



BROWNLEE LLP

ARTICLING & SUMMER STUDENT HANDBOOK

BROWNLEE LLP SUMMER AND ARTICLING STUDENT HANDBOOK

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Welcome to Brownlee LLP

As a law student, it can be easy to see all law firms as one vast conglomeration of lawyers, files and statutes. Even if you have had the opportunity to meet or know some lawyers and visit law firms, or even if you have worked in a law firm before, choosing the right law firm for you can be a daunting task.

At Brownlee LLP, we are often first known for our formidable history in Alberta which dates back over 75 years to our founding father, the Honourable John E. Brownlee, the 5th Premier of Alberta. However, there's much more to us than the dark suits and weathered

photographs which seem to represent many law firms. We invite you to put aside what you *think* you know about Brownlee and law firms in general, as we open the doors to our firm to share with you what every articling or summer student should really know. Most importantly, we will provide information about starting your career as a student with Brownlee, including the firm's articling and summer student programs, structure and practice areas, and how these issues may affect you. We will also share a few insider secrets that other firms are unlikely to divulge, let alone publish.



What makes Brownlee different from other firms?

The answer is both simple and profound. Brownlee is organized differently than most firms, and this organization influences everything from the mentorship you'll receive as a student right up to your client relationships.

At Brownlee we have a unique approach. As opposed to the more traditional structures of and approaches to the operation of law firms, we treat our clients as if they are clients of the firm, not of any particular lawyer. This ensures that we are much more than a collection of practitioners (even sole practitioners) working under one name. Rather, we are an organized legal business, not only in name but in all aspects of how we practice and interact with each other under one name. In our experience, this approach to the operation of our firm nourishes mentorship, best serves clients and client needs, and promotes the development of strong, healthy internal relationships. Under the "firm client" approach, and our resulting organization into practice groups, each lawyer is

encouraged to develop an expertise in his or her practice areas of interest, which ought to be areas of practice in which they have a personal interest or even a passion to pursue. This client-centred philosophy allows our lawyers to more quickly become experts in each of their chosen fields and be constantly engaged and invested in their work and interests, and also ensures that lawyers are not required to "dabble" in other areas of the law in order to meet clients' needs. Because more traditional approaches to legal businesses often measure a lawyer's worth to the firm by the clients he or she keeps or keeps happy, that lawyer may be and often is expected, motivated, or even required by the circumstances to meet *all* needs of the clients, and may consequently become a jack-of-all-trades for the clients. Our approach provides each client with an expert to work with him or her on the particular issue or concern. Our clients know that when they contact Brownlee, they can contact any one of us and that they will be referred to the practice group, and ultimately the specific lawyer, who is best able to address their legal needs.

"This approach to the operation of our firm nourishes mentorship, best serves clients and client needs, and promotes the development of strong, healthy internal relationships."



Our structure isn't just good for our clients – it's good for our students too. As a student at Brownlee, you will work with a team of lawyers invested in your development as a lawyer. Instead of becoming a single cog in a larger wheel and a potential future competitor within the firm and the community of clients that you are exposed to, our approach emphasizes the successes of the team and the firm in general. Because our lawyers are focussed on their practice areas, you will have the opportunity to be mentored by some of the leading practitioners in these fields. Best of all, because of our client-centred philosophy, the lawyers at our firm *want* you to become skilled and develop close contact with clients. This ensures that you can help build upon the successes achieved to date, allowing the senior practitioner to pass the torch to the more junior lawyers. This also ensures that the senior practitioners have the support needed to allow them to take up new opportunities, and further develop existing or new practice areas for the firm. Our students and junior associates are encouraged to focus on their own education and development by our approach to the business of law, not merely to focus on client recruitment or, worse yet, on competing with each other. Because our clients are "firm clients", there's room for everyone to succeed. We have seen that this structure fosters a philosophy of collaboration and cooperation rather than competition, which is best for our students and lawyers, as well as our clients.

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Brownlee's Practice Areas and Client Base

So now you know how we practice the law, but what areas of law do we practice? Our practice areas have developed both in anticipation of and in response to clients' needs, so each practice area quickly becomes sustainable based on existing clients.

Our Clients

Like many regional firms in western Canada, our clients range from individuals, to large and small businesses, to municipal and Provincial governments, to multi-national corporations. However, Brownlee's primary strength comes from being retained by "institutional" clients on an ongoing and historical basis, rather than individuals. This creates a robust foundation for legal practices, as well as a balanced base of large, small, local, regional and international clients that is stable and sustainable and which, frankly, belies our size and location. At Brownlee, we have the practice areas and clients akin to a national firm, but with the distinct advantages of a regional firm. To this end, some of our fundamental client groups include the following:

Insurance Companies: As a result of our work with many leading insurers, much of our firm's litigation practice is "defence" oriented. Brownlee is an affiliate member of the Canadian Litigation Counsel, a nationwide affiliation of independent insurance defence law firms. The Canadian Litigation Counsel is, in turn, affiliated with the Harmonie Group, a similar organization encompassing the United States and Europe. These types of affiliations provide Brownlee

with a national and international presence without sacrificing the regional firm benefits of in-house decision-making;

Municipalities and the Province of Alberta:

Brownlee represents most municipalities in Alberta, as well as many municipalities throughout the Yukon, Northwest Territories and Nunavut. Our firm has also been pleased to advise and represent the Province of Alberta on a variety of important issues and to litigate those issues at various levels of Courts. This has included constitutional references throughout Alberta and in neighbouring provinces at all levels of Court, including the Supreme Court of Canada;

Commercial Lenders: Brownlee operates one of the largest commercial lending practices in western Canada. Our lender clients include chartered banks, life insurance companies and major pension funds. In addition, we frequently provide advice to borrowers relating to the negotiation and structuring of credit facilities with their lenders;

Corporate/Commercial Institutions and Businesses:

In addition to commercial lenders, we serve a wide group of corporate and commercial clients including sole proprietors, partnerships, Alberta business corporations, co-operative associations, First Nations' business vehicles, business corporations from outside of Alberta, Alberta and Federal non-profit organizations, as well as publicly traded companies and corporations that are established by specific provincial or federal statutes; and



"At Brownlee, we have the practice areas and clients akin to a national firm, but with the distinct advantages of a regional firm."

Alberta Schools, School Divisions and Post-secondary Institutions:

Our firm represents many of Alberta's public and separate school divisions, as well as private and charter schools. In addition, the multitude of needs of many of Alberta's post-secondary institutions has resulted in the creation of a client group that is also rapidly growing.

O u r P r a c t i c e A r e a s

Presently our firm is organized into three primary departments: Litigation, Corporate/Commercial and Municipal. However, these departments are merely a starting point. Within each department, our firm is sub-divided into practice areas and resulting practice groups (i.e. teams of lawyers, paralegals and support staff) within which is a wealth of diversity and specialties that often overlap. The larger or more dynamic practice areas include the following:

Insurance Defence, including personal injury, product liability, errors and omissions, construction liability, property and fire, municipal liability, school liability, director and officer liability, environmental liability, business interruption, premises liability, coverage and bad faith, life/health/disability, sexual harassment and abuse, and transportation and inland marine;

General Litigation, including environmental, construction, constitutional, commercial, municipal, school, intellectual property, environmental, and

labour and employment. This "non-insurance litigation" practice will continue to be one of the major growth areas of the firm;

Municipal Law, including legislative drafting and interpretation, advising municipal councils, municipal governance, real and chattel property acquisition and disposition, planning, zoning and development matters, annexation and amalgamation, contract preparation and interpretation, public liability matters, taxation, and electrical and gas regulatory work. On occasion, the firm is retained to undertake municipal-based bylaw prosecutions and to give counsel in inter-governmental and jurisdictional dispute matters. Our firm is also becoming progressively more involved in Environmental, Health, Aboriginal, and Privacy and Access to Information law;

Administrative Law, consisting of all aspects of administrative law in Alberta and neighbouring jurisdictions. We act for or appear before virtually every form of administrative tribunal in Alberta. This practice may continue through the Courts upon appeals and other forms of judicial review, and therefore represents a significant appellate practice throughout all appeal court levels in Alberta and Canada;

Public Utilities, Infrastructure and Public Private Partnerships (P3s), which address areas of the Alberta economy that are most affected by extreme growth and demand for services, insufficient public funding sources to pay for and provide vital services,



and the unique opportunities that exist to address these and a myriad of other issues that face utility, infrastructure, and other public service needs;

Labour and Employment in the unionized and non-unionized context, including reorganizations, contract and policy development, workplace management, certification applications, collective bargaining, collective agreement arbitration, unfair labour practices, strikes and lockouts, successorship, certificate revocation and judicial review. By extension, we also practice in Education law, Human Rights, Occupational Health & Safety, Privacy law and Information Technology Management. Our Labour & Employment Group is focussed solely on employer-side representation;

Immigration Law, including applications for Labour Market Opinions for companies hiring foreign workers, long-term hiring practices and planning for companies employing foreign workers, applications for Temporary Work Permits, applications for Permanent Residency including skilled workers, business class and family sponsorship applications, drafting contracts for labour brokers including agency agreements, settlement services agreements and other related contracts, intra-company transfers abroad, live-in caregiver applications, citizenship applications, study and temporary residency visas, and appeals before the Immigration Appeal Division and Federal Court;

Wills, Estates, and Estate Planning, including not only drafting Wills, Enduring Power of Attorney documents and Personal Directives, but more significantly also addressing succession planning and estate litigation;

Commercial Lending and Enforcement, including structuring loans and loan security, closing transactions, security enforcement, receiverships, bankruptcy and insolvency as well as loan workouts and restructurings. Our philosophy in dealing with these types of situations is to employ strategies and find solutions to resolve the matters quickly and efficiently; and

Corporate/Commercial Law, including director and officer liability, incorporations, partnership agreements, joint ventures, P3s, corporate finance, corporate governance, Unanimous Shareholder Agreements, securities compliance, acquisition or disposition of major business segments, corporate filing and regulatory compliance, business succession planning, corporate reorganization, risk management, real estate acquisitions and sales, condominium creation and governance, real estate development and construction, commercial real estate leasing, landlord and tenant disputes, co-ownership agreements, easements, rights of way and restrictive covenants, environmental due diligence and disputes, and real estate agency.



What kind of social culture exists at Brownlee?

Our firm is large enough to be diverse amongst its lawyers, staff, clients and practices, but small enough to know everyone who works here. The social life of our firm is based on both formal and informal events:

Friday Snacks: Every Friday afternoon, the available lawyers in Edmonton gather in the Lawyers' Lounge for snacks and beverages. Some stay for only a few minutes, and others turn the gathering into an evening. Because our lawyers have demanding personal lives too, this is not the type of event that is mandatory to attend. For that matter, none of the events are mandatory! With that said, the Lounge is often bursting with people simply out of enjoyment of each others' company. Particularly for students and junior lawyers, Friday Snacks is an easy way to get to know our lawyers from all departments in a relaxed and fun atmosphere.

Christmas Parties: Our firm hosts two Christmas parties each year. The first is for staff and lawyers, and often takes place on a winter afternoon at the Selkirk Hotel in Fort Edmonton Park. We gather for lunch and activities afterwards, including hay rides, road hockey and other events. This event is an opportunity to thank our wonderful support staff for their contributions and hard work over the past year. A few weeks later, the lawyers and their spouses or partners from both our Edmonton and Calgary offices gather for our Lawyers' Christmas Party which is held at the Hotel MacDonald. This

is a formal event (in attire only) which brings our families together to celebrate a year of professional and personal accomplishments.

El Hacks Golf Tournament: Every summer, usually on a Friday in August, the lawyers from our Edmonton and Calgary offices hop onto buses and meet in Red Deer for our annual golf tournament. Whether or not you golf (and many of us do not golf ... or do not golf well), it is an event not to be missed.

Year in Review, Trivia Night, United Way Auction and many others: Throughout the year our firm hosts a multitude of smaller parties and events including Trivia Night, Year in Review (which reviews notable events of the past year and speculates on the year to come), pizza and green beer on St. Patrick's Day, and the firm's United Way Auction held in October of each year. We are also fierce competitors in Edmonton's Corporate Challenge held each year in June amongst local businesses.

In addition to these organized events, the reality is that many of our lawyers have found friends amongst their colleagues. As a result, many of our lawyers choose to spend time and even travel with other lawyers and their families on evenings, weekends and holidays. While the lawyers at Brownlee are diverse in their backgrounds, experiences and practices, the reality is that we're commonly united in our firm's philosophy and goals.



Who are we looking for?

Student recruitment is our primary and preferred growth and succession strategy. When we hire a student, we're not just hiring for the short-term; we're hoping to hire a future associate and a future partner too. As a result, we invest a significant amount of resources into our student programs to identify and recruit individuals with a consistent philosophy and work ethic.

While grades are important, they're not everything. It is just as important to be personable, hard-working and, frankly, interesting! Beginning as students, all lawyers must have the ability to transfer legal training, theory, cases and legislation into practical and reasonable answers and solutions for our clients. The ability to implement what you know begins with the ability to recognize what you don't know, and to have the conviction and enthusiasm to find the answers you need.

When we say that we're looking for summer and articling students who will hopefully become future associates and partners at our firm, we're really not kidding. The majority of lawyers in both of our offices have either articulated with Brownlee, or came to Brownlee immediately after completing their articles, where they have remained. Not many firms can say that.





What should you expect when you article at Brownlee?

We have a formal rotation through our three core departments: Litigation, Municipal and Corporate/Commercial. As a result, articling students spend approximately four months in each department. During each rotation, we will assign work to you from all of the practice areas within each department.

During each rotation, our articling students move their offices to sit within that particular department. Students become embedded within the practice groups operating within each department. In our experience, this allows students to be “seen and heard”, and provides students with the opportunity to experience the different personality of each department. When students physically move into each department, it is much easier for lawyers to identify the student working with them, and to

ensure that appropriate work flows to the student. While you are encouraged to identify areas of interest to you, the lawyers within each department are charged with the responsibility of ensuring that you have an opportunity to complete appropriate work in all practice areas.

As an articling student, you will be assigned to a Principal who remains the same throughout your article. Your Principal will be a partner at our firm, and he or she serves as a “go-to” person who can help provide guidance and insight into the practice of law, skill development, managing your workflow, and generally ensuring that your article runs smoothly.

In addition, the Practice Area Leader (aptly named the “PAL”), who is the head of a department, also works with you throughout your rotation to ensure that you have the opportunity to work on a diversity of files. And, of course, the members of

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our Articling Committee have a particular interest in seeing you succeed, and can be approached at any time for assistance. Throughout the course of your article, it is our intention that you will receive work from, and have the chance to work with, all associates and partners in our firm.

In our view, the focus of your article should be on your education and practical skill development, as well as building relationships with our lawyers and clients. Students are encouraged to make use of as many learning opportunities as possible, from observing Examinations for Discovery, Court applications, trials, Judicial Dispute Resolution conferences, mediations and client meetings, right through to attending seminars and in-house training sessions. As your skills develop and your confidence grows, you will assume conduct of your own files with as much or as little support as you need.

In addition, you will be encouraged to attend and participate in our client-based functions and meetings to begin to develop an understanding of who our clients are and what they need, as well as to develop your own relationship with our clients. For this reason, our articling students have a lower billing target than associates and partners. As an articling student, your billable target is 1200 hours per year on the understanding that a significant portion of your time will be spent developing your practical skills and client relationships.


"In our view, the focus of your article should be on your education and practical skill development, as well as building relationships with our lawyers and clients."

Throughout your article, but particularly as it draws to a close, we encourage you to have an ongoing discussion about your short and long-term professional goals, as well as growth opportunities within our firm. Your position as a future associate is yours to lose, not yours to earn. To this end, we hope to work with our future associates to find a department within our firm that works for the individual as well as the firm as a whole.

As an articling student, you will be paid a competitive salary. We re-visit our compensation packages annually to ensure that we remain competitive, and at a level reflecting our stature within the legal community.

In addition, articling students receive two

(2) weeks' paid vacation per year, and are eligible for medical, dental and life insurance benefits after a 3-month qualification period. Finally, after one year of service with the firm, you will be eligible for maternity and parental benefits, including a 1-year leave and 95% salary top-up for six (6) months, participation in the associates' RRSP match program, as well as an annual fitness reimbursement and a parking allowance.



What should you expect when you summer at Brownlee?

In our view, summering at Brownlee is like a compressed article. Of course, we recognize that as a summer student you have less legal training than the articling students, but the goal is the same: to help you to experience a diversity of work throughout our departments and practice groups, and to help develop the practical skills of lawyering.

Rather than assign a Principal to you, our summer students are each assigned two mentors: generally one partner and one associate. This arrangement allows you to gain insight into two different perspectives of our firm. Your mentors are charged with ensuring that your workload and quality of work are appropriate for your vintage. Of course, the PAL of each department and the members of the Articling Committee also play a role in your experience, as with the articling students.

As a summer student, you will be paid a competitive salary for the marketplace, which is reviewed annually. Summer students also receive two (2) weeks' vacation (unpaid, due to receipt of vacation pay) to be used at any point during the summer. Because of the short duration of summer employment, summer students are not eligible for benefits.

During your summer in Edmonton, you will spend half your time on the 22nd floor of our building (which houses our Litigation and Corporate/Commercial departments), and the other half of your summer on the 21st floor (which houses our Municipal department, as well as our Labour/Employment Group). As a result you will move your office halfway through the summer to ensure that you have the opportunity to become immersed in those practice areas.

"Your mentors are charged with ensuring that your workload and quality of work are appropriate for your vintage."

How will CPLED fit into your day?

Our belief is that CPLED (Alberta's bar admission program) is one of the most important tasks assigned to you during your article. The reality is, if you don't successfully complete CPLED, you can't practice law as an associate! For this reason, Brownlee places a high priority on providing you with the support you need to complete the requirements of CPLED. This includes, but is certainly not limited to, the chance to seek instruction and guidance from leading practitioners in the field, located right in your own firm. Brownlee pays 100% of all CPLED course and registration fees.

With respect to the "in-office" components of CPLED, some firms set aside one day of the week for you to complete your assignments. However, in our view, this doesn't necessarily work well for our students. This arrangement can result in missing out on other important opportunities or finding that the lawyer best able to lend you a hand isn't available that

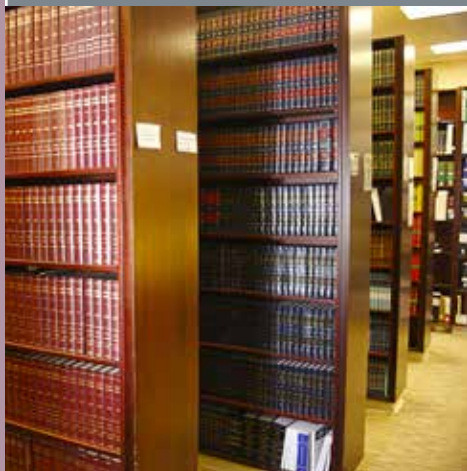
day. In our view, managing CPLED is part of the larger skill of managing your workload. Rather than set aside a specific day of the week for you to complete your assignments, we expect you to place a high priority on your assignments and make time to complete them in light of your other tasks. In return, we recognize that CPLED is one of

your top concerns and we are sensitive to the fact that it may necessarily take priority over other tasks. Your files can be completed by other lawyers at our firm, but CPLED can only be completed by you.

With respect to the "out-of-office" components of CPLED, we expect you to focus solely on your course work while you are away. You are not expected to return to the office in the evenings or on weekends after your courses. Of course, this means that you must proactively communicate with the lawyers you're working with to ensure that they know you'll

be away and so that you can both make the necessary adjustments to any timelines with respect to your other tasks and files.

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Who sits on our Edmonton Articling Committee?

Ryan R. Ewasiuk, Chair

Partner (Litigation), Father of two young boys (and future Manchester United players), and Soccer, Hockey and Basketball Coach

I recall my articling interview week with fondness. With that said, it certainly was like stepping into the unknown. I had no lawyers in my family, and honestly did not know much about Edmonton's law firms. Articling handbooks and firm websites, my primary resources at the time, all seemed quite generic. I had the benefit of interviewing at many firms, and was very surprised at how obviously different they were. Of course, I now realize that many of the most important differences would not have been obvious to a potential articling student at all! In any event, by the end of the

week Brownlee was my first choice. I was fortunate enough to be offered an articling position with Brownlee, and have been here ever since. Truthfully, I could never have imagined that my time with Brownlee would be as enjoyable as it has proven to be.

I practice in the Litigation Department, working primarily for large insurers. Increasingly, my focus is on transportation-related litigation (transportation, equipment and cargo). However, my practice involves a vast array of issues and subject matters which constantly provide new and exciting challenges.

As much as I enjoy my work, I would not have spent my entire career to date at Brownlee if it weren't for the people I work with. From my very earliest days with the firm, I was provided with the support, guidance and opportunities to become not only a skilled lawyer, but a better person. I share a work ethic and business philosophy with my partners and associates that have resulted not only in harmonious working relationships, but also close personal friendships as well. I feel privileged to be a lawyer at Brownlee, and look forward to spending the rest of my working days with the firm.



John C. McDonnell

Partner (Corporate/Commercial), Husband, Father to three children, Chairperson of the City of St. Albert Subdivision and Development Appeal Board, and Soccer Coach

I work in the Business department at Brownlee. My primary focus is on providing corporate governance advice to municipalities regarding inter-municipal service projects. Additionally, I also have a significant practice in commercial real estate and general corporate/commercial work.

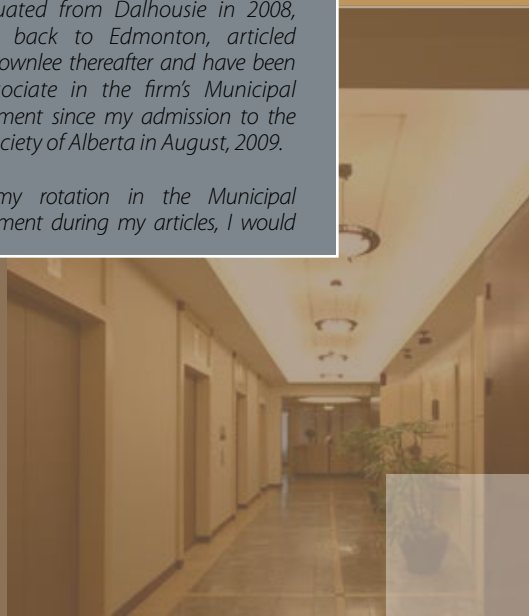
Unlike most other people at Brownlee, I didn't article at Brownlee. I graduated from Law school in 2000, articulated at a mid-sized Edmonton firm, and worked there until 2004. I then joined another mid-sized law firm and worked there for just over a year. I joined Brownlee in 2005, about five years after graduating from Law school at the University of Alberta. After working at three different firms, I can definitely say that Brownlee has the right mix of firm culture, people, clients and challenging work that I was looking for. I'll stay at Brownlee until the day I retire!

**Kristjana E. Kellgren**

Associate (Municipal, Administrative and Regulatory Law), Wife, Mother, Executive member of the Canadian Bar Association Municipal Law Subsection, Volunteer with Edmonton Community Legal Centre, Former CBA Mentor, and Brownlee LLP Summer Student Junior Mentor

After attending the University of Alberta for my undergraduate degree, I moved to Halifax, NS to attend Dalhousie (now Schulich) law school. After summering with Brownlee after my first year of law school, I was convinced that it was the place for me, and I happily accepted an articling position. I graduated from Dalhousie in 2008, moved back to Edmonton, articulated with Brownlee thereafter and have been an associate in the firm's Municipal Department since my admission to the Law Society of Alberta in August, 2009.

Until my rotation in the Municipal Department during my articles, I would



have told you that administrative law was my least favourite area of the law (no offence to my admin law professor, of course!) But, thanks to Brownlee's formal rotation program and the experiences I had working with some inspiring mentors, I discovered a practice area where now I could not imagine doing anything else. It was truly a case where my impression of something in law school couldn't have been more different than my experience with that thing in practice, but without being part of Brownlee's formal rotation and being exposed to the practice of administrative law, I would never have known the difference!

My practice focuses on advocacy on behalf of municipalities, government agencies and other public entities before administrative tribunals, with a focus on utility-related matters before the Alberta Utilities Commission. I also assist and represent municipalities and other, mostly public, corporations in contract disputes and various other non-insured litigation-related matters.

I wouldn't have the experience or confidence in my legal practice that I do today were it not for the mentorship I received (and continue to receive) at Brownlee and in being provided with exciting and challenging opportunities every step of the way. Just as important, however, I work alongside colleagues (partners, other associates, students and staff from all of Brownlee's departments) that I respect and consider my friends. It is the collegial, friendly and dynamic atmosphere that first drew me to the firm as a summer student and it remains one of the biggest reasons why I am so pleased to continue my career at Brownlee.

Jill L.A. Sheward

Associate (Commercial/Municipal Real Estate, Lending, Leasing), Vice Chair (Governance) of Junior Achievement of Northern Alberta & NWT, Director of Edmonton CREW Association, CBA Mentor and Brownlee LLP Summer Student Mentor

I graduated from the Faculty of Law at the University of Alberta in 2005, articulated with the firm and have proudly been with Brownlee LLP ever since. My practice consists of matters relating to commercial real estate and involves all aspects of commercial property transactions, including the acquisition, disposition and financing of commercial real estate, and leasing of office, industrial and retail space (for both landlords and tenants). I am also involved in municipal commercial transactions including acquisitions, dispositions, leasing, rights-of-way, easements and restrictive covenants. The firm has provided the mentorship and support necessary to continue to grow my practice into more complex areas, and really ensures that all the lawyers feel as valued members of the Brownlee team.



Resumés and Applications for Articling or Summer positions

Now we're getting down to the real brass tacks – what do we want to see in your application package? Here are the key strategies to putting together a persuasive application:

Your application package should provide a cover letter, resumé, references (if you have them), and all post-secondary transcripts. It is also informative if you provide a list of courses that you're scheduled to take in the future, if known.

Beware of using form letters; i.e. sending the same cover letter to each firm. Every year, we receive at least one application addressed to us, but applying for a position at a different firm.

Provide all means of communicating with you. Include your mailing address (including a summer address if it's different), email, home phone, cell phone and so forth. Of course, if you never carry or check the messages on your cell phone, it's probably best not to give us that number.

Clearly identify the position you're applying for (Articling or Summer position) as well as the year you hope to work with us. It also doesn't hurt to make clear which year of law school you are presently completing.

In your cover letter, tackle any obvious "blips" in your history. If you are applying for articles as a Third Year student instead of a Second Year, give us some insight into why that is. If you have a few grades that aren't your shining glory, give us some background into what happened. We're not trying to pry, but we're likely going to ask you anyway so you might as well provide your explanation up front.

In your cover letter, identify anyone from the firm that you've previously met, as well as the venue in which you met them, such as Career Day, or a presentation at the University, or similar.

Enclose all of your post-secondary transcripts. Your law school transcripts are important, but we would like to see your undergraduate or other post-secondary transcripts as well. "Sealed" transcripts are not necessary; originals are preferred though.

It may sound silly, but please do not use paperclips. Instead, staple your entire package together to ensure that it stays together. We'd hate for your impeccable transcripts to get attached to another applicant's resume.

Your application package for summer and articling positions in Edmonton may be mailed to:

Brownlee LLP
2200 Commerce Place
10155 – 102 Street N.W.
Edmonton, Alberta T5J 4G8
Attention: Ryan R. Ewasiuk

Alternatively, you may submit your application via email to Ryan at rewasiuk@brownleelaw.com.

For our Calgary summer and articling positions, applications may be mailed to:

Brownlee LLP
700, 396 – 11th Avenue S.W.
Calgary, Alberta T2R 0C5
Attention: Derek J. King

Of course, you may submit your application to Derek via email at dking@brownleelaw.com.

Our deadline for articling applications in Edmonton and Calgary is typically two weeks prior to the commencement of the "recruitment period", as determined by the Law Society of Alberta. Further details are available at our website.

What should you expect during Articling Interview Week?

It's a busy week, but the fact is that a little preparation goes a long way. Here are some of the tried-and-true strategies based on our own experience, from our current students who recently interviewed to those who sit on our Articling Committee:

Before Interview Week

Throughout law school, try to meet as many lawyers as possible to get a sense of each firm. Do your research: explore their websites, attend their presentations or lectures, and so forth.

Be realistic about the type of firm you want to work at. The reality is that you do not have time to interview at every firm, of every size, and in every city. While it is good to cast a wide net and meet lots of people, be practical at the same time.

There are legitimate reasons for interviewing in both Edmonton and Calgary, or other places as well. However, before you get to Interview Week,

we recommend that you get to the heart of why you're interviewing so broadly. If the only reason for interviewing in more than one city is to increase the chances of getting an articling position, we recommend that you narrow down your search. All firms want to know that you have chosen them for the long-term, and if you lack some kind of connection to the area, every firm will be concerned (rightly or wrongly) that you're not committed.

Submit your applications in advance of each firm's deadline. The sooner they receive your application, the sooner they'll book your interview. If you wait until the last minute, your favourite firm may already be booked solid, or close to it.

When a lawyer or staff member contacts you to schedule an interview, remember that your interview starts with that phone call. The first impression you leave can mean a lot.

Try to schedule your first interviews on Monday or Tuesday of Interview Week, so you allow yourself time to attend second interviews during the end of the week.



Consider scheduling the firm you are least certain about first. While you should take the interview seriously, you can use it as a “warm-up”. And try not to schedule more than 4 – 5 interviews per day. It’s too much. You’ll be exhausted.

When scheduling your interviews, ask the firms how long their interviews usually run. (Our interviews are about 45 minutes in length.) Keep in mind that most firms will invite you to tour the rest of the office with a current articling student or junior associate after your interview, so budget in this time when scheduling your subsequent interviews.

During Interview Week

After each interview, take a moment to jot down a few notes: Who did you meet? What was your impression? What made that firm different from the others? At the end of the day, sit down and review your notes to determine if your impressions justification have changed, and to consider whether any new questions or issues have come up that you may want to follow-up on.

Follow-up with the firms you liked. Don’t be shy about sending an email or making a phone call to someone you met. With that said, be sincere. We all know that not every firm is your first choice, so don’t tell us otherwise unless you mean it!

Some firms schedule interviews over the lunch hour. Sometimes it’s a matter of making full use of the day, and sometimes it’s a matter of wooing you. Regardless, keep your lunch hours flexible!

By the end of the week, if you are honest with yourself, there will be one firm that really stands out to you. We strongly encourage students to pick up the phone, and candidly tell that firm where you stand (even if it’s not us). We appreciate that it is a scary call to make. However, the reality is that given a handful of candidates that we would love to hire, our positions most often go to the students that we know feel the same.



We don't recommend telling firms that you're not interested (best to keep a few doors open, of course), but you will greatly improve the chances of making a mutually agreeable match if you are open and honest. Similarly, don't tell more than one firm that they are your top pick. Not only do firms talk amongst themselves, but being dishonest is the wrong way to start your career.

Call Day

Prior to Call Day, ensure that the firms you are most interested in know exactly how to reach you. If you will be waiting by your home phone with your cell in the other hand, tell the firms in advance exactly how to reach you.

Stay calm. Sometimes the phone doesn't ring at 8:00 a.m. sharp simply because there are more students than there are lawyers to make the calls.

If you do not receive an offer, don't be afraid to pick up the phone and call firms (but perhaps not too soon after 8:00 a.m.). If they've filled their positions, at least you'll know. If they haven't filled their positions yet, they may be very happy to hear that you're interested.

What if your 2nd choice of firms calls before your 1st choice? If you have been honest with firms from the beginning, it is most likely that your 1st choice will call first. (Keep in mind, it doesn't matter how many offers you get. What matters is getting the right



"Don't worry about asking questions. It's times when you don't ask enough questions or make assumptions that you'll overlook something important."

offer.) However, if your 2nd choice calls first, don't be afraid to ask for a few minutes to consider the offer (you have until 12:00 p.m. the next day), and use the time to call your 1st choice to determine if they've filled their positions. With that said, try not to leave that other firm hanging because their 2nd, 3rd, and 4th choices are all being snapped up by other firms with each passing second.

Edmonton Summer Student On-Campus Interviews

Brownlee's Edmonton office participates in the on-campus interviews at the University of Alberta and our summer positions are open to both first and second year law students. Please refer to our website for this year's application deadlines. For those students who are attending law school in Calgary or out of province we may arrange for a telephone or teleconference interview.

As with our articling positions, those summer students interested in working at our Calgary office are invited to contact that office directly for further information and application deadlines. To this end, please contact Derek King at (403) 260-1472 or dking@brownleelaw.com.



WE LOOK FORWARD TO MEETING YOU

As you can see, at Brownlee it is our goal to be informative and transparent throughout the summer and articling application processes. We want you to be as informed as possible so that you can choose the firm that is right for you. Frankly, that's what is best for us too. If you have any further questions or concerns, please do not hesitate to contact any member of the Edmonton Articling Committee:

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All inquiries regarding summer or articling positions with our
Calgary office may contact:

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