

## VACANCY

### **PROTHONOTARY AND REGISTRAR Prince Edward Island Court of Appeal & Supreme Court of Prince Edward Island**

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, an applicant must have at least five (5) years of membership in good standing in the Law Society of Prince Edward Island. An applicant 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 and Registrar fulfills diverse roles. Some of these duties include:

- directing deputy registrars regarding filing issues;
- managing small claims actions, including presiding at pre-trial conferences;
- issuing uncontested and ex-parte Orders;
- performing all functions of the Registrar in Bankruptcy for PEI;
- oversight of court finance issues;
- Secretary of the Rules Committee;
- taxing lawyers' accounts;
- interacting with self-represented litigants;
- performing marriage ceremonies;
- notarizing documents for the public;
- oversight of some Sheriff functions;
- such other functions as are directed by the Chief Justices of the Court of Appeal and Supreme Court.

Court experience, particularly in civil, property, and bankruptcy law, knowledge of the *Rules of Civil Procedure*, and 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. A candidate should have strong interpersonal skills and a demonstrated capacity for empathy, discretion and confidentiality. Knowledge of and sensitivity to diversity issues is an asset.

The Prothonotary reports to the Chief Justices of the Court of Appeal and Supreme Court who are responsible for the education and management of the Prothonotary. The position reports administratively for the purposes of 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 appointment.

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

Application deadline: **August 21, 2020 at 5pm AST**      Reference Number: **20200707PE**

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