

## UPCOMING 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 and Registrar of the Court of Appeal and Supreme Court under section 27 of the ***Judicature Act***.

To qualify for consideration, an applicant must have at least five (5) years experience in the practice of law in Canada. An applicant must have a sound knowledge of the law and appreciation of the functions of the Supreme Court and Court of Appeal.

As chief legal officer of the Court of Appeal and Supreme Court, the Prothonotary and Registrar fulfills diverse roles. Some of these duties include:

- Collaborating with, and providing guidance to, the Deputy Prothonotary;
- Providing guidance to court staff, lawyers, and self-represented litigants relating to filing documents and interpretation of the *Rules of Civil Procedure*;
- Managing small claims actions, including presiding at settlement conferences, drafting orders, and dismissing inactive claims;
- Exercising roles under various *Rules of Civil Procedure*, such as decisions in *ex parte* motions for discovery of non-parties, substituted or dispensing with service, certificates of pending litigation, and inspection of documents of a non-party, and assessment of costs;
- Considering motions and issuing orders under the *Vendors and Purchasers Act*, such as rectification of deeds;
- Performing all functions of the Registrar in Bankruptcy for PEI;
- Assisting with initiatives relating to access to justice;
- Reviewing draft legislation which affects the administration of the courts;
- Reviewing annual filings of income and expense statements under the *Public Trustee Act*;
- Considering and determining requests for fee waivers;
- Issuing garnishment orders and conducting debtor exams;
- Performing marriage ceremonies;
- Providing guidance to sheriffs regarding execution of judgments;
- Notarizing documents for members of the public, and appointment of Commissioners for taking affidavits;
- Receiving payments into court and approving payments out of court; and
- Such other functions as directed by the Chief Justices of the Court of Appeal and Supreme Court.

Court experience, particularly in civil, family and bankruptcy law, knowledge of the *Rules of Civil Procedure*, and experience in 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/APSO.

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 Department of Justice and Public Safety is committed to Equity, Diversity, Inclusion and Accessibility.

Annual Salary Range: \$148,649 to \$184,119 yearly (\$76.23 to \$94.42 hourly, 75.0 hours bi-weekly)

**Application deadline: Friday, February 13, 2026 at 5pm AST. Please send applications by email to [Sheila.Gallant@judicloud.ca](mailto:Sheila.Gallant@judicloud.ca).**

CONTACT:

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