



## CRIMINAL CLINIC 2024-2025 Application Fact Sheet

Note: This document provides information regarding the application process for a 2024-2025 position with the Criminal Clinic. For additional information regarding the Criminal Clinic, please see their Program Description on the [Allard Law Clinics and Externships webpage](#).

### 1. Application Package

Students must include the following materials in their application package:

- (a) ☒ Resume
- (b) ☒ Cover Letter (Note: The cover letter should set out the student's preference for Defence, Vancouver Crown or Surrey Crown positions and confirm their ability to arrange personal transportation to and from all courthouses)
- (c) ☒ Completion of the Mandatory Experiential Application Survey
- (d) ☐ Contact information for 2 references to be included in the Mandatory Experiential Application Survey
- (e) ☐ Other: [Enter any other required materials here.](#)

Please see the [Allard Law Clinics and Externships webpage](#) for additional guidance on preparing these materials. All application package materials should be submitted via [ACE](#). All experiential opportunities are labelled "ExL 2024 - 2025: Clinic Name" on ACE.

### 2. Grades

The Criminal Clinic will review the following grades in their recruitment process:

- (a) ☐ Law school grades that are available up to the date of the Application Deadline will be reviewed
- (b) ☒ Law school grades will NOT be reviewed

#### **If Option A is Selected:**

Students must include a copy of their Allard Law Transcript in their application package.

- i. ☐ The Transcript must be an official copy (Note: There is a cost associated with [ordering a Transcript](#). Transcripts can take 2-4 business days to process.)
- ii. ☐ The Transcript does not need to be an official copy. A PDF of the Grades Summary generated through the Student Service Centre is sufficient (Note: The Grades Summary does not list course titles).

#### **If Option B is Selected:**

The Criminal Clinic will not receive access to students' law school grades. A student who only applies to the Criminal Clinic and does not apply to any other Allard Law experiential learning program that collects grades (including upper-year moot programs), will not have their law school grades collected or distributed to any experiential learning programs.



### 3. Interviews

- a. ☐ The Criminal Clinic will conduct interviews as part of the recruitment process. Only short-listed applicants will be contacted.
- b. ☒ The Criminal Clinic will not conduct interviews as part of the recruitment process.
- c. ☐ The Criminal Clinic may conduct interviews as-needed as part of the recruitment process.

### 4. Compatibility with Upper-Year Moot Programs

- (a) ☐ Students may participate in a moot and the Criminal Clinic at the same time.
- (b) ☒ Students should consult the Criminal Clinic if they receive an offer from an Upper-Year Moot Program and wish to moot at the same time as participating in the Criminal Clinic. The appropriate contact for this purpose is Patricia Penaflorida (penaflorida@allard.ubc.ca)
- (c) ☐ Students may not participate in a moot and the Criminal Clinic at the same time.

### 5. Program Schedule Overview

Students are responsible for managing their time and are expected to be fully engaged while participating in the program. Students should plan their affairs accordingly given the program schedule below:

The Criminal Clinic, conceived of more than 40 years ago, has been in operation ever since. It runs in Winter Session, Term 2 with a maximum of 16 JD students and continues to provide students with the opportunity to learn criminal procedure, appear in court, and handle files, under the close supervision of experienced lawyers. Students are each assigned to a principal and paired up with another student to work on their files collaboratively. Four students work with Crown counsel (two at Vancouver Provincial Court, two at Surrey Provincial Court), while most work with defence counsel. Students are asked to indicate in their application their preference for Crown or defence positions, and to confirm their ability to arrange personal transportation to and from all courthouses and to UBC as may be required.

Court appearances occur weekly at specific dates, times and locations arranged between the principal and their student. On a busy week, up to 2 days may be needed to review files, meet with the client, discuss matters with opposing counsel and prepare for court proceedings. Students are also encouraged to court watch whenever possible.

Seminars are held weekly at 222 Main Street, 5 pm lead by the clinic director Judge Nancy Adams, supervising lawyers and guest judges. In person attendance is mandatory for students although MS Teams is available when needed. The cases that were handled by the students that week set the agenda for wide ranging discussions about the criminal justice system.

An orientation will be held mid-September (on a Wednesday, at 5 pm) to discuss students' applications to the Law Society of BC for temporary articles required for participation in this clinic.



## **ADDITIONAL INFORMATION RE: GRADES COLLECTION AND DISTRIBUTION**

### **1. Do I need to include my law school grades in my application?**

All clinics and externships have their own application requirements that are set out in their fact sheets. Students should carefully review each program's fact sheet to determine whether law school grades are required to apply.

### **2. I did not apply for a program that requires grades. Who will get access to my grades?**

If you did NOT apply to any experiential learning program that requires grades, your grades will not be provided to any experiential learning programs.

### **3. I have concerns about providing my law school grades to an experiential learning program. What should I do?**

Grades are only one component of application packages. Often, grades are just used by a program as a source of additional information about a student's interest in an area of law or as a general indication of their academic progression. You do not need to have exceptional grades to be considered a strong applicant. If you have any concerns about providing your grades to a program, please contact [Barbara Wang](#), Manager Student Affairs, **before** the application deadline.