for intersex considers sex characteristics beyond sexual orientation, gender identity and gender expression. The “+” is inclusive of people who identify as part of sexual and gender diverse communities, who use additional terminologies.*

With respect to self-identification regarding diversity, please provide any additional relevant information that you are comfortable revealing. **(*up to 50 words*)**

**3. Authorization and Undertaking:**

I,      , hereby authorize the Ontario Judicial Appointments Advisory Committee to make discreet inquiries with respect to my suitability and qualifications for judicial appointment from any source at the appropriate stage of the Committee’s deliberations.

In accordance with s. 42(2), paragraph 2, of the *Courts of Justice Act*, I undertake to participate in such courses as may be designated for newly appointed judges by the Chief Justice of the Ontario Court of Justice, under s. 51.10.1(3) of the *Courts of Justice Act*, should I be appointed a judge of the Ontario Court of Justice.

**[complete if applicable]** I have attached a copy of the evaluator’s report for a French language test that I independently arranged. I,      , authorize the Ontario Judicial Appointments Advisory Committee to confirm the validity of the test with the evaluator.

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Signature Date

**4. Education:**

(a) Secondary School - name and location of schools attended:

Extracurricular activities:

Scholarships/awards:

1. University Other Than Law School:

(i) Name/location:

From/to:

Degree/diploma:

Major subject(s):

Extracurricular activities:

Scholarships/awards:

(ii) Name/location:

From/to:

Degree/diploma:

Major subject(s):

Extracurricular activities:

Scholarships/awards:

1. Law School:

Name/location:

From/to:

Area(s) of special interest:

Extracurricular activities:

Scholarships/awards:

1. Post Graduate Studies in Law:

Name/location of institution:

From/to:

Degree:

Focus of study:

**4.** (e) Continuing Education After Call to Bar:

(i) List courses, seminars or presentations you have given to the profession.

(ii) List courses taken in your field of specialty and Criminal/Family law in the last five years.

**5. Professional and Employment Experience:**

In chronological order, most recent first, give a brief account of each position you have held, beginning with your pre-law work experience.

(a) Pre-law and Non-Legal Experience:

**For each position, most recent first, indicate the years you held it and describe briefly the general nature of the work you did and the experience you gained.**

(b) Legal Career Experience:

**For each position, most recent first, indicate the years you held it and describe briefly the general nature of the work you did and the experience you gained.**

**6. Community and Civic Activities:**

please outline your NON-LEGAL activities which in your view shed light on your suitability for a judicial appointment. Describe briefly your involvement and the approximate dates within which you were active, most recent first.

**7. Membership and/or Participation in Professional Associations:**

1. List the professional associations (including those associated with the legal profession) of which you are or have been a fee-paying member, along with the dates of such membership.

1. Describe briefly your involvement in any professional association, past or present, that goes (or went) beyond merely being a fee-paying member. Please provide the relevant dates of this involvement.

**8. Publications:**

1. The publications you list here need not be confined to writings on legal topics.

1. If you have an internet website or any other internet presence, describe briefly and provide links to your site(s).

1. Please provide a list of your recently reported cases, together with a one-sentence description of each case, in the last five years (most recent first).

**9. Personal Suitability:**

(a) Please advise of any matters of a physical, emotional or psychological nature that may impact on your ability to function as a judge.

(b) Please advise of any civil claims, judgments, orders from federal or provincial tribunals, serious financial difficulties or if you are involved in any outstanding litigation. Include any arrears in child or spousal support and any past or current proposals to creditors or bankruptcy.

(c) Please advise of any errors and omissions claims or complaints presently on file with the Law Society of Ontario or any other Law Society, or if you have been sanctioned by the Law Society of Ontario or any other Law Society.

(d) Have you ever been found guilty of a criminal offence, an offence under any federal statute or any offence involving dishonesty or a breach of trust? Are you currently defending a charge for such an offence?

1. Are you the subject of any current court order?

(f) Have you previously submitted a Judicial Candidate Information Form? If yes, please indicate the date of your last application. Has anything changed under the Personal Suitability section since your last application?

**10. Please disclose any matters that you reasonably and objectively feel might adversely reflect on the Ontario Court of Justice should you be appointed.**

**11. Reasons for Interest in a Judicial Position:**

(i)Please explain why you are interested in serving on the Ontario Court of Justice. ***(Please limit your response to a maximum of 500 words.)***

**11.** (ii) What aspects of your education, experience and character would most assist you in discharging the responsibilities of a justice? ***(Please limit your response to a maximum of 500 words.)***

**REFEREES – INCLUDE ADDRESS AND TELEPHONE NUMBERS**

**PLEASE DO NOT SUBMIT REFERENCE LETTERS.** Please provide the names of **FOUR** referees. You are strongly encouraged to include two persons who have had direct and recent experience with your service to the community, and two who have had direct and recent experience with your professional work. It is very important that personal cell phone numbers and email addresses for your references be submitted and that they be 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 referees are **“Law-related”** or **“Other”** and **provide BOTH their current personal cell phone and business telephone numbers**.

**1**. Name:       Law Related  / Other

Address:

Business No./Area Code: (     )       Personal Cell No./Area Code: (     )

Email Address:

**2.** Name:       Law Related  / Other

Address:

Business No./Area Code: (     )       Personal Cell No./Area Code: (     )

Email Address:

**3.** Name:       Law Related  / Other

Address:

Business No./Area Code: (     )       Personal Cell No./Area Code: (     )

Email Address:

**4.** Name:       Law Related  / Other

Address:

Business No./Area Code: (     )       Personal Cell No./Area Code: (     )

Email Address: