

**ONE VACANCY
PROTHONOTARY
of the Court of Appeal & Supreme Court**

The Prince Edward Island Department of Justice & Public Safety invites applications for appointment to the position of Prothonotary of the Court of Appeal and Supreme Court for a ten year appointment with eligibility for renewal under sections 27 and 28 of the *Judicature Act*.

To qualify for consideration, applicants must have at least five (5) years of membership in good standing in the Law Society of Prince Edward Island. Applicants must have a sound knowledge of the law and appreciation of the function of the Supreme Court and Court of Appeal being the courts of common law and equity possessing original and appellate jurisdiction in both civil and criminal cases.

As chief legal officer of the Court of Appeal and Supreme Court, the Prothonotary fulfills a diverse role. Court experience, particularly in civil, property, and bankruptcy law, and knowledge of the *Rules of Civil Procedure*, experience in pre-trial conference and settlement conference practice are assets. Consideration will also be given to suitable candidates who demonstrate a sound understanding of civil law and practice gained from solicitor practice, academia and other legal fields. Candidates should have strong interpersonal skills and a demonstrated capacity for empathy, discretion and confidentiality. Knowledge and sensitivity to issues relating to the Indigenous cultures of Prince Edward Island is an asset.

The Prothonotary reports to the Chief Justices of the Court of Appeal and Supreme Court, and reports administratively regarding leave and attendance to the Director, Family Law & Court Services.

Candidates must clearly demonstrate that they meet the eligibility criteria for appointment under the *Judicature Act*. Candidates must submit a *curriculum vitae* and cover letter setting out their qualifications, three references, and a writing sample (written decision, factum, legal memorandum, etc). After selected candidates are interviewed, references are checked, and the successful candidate is confirmed, the successful candidate will be recommended to the Lieutenant Governor in Council for a ten-year appointment with eligibility for renewal, under the *Judicature Act*.

The Government seeks to reflect the diversity of members of Prince Edward Island society in such appointments.

Application deadline: **November 27, 2018 at 4pm EST** Reference Number: 201811001PE

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