



OTTAWA SUMMER 2019 RECRUITMENT FOR 2L STUDENTS

This guide is designed to help you secure a summer law student position for 2019. It is intended for law students who are interested in summer positions in Ottawa. Generally, students who are eligible for this process are:

- 2nd year J.D. students who will graduate in May 2019, and
- 3rd year J.D. students in a four year program who will graduate in May 2019 (i.e.: National Program, or Joint J.D. programs)

The process moves fast. Prepare early using the information in this document to ensure that you do not miss any opportunities.

The staff of the Career and Professional Development Centre at the University of Ottawa, Faculty of Law, Common Law Section are pleased to bring you the Ottawa Summer 2019 Recruitment Guide for 2L Students. We hope that the information provided in this booklet will be a starting point for giving you the tools necessary to make an informed decision about where to apply for summer positions.

Please note that the information contained in this booklet is accurate at the time of publishing but that details may have changed since. Should we become aware of any changes, your school's Career Development Office will be notified. For the most complete up-to-date information, it is recommended that you consult the NALP Directory of Legal Employers and the employers' websites directly. Please also consult with your respective Career Development Office for additional employment opportunities not listed in this booklet.

We wish to sincerely thank the employers for their participation in this publication. We wish the best of luck to all applicants.

Important Deadlines

December 14, 2018	viLawPortal opens for students at 9:00 a.m. EST. Important: Although the portal opens at this time, you should wait until the release of Fall 2018 grades so that your application can be considered complete. For schools whose Fall 2018 grades will not be available after the deadline, additional information will be provided below.
January 18, 2019	Application deadline at 1:00 p.m. EST
January 21 to February 15 2019	Period during which employers may communicate with students to offer interviews during the Interview period



February 19 to February 28, 2019	Interview period in Ottawa
March 1, 2019	Call day for Ottawa summer 2019 employment offers at 8:00 a.m. EST

Overview of the Ottawa Summer Recruitment Process

The Ottawa summer recruitment process is guided by an informal set of guidelines developed by participating Ottawa area legal employers. The participating legal employers represent the majority of those that recruit summer law students in Ottawa. Opportunities with other legal employers that recruit summer law students may exist.

The Ottawa summer recruitment takes place during January, February and early March. This is a busy time for law students. You should prepare your application materials in advance to avoid potential problems or delays on the application deadline.

Legal employers in Ottawa primarily recruit second year law students. Certain opportunities in Ottawa for 1L students will be available after the Ottawa Recruitment Process in the spring.

Candidates are encouraged to demonstrate a connection to the Ottawa region in their application materials. Many recruiters are looking for candidates that want to establish themselves as part of the Ottawa legal community. You are advised to keep this in mind, particularly when drafting your cover letters and during interviews.

Ottawa Law Student Recruitment Ethics Protocol

The Ottawa Law Student Recruitment Ethics Protocol was developed by Ottawa-area employers in order to ensure a fair and ethical recruitment period. The majority of Ottawa employers have agreed to adhere to this protocol for the summer and articling recruitment cycles.

Under this protocol:

- legal employers do not advise students prior to the call day start time of 8:00 a.m. that they intend to make the student an offer;
- legal employers do not ask students to advise as to the ranking of the employer or any other employer on the student's priority list;
- legal employers do not ask students about their intention to accept an offer of employment prior to the call day start time of 8:00 a.m.; and
- legal employers will not advise students that receipt of an offer is contingent on the student indicating that the employer is their number one top ranked choice in advance of call day.



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List of Employers Participating in the Ottawa Summer 2018 Recruitment

	Employer Name	Required Application Materials	Application Method	Year of Study	No. positions
1.	Borden Ladner Gervais LLP	Cover letter, Resume, All post-secondary transcripts, List of upper year courses	viLawPortal	2	10-12
2.	Brazeau Seller LLP	Cover letter, Resume, All post-secondary transcripts, List of upper year courses	viLawPortal , Email or Mail	2	2
3.	Cassidy Levy Kent (Canada) LLP	Cover letter, Resume, All post-secondary transcripts, Writing sample, List of references	Email	2	1
4.	Caza Saikaley srl/LLP	Cover letter, Resume, Law school transcripts	viLawPortal	2	2
5.	Chiarelli Cramer Witteveen	Cover letter, Resume, All post-secondary transcripts, List of references	Email	2	1-2
6.	Conlin Bedard LLP	Cover letter, Resume, All post-secondary transcripts, List of References, Writing sample	Email	2	1
7.	Connolly Obagi LLP	Cover letter, Resume, All post-secondary transcripts	viLawPortal , Email	2	2
8.	Conway Baxter Wilson LLP	Cover letter, Resume, All post-secondary transcripts, List of upper year courses	viLawPortal	2	1
9.	Dentons Canada LLP	Cover letter, Resume, All post-secondary transcripts, Writing sample, List of references	viLawPortal	2	2
10.	Fasken Martineau DuMoulin LLP	Cover letter, Resume, All post-secondary transcripts	viLawPortal	2	3
11.	Goldblatt Partners LLP	Cover letter, Resume, All post-secondary transcripts, List of references, Writing sample	viLawPortal , Email or Mail	2	1
12.	Gowling WLG LLP	Cover letter, Resume, All post-secondary transcripts, List of upper year courses	viLawPortal	2	11
13.	Juristes Power Law	Cover letter, Resume, All post-secondary transcripts	viLawPortal Email	2	2
14.	LaBarge Weinstein LLP	Cover letter, Resume, All post-secondary transcripts, List of third year courses	viLawPortal	2	4
15.	Mazerolle & Lemay	Cover Letter, Resume, All post-secondary transcripts, List of References	viLawPortal Email	2	1
16.	McCague Borlack LLP	In a single PDF file: Cover letter, Resume, All post-secondary transcripts, List of References, List of upper year courses	Email	2	1-2



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	Employer Name	Required Application Materials	Application Method	Year of Study	No. positions
17.	McMillan LLP	Cover letter, Resume, All post-secondary transcripts, List of upper year courses	viLawPortal , Email	2	2
18.	Nelligan O'Brien Payne LLP	Cover letter, Resume, Law school transcripts, List of References, List of upper year courses	viLawPortal	2	4
19.	Norton Rose Fulbright Canada LLP	Cover letter, Resume, All post-secondary transcripts, List of upper year courses	viLawPortal	2	5
20.	Perley-Robertson, Hill & McDougall LLP/s.r.l.	Cover letter, Resume, All post-secondary transcripts, List of references	viLawPortal or Email	2	4
21.	Rasmussen Starr Ruddy LLP	Cover letter, Resume, All post-secondary transcripts, Letters of reference	viLawPortal	2	1
22.	Raven, Cameron, Ballantyne & Yazbeck LLP/s.r.l.	Cover letter, Resume, All post-secondary transcripts, List of upper year courses, List and letters of references, Writing sample	Email	2	2
23.	Soloway Wright LLP	Cover letter, Resume, All post-secondary transcripts, Writing sample	viLawPortal or Email	2	2
24.	Stikeman Elliott LLP	Cover letter, Resume, All post-secondary transcripts	Email or Mail	2	2
25.	Vincent Dagenais Gibson LLP/s.r.l.	Cover letter, Resume, All post-secondary transcripts, List of references	Email	2	1



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Fall 2018 Transcripts

All employers are requesting at minimum a copy of your law school transcript. Please include a copy of an unofficial transcript or a copy of an official transcript for your law school grades; fall 2018 grades should be included in your transcript. For other transcripts (undergraduate or graduate), please submit a copy of an official transcript.

Note: For law schools whose fall 2018 grades will be released after the application deadline (Osgoode Hall & U of T), please see the table below to find out how candidates should follow up with updated transcripts, which include fall 2018 grades.

Follow up Instructions for Fall 2018 Grades for Osgoode Hall and U of T

	Employer Name	Follow Up Method
1.	Borden Ladner Gervais LLP	By email as soon as fall 2018 marks are released DLaflamme@blg.com
2.	Brazeau Seller LLP	By email as soon as fall 2018 marks are released kleeeks@brazeauseller.com
3.	Cassidy Levy Kent (Canada) LLP	By email as soon as fall 2018 marks are released Jgreen@cassidylevy.com
4.	Caza Saikaley srl/LLP	In person at the OCI
5.	Chiarelli Cramer Witteveen	By email as soon as fall 2018 marks are released Ken.Dunham@centrepoinTELAW.com
6.	Conlin Bedard LLP	By email as soon as fall 2018 marks are released Idales@conlinbedard.com
7.	Connolly Obagi LLP	By email as soon as fall 2018 marks are released Sue.whittall@connollybagi.com
8.	Conway Baxter Wilson LLP	By email as soon as fall 2018 marks are released RRobert@conway.pro
9.	Dentons Canada LLP	By email as soon as fall 2018 marks are released priska.watzal@dentons.com Also bring the transcripts to the OCI and the interview at the firm.
10.	Fasken LLP	In person at the OCI or the in firm interview
11.	Goldblatt Partners LLP	By email as soon as fall 2018 marks are released aquinn@goldblattpartners.com or in person at the in firm interview
12.	Gowling WLG LLP	By email as soon as fall 2018 marks are released danica.steadman@gowlingwlg.com
13.	Juristes Power Law	By email as soon as fall 2018 marks are released mvincelette@juristespower.ca
14.	LaBarge Weinstein LLP	By email as soon as fall 2018 marks are released kmcdonald@LWLaw.com
15.	Mazerolle & Lemay	By email as soon as fall 2018 marks are released alafreniere@mazerollelemay.com
16.	McCague Borlack LLP	By email as soon as fall 2018 marks are released afaust@mccagueborlack.com
17.	McMillan LLP	By email as soon as fall 2018 marks are released Catherine.Peloquin@mcmillan.ca
18.	Nelligan O'Brien Payne LLP	By email as soon as fall 2018 marks are released david.contant@nelligan.ca
19.	Norton Rose Fulbright Canada LLP	By email as soon as fall 2018 marks are released to: Danisa.sanchez@nortonrosefulbright.com



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	Employer Name	Follow Up Method
20.	Perley-Robertson, Hill & McDougall LLP/s.r.l.	By email as soon as fall 2018 marks are released
21.	Rasmussen Starr Ruddy LLP	In person at the OCI or the in firm interview
22.	Raven, Cameron, Ballantyne & Yazbeck LLP/s.r.l.	By email as soon as fall 2018 marks are released AAstritis@ravenlaw.com
23.	Soloway Wright LLP	By email as soon as fall 2018 marks are released lspringings@solowaywright.com
24.	Stikeman Elliott LLP	In person at the OCI or the in firm interview
25.	Vincent Dagenais Gibson LLP/s.r.l.	In person at the in firm interview

Additional Application Submission Information

	Employer Name	Email	Mail
1.	BrazeauSeller LLP	Kerry Leeks kleeks@brazeauseller.com	Attention: Kerry Leeks Gestionnaire des ressources humaines Brazeau Seller Law 100 Queen Street Suite 700 Ottawa, Ontario K1P 1J9
2.	Cassidy Levy Kent (Canada) LLP	Judy Green Jgreen@cassidylevy.com	
3.	Chiarelli Cramer Witteveen	Ken Dunham Ken.Dunham@centrepoinlaw.com	X
4.	Conlin Bedard LLP	Linden Dales ldales@conlinbedard.com	X
5.	Connolly Obagi LLP	Sue Whittall Sue.whittall@connollybagi.com	X
6.	Goldblatt Partners LLP	Fiona Campbell aquinn@goldblattpartners.com	Attention: Fiona Campbell Goldblatt Partners LLP 30 Metcalfe Street Suite 500 Ottawa, ON K1P 5L4
7.	Juristes Power	Maxine Vincelette mvincelette@juristespower.ca	X
8.	Mazerolle & Lemay	Alexandre Beaudry abeaudry@mazerollelemay.com Alexandre Lafrenière alafreniere@mazerollelemay.com	X
9.	McMillan LLP	Catherine Péloquin catherine.peloquin@mcmillan.ca	
10.	McCague Borlack LLP	Ashley Faust StudentApplications@mccagueborlack.com	X



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11.	Perley-Robertson, Hill & McDougall LLP/s.r.l.	Karin Pagé prhmstudents@perlaw.ca	X
12.	Raven, Cameron, Ballantyne & Yazbeck LLP/s.r.l.	Andrew Astritis studentrecruitment@ravenlaw.com	X
13.	Soloway Wright LLP	articling@solowaywright.com	X
14.	Stikeman Elliott LLP	Justine Whitehead jwhitehead@stikeman.com	Attention: Justine Whitehead Stikeman Elliott LPP 50 O'Connor Street Suite 1600 Ottawa, Ontario K1P 6L2
15.	Vincent Dagenais Gibson LLP/s.r.l.	Richard Leger Tammy.hendrick@vdg.ca	X



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