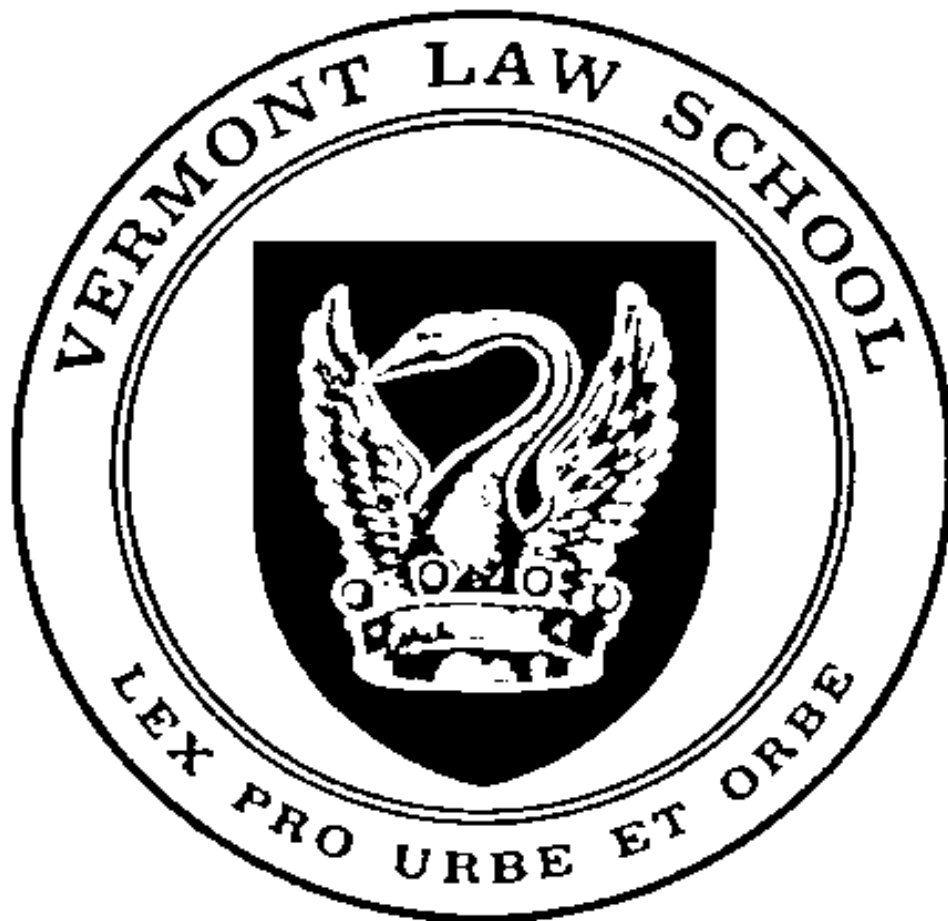


The 2012-13 Guide to State Court Judicial Clerkship Procedures



The Vermont Public Interest Action Project

Office of Career Services

Vermont Law School

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Acknowledgement

The 2012-13 Guide to State Court Judicial Clerkship Procedures is the product of many hours of work by the staff of the Vermont Law School Career Services Office. *The 2012-13 Guide* also represents the contributions of a number of individuals and we would like to take this opportunity to thank them for their ideas and energy.

In particular, we would like to acknowledge and thank the state court administrators, clerks and other personnel for providing the information necessary to compile this volume. Likewise, the assistance of career services offices in a number of jurisdictions is also very much appreciated.

We believe *The 2012-13 Guide* represents a necessary tool for both career services professionals and law students considering judicial clerkships. We hope that it will prove useful and encourage other efforts to share information of use to all of us in the law school career services community.



Abby Armstrong
Director, Career Services
Vermont Law School
South Royalton, VT

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State Judicial Clerkship Application Deadline Quick Reference Chart 2012-2013

***Please check individual guide pages for more information.
Some justices/judges will hire before deadlines.
Individual courts may have deadlines before the date listed below.***

STATES	SUPREME	APPELLATE	TRIAL
AL	Varies but typically Spring of 2L	Varies but typically Spring of 2L	Varies but typically Spring of 2L
AK	September 21, 2012	October 31, 2012	October 31, 2012
AZ	September 3, 2012	July 15, 2012 through varying deadlines	Varies: See website
AR	Spring of 2L, but verify with each Justice	Spring of 2L, but verify with each Judge	Verify with each Judge
CA	See individual positions when posted	See individual positions when posted	Contact each county Staff Attorney Supervisor
CO	After 4 semester of law school completed	Varies: See website	Varies: See website
CT	July 1 - August 17, 2012	July 1 - August 17, 2012	September 1, 2012 –October 31, 2012
DE	November 1, 2012	N/A – No Intermediate Appellate Court	Varies, but as late as early winter of 3L
DC	Verify with each Justice, but depending on position can be as late as December of 3L	N/A – No Intermediate Appellate Court	Varies: Fall of 3L, but check with individual Judge
Federated States of Micronesia	Year around, depending on openings	N/A – No Intermediate Appellate Court	See Guide pages for more details
FL	A year or more in advance, but verify with individual Justices	Varies: See individual courts	Varies: See individual courts
GA	Varies depending on vacancies	Varies depending on vacancies	Varies, but generally spring of 2L
GUAM	Preferred after completion of 2L	N/A – No Intermediate Appellate Court	Preferred after completion of 2L
HI	Contact justices, some deadlines in spring of 2L and others in fall of 3L	Contact judges, some deadlines in spring of 2L and others in fall of 3L	Varies: See individual courts
ID	October 1, 2012	October 1, 2012	Varies depending on court
IL	Varies, check with individual justices	Varies, check with individual judges	Varies, check with individual judges

STATES	SUPREME	APPELLATE	TRIAL
IN	Varies, check with individual justices	Varies, check with individual judges	Generally spring of 2L, but confirm with each judge
IA	Generally spring of 2L, but confirm with each justice	Generally fall of 3L, but confirm with each judge	Varies: See website
KS	Generally summer after 2L, but confirm with each justice	Generally summer after 2L, but confirm with each judge	Varies: See Guide pages
KY	Early spring of 2L	Varies, check with individual judges	Varies: See Guide pages
LA	Varies, but generally during 2L	Varies, but generally during 2L	Varies, but generally during 2L
ME	August 31, 2012 by 4:00 PM	N/A – No Intermediate Appellate Court	August 31, 2012 by 4:00 PM
MD	Early spring of 2L, but confirm with each justice	Early spring of 2L, but confirm with each judge	Early spring of 2L through Fall of 3L, but confirm with each judge
MA	August 1, 2012 through September 24, 2012	August 15, 2012 to September 28, 2012	See Guide pages
MI	Varies, check with individual justices	Late August through early October	Varies, check with individual judges
MN	August 1, 2012	August 1, 2012	Varies: See website
MS	Early fall of 3L	Early fall of 3L	Varies: See website
MO	Varies, check with individual justices	Varies, check with individual justices	Circuit Court Judges Do Not Hire Law Clerks
MT	Varies, check with individual justices, but generally mid to late summer of 3L	N/A – No Intermediate Appellate Court	Varies: See website
NE	Varies, check with individual justices	Varies, check with individual judges	Generally District Courts Do Not Hire Law Clerks
NV	April 1, 2012 through October 31, 2012	N/A – No Intermediate Appellate Court	Generally spring of 2L, but contact individual judges
NH	August 1, 2012	N/A – No Intermediate Appellate Court	August 1, 2012, but see Guide
NJ	Until March 29, 2013	Until March 29, 2013	Until March 29, 2013
NM	Generally spring of 2L, but confirm with each justice	See website	See website
NY	See Guide pages	See Guide pages	See Guide pages
NC	Varies, check with individual justices	Varies, check with individual justices	Superior Courts Do Not Hire Law Clerks
ND	July 13, 2012	N/A – No Intermediate Appellate Court	Varies, check with individual judges

STATES	SUPREME	APPELLATE	TRIAL
NORTHERN MARIANA ISLANDS	Varies, hires year around	N/A – No Intermediate Appellate Court	Varies, hires year around
OH	Early spring of 2L, but confirm with individual justices	Contact individual Court Administrators	Contact individual Court Administrators
OK	Varies, check with individual justices	Varies, check with individual judges	District Court Judges Do Not Hire Law Clerks
OR	January through April of 2L	January through April of 2L	See Guide pages
PA	Early spring of 2L	Early spring of 2L	Varies
PUERTO RICO	Varies, check with individual justices	Varies, check with individual judges	Check with Administrative Director of the Courts
RI	Varies, check with individual justices	N/A – No Intermediate Appellate Court	Check website
SC	Fall of 3L, but confirm with justices	Fall of 3L, but confirm with judges	Fall of 3L, but confirm with judges
SD	August 1 before 3L	N/A – No Intermediate Appellate Court	Varies, check with individual judges
TN	Summer Before 3L, but confirm with individual justices	Summer Before 3L, but confirm with individual judges	Fall of 3L, but confirm with individual judges
TX	See Guide pages	Early Fall of 3L	Contact individual judges
UT	Contact individual justices	Contact individual judges	Varies
VT	August 23, 2012 at 8:00AM	N/A – No Intermediate Appellate Court	September 1 through October 5, 2012
VA	Early spring of 2L, but confirm with individual justices	Early spring of 2L, but confirm with individual judges	Varies, but confirm with individual justices
WA	Application process begins 2L and completes when all positions are filled	See Guide pages	Application process begins 2L and completes when all positions are filled
WV	See Guide pages	N/A – No Intermediate Appellate Court	Confirm with individual judges
WI	April of 2L to September of 3L	Contact individual judges	Starts early spring of 2L, but see website
WY	Contact individual justices	N/A – No Intermediate Appellate Court	Contact individual judges

State Court Judicial Clerkship Information

STATE: Alabama

HIGHEST COURT: Alabama Supreme Court

INFO

- 1 year clerkship begins summer following graduation
- Salary: \$40,454
- Website: <http://judicial.alabama.gov/supreme.cfm>

APPLY

- **WHO:** Apply directly to individual justice(s). See website for list and bios.
- **WHAT:** Verify requirements with each chamber. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- **WHEN:** Deadline generally spring of 2L. Verify with each chamber.
- **WHERE:** Send application materials to:

Robert G. Esdale, Sr.,
Clerk of Court
Alabama Supreme Court
300 Dexter Avenue
Montgomery, AL 36104

**** As a courtesy, send a copy of any application to the Honorable Charles R. Malone, Chief Justice, at the above address. ****

MID-LEVEL APPELLATE COURT: Court of Civil Appeals Court of Criminal Appeals

INFO

- Two separate courts, one civil and one criminal, at this level
Court of Criminal Appeals no longer has regular rotating clerkships. Interested candidates should contact individual judges for availability. For list of judges go to: <http://judicial.alabama.gov/criminal.cfm>
Court of Civil Appeals may hire clerks each year. Website: <http://judicial.alabama.gov/civil.cfm>
- Salary: \$40,454

ALABAMA – cont.

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:* Same as that listed for Supreme Court
- *WHEN:* Same as that listed for Supreme Court
- *WHERE:*

John Wilkerson, Clerk
Court of Civil Appeals
300 Dexter Avenue
Montgomery, AL 36104
(334) 229-0733

TRIAL COURTS

INFO

- Some metropolitan circuit courts hire law clerks
- 1 year term starts fall after graduation
- Salary: \$31,488

APPLY

- *WHO:* Apply directly to judges in Jefferson, Mobile, and Montgomery counties.
- *WHAT:* Verify with each judge. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Varies; generally early spring of 2L. For more information, contact:

Mittie J. Chappell
Human Resources Director
300 Dexter Avenue
Montgomery, AL 36104

-or-

Administrative Office of Courts
Judicial Building
300 Dexter Avenue
Montgomery, AL 36104-3741

Toll Free: (866) 954-9411

Local: (334) 954-5000

<http://www.alacourt.gov/>

State Court Judicial Clerkship Information

STATE: Alaska

HIGHEST COURT: Alaska Supreme Court

INFO

- 1 year term, begins September, 2013. Hiring expected by December, 2012
- 3 justices are located in Anchorage, 1 in Juneau, and 1 in Fairbanks
- Salary: \$2,166 semi-monthly in Anchorage. \$2,231 semi-monthly in Fairbanks
\$2,274 semi-monthly in Juneau
- The court provides a limited travel and moving allowance
- Website (with list of judges) : <http://www.state.ak.us/courts/courtdir.htm#appellate>

APPLY

- *WHO:* Apply directly to individual justice(s) c/o Anchorage address below.
- *WHAT:*
 - Cover letter
 - Résumé
 - 2-3 letters of recommendation from law professors or employers
 - Copy of all law school transcripts
 - Brief writing sample not substantially edited by others
- *WHEN:* Applications should be received no later than September 21, 2012 to be reviewed during the formal selection process; however, applications received after that date may also be reviewed by individual justices who have not yet made their selections.
- *WHERE:* Send all application packages to:

The Honorable _____
Alaska Court System
Supreme Court
303 K Street
Anchorage, AK 99501

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- 3 Court of Appeals judges - all located in Anchorage
- 1 year clerkship begins September 2013
- Each judge employs two law clerks
- Salary: \$2024.50 semi-monthly plus some travel and moving expenses

ALASKA – cont.

- The court provides a limited travel and moving allowance
- Website: <http://www.state.ak.us/courts/courtdir.htm#appellate>

APPLY

- *WHO:* Apply directly to individual judge(s). See website for list and bios.
- *WHAT:*
 - Cover letter
 - Résumé
 - 2-3 letters of recommendation from law professors or employers
 - Copy of all law school transcripts
 - Brief writing sample not substantially edited by others
- *WHEN:* Applications for Court of Appeals law clerk positions for the 2013-2014 clerkship should be received no later than October 31, 2012. The court may make offers to some applicants before the application period closes. For this reason, we urge you to submit your application early in the fall semester.
- *WHERE:* Send all application materials to:

The Honorable _____
Alaska Court System
Court of Appeals
303 K Street, Rm. 419
Anchorage, AK 99501

TRIAL COURTS: Superior and District Courts

INFO

- There are 40 superior court judges throughout the state. Each superior court judge employs one law clerk
- The 10 district court judges in Anchorage share two law clerks
- 1 year clerkship begins in September, 2013.
- Salary: \$1,896 semi-monthly in Anchorage, Kenai, Ketchikan, and Palmer. The salary is adjusted upward to compensate for geographical pay differentials in Barrow, Bethel, Dillingham, Fairbanks, Juneau, Kodiak, Kotzebue, Nome, and Sitka
- The court provides limited travel and moving allowance

APPLY

- *WHO:*
 - To apply for clerkships in the First, Second, and/or Fourth Judicial Districts, send completed package to the Area Court Administrator.

ALASKA – cont.

- To apply for clerkships in the Third Judicial District, you may do either of the following:
 1. Send your completed packages to one or more specific judges directly. A list of judges and their addresses is listed in the court directory.
 2. Send your completed package to the Area Court Administrator. Please indicate in the cover letter the communities in which you are interested in working. Copies of your application will be available to judges throughout the Third Judicial District.
- List of judges available from Area Court Administrator at address below or at <http://www.courts.alaska.gov/courtdir.htm>

- **WHAT:**
 - Cover letter
 - Résumé
 - 2-3 letters of recommendation from law professors or employers
 - Copy of all law school transcripts
 - Brief writing sample not substantially edited by others
 - Completed background check authorization form (available at <http://www.courts.alaska.gov/hr/bcf.pdf>)

- **WHEN:** Applications for law clerk positions with superior court judges and the Anchorage district court judges (2 positions) should be received no later than October 31, 2012. Individual judges may make job offers before the application period closes; therefore, we urge you to submit your application early in the fall semester.

- **WHERE:**

First Judicial District

Clerkships in Juneau, Ketchikan, and Sitka with 5 Superior Court Judges

Alaska Court System
Area Court Administrator
First Judicial District
P.O. Box 114100
Juneau, AK 99811-4100

Second Judicial District

Clerkships in Nome, Barrow, and Kotzebue with 3 Superior Court Judges.

Alaska Court System
Area Court Administrator
Second Judicial District
P.O. Box 1110
Nome, AK 99762

ALASKA – cont.

Third Judicial District

Clerkships in Anchorage, Dillingham,
Kenai, Kodiak, and Palmer
with 26 Superior Court
Judges and 10 District Court
Judges in Anchorage

Alaska Court System
Area Court Administrator
Third Judicial District
825 W. 4th Ave.
Anchorage, AK 99501-2083

Fourth Judicial District

Clerkships in
Fairbanks and Bethel with
8 Superior Court Judges

Alaska Court System
Area Court Administrator
Fourth Judicial District
101 Lacey Street
Fairbanks, AK 99701

ADDITIONAL INFORMATION

Alaska Court System
Human Resources Department
820 West 4th Avenue
Anchorage, AK 99501
(907) 264-8242
(907) 264-8262 (fax)
recruitment@courts.state.ak.us

-or -

The Appellate Courts at (907) 264-0612

State Court Judicial Clerkship Information

STATE: Arizona

HIGHEST COURT: Arizona Supreme Court

INFO

- Apply during Fall of 3L year
- 1 year clerkship begins August or September, 2013
- Salary: Approximately \$52,000
- Website: <http://azcourts.gov/azsupremecourt.aspx>. Includes list/bios of justices

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 3 letters of recommendation
 - Unofficial law school transcript
 - Undergrad transcript (if available)
 - Writing sample
- *WHEN:* Applications accepted beginning Labor Day. Résumés are read and reviewed beginning the day after Labor Day through the second Sunday after Labor Day. Justices may begin conducting interviews the second Monday after Labor Day.
- *WHERE:* Packages are submitted to the justice(s) of choice.

The Honorable _____
Arizona Supreme Court
1501 West Washington Street
Phoenix, AZ 85007

MID-LEVEL APPELLATE COURT: Court of Appeals: Division One (Phoenix)
Division Two (Tucson)

INFO

- There are two divisions to the Court of Appeals. 22 judges hire law clerks individually.
- Salary: Approximately \$52,094 first year
- Websites:
 - Division One: <http://www.azcourts.gov/coa1/home.aspx>
 - Division Two: <http://www.appeals2.az.gov/>

ARIZONA – cont.

APPLY

- **WHO:** Apply directly to individual judge(s). See website for list.

- **WHAT:**
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Undergrad transcript (if available)
 - Unofficial law school transcript
 - At least 1 writing sample

- **WHEN:** Judges of Division One will accept applications for the year term commencing July 15, 2012. Contact individual judges for deadlines. Contact individual judges for deadlines applicable to Division Two.

- **WHERE:**
 - For Division One:

The Honorable _____
Arizona Court of Appeals
1501 West Washington
Phoenix, AZ 85007
(602) 542-4821

- For Division Two:

The Honorable _____
Arizona Court of Appeals
400 West Congress Street
Tucson, AZ 85701
(520) 628-6954
Fax: (520) 628-6959

TRIAL COURTS: Superior Court

INFO

- Superior Courts are administered through each individual county. Although superior court judges generally do not hire law clerks, there are some positions available for law-trained bailiffs
- Salary: Approximately \$26,437 (\$12.71/hour)
- Individual county websites available from general state web page:
<http://az.gov/webapp/portal/>
- Maricopa County (Phoenix and greater Phoenix area):
<http://www.superiorcourt.maricopa.gov/JudicialBiographies/judicialList.asp?title=1>

ARIZONA – cont.

Judicial Branch Human Resources
Judicial Branch of Arizona in Maricopa County
101 West Jefferson Street, ECB-LL3
Phoenix, AZ 85003
(602) 372-9675

ADDITIONAL INFORMATION:

Arizona Supreme Court
Administrative Office of the Courts
1501 West Washington
Phoenix, Arizona 85007
General Information: (602) 452-3300

State Court Judicial Clerkship Information

STATE: Arkansas

HIGHEST COURT: **Arkansas Supreme Court**

INFO

- Clerkship begins summer after graduation. Generally 1 year clerkship, though some justices retain law clerks longer
- Apply during spring of 2L year
- Salary: Approximately \$38,500; \$34,500 pre-bar admission (subject to change)
- Website (includes justice list) <http://courts.state.ar.us/supremecourt>

APPLY

- **WHO:** Apply directly to individual justice(s)
- **WHAT:** Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - *Verify requirements with individual justice*
- **WHEN:** Deadline is early spring of 2L year. *Verify exact deadline with each justice.*
- **WHERE:**

The Honorable _____
Justice Building
625 Marshall Street
Little Rock, AR 72201

MID-LEVEL APPELLATE COURT: **Arkansas Court of Appeals**

INFO

- Generally 1 year clerkship begins fall after graduation. Some judges hire clerks for longer than 1 year
- Contact judges during 2L spring to ensure consideration
- Salary: Approximately \$38,500; \$34,500 pre-bar admission (subject to change)
- Website: <http://courts.state.ar.us/coa/index.cfm>

APPLY

- **WHO:** Apply directly to individual judge(s). List on website.

ARKANSAS – cont.

- *WHAT:* Application requirements vary. Send résumé and cover letter expressing interest to individual judge(s).
- *WHEN:* Deadlines and procedures vary for each judge. To ensure consideration, contact judge(s) during 2L spring.
- *WHERE:*

The Honorable _____
Justice Building, 2nd Floor
625 Marshall Street
Little Rock, AR 72201

TRIAL COURTS: Circuit Courts

INFO

- Little Rock area (Pulaski County) courts hire law clerks
- Salary: Approximately \$30,000 (county-funded position subject to change)
- Website: <http://courts.state.ar.us/circuitcourt/index.cfm> (select Judicial Directory)

APPLY

- *WHO:* Apply directly to individual judge(s) in the Sixth Circuit. List on website
- *WHAT and WHEN:* Contact:

Honorable Vann Smith
Administrative Judge
401 West Markham, Suite 300
Little Rock, AR 72201
(501) 340-8538

State Court Judicial Clerkship Information

STATE: California

HIGHEST COURT: California Supreme Court

INFO

- The practice of the Supreme Court is NOT to hire term law clerks, but rather to hire Research Attorneys
- Research Attorney job vacancy announcements posted at <http://www.courts.ca.gov/careers.htm>.
- Some justices do hire judicial externs (volunteer)
- Salary: Please see job announcements and/or individual courts for salary information.
- Website (judge lists/bios): <http://www.courts.ca.gov/supremecourt.htm>

MID-LEVEL APPELLATE COURT: Courts of Appeal

INFO

- The practice of the Courts of Appeal (all Divisions) is NOT to hire term law clerks, but rather to hire career Research Attorneys
- Those interested in Research Attorney positions should review current job openings at: <http://www.courts.ca.gov/careers.htm>
- Unpaid Externships: Offered at some but not all courts. There is no central location to receive and hold application materials for extern positions
- To apply for an unpaid extern position in chambers, send letter, résumé, and writing sample directly to individual justices. List of justices available at: <http://www.courts.ca.gov/>

First Appellate District

California Court of Appeal
350 McAllister Street
San Francisco, CA 94102
(415) 865-7300
<http://www.courts.ca.gov/1dca.htm>

Second Appellate District

(Divisions 1-5, 7 & 8)
California Court of Appeal
300 South Spring Street
Second Floor, North Tower
Los Angeles, CA 90013
<http://www.courts.ca.gov/2dca.htm>

(Division 6)
California Court of Appeal
Court Place 200 East Santa Clara Street
Ventura, CA 93001

CALIFORNIA – cont.

Third Appellate District

California Court of Appeal
621 Capitol Mall, 10th Floor
Sacramento, CA 95814-4869
<http://www.courts.ca.gov/3dca.htm>

Fourth Appellate District

(Division One)
California Court of Appeal
750 B Street, Suite 300
San Diego, CA 92101-3700

(Division Two)
California Court of Appeal
3389 Twelfth Street
Riverside, CA 92501
(951) 782-2500
(951) 248-0235 (fax)

(Division Three)
California Court of Appeal
PO Box 22055
Santa Ana, CA 92702-3700
<http://www.courts.ca.gov/4dca.htm>

Fifth Appellate District

California Court of Appeal
2424 Ventura Street
Fresno, CA, 93722
(559) 445-5491
(559) 445-5251 (fax)
<http://www.courts.ca.gov/5dca.htm>

Sixth Appellate District

California Court of Appeal
333 West Santa Clara
Suite 1060
San Jose, CA 95113
<http://www.courts.ca.gov/6dca.htm>

CALIFORNIA – cont.

TRIAL COURTS: Superior Courts

INFO

- Superior Courts hire either term law clerks or Staff Attorneys. Varies by court. For example, Los Angeles County hires term law clerks through a centralized process, once in the fall and again in the spring. One year clerkship can be renewed for a second year at the judge's option. After 2 years, a clerk may become a "Research Attorney," which is a permanent position
- Contact the Legal Services Manager or Staff Attorney Supervisor of each county for application process
- Salary: Varies by court
- Website provides courts by county and judge list/directory:
<http://www.courts.ca.gov/superiorcourts.htm>

ADDITIONAL INFORMATION

General information about the California judiciary, available at <http://www.courts.ca.gov/> or from:

Administrative Office of Courts
455 Golden Gate Avenue
San Francisco, CA 94102

- *Important note:* Administrative Director of the Courts does *not* provide assistance on employment-related issues. Employment-related information available from individual courts only.

State Court Judicial Clerkship Information

STATE: Colorado

HIGHEST COURT: Colorado Supreme Court

INFO

- 1 year clerkships begin August or September of each year
- Salary: Approximately \$50,000
- Website : http://www.courts.state.co.us/Courts/Supreme_Court/Index.cfm

APPLY

Apply directly to individual justice(s). Specific application instructions for each justice are listed on the website for the Supreme Court applicants:

http://www.courts.state.co.us/Courts/Supreme_Court/Applicants.cfm

- **WHAT:** Generally
 - Cover letter
 - Résumé
 - 2-3 letters of recommendation
 - Law school transcript
 - Writing sample
- **WHEN:** Applicants must have completed at least 4 semesters of law school prior to submitting application materials

- **WHERE:**

The Honorable _____
Colorado Supreme Court
101 West Colfax Ave, Suite 800
Denver, CO 80202

MID-LEVEL APPELLATE COURT: Colorado Court of Appeals

INFO

- Salary: Approximately \$50,000
- Website: http://www.courts.state.co.us/Courts/Court_Of_Appeals/Index.cfm

APPLY

- **WHO:** Apply directly to individual judge(s). List and bios on website
- **WHAT and WHEN:** Application requirements and deadlines specified on the court's website

COLORADO – cont.

- **WHERE:**

The Honorable _____
Colorado Court of Appeals
101 West Colfax Ave., Suite 800
Denver, CO 80202

TRIAL COURTS

INFO

- County Courts, District Courts, Water Courts, and Denver District Courts
- Salary: Varies by position; salary is posted for each opening on job list
- Websites:
 - <http://www.courts.state.co.us/> (“Careers” link at bottom of the page for job listings or careers tab at top of page)
 - <http://www.courts.state.co.us/Courts/District/Choose.cfm> (location of the various districts)

APPLY

- Check website for information on law clerk openings. Positions and announcements are updated on a daily basis. It is recommended applicants visit the site at least once per week to stay current with any new announcements that might be listed
- *ALERT: Résumés are not kept on file. Do not apply directly to a judge unless a job opening is listed*

ADDITIONAL INFORMATION

Human Resources
State Court Administrator’s Office
101 W. Colfax Ave., Suite 500
Denver, CO 80202
Phone: (303) 861-1111

Ms. Danielle Brooks
Recruitment Specialist
Division of Human Resources
State Court Administrator’s Office
101 West Colfax Ave., Suite 500
Denver, CO 80202
Phone: (303) 837-3624
danielle.brooks@judicial.state.co.us

State Court Judicial Clerkship Information

STATE: Connecticut

HIGHEST COURT: Connecticut Supreme Court

INFO

- Students are to apply to each justice individually
- Salary: \$63,153.68
- Website (justice bios): <http://www.jud.ct.gov/external/supapp/supjustices.htm>
- Specific Supreme Court Clerkship Application Information at: <http://www.jud.ct.gov/external/supapp/lawclerkapps.html#supreme>

APPLY

- *WHO:* To each justice individually
- *WHAT:*
 - Cover letter
 - Biographical résumé
 - *Certified* law school transcript for 4 semesters, including class standing, if available
 - Copy of any relevant scholarly writing
 - Statement of when applicant is available to come to Hartford for a personal interview
 - At least 2 letters of recommendation from faculty with whom applicant has studied
 - Letter of recommendation from clerkship committee if available
 - *NOTE:* Recommendations may be sent separately
- *WHEN:* Must be received no later than August 17, 2012
 - Do not apply prior to July 1, 2012 for a clerkship commencing Friday, May 31, 2013
 - Interviews will be scheduled by each individual justice
- *WHERE:* To the individual justice:

The Honorable _____
Connecticut Supreme Court Building
231 Capitol Avenue
Hartford, CT 06106

CONNECTICUT – cont.

MID-LEVEL APPELLATE COURT: Connecticut Appellate Court

INFO

- Salary range: \$59,076.41-\$59,824.21 (Depends on classification of the position).
- Website: <http://www.jud.ct.gov/external/supapp/appjudge.html> (judges' bios).
- Specific Appellate Court Clerkship Application Information at: <http://www.jud.ct.gov/external/supapp/lawclerkapps.html#appellate>

APPLY

- **WHO:** For all judges, send applications to Chief Judge.
- **WHAT:** Send **original plus 11 copies** of the following:
 - Cover letter
 - Biographical résumé
 - *Certified* law school transcript, including class standing, if available
 - Copy of any relevant scholarly writing
 - At least two letters of recommendation from faculty with whom applicant has studied or letter of recommendation from clerkship committee, or both
 - **NOTE:** Recommendations may be sent separately
- **WHEN:** Submit between July 1, 2012 and August 17, 2012
Interviews will be held on October 2 and 3, 2012
- **WHERE:**

The Honorable Alexandra D. DiPentima
Chief Judge of the Appellate Court
75 Elm Street
Hartford, CT 06106

TRIAL COURTS: Connecticut Superior Court

INFO

- Students apply for Legal Research/Law Clerk positions through the law school career services office if the law school participates in consortiums and campus interview programs with the Office of Legal Research. Students who attend law schools that do not participate in interview programs with the Office may apply directly to the Office of Legal Research

CONNECTICUT – cont.

- 1 year clerkship begins in fall following 3L year
- Salary: \$53,674
- Specific Superior Court Clerkship Application information at: <http://www.jud.ct.gov/external/super/superiorclerk.htm>
- *NOTE:* Students are encouraged to refer to the information concerning applications on the website
- See your career services office for more details

APPLY

- *WHO:* Office of Legal Research
- *WHAT:* Initial application materials:
 - Résumé
 - A copy of grades achieved in law school, including, if available, class standing

After an interview, applicants required to submit:

 - Brief, unedited writing sample
 - 2 letters of recommendation from persons with whom the applicant has studied or worked, or a letter from a clerkship committee, or both
 - Official undergraduate transcript
 - Official law school transcript

After a second interview, applicants must complete a brief writing assignment
- *WHEN:* Between September 1, 2012 and October 31, 2012
- *WHERE:* To apply directly, if your law school does not participate in consortiums or campus interview programs with Office of Legal Research, send application to:

Dierdre McPadden
Deputy Director, Legal Research
New Haven Superior Court G.A. 23
121 Elm Street—Room 34
New Haven, CT 06510
(203)-773-6738

ADDITIONAL INFO: Contact the Judge Support Services Unit at:

Faith P. Arkin, Esq.
Director, Judge Support Services
90 Washington Street, 3rd Floor
Hartford, CT 06106
(860)-706-5140

State Court Judicial Clerkship Information

STATE: Delaware

HIGHEST COURT: Delaware Supreme Court

INFO

- 1 year clerkship beginning in September following graduation. 6 clerks anticipated. 2 will be for the Chief Justice
- Salary: \$50,243.68 (subject to change)
- Website (justice bios): <http://courts.delaware.gov/Supreme/justices.stm>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 or 3 letters of recommendation (can be submitted after application)
 - Law school transcript
 - Undergraduate transcript
 - Writing sample
- *WHEN:* The deadline for receipt of applications is November 1, 2012
**NOTE: Individual Justices usually select a law clerk prior to the deadline date. Individual Justices may make exceptions for the deadlines.
- *WHERE:* To individual justice(s) at the appropriate address:

Chief Justice Myron T. Steele
Delaware Supreme Court
P.O. Box 476
Dover, DE 19903

The Honorable Jack B. Jacobs
Delaware Supreme Court
Carvel State Office Building
820 N. French Street, 11th Floor
Wilmington, DE 19801

Justice Henry duPont Ridgely
Delaware Supreme Court
836 W. North Street
Dover, DE 19904

DELAWARE – cont.

Justice Randy J. Holland
Delaware Supreme Court
34 The Circle
PO Box 369
Georgetown, DE 19947

Justice Carolyn Berger
Delaware Supreme Court
Carvel State Office Building
820 N. French Street, 11th Floor
Wilmington, DE 19801

MID-LEVEL APPELLATE COURT: None

**TRIAL COURTS: Court of Chancery
 Superior Court
 Family Court**

Court of Chancery

INFO

- Each of the Chancellors/Vice Chancellors hires his/her own law clerk
- Salary: \$49,746 (subject to change)
- Website: <http://courts.delaware.gov/Chancery>

APPLY

- *WHO:* Apply directly to individual Chancellor(s) and/or Vice Chancellor(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Law school transcript
 - Undergraduate transcript
 - Writing sample
- *WHEN:* Submit between summer and early winter of 3L year
ALERT: Some Chancellors/Vice Chancellors have hired clerks earlier than this application period; students should contact chambers directly in the summer after 1L to determine the hiring timetable for each Chancellor/Vice Chancellor
- *WHERE:*

The Honorable Leo E. Strine Jr.
New Castle County Courthouse
500 N. King Street, Suite 11400

DELAWARE – cont.

Wilmington, DE 19801

The Honorable _____
New Castle County Courthouse
500 North King Street, Suite 11400
Wilmington, DE 19801
(Vice Chancellors Donald F. Parsons, Jr. and J. Travis Laster, and Sam Glasscock, III)

The Honorable John W. Noble
Kent County Court of Chancery
Judicial Chambers
417 South Street
Dover, DE 19901

Superior Court

INFO

- 1 year clerkships begin in September
- Salary: \$49,746 (subject to change)
- Website: <http://courts.delaware.gov/superior>

APPLY

- *WHO:* Apply to the designated Judge in each county.
- *WHAT:*
 - Cover letter (indicate preference for civil or criminal court)
 - Résumé
 - Official transcript
 - Writing sample
 - After this packet is received, a judicial employment application will follow
- *WHEN:* Fall of 3L year
- *WHERE:*

The Honorable Jan R. Jurden
New Castle County Courthouse
500 North King Street, 10th Floor
Wilmington, DE 19801

The Honorable William L. Witham, Jr., Resident Judge
Kent County Courthouse
38 The Green
Dover, DE 19901

DELAWARE – cont.

The Honorable T. Henley Graves, Resident Judge
Sussex County Courthouse
1 The Circle, Suite 2
Georgetown, DE 19947

Family Court

INFO

- Unified Family Court is responsible for domestic relations, juvenile delinquency, and child welfare cases
- 10 clerkships available: 6 in Wilmington, 2 in Dover, 2 in Georgetown.
- 1 year term begins September 1, 2013
- Each clerk works for 2 judges
- Salary: \$49,746 (subject to change) plus State of Delaware benefit package
- Website: <http://courts.delaware.gov/family/>
- Criminal History Records will be reviewed as part of the hiring process

APPLY

- *WHO:* Apply centrally to address below
- *WHAT:*
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - Writing sample
 - List of references with telephone numbers
- *WHEN:* Apply by September 14, 2012
- *WHERE:*

Human Resources Office / Judicial Clerkship
The Family Court of the State of Delaware
New Castle County Courthouse
500 N. King Street, Suite 3500
Wilmington, DE 19801

ADDITIONAL INFO

Patricia W. Griffin, Esq.
State Court Administrator
500 North King Street, Suite 11600
Wilmington, DE 19801
(302) 255-0090
(302) 255-2218 (fax)

State Court Judicial Clerkship Information

STATE: District of Columbia

HIGHEST COURT: D.C. Court of Appeals

INFO

- Positions are available as a judicial clerk or as a court clerk
- Interviews are required
- 1 year clerkship begins summer 2013
- Salary: \$62,467

Website (link to judge list): <http://www.dccourts.gov/internet/appellate/judges/main.jsf>

APPLY

Judicial Clerk

- *WHO:* Apply directly to individual judge(s), including Senior Judge(s) (who select clerks by committee)
- *WHAT:* Varies by judge, so confirm with each chamber. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample (which should be from an appellate brief)
- *WHEN:* Varies by judge. Generally in fall of 3L year. Must check with each chamber directly for specific process and timeline.
- *WHERE:* To individual judge(s). Addresses on website

Court Clerk

- *WHO:* Apply to Staff Counsel at address below.
- *WHAT:*
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - List of at least 3 employment or academic references (include name, address and day-time telephone number)
 - Writing sample. Include a statement indicating when the writing sample was prepared, whether it was a sole or collaborative effort, and the amount of editing done, by applicant or another, to the finished product

DISTRICT OF COLUMBIA – cont.

- **WHEN:** Deadline is first Friday in December of 3L year
- **WHERE:** Send all application materials to:

Rosanna Mason
Staff Counsel
District of Columbia Court of Appeals
Historic Courthouse
430 E Street NW
Washington, DC 20001
(202)879-2718
rmason@dcapeals.gov

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court

INFO

- 1 year clerkship begins fall following 3L year
- Salary: \$56,857
- Website (links to judge list and directory):
<http://www.dccourts.gov/internet/superior/judges/main.jsf>

APPLY

- **WHO:** Apply directly to individual full-time judge(s) and Senior Judge(s)
- **WHAT:** Varies. Contact individual judges for required materials
- **WHEN:** Generally, early fall of 3L. Please contact each judge to confirm individual deadlines and process

- **WHERE:**

Superior Court of the District of Columbia
H. Carl Moultrie I Courthouse
500 Indiana Avenue, NW
Washington, DC 20001

ADDITIONAL INFO

Go to <http://www.dccourts.gov/internet/welcome.jsf>

State Court Judicial Clerkship Information

TERRITORY: Federated States of Micronesia (FSM)

HIGHEST COURT: Supreme Court

INFO

- The Supreme Court is composed of a Chief Justice and three Associate Justices. Court is held in Pohnpei (main office) and branch courts in Chuuk and Yap.
- Clerkships may begin on a rolling basis depending on openings
- Applicants must have been admitted to and of good standing in a bar in any U.S. jurisdiction
- Applicants must be able to work both independently and with others. Strong legal research and writing skills are essential
- Salary: Annual salary is approximately \$40,000, plus \$425 monthly housing allowance, paid round trip airfare, exempt from U.S. taxes, and eligibility for health insurance
- Some minor travel may be involved: successful applicants who are assigned to work on appeals cases may be required to travel to the four different states of the FSM for appellate hearings

APPLY

- WHO: Mr. Kapilly Capelle, Director of FSM Supreme Court

- WHAT:
 - Cover letter
 - Résumé
 - Law school transcript
 - Writing sample
 - Two references

- WHEN: Year-round, depending on openings

- WHERE:

Mr. Kapilly Capelle
P.O. Box PS-J Palikir Station Pohnpei, FM 96941
Phone: (691) 320-2763/4
Fax: (691) 320-2756
Email: fsmsupcourt@mail.fm

FEDERAL STATES OF MICRONESIA (FSM) – cont.

ISLAND COURTS:

POHNPEI STATE SUPREME COURT

INFO

- The Pohnpei Supreme Court has a Chief Justice and three Associate Justices. A full-time staff attorney assists the court with legal matters
- Most contracts are two years with the possibility of renewal. Start dates vary

APPLY

- WHO: Contact the State Court Administrator at cadminpnisupcrt@mail.fm to inquire about openings

- WHERE: Mail applications to:

Pohnpei State Court
P.O. Box 1449
Kolonias, Pohnpei 96941

- WHAT
 - Resume
 - Writing sample
 - Law school transcript
 - Employment History

YAP STATE COURT

INFO

- The Yap State Court has one Legal Counsel. The Legal Counsel's functions include:
- Researching and advising the justices and officers of the court on legal matters; reviewing court contracts and other documents as to legal form; maintaining the court library; working on various projects such as improving access to the courts for pro se litigants; and managing any lawsuit involving the Yap State Court
- Most contracts are two years with the possibility of renewal. Start dates vary
- Salary: Varies, but approximately \$26,000 with the possibility of a \$2,000 raise after the completion of one year. Recruitment and repatriation costs and housing are likely included

FEDERAL STATES OF MICRONESIA (FSM) – cont.

APPLY

- WHO: Contact the State Court Administrator at ysct@mail.fm to inquire about openings.

- WHERE: Mail applications to:

P.O. Box 308
Colonia, Yap
FM 96943

- WHAT:
 - Résumé
 - Cover letter reflecting outside interests
 - Writing sample

CHUUK STATE SUPREME COURT

INFO

- Job duties include assisting the Chief Justice and other justices of the Supreme Court
- Two year term, which may be extended
- Salary: up to \$45,000 per year, depending on qualifications, plus housing allowance, vacation leave, and other benefits

APPLY

- WHO: Chief Justice Camillo Noket

- WHERE:

Chuuk State Supreme Court
P.O. Box 187
Chuuk State
FSM 96942

- WHAT:
 - Résumé
 - Writing sample
 - Law school transcript
 - Employment history

KOSRAE STATE COURT

INFO

- There are two justices
- Salary is approximately \$35,000

FEDERAL STATES OF MICRONESIA (FSM) – cont.

APPLY

- HOW: Centrally, at address below, for clerkship with either justice

- WHAT:
 - Résumé
 - Law school transcript
 - Writing Sample

- WHEN: Preferred after completion of 2L year

- WHERE:

Shrue C. Lonno
Chief Clerk of Court
Kosrae State Court
PO Box 610
Tofol, Kosrae, FM 96944
Tel: 691-370-3033
Fax: 691-370-2870

State Court Judicial Clerkship Information

STATE: Florida

HIGHEST COURT: Florida Supreme Court

INFO

- 1-2 year clerkships begin summer following graduation
- Many clerks are subsequently hired for career positions or with the central staff of law clerks
- Salary: \$49,352.28; \$44,417.88 pre-bar admission
- Website (justice list / bios): <http://www.floridasupremecourt.org/>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies; generally:
 - Cover letter (including a statement of interest)
 - Résumé (including GPA and class rank)
 - List of references
 - Law school and undergrad transcripts
 - Writing sample

NOTE: For each Justice's specific application requirements, go to <http://www.floridasupremecourt.org/employment/index.shtml>

- *WHEN:* Applications are generally accepted a year or more in advance
- *WHERE:* Apply to individual justice(s) at:

The Honorable _____
Florida Supreme Court
The Supreme Court Building
500 South Duval Street
Tallahassee, FL 32399-1925

NOTE: Applications for a position with the central staff should be directed to Deborah Meyer, Director of Central Staff, at the above address.

MID-LEVEL APPELLATE COURT: Florida District Courts of Appeal

INFO

- The Florida State Court System has 5 district courts of appeal and 61 district court judges.
- Each district court judge has 2 law clerks and each district court has 1-11

FLORIDA – cont.

additional law clerks who serve as central staff under the direction of the chief judge

- Each district court recruits its own law clerks
- Students should contact the Marshal's Office of each district court to inquire about law clerk vacancies and application requirements
- Current openings available on each court's website listed below
- Website: <http://www.flcourts.org/> (click on Other Courts, and then District Courts of Appeal)
- Law clerk résumé database to post application on website under "Employment"
- Salary: \$45,556; \$41,000 pre-bar admission

First District

Stephen Nevels, Marshal
First District Court of Appeal
2000 Drayton Drive
Tallahassee, FL 32399-0950
(850) 717-8130
<http://www.1dca.org/>

Second District

Jacinda (Jo) Haynes, Marshal
Second District Court of Appeal
P.O. Box 327
Lakeland, FL 33802
(863) 499-2290
<http://www.2dca.org/>

Third District

Alan Sadowski, Marshal
Third District Court of Appeal
2001 Southwest 117th Avenue
Miami, FL 33175-1716
(305) 229-3200
www.3dca.flcourts.org/

Fourth District

Glen Rubin, Marshal
Fourth District Court of Appeal
1525 Palm Beach Lakes Blvd.
West Palm Beach, FL 33401
(561) 242-2000
<http://www.4dca.org/>

Fifth District

Ty Berdeaux, Marshal
Fifth District Court of Appeal
300 South Beach Street
Daytona, FL 32114
(386) 947-1500
<http://www.5dca.org/>

TRIAL COURTS: Circuit Court

INFO

- 20 circuits
- Some clerks work as part of a pool and perform assignments for more than 1 judge
- Clerkship positions with Florida Circuit Courts routinely listed at: <http://www.flcourts.org/> (See "Employment" Link)
- Salary: \$43,403.40 (FL Bar); \$39,063.00 (not Florida Bar member)

FLORIDA – cont.

APPLY

- *WHO:* The Office of the Trial Court Administrator in each circuit
- *WHAT:* Varies. Contact Trial Court Administrators
- *WHEN:* Depends on vacancies
- *WHERE:* Trial Court Administrators at appropriate court listed below
-or-
David Pepper at pepperd@flcourts.org or (850) 922-7033

Ms. Robin Wright
Trial Court Administrator
First Judicial Circuit
M.C. Blanchard Judicial Building
190 Government Center
Pensacola, FL 32502

Mr. Grant Slayden
Trial Court Administrator
Second Judicial Circuit
Leon County Courthouse, Room 342
301 S. Monroe Street 225-L
Tallahassee, FL 32301

Ms. Sondra Williams
Court Administrator
Third Judicial Circuit
173 N. E. Hernando Ave.
Lake City, FL 32055

Mr. Joseph Stelma
Trial Court Administrator
Fourth Judicial Circuit
Duval County Unified Courthouse
501 West Adams Street
Jacksonville, FL 32202

Mr. David Trammell
Trial Court Administrator
Fifth Judicial Circuit
Marion County Courthouse
110 NW 1st Avenue
Ocala, FL 34475

Ms. Gay Inskeep
Court Administrator
Sixth Judicial Circuit
Pinellas County Courthouse, Rm. 401
315 Court Street
Clearwater, FL 33756

Mr. Mark Weinberg
Court Administrator
Seventh Judicial Circuit
125 East Orange Avenue, Suite 200
Daytona Beach, FL 32114

Mr. Ted McFetridge
Court Administrator
Eighth Judicial Circuit
Alachua County Courthouse
201 E. University Ave., Room 417
Gainesville, FL 32601

FLORIDA – cont.

Mr. Matthew Benefiel
Court Administrator
Ninth Judicial Circuit
Orange County Courthouse, Suite 2130
425 North Orange Avenue
Orlando, FL 32801

Ms. Sandra Lonergan
Court Administrator
Eleventh Judicial Circuit
Dade County Courthouse
73 West Flagler Street, Room 911
Miami, FL 33130

Mr. Mike Bridenback
Court Administrator
Thirteenth Judicial Circuit
800 E. Twitt Street
Tampa, FL 33602-3549

Ms. Barbara Dawicke
Court Administrator
Fifteenth Judicial Circuit
205 North Dixie Highway, Rm 5.250
West Palm Beach, FL 33401

Ms. Kathleen R. Pugh, Esq.
Court Administrator
Seventeenth Judicial Circuit
Broward County Courthouse
201 SE Sixth Street, Room 880
Fort Lauderdale, FL 33301

Mr. Tom Genung
Court Administrator
Nineteenth Judicial Circuit
St. Lucie County Courthouse
218 South Second Street
Fort Pierce, FL 34950

Mr. Nick Sudzina
Trial Court Administrator
Tenth Judicial Circuit
P.O. Box 9000, Drawer 102
255 North Broadway
Bartow, FL 33830

Mr. Walt Smith
Court Administrator
Twelfth Judicial Circuit
P.O. Box 48927, 2002 Ringling Blvd.
Sarasota, FL 34237

Mr. Jan Shadburn
Court Administrator
Fourteenth Judicial Circuit
Post Office Box 1089
301 McKenzie
Panama City, FL 32402

Ms. Holly Elamina
Court Administrator
Sixteenth Judicial Circuit
Monroe County Courthouse Annex
302 Fleming Street
Key West, FL 33040

Mr. Mark Van Bever
Court Administrator
Eighteenth Judicial Circuit
2825 Judge Fran Jamieson Way
Moore Justice Center
Viera, FL 32940-8006

Mr. Richard Callanan
Court Administrator
Twentieth Judicial Circuit
Lee County Justice Center
1700 Monroe Street
Fort Myers, FL 33901

State Court Judicial Clerkship Information

STATE: Georgia

HIGHEST COURT: Georgia Supreme Court

INFO

- Law assistants (law clerks) do not serve definite terms, so openings occur only from time to time
- Supreme Court Law Clerk applicants must pass the Georgia Bar Exam before submitting application
- Salary: Depends upon experience
- Website (justice list/bios): <http://www.gasupreme.us/>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Depends on vacancies.

MORE INFO

Therese S. Barnes, Clerk
Supreme Court of Georgia
244 Washington Street, S.W., Room 572
Atlanta, GA 30334
(404) 656-3470
(404) 656-2253 (fax)

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Court of Appeals hires staff attorneys rather than judicial law clerks
- Staff attorneys serve at the pleasure of the hiring judge for an indefinite term
- Vacancies do not arise on a regular basis
- Openings are listed on the website: www.gaappeals.us
- Court of Appeals also hires Central Staff Attorneys to work for the Court as a whole
- All staff attorneys, including Central Staff Attorneys, must be admitted to State Bar of Georgia

GEORGIA – cont.

- Salary: \$80,000.16, entry level
- Website (judge bios): <http://www.gaappeals.us/>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:*
 - Cover letter expressing interest in serving as a staff attorney
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Positions filled as needed.
- *WHERE:* To each individual judge at:

The Honorable _____
Court of Appeals of Georgia
47 Trinity Ave, SW, Suite 501
Atlanta, GA 30334

For Central Staff Attorney positions, send résumé, cover letter, and writing sample to:

The Honorable Herbert E. Phipps
Court of Appeals of Georgia
47 Trinity Avenue, S.W., Suite 501
Atlanta, GA 30334

MORE INFO

Holly K.O. Sparrow
Clerk and Court Administrator
Court of Appeals of Georgia
47 Trinity Avenue, S.W., Suite 501
Atlanta, GA 30334
(404) 656-3450
(404) 651-6187 (fax)
sparrowh@gaappeals.us

TRIAL COURTS: Superior Court and State Courts

SUPERIOR COURT

INFO

- 1 year clerkship begins fall following graduation
- Individual judges in the following circuits hire clerks: Atlanta, Augusta, Clayton, Cobb, Eastern, Gwinnett, Macon, and Stone Mountain. In remaining circuits, there is one law clerk per circuit
- Salary: Varies - minimum of \$38,179
- Websites:
 - **Circuits:**
http://www.georgiacourts.org/index.php?option=com_content&view=article&id=179&Itemid=0
 - **Superior Court Judge list:**
<http://www.georgiacourts.org/courts/superiordirectory.asp>

APPLY

- *WHO:* Apply directly to individual judge(s) in the circuits where individual judges hire clerks. For other circuits, apply to Chief Judge of the Circuit.
- *WHAT:* Varies. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadlines vary. Generally early spring of 2L year. Contact individual judges for specifics.

MORE INFO

Ms. Sandy Lee
Executive Director, Council of Superior Court Judges
Legislative Office Building
18 Capitol Square, Suite 104
Atlanta, GA 30334
(404) 656-4964

GEORGIA – cont.

STATE COURTS

INFO

- State courts are courts of limited jurisdiction. They have unlimited civil jurisdiction, but only deal with misdemeanor criminal cases
- State Courts are created and funded by the counties
- Salary varies
- Website:
http://www.georgiacourts.org/index.php?option=com_content&view=article&id=180&Itemid=27, <http://www.statecourt.georgiacourts.gov/>

APPLY

- *WHO*: Apply directly to individual judge for whom they would like to work at court address (available on website)
- *WHAT*: Varies. Contact individual judges
- *WHEN*: Varies. Contact individual judges

ADDITIONAL INFORMATION Contact the court administrator's office:

Bob Bray
Executive Director
Council of State Court Judges
244 Washington Street, S.W., Suite 300
Atlanta, GA 30334
(404) 651-6204

State Court Judicial Clerkship Information

TERRITORY: **Guam**

HIGHEST COURT: **Supreme Court of Guam**

INFO

- Salary: Approximately \$40,000
- Website (justice bios): <http://www.guamcourts.com/justices/justices.html>

APPLY

- *WHO:* Apply centrally, at address below, for clerkship with one of the 3 justices
- *WHAT:*
 - A current résumé
 - A cover letter, indicating the applicant's interest in the position
 - An official transcript
 - Letter of recommendation, at least one but no more than three, preferably from a faculty member from whom the student has studied; and
 - Two writing samples, no longer than ten (10) pages, and preferably a sample of scholarly (journal) writing
- *WHEN:* Preferred after completion of 2L year
- *WHERE:* At the following address for a clerkship with one of the 3 justices:

Danielle T. Rosete, Staff Attorney
Supreme Court of Guam
Suite 300, Guam Judicial Ctr.
120 W. O'Brien Dr.
Hagåtña, GU 96910
Tel: (671) 475-3395
Fax: (671) 475-3140
drosete@guamsupremecourt.com

MID-LEVEL APPELLATE COURT: **None**

TRIAL COURTS: **Superior Court**

INFO

- Website <http://www.guamcourts.com/superior.html> (select "judges" for a list)
- Salary: Approximately \$40,000

GUAM – cont.

APPLY

- *WHO:* Centrally for a clerkship with one of 7 judges

- *WHAT:*
 - Application
 - Law school transcript
 - Writing sample

- *WHEN:* Preferred after completion of 2L year

- *WHERE:* Apply centrally to:

Barbara Jean T. Perez, Human Resources Administrator
Human Resources Division
Judiciary of Guam, Guam Judicial Center
120 West O'Brien Drive
Hagåtña, Guam 96910
(671) 475-3422
(671) 477-3184 (fax)
e-mail address: barbara jean@mail.justice.gov.gu

MORE INFO

Danielle T. Rosete, Staff Attorney
Supreme Court

-or-

Barbara Jean T. Perez
Human Resources Administrator
Judiciary of Guam

Addresses listed above

State Court Judicial Clerkship Information

STATE: Hawaii

HIGHEST COURT: Hawaii Supreme Court

INFO:

- 1-2 year clerkship begins summer following graduation
- Usually apply during early spring of 2L year. Applications also accepted in 3L fall
- Moot court, journal experience preferred, but not required
- Salary: Approximately \$52,728
- Website (with link to justices' bios):
<http://www.courts.state.hi.us/courts/supreme/justices/justices.html>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter (include month/year available)
 - Résumé
 - 2 writing samples
 - 2 references
 - Law school transcript
 - Contact each justice for additional application requirements.
- *WHEN:* Contact justice(s) for deadlines
- *WHERE:*

The Honorable _____
Supreme Court of Hawaii
Ali'iolani Hale
417 South King St.
Honolulu, HI 96813-2092

MID-LEVEL APPELLATE COURT: Intermediate Court of Appeals

INFO

- Salary: Approximately \$52,728
- Website: (link to judge list)
<http://www.courts.state.hi.us/courts/appeals/judges.html>

APPLY

- *WHO:* Apply directly to individual Intermediate Court of Appeals judge(s).
- *WHAT/WHEN:* Application process is same as that listed for the Supreme Court

HAWAII – cont.

• *WHERE:*

The Honorable _____
Intermediate Court of Appeals
Kapuaiwa Building
426 Queen St.
Honolulu, HI 96813

TRIAL COURTS: Circuit Court, Family Court, and District Court

INFO

- Salary
 - Approximately \$50,688 for all Circuit Court clerkships
 - Approximately \$48,744 - \$50,688 for Family Court clerkships
 - Approximately \$48,744 for District Court clerkships

APPLY

- *WHO:* Contact person at the address listed below for each court
- *WHAT:*
 - Cover letter
 - Résumé

First Circuit Court (Oahu):

- Website:
http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html

The Honorable _____
First Circuit Court
777 Punchbowl Street
Honolulu, HI 96813-5093

Second Circuit Court (Maui):

- Website:
http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_2c.html

Chief Court Administrator
Second Circuit Court
2145 Main Street, Suite 106
Wailuku, HI 96793-1679

Third Circuit Court (Island of Hawaii):

- Website:
http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_3c.html

The Honorable _____
Third Circuit Court
75 Aupuni St.
Hilo, HI 96720-4253

Fifth Circuit Court (Kauai):

- Website:
http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_5c.html

Administrative Judge
Fifth Circuit Court
3970 Kaana St. #306
Lihue, HI 96766-1283

Family Court (Oahu):

- Website:
http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html

-

The Honorable _____
Family Court, First Circuit
777 Punchbowl Street
Honolulu, HI 96813-5093

District Court (Oahu):

- Website:
http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html

The Honorable _____
District Court, First Circuit
777 Punchbowl St.
Honolulu, HI 96813-5093

State Court Judicial Clerkship Information

STATE: Idaho

HIGHEST COURT: **Idaho Supreme Court**

INFO

- 1-2 year clerkship begins summer after graduation
- Salary (for 2012-2013)
 - \$47,381 (first year)
 - \$51,110 (second year)
 - \$53,155 (third year)
- Website (justice list and bios): <http://www.isc.idaho.gov/>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
- *WHEN:* Deadline is October 1 of 3L year
- *WHERE:* Send application materials to:

The Honorable _____
Idaho Supreme Court
P.O. Box 83720
Boise, ID 83720-0101
(208) 334-2246

MID-LEVEL APPELLATE COURT: **Idaho Court of Appeals**

INFO

- 1-2 year clerkship begins summer after graduation
- Salary (for 2012-2013)
 - \$47,381 (first year)
 - \$51,110 (second year)
 - \$53,155 (third year)
- Website (judge list and bios): <http://www.isc.idaho.gov/>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:* Same as Supreme Court

IDAHO– cont.

- *WHEN:* Deadline is October 1 of 3L year

- *WHERE:*

The Honorable _____
Idaho Court of Appeals
P.O. Box 83720
Boise, ID 83720-0101
(208) 334-2246

TRIAL COURTS: District Court

INFO

- There are approximately 42 district court judges and 87 magistrate judges statewide
- Salaries vary by district. See below

APPLY

- *WHO:* Apply to Trial Court Administrator in desired district

- *WHAT:*

- Cover letter
- Résumé
- Letters of recommendation
- Transcript
- Writing sample

- *WHEN:* Deadline varies.

- *WHERE:*

First Judicial District

Karlene Behringer
Trial Court Administrator
PO Box 9000
Coeur d'Alene, ID 83816-9000
(208) 446-1221
(208) 446-1224
\$39,811 - 48,800

Second Judicial District

Hon. Jay Gaskill
Trial Court Administrator's Office
Nez Perce County Courthouse
PO Box 896
Lewiston, ID 83501
(208) 799-3050
(888)-789-3193
\$46,992 - 57,917

Third Judicial District

Mr. Dan Kessler
Trial Court Administrator
Canyon County Courthouse
1115 Albany Street
Caldwell, ID 83605
(208) 454-7360
(208) 454-6626 (fax)
tca3@canyonco.org
First year: \$48,750
Second year: \$51,250
Third year: \$53,750

Sixth Judicial District

Ms. Suzanne H. Johnson
Trial Court Administrator
Bannock County Courthouse
624 E. Center Room 220
PO Box 4847
Pocatello, ID 83205
(208) 236-7355
(208) 236-7012 (fax)
suzyj@co.bannock.id.us
\$41,933 - \$48,236

Seventh Judicial District

Mr. Burton W. Butler
Trial Court Administrator
Bonneville County Courthouse
605 North Capital Avenue
Idaho Falls, ID 83402
(208) 529-1350 (ext. 1341)
(208) 529-1310 (fax)
bbutler@co.bonneville.id.us
\$42,000 - \$46,769

Fifth Judicial District: Apply to individual judges

Hon. G. Richard Bevan
Administrative District Judge
PO Box 126
Twin Falls, ID 83303-0126

Fourth Judicial District

Mr. Larry D. Reiner
Trial Court Administrator
Ada County Courthouse
200 West Front Street
Boise, ID 83702-7300
(208) 287-7500
(208) 287-7509 (fax)
lreiner@adaweb.net
\$45,463
Apply in the spring
Start Clerkship in the summer

Hon. Randy Stoker
PO Box 126
Twin Falls, ID 83303-0126

IDAHO – cont.

Hon. Robert J. Elgee
201 2nd Ave 3, STE 106
Hailey, ID 83333

Hon. Michael R. Crabtree
1459 Overland Ave
Burley, ID 83318

Hon. John K. Butler
233 W. Main
Jerome, ID 83338

Hon. Jonathan Brody
PO Box 368
Rupert, ID 83350

Hon. Eric J. Wildman
Snake River Basin Adjudication
253 3rd Ave No.
PO Box 2707
Twin Falls, ID 83303-2707
\$39,600 - \$49,686

ADDITIONAL INFO

Contact the Human Resources Manager in the Administrative Office of Courts at the following address:

Andrea Patterson
Human Resources Manager
Supreme Court Building
P.O. Box 83720
Boise, ID 83720-0101
(208) 334-2246

For an overview of the Idaho Court System, go to: <http://www.isc.idaho.gov/>

State Court Judicial Clerkship Information

STATE: Illinois

HIGHEST COURT: Illinois Supreme Court

INFO

- Salary:
 - Senior Clerk: \$86,911 (subject to change)
 - Junior Clerk: \$82,876 (subject to change)
- Website (link to justice's bios):
<http://www.state.il.us/court/SupremeCourt/meetsupremecourt.asp>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - Please verify application requirements with each justice
- *WHEN:* Varies. Please check with each justice for deadlines
- *WHERE:* Contact the Court Clerk's Office for the justices' contact information

Clerk's Office – Springfield
Supreme Court Building
200 Capitol Avenue
Springfield, IL 62701
(217) 782-2035

Clerk's Office – Chicago
Michael A. Bilandic Building
160 North LaSalle Street
Chicago, IL 60601
(312) 793-1332

MID-LEVEL APPELLATE COURT: Appellate Court

INFO

- There are 5 districts and 54 individual judges
- Salary : \$78,834 (subject to change)
- Website (judges' bios):
<http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp>

ILLINOIS – cont.

APPLY

- *WHO:* Apply directly to individual judge(s) in their districts

- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - Please verify application requirements with each judge

- *WHEN:* Varies. Please check with each judge

- *WHERE:* See names and bios for each judge in the various districts at <http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp>

TRIAL COURTS: Circuit Court

INFO

- Check directly with the circuit court judges regarding application requirements and deadline dates
- Website (judge's bios): <http://www.state.il.us/court/CircuitCourt/default.asp>

ADDITIONAL INFO

Contact the Director of the Administrative Office of Courts at the following address:

Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, IL 60601
(312) 793-3250

State Court Judicial Clerkship Information

STATE: Indiana

HIGHEST COURT: Indiana Supreme Court

INFO

- 1-2 year clerkship, usually begins the summer following law school graduation
- Salary: Approximately \$59,707 (first year); \$64,589 (second year)
- Website (justice list/bios): <http://www.in.gov/judiciary/supreme/2332.htm>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies, but generally:
 - Cover letter
 - Résumé
 - Transcript of grades achieved in law school, including, if available, information about class standing
 - Copy of any relevant scholarly writing
 - At least 1 letter of recommendation from a faculty member with whom the student has studied or a letter of recommendation from a clerkship committee, or both (letters of recommendation may be sent separately from the letter of application)
 - Statement of when the applicant will be available for a personal interview in Indianapolis
 - Materials and deadlines vary. For exact requirements of each judge: <http://www.in.gov/judiciary/supreme/2362.htm>
- *WHEN:* Varies
- *WHERE:* Send to: the individual Justice. Contact information can be found at <http://www.in.gov/judiciary/supreme/2362.htm>

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO:

- Salary: Approximately \$57,615 (first year); \$62,201 (second year)
- Website (judge list/bios): <http://www.in.gov/judiciary/appeals/2335.htm>

INDIANA – cont.

APPLY

- **WHO:** Apply directly to the Administrator of the Court of Appeals of Indiana
- **WHAT:** Varies. Generally, at a minimum:
 - Résumé
 - Cover letter
 - Transcript of grades achieved in law school
 - Information about class standing, if available
 - Letter of recommendation from faculty member
 - A statement of when the applicant will be available for a personal interview in Indianapolis
- **WHEN:** Varies. Check with each judge
- **WHERE:**

Court Administrator
Court of Appeals of Indiana
115 W. Washington St., Suite 12705
Indianapolis, IN 46204-3419

TRIAL COURTS: Circuit and Superior Courts

INFO:

- Law clerk hiring is handled on a county by county basis and salaries vary.
- 1 year clerkship begins in fall following 3L year
- Website (alphabetical list of judges): <http://www.in.gov/judiciary/3487.htm>

APPLY

- **WHO:** Apply directly to the Circuit and Superior Courts
- **WHAT:** Varies. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - Confirm with each judge
- **WHEN:** Deadlines vary. Generally early spring of 2L year, but confirm with each judge.

State Court Judicial Clerkship Information

STATE: Iowa

HIGHEST COURT: Iowa Supreme Court

INFO

- 1 year clerkship begins August following graduation. At the judge's discretion, clerks may be offered the opportunity to continue employment for another year
- Traditionally, each of the seven justices on the Iowa Supreme Court employs a law clerk
- Salary: Law Clerk (Legal Assistant III): \$51,001
- Website (justice list/bios): http://www.iowacourts.gov/Supreme_Court/Justices/
- See also <http://www.iowacourts.gov/>

APPLY

- *WHO:* Directly to individual justice(s)
- *WHAT:* Confirm requirements with each justice. Generally:
 - Cover letter
 - Résumé
 - Law school transcript
 - Recent writing sample
 - References
- *WHEN:* Deadline in the early spring of 2L. Confirm with each justice.
- *WHERE:*

The Honorable _____
Iowa Supreme Court
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, IA 50319

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Salary: Law Clerk (Legal Assistant II) \$47,944
- Traditionally, each of the nine judges on the Iowa Court of Appeals employs a law clerk
- Website (judge list/bios): http://www.iowacourts.gov/Court_of_Appeals/Judges/

IOWA – Cont.

APPLY

- **WHO:** Address cover letter to individual judge(s), but mail applications to the attention of Mr. Dan Marvin as addressed below
- **WHAT:** Same as Supreme Court
- **WHEN:** Varies with each judge. Most start hiring in the fall
- **WHERE:** Address and send applications to individual justices or judges listed on the website in care of:

The Honorable _____
Iowa Court of Appeals
Iowa Judicial Branch Building
Attention: Dan Marvin, Senior Staff Attorney
1111 East Court Avenue
Des Moines, IA 50319

Mr. Marvin will make the applications available to judges seeking to fill clerk positions

TRIAL COURTS: District Courts

INFO

- Generally, vacancies posted at http://www.iowacourts.gov/Administration/Career_Opportunities/
- Salary: Law Clerk (Legal Assistant I): Approximately \$43,846
- Website (judicial districts and judges): http://www.iowacourts.gov/District_Courts/
- See also <http://www.iowacourts.gov/>

APPLY

- **WHO:** Apply to District Court Administrator, below.
- **WHAT:** Varies. Confirm with each court. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - Iowa Judicial Branch Application for Employment available at <http://www.iowacourts.gov>

IOWA – Cont.

- *WHEN:* Varies. For specific deadlines, see the website
- *WHERE:* To the District Court Administrator at:

District One

Linda Nilges
District Court Administrator
Black Hawk County Courthouse
316 East 5th Street
Waterloo, IA 50702
(319) 833- 3332
(319) 833-3270 (fax)
Linda.Nilges@iowacourts.gov

District Two

Scott Hand
District Court Administrator
Webster County Courthouse
701 Central Avenue, Box 1057
Fort Dodge, IA 50501
(515)576-6336
(515) 574-3758 (fax)
Scott.Hand@iowacourts.gov

District Three

Leesa A. McNeil
District Court Administrator
Woodbury County Courthouse
620 Douglas Street, Room 210
Sioux City, IA 51101-1249
(712) 279-6035
(712) 279-6631 (fax)
Leesa.McNeil@iowacourts.gov

District Four

Kent V. Wirth
District Court Administrator
Pottawattamie County Courthouse
227 S. 6th St., 4th Floor, Box 372
Council Bluffs, IA 51501
(712) 328-5733
(712) 328-5716 (fax)

District Five

Elizabeth J. Baldwin
District Court Administrator
Polk County Courthouse
5th & Mulberry Street
Des Moines, IA 50309
(515) 286-3083
(515) 286-2141
Beth.Baldwin@iowacourts.gov

District Six

Carroll R. Edmondson
District Court Administrator
Linn County Courthouse
P.O. Box 5488, 3rd Ave. Bridge
Cedar Rapids, IA 52406-5488
(319) 398-3920 (ext. 1100)
(319) 398-4054 (fax)
Carroll.Edmondson@iowacourts.gov

District Seven

Howard Thomas
District Court Administrator
Scott County Courthouse
400 West 4th Street
Davenport, IA 52801-1104
(563) 326-8783
(563) 326-8218 (fax)
Howard.Thomas@iowacourts.gov

District Eight

Deborah M. Dice
District Court Administrator
P.O. Box 1319
211 East 4th Street
Ottumwa, IA 52501
(641) 684-6502
(800) 342-4496 (fax)
Deb.Dice@iowacourts.gov

ADDITIONAL INFO

Contact Director of Human Resources or go to:

http://www.iowacourts.gov/Administration/Career_Opportunities/

Betty Buitenwerf
Director of Human Resources
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, IA 50319
Phone: (515) 281-0175
Fax: (515) 281-9605

State Court Judicial Clerkship Information

STATE: **Kansas**

HIGHEST COURT: **Kansas Supreme Court**

INFO:

- 2 year Research Attorney position begins summer following graduation
- Candidates must be licensed in Kansas and/or taking the Kansas bar exam
- Salary: \$51,205 (entry level)
- Website for justice's bios: <http://www.kscourts.org/kansas-courts/supreme-court/justice-bios/default.asp>

APPLY:

- *WHO:* Email application packets to Patricia Henshall at: henshallp@kscourts.org
- *WHAT:*
 - Cover letter
 - Résumé
 - References
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadline is generally in the summer after 2L year, but confirm with each Justice. Applications are placed in a central database that all Justices can access. Justices begin reviewing packets the summer before 3L year.
- *WHERE:*

henshallp@kscourts.org

or

Patricia Henshall Kansas Supreme Court
301 S.W. 10th Avenue
Topeka, KS 66612

MID-LEVEL APPELLATE COURT: **Court of Appeals**

INFO:

- Court of Appeals hires law Research Attorneys
- Research Attorneys are hired through the Office of Central Research
- Candidates must be licensed in Kansas and/or taking the Kansas bar exam
- Salary: \$48,720
- Website (judge list/bios): <http://www.kscourts.org/kansas-courts/court-of-appeals/judge-bios/default.asp>

APPLY:

- *WHO:* Apply directly to individual judge(s)

KANSAS – Cont.

- *WHAT:*

- Cover letter
- Résumé
- References
- Unofficial law school transcript
- Writing sample

- *WHEN:* Deadline generally is in the summer after 2L year, but confirm with each judge

- *WHERE:*

The Honorable _____
Kansas Court of Appeals
301 S.W. 10th Avenue
Topeka, KS 66612

TRIAL COURTS: District Court

INFO:

- District court judges generally do not hire law clerks
- Shawnee County (Topeka) does hire law clerks (there are 14 judges listed on the website under “phone numbers” – contact the court administrator at (785) 233-8200 Ext. 4018 to find out the application procedure)
- Website: <http://www.shawneecourt.org/>

ADDITIONAL INFO

Terri Bezek
Director of Central Research Staff
Kansas Court of Appeals
301 SW 10th Avenue
Topeka, KS 66612
(785) 296-2639
(785) 296-7079 (fax)
bezekt@kscourts.org

Carol G. Green
Clerk of the Appellate Courts
301 SW 10th Ave. Rm 374
Topeka, KS 66612
(785) 296-3229
(785) 296-1028 (fax)
greenc@kscourts.org

State Court Judicial Clerkship Information

STATE: Kentucky

HIGHEST COURT: **Kentucky Supreme Court**

INFO

- 1 year clerkship begins summer following graduation
- Salary: \$40,000
- Website: (justice list/bios) <http://www.courts.ky.gov/>

APPLY

- *WHO:* Apply centrally for clerkship
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadline is early spring of 2L year
- *WHERE:*

Susan Clary
Clerk of the Court
Kentucky Supreme Court
Capitol Building, Room 235
700 Capitol Avenue
Frankfort, KY 40601
(502) 564-4176

MID-LEVEL APPELLATE COURT: **Court of Appeals**

INFO

- Students may apply either directly to the 14 individual judges or centrally for consideration when the judges have vacancies
- The length of the clerkship varies
- Salary: Approximately \$38,000
- Website: (judge list/bios) <http://www.courts.ky.gov/courtofappeals>

KENTUCKY – Cont.

APPLY

- **WHO:** To individual judge(s) or centrally for any vacancy among 14 judges
- **WHAT:**
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- **WHEN:** No set deadline
- **WHERE:** If applying directly, send to:

The Honorable _____
Kentucky Court of Appeals
[Contact information for each judge on website
<http://www.courts.ky.gov/courtofappeals.>]

If applying centrally, send to:

Ann Swain
Chief Staff Attorney
Kentucky Court of Appeals
360 Democrat Drive
Frankfort, KY 40601
(502) 573-7920

TRIAL COURTS: District, Circuit, Family Courts

INFO

- District court judges do not employ law clerks
- Contact Circuit and Family courts directly for clerkship vacancies and apply directly to those judges. Same application materials as Supreme Court
- 1 year clerkship begins in the fall following graduation
- Salary: Approximately \$26,000
- Website: <http://www.courts.ky.gov/>
 - Click on “Circuit Court” to see what circuit a county is in
 - Some Circuit Courts have their own websites, accessible from main site

State Court Judicial Clerkship Information

STATE: Louisiana

HIGHEST COURT: Louisiana Supreme Court

INFO

- 1 year clerkship begins summer following graduation and may be extended
- Salary: \$47,989 - \$50,911 (depending upon experience)
- Website (justice list/bios): http://www.lasc.org/about_the_court/justices_bio.asp

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - list of references
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadlines vary. Students should begin applying during 2L year and confirm with each justice.

- *WHERE:*

The Honorable _____
Louisiana Supreme Court
400 Royal Street
New Orleans, LA 70130

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Generally 1 year clerkship begins summer following graduation and may be extended. Depending upon performance, the judge may offer the student a position as a regular employee of his/her staff
- Note: The First Circuit does not generally hire for a 1 year clerkship; hiring is for a probationary period with the intent to make a regular employee appointment with satisfactory performance during probation
- Note: The Fifth Circuit offers clerkship based on availability and at the discretion of each judge
- Salary: \$43,537 - \$46,264, depending upon experience, class rank, and academic honors
- Websites (links to courts of appeal websites): <http://www.lasc.org/Links.asp>

LOUISIANA – Cont.

APPLY

- *WHO:* To name and address below for any of circuit courts

- *WHAT:*
 - Résumé
 - Cover letter
 - Students applying to Second and Third Circuits, also include:
 - Writing sample
 - Unofficial law school transcript
 - Note GPA on the résumé

- *WHEN:* Deadlines vary. Students should begin applying during 2L year and confirm with each judge.

- *WHERE:*

Hon. Christine L. Crow
Clerk of Court
First Circuit Court of Appeal
P.O. Box 4408
Baton Rouge, LA 70821-4408
(225) 382-3000

Danielle A. Schott
Clerk of Court
Fourth Circuit Court of Appeal
410 Royal Street
New Orleans, LA 70130
(504) 412-6000

Lillian Evans Richie, Clerk of Court/
Court Administrator
Second Circuit Court of Appeal
Pike Hall Jr. Courthouse, 430 Fannin St.
Shreveport, LA 71101
(318) 227-3702

Peter J. Fitzgerald, Jr.
Clerk of Court
Fifth Circuit Court of Appeal
P.O. Box 489
Gretna, LA 70054
(504) 376-1497

Charles K. McNeely
Clerk of Court
Third Circuit Court of Appeal
P.O. Box 16577
Lake Charles, LA 70616
(337) 493-3012

LOUISIANA – Cont.

TRIAL COURTS: District Courts

INFO

- 1 year clerkship begins fall following graduation and may be extended
- Salary varies, starting at approximately \$34,976 - \$46,152
- Website (links to district court websites and contact information):
<http://www.lasc.org/Links.asp>

APPLY

- *WHO*: Apply directly to individual district court judge(s)
- *WHAT*: Varies. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - Confirm with individual judge
- *WHEN*: Deadlines vary. Begin applying during 2L year and confirm with individual judge(s)
- *WHERE*: Contact information on website

ADDITIONAL INFO

Contact the court administrator's office:

Judicial Administrator
Judicial Council of Supreme Court
400 Royal Street, Suite 1190
New Orleans, LA 70130-8101
(504) 310-2550

State Court Judicial Clerkship Information

STATE: **Maine**

HIGHEST COURT: **Maine Supreme Judicial Court**

INFO

- The 2013 -14 Law Clerk term runs from August 19, 2013 through August 15, 2014
- Law Clerks in Maine work for the entire Court but are assigned to work in the chambers of the individual justice appointing them. Justices currently have chambers in three locations: Portland (four justices), Augusta (one justice), and Bangor (two justices)
- Selection criteria includes class standing; law review and moot court participation; other significant research and writing experience; faculty and employment recommendations; and strong work ethic
- One term Law Clerks are not required to have taken the Maine bar examination.
- Applicants should be familiar with the Maine geography, and **must indicate** in the cover letter where they are willing to accept a clerkship location (Portland, Augusta, and/or Bangor)
- Salary: \$42,588 plus fringe benefits
- Interviews will be held in Portland, ME in mid-September and conducted *en banc*. Videoconference interviewing may be considered if necessary
- Website (includes justice list):
http://www.courts.state.me.us/maine_courts/supreme/index.shtml

APPLY

- **WHO:** Apply centrally for a clerkship with 1 of the 7 justices
- **WHAT:** Send **one set** of the following:
 - Cover letter Résumé
 - 2 letters of recommendation from law school faculty (may be sent separately)
 - 1 letter of recommendation from summer 2012 or most recent work experience (may be sent separately)
 - Law school transcript
 - Writing sample
 - Applicants must also complete and return the Applicant Information Survey:
http://www.courts.state.me.us/jobs/clerkships/sjc_2013_2014.html
 - Successful applicants will be required to submit to criminal, motor vehicle, and other records checks
- **WHEN:** Applications **must** be received by August 31, 2012, at 4 P.M.

MAINE – Cont.

- *WHERE:* Application materials may be mailed or hand delivered to:

Attn: Law Clerk Recruitment – Maine Supreme Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland, ME 04112-4820

Contact Christie Clifford with any questions:

(207) 822-4227

christie.l.clifford@courts.maine.gov

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court

INFO

- 1 year clerkship term begins August 19, 2013 and runs through August 15, 2014
- 5 positions are expected to be available. Law clerks are based in Portland, Augusta, and Bangor
- There are 17 justices, and each law clerk will be assigned to work primarily with several justices. These 17 justices have statewide jurisdiction and travel on a circuit. Clerkship assignments are based on geography and expected workload.
- Applicants **must indicate** in their cover letter the location or locations (Portland, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment
- Selection criteria includes class standing; law review and moot court participation; other significant research and writing experience; faculty and employment recommendations; and strong work ethic
- One term Law Clerks are not required to have taken the Maine bar examination.
- Salary: \$42,588.00 plus fringe benefits
- Website: http://www.courts.state.me.us/maine_courts/superior/index.shtml

APPLY

- *WHO:* Apply centrally for a clerkship with the Superior Court
- *WHAT:* Send the following:
 - Cover letter (with geographic preference)
 - Résumé
 - Official law school transcript (photocopies will not be accepted)
 - 2 letters of recommendation
 - 1 writing sample (double spaced, no longer than 10 pages. NOTE: Although the writing sample may be edited or critiqued by others, the justices are interested in a writing sample that primarily reflects the

MAINE – Cont.

applicant's own work.)

- Completed Applicant Information Survey that can be found at:
http://www.courts.state.me.us/jobs/clerkships/superior_2013_2014.htm
- **WHEN:** Applications must be received by August 31, 2012 at 4 P.M.
- **WHERE:** Application materials may be mailed or hand delivered to:

Attn: Law Clerk Recruitment - Maine Superior Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland, ME 04112-4820

Inquiries can be made to Ms. Tina Hamilton at:

207-822-4174

tina.hamilton@courts.maine.gov

Interviews will be held in Portland, Maine, in early October 2012 and conducted *en banc*. Video interviews are not preferred, but will be considered, if necessary. Applicants selected for an interview will be required to submit an additional writing sample responding to a prompt supplied by the Superior Court Justices.

District Court:

Website: http://www.courts.state.me.us/maine_courts/district/index.shtml

INFO

- District courts handle criminal, civil and family matters (without jury). There are 36 district court judges
- 1 year clerkship term is August 19, 2013 through August 15, 2014
- 2 positions are expected to be available. Law clerks are based in Portland, Lewiston and/or Bangor
- Applicants **must identify** in their cover letter the location or locations at which they are willing to accept a clerkship assignment
- More information is available at:
http://www.courts.state.me.us/jobs/clerkships/district_2013_2014.html
- Salary: \$42,588.00 plus fringe benefits

APPLY

- **WHO:** Apply centrally for a clerkship with the District Court
- **WHAT:**
 - Cover letter (must identify location(s) willing to accept)
 - Résumé

MAINE – Cont.

- 2 letters of recommendation
 - Law school transcript
 - 2 writing samples (double spaced, no longer than 10 pages per sample)
 - Optional self-identification form
 - Completed Application Information Survey that can be found at:
http://www.courts.state.me.us/jobs/clerkships/district_2013_2014.html
- **WHEN:** Applications must be received by August 31, 2012 at 4 P.M.
 - **WHERE:** The application packet consisting of **one original and three copies, collated** may be mailed or hand delivered to:

Attn: Law Clerk Recruitment – Maine District Court
Administrative Office of the Courts
125 Presumpscot Street
P.O. Box 4820
Portland, ME 04112-4820

Inquiries can be made to Ms. Janet Stocco, Lead Law Clerk
207-287-6950
janet.stocco@courts.maine.gov

Interviews will be held in Augusta, Maine, in late September 2012. If necessary, a videoconference interview will be considered.

Business and Consumer Court:

INFO

- 1 year clerkship term will run from August 19, 2013 through August 15, 2014
- One position is expected to be available. Law clerks will be based in Portland
- Business and Consumer Court is managed by two or more judges designated by the Chief Justice of the Supreme Judicial Court. The law clerk works with these judges
- Selection criteria includes academic and class standing; law review and moot court participation; other significant research and writing experience; prior employment; faculty, employment, and personal recommendations
- Salary: \$42,588.00 plus fringe benefits
- Website: http://www.courts.state.me.us/jobs/clerkships/bcd_2013_2014.html

APPLY

- **WHO:** Apply centrally for a clerkship with the Business and Consumer Court

MAINE – Cont.

- **WHAT:** The application packet consists of the following documents:
 - Cover letter
 - Résumé
 - Official law school transcript (photocopies will not be accepted)
 - 2 letters of recommendation
 - 1 writing sample (double spaced, no longer than 10 pages. NOTE: Although the writing sample may be edited or critiqued by others, the justices are interested in a writing sample that primarily reflects the applicant's own work.)
 - Competed Applicant Information Survey that can be found at:
http://www.courts.state.me.us/jobs/clerkships/bcd_2013_2014.html
- **WHEN:** Applications must be received by August 31, 2012 at 4 P.M.
- **WHERE:** Application materials may be mailed or hand delivered to:

Attn: Law Clerk Recruitment - Maine Business and
Consumer Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland, ME 04112-4820

Inquiries can be made to Ms. Tina Hamilton at:
207-822-4174
tina.hamilton@courts.maine.gov

Interviews will be held in Portland, Maine, in early October 2012 and conducted *en banc*. Video interviews are not preferred, but will be considered, if necessary. Applicants selected for an interview will be required to submit an additional writing sample responding to a prompt supplied by the Business Court Justices.

ADDITIONAL INFO:

Contact the State Court Administrator:
State Court Administrator
P.O. Box 4820
Portland, ME 04112-4820
(207) 822-0762

State Court Judicial Clerkship Information

STATE: Maryland

HIGHEST COURT: Maryland Court of Appeals

INFO

- 1 year clerkship begins following graduation in August
- Salary: \$44,620 (subject to change)
- Website (judge list with mailing addresses and bios):
<http://www.mdcourts.gov/coappeals/coajudges.html>

APPLY

- *WHO:* Apply directly to individual judge(s).
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - Students must verify requirements with each judge
- *WHEN:* Early spring of 2L year. Confirm with individual judge(s)
- *WHERE:* Judges' addresses on website

MID-LEVEL APPELLATE COURT: Court of Special Appeals

INFO

- Salary: \$44,620 (subject to change)
- Website (judge lists/bios): <http://www.courts.state.md.us/cosappeals/index.html>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:* Same as Court of Appeals. Confirm with each judge
- *WHEN:* Same as Court of Appeals. Confirm with each judge

MARYLAND – Cont.

- *WHERE:*

The Honorable _____
Court of Special Appeals
Robert C. Murphy Courts of Appeal Building
361 Rowe Boulevard
Annapolis, MD 21401

TRIAL COURTS: Circuit Courts and District Courts

CIRCUIT COURT

INFO

- 1 year clerkship begins in August following graduation
- Salary:
 - \$37,440 non-Bar Member
 - \$42,930 Maryland Bar Member
- Website (judge lists and addresses for each Circuit):
<http://www.mdcourts.gov/circuit/directory.html>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:* Varies. Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
 - Confirm with individual judge(s)
- *WHEN:* Varies. Generally in the spring of 2L year or early fall of 3L year
- *WHERE:* Send directly to the judges in the desired counties. Addresses available on website

DISTRICT COURT

INFO

- Hiring is done on a rolling basis
- Clerkships normally start on September 1 following 3L year
- Salary: \$16.49/hr law school graduate; \$14.98/hr law school student
- Website: <http://www.mdcourts.gov/district/index.html>

MARYLAND – Cont.

APPLY

- *WHO:* Directly to the Administrative Judge in each district.

- *WHAT:*
 - Résumé
 - Writing sample

- *WHEN:* Rolling basis based on need
- *WHERE:*

District One

(Baltimore City)
Hon. John R. Hargrove
Administrative Judge
District Court of Maryland, District One
5800 Wabash Avenue
Baltimore, MD 21215-3330

District Six

(Montgomery County)
Hon. Eugene Wolfe
Administrative Judge
District Court of Maryland, District Six
27 Courthouse Square
Rockville, MD 20850-2325

District Eight

(Baltimore County)
Hon. Alexandra N. Williams
Administrative Judge
District Court of Maryland, District Eight
120 East Chesapeake Avenue
Towson, MD 21286-5307

District Twelve

(Allegany and Garrett Counties)
Hon. Edward Malloy, Jr.
Administrative Judge
District Court of Maryland, District Twelve
3 Pershing Street
Cumberland, MD 21502-3045

District Five

(Prince George's County)
Hon. Thomas J. Love
Administrative Judge
District Court of Maryland, District Five
14735 Main Street
Upper Marlboro, MD 20772-3042

District Seven

(Anne Arundel County)
Hon. John P. McKenna
Administrative Judge
District Court of Maryland, Dist. Seven
251 Rowe Blvd
Annapolis, MD 21401-1539

District Ten

(Carroll and Howard Counties)
Hon. JoAnn Ellinghaus-Jones
Administrative Judge
District Court of Maryland, District Ten
3451 Courthouse Drive
Ellicott City, MD 21043-4377

MARYLAND – Cont.

ADDITIONAL INFO: <http://www.mdcourts.gov/hr/lawclerks/index.html>

Contact the Administrative Office of Courts:

Frank Broccolina, State Court Administrator
Administrative Office of Courts
Maryland Judicial Center
580 Taylor Avenue, A-2
Annapolis, MD 21401
(410) 260-1295

State Court Judicial Clerkship Information

STATE: Massachusetts

HIGHEST COURT: Supreme Judicial Court

INFO

- The court year runs from August 28, 2013 – August 26, 2014
- Salary: \$63,175
- The Supreme Judicial Court has 12 openings for law clerks for the 2013-2014 court year
- Position requires outstanding academic achievement, writing and analytical skills, and legal research ability. Candidates must also have the ability to work professionally, independently, and confidentially
- Website: (justice bios): <http://www.mass.gov/courts/sjc/justices/index.html>

APPLY

- *WHO:* Apply centrally for clerkship. Applicants may indicate a preference for clerking for a specific justice or justices
- *WHAT:*
 - Cover letter [addressed to the Justice(s)]
 - Résumé
 - 2 letters of recommendation, preferably from law school faculty (letters of recommendation may be sent after the candidate's initial submission of materials, but the candidate may not be considered until the letters are received)
 - Official law school transcript (the candidate should arrange to have the law school send an official transcript directly to the Court's Hiring Coordinator. An unofficial transcript can also be sent with cover letter, resume and writing sample)
 - Writing sample (Not edited by another and not more than 10 pages)
 - Supreme Judicial Court Application for Law Clerk Employment emailed as a pdf to: sjclawclerkhiring@sjc.state.ma.us.
 - The pdf should be titled with your last name, first name and law school as follows: lastname_firstname_lawschool_sjcapp.pdf
 - Application is available at:
<http://www.mass.gov/courts/sjc/employment.html>

Successful applicants must submit a final transcript indicating graduation from law school prior to beginning the clerkship. It is not necessary to sit for the Massachusetts bar exam. Law clerks must reside in Massachusetts for the duration of their clerkship pursuant to St. 1978, c. 478, §328.

MASSACHUSETTS – Cont.

- **WHEN:** Applications will be accepted beginning August 1, 2012. Deadline is September 24, 2012
Candidates are encouraged to apply as soon as possible

- **WHERE:** Send **one unstapled packet** of application materials to:

Pamela B. Lyons, Esq., Administrative Attorney
Massachusetts Supreme Judicial Court, Suite 2500
John Adams Courthouse
One Pemberton Square
Boston, MA 02108
(617) 557-1071
(617) 557-1091 (fax)
pamela.lyons@sjc.state.ma.us

NOTE: Please mail only a single copy of the materials. Please do not staple any application materials.

MID-LEVEL APPELLATE COURT: Appeals Court

INFO

- The clerkship will begin on or about August 29, 2013
- Interviews are conducted on a rolling basis in September and October. Final selections are usually made in November
- Salary: Approximately \$53,713
- Website (justice bios):
<http://www.mass.gov/courts/appealscourt/justices/index.html>

APPLY

- **WHO:** Apply centrally for a clerkship.
- **WHAT:**
 - Cover letter
 - Résumé
 - Unofficial transcript
 - At least 2 letters of recommendation (letters from employers are recommended) which can be and often are sent under separate cover
 - Writing sample is not necessary for initial application
 - Include your email address
 - Trial Court application (can be found at www.mass.gov/courts/admin/hr/application.pdf)
- **WHEN:** Must be postmarked or submitted between August 15 and September 28, 2012.

MASSACHUSETTS – Cont.

- *WHERE:* Send one packet of application materials to:

Frank C. Mockler
Managing Attorney
Massachusetts Appeals Court
John Adams Courthouse
One Pemberton Square, Suite 3500
Boston, MA 02108-1767
frank.mockler@appct.state.ma.us

TRIAL COURTS: **Superior Courts**
 Probate and Family Courts
 Land Court
 Juvenile Court Department
 District and Small Claims Courts

Superior Courts

INFO

- Court hears criminal and civil cases. Civil case damages must exceed \$25,000
- Salary: Approximately \$47,000
- Website: www.mass.gov/courts/courtsandjudges/courts/superiorcourt/index.html

APPLY

- *WHO:* Apply centrally for a clerkship with the Superior Court.
- *WHAT:* Briefly, applicants must submit :
 - Cover letter
 - Résumé
 - Official law school transcript
 - 2 writing samples (unedited by others)
 - 2 letters of recommendation
 - Completed Trial Court application (www.mass.gov/courts/admin/hr/application.pdf).
 - Please state in cover letter whether you wish to be considered for Eastern OR Western Massachusetts (choose one only)
- *WHEN:* **Applications are not currently being accepted for the 2013-14 term due to a hiring freeze.** Please check court website for more information.

MASSACHUSETTS – Cont.

- *WHERE:* Inquires may be directed to:

Romeo Camba
Acting Manager of Legal Research Services
Superior Court Administrative Office
Suffolk Superior Courthouse
3 Pemberton Square, 13th Floor
Boston, MA 02108
(617) 788-8130
(617) 788-7396 (fax)
romeo.camba@jud.state.ma.us

Probate and Family Courts

INFO

- Obtain a Probate and Family Court Position Description and Application, which includes 3 factual scenarios that are necessary to complete the required writing sample for this Court's application. Packet of material is available directly from the Court's Administrative Office or may be downloaded from the Court's website. Many law schools will also have a copy of the materials
- Salary: Approximately \$47,000, plus a benefits package that is consistent with other Massachusetts Trial Court law clerk programs including health, dental and vision insurance, as well as paid vacation, personal and sick time
- Website:
<http://www.mass.gov/courts/courtsandjudges/courts/probateandfamilycourt/index.html>

APPLY

- *WHO:* Apply centrally for clerkship with Probate and Family Court
- *WHAT:* Submit **4 copies** of the following:
 - Please state in cover letter whether you wish to be considered for Eastern OR Western Massachusetts (choose one only)
 - Résumé
 - Trial Court Application for Employment, downloaded from www.mass.gov/courts/jobs/application.pdf
 - Official law school transcript
 - Writing sample based upon one of 3 factual scenarios in packet
 - Include a self-addressed stamped envelope for acknowledgement of receipt of application
- *WHEN:* **Applications are not currently being accepted for the 2013-14 term due to a hiring freeze.** Please check court website for more information.

MASSACHUSETTS – Cont.

- *WHERE:* Inquiries may be sent to:

Denise M. Fitzgerald, Esq.
Administrative Attorney
Probate and Family Court Department
Administrative Office
John Adams Courthouse Mezzanine
Boston, MA 02108
denise.fitzgerald1@jud.state.ma.us

Juvenile Court Department and Land Court

INFO

- Judges in these courts hire judicial law clerks
 - Please contact the administrative offices of those courts for more information
 - Website: <http://www.mass.gov/courts/courtsandjudges/courts/index.html>- click the links to the individual court
- *WHEN:* **Applications are not currently being accepted for the 2013-14 term due to a hiring freeze.** Please check court website for more information.

District Courts

INFO

- District Courts hear criminal and civil cases. Civil case damages range between \$2,500-\$25,000. Small Claims cases can also be heard
- Please contact the administrative offices of those courts for more information
- Website: <http://www.mass.gov/courts/courtsandjudges/courts/index.html>- click the links to the individual court

State Court Judicial Clerkship Information

STATE: Michigan

HIGHEST COURT: Michigan Supreme Court

INFO

- Justices individually determine the candidates they wish to interview and the interviews are scheduled through the justices' separate offices
- Salary: \$56,334 to \$73,497
- Website (justice bios):
<http://courts.michigan.gov/supremecourt/AboutCourt/biography.htm>

APPLY

- *WHO:* Directly to the justice for whom you want to work
- *WHAT:*
 - Cover letter
 - Current résumé
 - Unofficial transcript
 - Writing sample not edited by another
 - 4 letters of recommendation (at least 2 from law school faculty members)
 - If an offer of employment is made and accepted, the candidate must arrange to have the law school send an official transcript directly to the hiring justice
- *WHEN:* Candidates may submit applications at any time during the year
- *WHERE:* Send a separate package to each justice at:

The Honorable _____
Michigan Supreme Court
Michigan Hall of Justice
P.O. Box 30052
Lansing, MI 48909

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Each of the 28 judges employs a law clerk who is generally chosen from among Prehearing Attorneys
- Students should apply for Prehearing Attorney Positions
- 1-3 year positions begin in March for winter graduates and August for spring graduates

MICHIGAN – Cont.

- Salary:
 - First Year - \$49, 652
 - Second Year - \$52,575
 - Third Year - \$55,499
- Website: <http://coa.courts.mi.gov/>

APPLY

- *WHO:* Apply to Assistant Research Director
- *WHAT:*
 - Cover letter (indicate preference for Detroit, Lansing, or Grand Rapids)
 - Résumé (indicating GPA)
 - Transcript
 - 2 writing samples
- *WHEN:* Accepting applications for the 2013-2014 term beginning in late August and running through early October
- *WHERE:*

Douglas Messing, Assistant Research Director
Michigan Court of Appeals
Cadillac Place
3020 W. Grand Blvd.
Suite 14-300
Detroit, MI 48202-6020

TRIAL COURTS: **Court of Claims**
 Circuit Court
 District Court
 Municipal Court
 Probate Court

INFO

- Salary: Varies
- Trial Court directories by county:
<http://courts.michigan.gov/scao/services/dirs/trialdir.htm>

APPLY

- *WHO:* Apply directly to individual trial court judge(s)

MICHIGAN – Cont.

- *WHAT:*
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - Brief writing sample
- *WHEN:* Varies. Check with each court
- *WHERE:* Check with each court

INFO

Human Resources
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909
(517) 373-1147

State Court Judicial Clerkship Information

STATE: Minnesota

HIGHEST COURT: Minnesota Supreme Court

INFO

- 1 year clerkship, August 2013-July 2014
- Approximately 8 positions anticipated. Salary: \$52,931 plus benefits. Visit <http://www.mmb.state.mn.us/> for current benefit information
- Website (justice list/bios): <http://www.mncourts.gov/>

APPLY

- *WHO:* Apply centrally for a clerkship
- *WHAT:*
 - Students must complete an online application at www.mncourts.gov If application questions, call HR staff at 651-215-9486
 - Official law school transcript, including class rank and an explanation of the grading system. Justices request that this is sent by the law school's Registrar's office
 - Résumé (attach to online application)
 - Legal writing sample (attach to online application)
 - Letters of recommendation are optional
 - Visit <http://www.mncourts.gov> for more information
- *WHEN:* Deadline is August 1, 2012
Interviews will be held September 13th and 14th. Phone interviews will be considered
- *WHERE:* Apply online at: <http://www.mncourts.gov/>

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- 1 year clerkship begins August 2013
- Approximately 16 positions anticipated. Offers made in October, 2012
- Salary: \$50,467 plus benefits
- Website (justice bios): <http://www.mncourts.gov/>

APPLY

- *WHO:* Apply centrally for clerkship

MINNESOTA – Cont.

- **WHAT:**
 - Apply online at www.mncourts.gov If application questions, call HR staff at 651-215-9486
 - Official law school transcript, including class rank and explanation of the grading system sent from law school's Registrar's Office)
 - Résumé (attach to online application)
 - Legal writing sample (attach to online application)
 - Letters of Recommendation are optional
- **WHEN:** Deadline is August 1, 2012
Interviews September 21-24, 2012. Phone interviews will be considered
- **WHERE:** Apply online at <http://www.mncourts.gov/>

TRIAL COURTS: District Court

INFO

- Various judicial clerkships at the trial court are posted year-round at <http://www.mncourts.gov/>
- Each posting provides application procedures under "job title".
- Find each district's home page at: <http://www.mncourts.gov/?page=238> Click on the map of the districts
- Salary: Varies

ADDITIONAL INFO

Minnesota Judicial Center
Human Resources Department, Room G30
25 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155
(651) 215-9486
Fax: (651) 284-4330

State Court Judicial Clerkship Information

STATE: Mississippi

HIGHEST COURT: **Mississippi Supreme Court**

INFO

- 1 year clerkship begins August following graduation
- Salary:
 - \$47,898 (prior to passing bar examination)
 - \$52,688 (after passing bar examination)
- Website (justice bios): http://www.courts.ms.gov/appellate_courts/sc/sc.html

APPLY

- *WHO:* Apply centrally for clerkship
- *WHAT:*
 - Cover letter
 - Résumé
 - 3 letters of recommendation
 - Certified copy of law school transcript
 - Writing sample
 - Must also complete an application provided by the Court
- *WHEN:* Early fall of 3L year
- *WHERE:*

Hubbard T. Saunders, IV
Court Administrator and Counsel
Supreme Court of Mississippi
P.O. Box 117
Jackson, MS 39205
hsaunders@courts.ms.gov
(601) 359-2183
(601) 359-2443 (fax)

MID-LEVEL APPELLATE COURT: **Court of Appeals of the State of Mississippi**

INFO

- 1 year clerkship begins August following graduation
- Applications are reviewed by all judges unless a specific judge is indicated
- Salary:
 - \$47,898 (prior to passing bar examination)
 - \$52,688 (after passing bar examination)

MISSISSIPPI – Cont.

- Website (judges' bios): http://www.courts.ms.gov/appellate_courts/coa/coa.html

APPLY

- **WHO:** Apply centrally for clerkship
- **WHAT:**
 - Court application form and the supporting material the application form specifies
 - Write or call for an application form or download an application form from the court's website

- **WHEN:** Deadline in early fall of 3L year

- **WHERE:**

Robert E. Nations, Assistant Court Administrator
Court of Appeals of the State of Mississippi
P.O. Box 22847
Jackson, MS 39225-2847
(601) 576-4665
rnations@courts.ms.gov

TRIAL COURTS: Circuit and Chancery Courts

INFO

- Chancery Court judges' names and addresses are located at <http://courts.ms.gov/trialcourts/chancerycourt/chanjud.pdf>
- Circuit Court Judges' names and addresses are located at <http://courts.ms.gov/trialcourts/circuitcourt/cirjud.pdf>
- Salary varies and is determined by the Administrative Office of the Courts

APPLY

- **WHO:** Apply directly to individual judge(s)
- **WHAT:** Varies
- **WHEN:** Deadlines vary
- **WHERE:** For more information, contact:

Kevin Lackey
Director
Administrative Office of the Courts
P.O. Box 117
Jackson, MS 39205

MISSISSIPPI – Cont.

ADDITIONAL INFO: For more general information, contact the court administrator's office:

Hubbard T. Saunders, IV
Court Administrator
Supreme Court of Mississippi
P.O. Box 117
Jackson, MS 39205

State Court Judicial Clerkship Information

STATE: Missouri

HIGHEST COURT: **Missouri Supreme Court**

INFO

- 1 year clerkship begins summer following graduation
- Salary: Approximately \$46,248
- Website (justice bios): <http://www.courts.mo.gov/page.jsp?id=133>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Contact chambers directly for deadlines. Justices hire throughout the year as vacancies arise (students can request that their applications be kept on file)
- *WHERE:*

The Honorable _____
Supreme Court of Missouri
207 West High Street
Jefferson City, MO 65101

MID-LEVEL APPELLATE COURT: **Court of Appeals**

INFO

- Salary: Approximately \$46,248
- Website: (each district can be selected for its own homepage):
<http://www.courts.mo.gov/page.jsp?id=261>

APPLY

- *WHO:* Apply directly to individual judge(s)

MISSOURI – Cont.

- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Contact chambers directly for deadlines. Justices hire throughout the year as vacancies arise (students can request that their applications be kept on file).
- *WHERE:* To the individual judges at the appropriate address in one of the following districts:

The Honorable _____
Eastern District Court of Appeals
One Post Office Square
815 Olive Street
St. Louis, MO 63101

The Honorable _____
Southern District Court of Appeals
300 Hammons Parkway
Springfield, MO 65806

The Honorable _____
Western District Court of Appeals
1300 Oak Street
Kansas City, MO 64106-2970

For more information, contact the Clerk of Court in the appropriate district:

Eastern District:
Laura Thielmeier Roy
Clerk of Court
Court of Appeals
Eastern District
One Post Office Square
815 Olive Street, Room 304
Springfield, MO 65806
(314) 539-4300
(314) 539-4324 (fax)
Laura.Roy@courts.mo.gov

Southern District:
Sandra L. Skinner
Clerk of Court
Court of Appeals
Southern District
300 Hammons Parkway
St. Louis, MO 63101
(417) 895-6811
(417) 895-6817 (fax)
Sandra.Skinner@courts.mo.gov

MISSOURI – Cont.

Western District:
Terence G. Lord
Clerk of Court
Missouri Court of Appeals, Western District
1300 Oak Street
Kansas City, MO 64106
(816) 889-3600
(816) 889-3668 (fax)
tlord@courts.mo.gov

TRIAL COURTS: Circuit Courts

INFO

- Circuit Court judges do not hire law clerks
- For more general information, contact the court administrator's office at the following address:

State Court Administrator
P.O. Box 104480
Jefferson City, MO 65110
(573) 751-4377
(573) 751-5540 (fax)

State Court Judicial Clerkship Information

STATE: **Montana**

HIGHEST COURT: **Montana Supreme Court**

INFO

- 1 year clerkship begins August following graduation
- Salary: \$20.86/hour
- Website: (justice list/bios): <http://www.courts.mt.gov/supreme/bios/default.mcpx>
Note: The Supreme Court posts law clerk bios on line at http://www.courts.mt.gov/supreme/law_clerks.mcpx

APPLY

- **WHO:** Apply directly to individual justice(s)
- **WHAT:**
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Short writing sample
- **WHEN:** Deadline for applications varies from chamber to chamber. Apply mid-to-late summer the year prior to clerkship start date
- **WHERE:**

The Honorable _____
Montana Supreme Court
P.O. Box 203001
Helena, MT 59620-3001

MID-LEVEL APPELLATE COURT: **None**

TRIAL COURTS: **District Courts**

INFO

- Vacancies announced on state website: <http://www.mt.gov/>
- Length of the clerkship is one year
- Salary: \$19.56/hour

MONTANA – Cont.

APPLY

- **WHO:** Apply to the Human Resources Division when vacancy is listed on website
- **WHAT:**
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - 2 writing samples
- **WHEN:** Varies. Listed in announcement when there is a vacancy
- **WHERE:**

Human Resources Division
Attn: Shelly
Box 203005
Helena, MT 59620-3005

ADDITIONAL INFO: For District Court information:

Shelly E. Grandy
HR Specialist
P.O. Box 203005
Helena, MT 59620-3005
(406) 841-2965
Fax (406) 841-2955

For Supreme Court information:

Pam Hunthausen
Judicial Assistant to the Chief Justice
Montana Supreme Court
P.O. Box 203001
Helena, MT 59620-3001
(406) 444-5490

State Court Judicial Clerkship Information

STATE: **Nebraska**

HIGHEST COURT: **Nebraska Supreme Court**

INFO

- 1 year clerkship (with a 2nd year possible), begins summer following graduation
- Salary: Approximately \$45,926
- Website (justice list):
<http://www.supremecourt.ne.gov/supremecourt/scjudges/scaddresses.shtml?sub1>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Generally include:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Varies. Contact chambers directly for application timing. Early applications are generally kept on file until all are considered
- *WHERE:*

The Honorable _____
Nebraska Supreme Court
P.O. Box 98910
Lincoln, NE 68509-8910

MID-LEVEL APPELLATE COURT: **Court of Appeals**

INFO

- Salary: Approximately \$45,926
- Website (judge list):
<http://www.supremecourt.ne.gov/appeals-court/acjudges/acaddresses.shtml?sub2>

APPLY

- *WHO:* Apply directly to individual judge(s)

NEBRASKA – Cont.

- **WHAT:** Generally include:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample

- **WHEN:** Contact chambers directly for application timing. Early applications will generally be kept on file until all are considered

- **WHERE:**

The Honorable _____
Nebraska Court of Appeals
P.O. Box 98910
Lincoln, NE 68509-8910

TRIAL COURTS: District Courts

INFO

- The 51 district court judges generally do not hire law clerks. Some judges accept interns

ADDITIONAL INFO

For more information, contact Judy Beutler, the Court Deputy Administrator, at the above address, or by telephone at 402-471-3730.

See also <http://www.supremecourt.ne.gov/job-openings/law-clrk-desc.shtml> for clerkship information.

State Court Judicial Clerkship Information

STATE: Nevada

HIGHEST COURT: Nevada Supreme Court

INFO

- Most clerkships run for 1 year, beginning in September following graduation
- Some positions require a 2 year commitment
- Salary: \$62,186
- Website (justice list): <http://www.nevadajudiciary.us/index.php/thejustices>

APPLY

- **WHO:** Administrative Office of the Courts (do not apply to individual justices)
- **WHAT:**
 - Concise cover letter that will be given substantial weight
 - Supreme Court of Nevada Employment Application (available at www.nevadajudiciary.us)
 - Résumé
 - At least 3 references
 - Official law school transcript
 - 2 short unedited writing samples
- **WHEN:** Positions begin posting on April 1, 2012. Deadline is October 31, 2012
- **WHERE:**

Administrative Office of the Courts
Supreme Court Building
Attention: Cynthia Sampson, Personnel Analyst
201 South Carson Street, Suite 250
Carson City, NV 89701-4702

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: District Courts

INFO

- 1 year clerkship begins in the fall following graduation. Some judges require a 2 year commitment
- Las Vegas, which is in Clark County (Eighth Judicial District), has a large District Court system, the website being: <http://www.clarkcountycourts.us/>. District judges at <http://www.clarkcountycourts.us/ejdc/courts-and-judges/judges.html>
- Salary varies

NEVADA – Cont.

APPLY

- *WHO:* Apply directly to the individual judge(s)

- *WHAT:* Generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Official law school transcript
 - Writing sample
 - Confirm requirements with individual judges

- *WHEN:* Deadlines vary. Generally in the early spring of 2L year

- *WHERE:* See website for addresses

ADDITIONAL INFO

Administrative Office of the Courts
Cynthia Sampson
201 South Carson Street, Suite 201
Carson City, NV 89701-4702
(775) 684-1600

State Court Judicial Clerkship Information

STATE: New Hampshire

HIGHEST COURT: New Hampshire Supreme Court

INFO

- 1 year clerkship begins in late August 2013
- Successful candidates will demonstrate an excellent writing and research background
- Salary: \$51,624
- Website (justice list): <http://www.courts.state.nh.us/supreme/justices.htm>

APPLY

- **WHO:** Apply centrally for a clerkship
- **WHAT:**
 - Cover letter
 - Résumé
 - Names of 3 references with contact information
 - Law school transcript
 - Writing sample, 10 pages or less
- **WHEN:** Deadline is August 1, 2012. Applicants are encouraged to file early
Interviews will be held in September, 2012
- **WHERE:** Mail applications to:

Ms. Irene A. Dalbec
Executive Secretary to the Chief Justice
N.H. Supreme Court
One Charles Doe Drive
Concord, NH 03301
idalbec@courts.state.nh.us
(603) 271-2646

NOTE: No electronic applications will be accepted.

MID-LEVEL APPELLATE COURT: None

NEW HAMPSHIRE – Cont.

TRIAL COURTS: Superior Court

INFO

- Clerkships require a 2 year commitment and a car, as travel may be required
- Clerkship begins August 2013
- Salary: \$48,043 (first year); \$50,391 (second year), plus benefits
- Website (justice list):
<http://www.courts.state.nh.us/superior/sulawclerkprogram.htm>

APPLY

- *WHO:* Apply centrally at address below
- *WHAT:*
 - Cover letter
 - Résumé
 - Law school transcript
 - Brief writing sample
 - List of references
 - Do NOT include letters of recommendation
- *WHEN:* Applications accepted from May 1 through August 1, 2012

NOTE: Application procedures and deadline dates may be different for schools where the Superior Court interviews on-campus. Please consult your office of career services.

- *WHERE:*

Linda Beliveau
Law Clerk Coordinator
New Hampshire Superior Court
Superior Court Center
45 Chenell Drive
Concord, NH 03301
(603) 271-2030
lbeliveau@courts.state.nh.us

ADDITIONAL INFO: For more information relating to clerkships at either court level, contact the individuals listed above.

State Court Judicial Clerkship Information

STATE: New Jersey

HIGHEST COURT: New Jersey Supreme Court

INFO

- New Jersey Judiciary seeks recent law school graduates to fill approximately 480 one-year judicial clerkship that will commence in August 26, 2013 and end August 31, 2014
- Salary: \$59,397
- It is highly recommended that applicants apply early in the process (beginning approximately the first week of September 2012) to increase the likelihood of securing interviews. Please be aware that the Supreme and Appellate Court judges, and a large number of trial court judges, select law clerks early during September through November of the year preceding the court term
- Website (judge bios):
<http://www.judiciary.state.nj.us/directory/judgebiographies.pdf>
 - Students should see links to “Courts” which will list the different levels of the Courts

APPLY There are two ways to apply for a clerkship. Students are *strongly* encouraged to apply both ways

1. Direct Application: **Apply directly to individual Justices and Judges. Send a cover letter and resume directly to their chambers. These documents should contain the month and year the juris doctor degree will be awarded and any specific area of interest of law.** You may also include a transcript, writing sample, and/or letters of recommendation/list of references, or state that these will be provided upon request. (Recommend sending additional documents with initial application for at least the higher level courts). The cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.
2. Centralized Electronic Application – **Effective immediately, you may also email one copy of a cover letter and resume to Judiciary Human Resources: Lawclerkresumes.mailbox@judiciary.state.nj.us.** (Do not send a writing sample, transcripts, or letters of recommendation/references)
 - a. Include in your cover letter the announcement number #12-33, the month and year the juris doctor degree will be awarded, and day and evening phone numbers. You may also indicate a preference for the court, division, and employment location in your email.
 - b. Resumes received through the centralized electronic application process

NEW JERSEY – Cont.

will be uploaded into an electronic system for judges to search and review.

While the centralized process has the benefit of easy application, it is not personalized, and may not be used by all judges. You should therefore also utilize the direct application method to increase your chances of securing interviews.

For the centralized electronic application, the cover letter should be formal but addressed generally (i.e. “Dear Your Honor”) because both the cover letter and resume will be available for viewing by all justices and judges throughout the state that have an appointment to make. In the transmission email, specify any court, division and geographic preferences if applicable. Judges will be able to sort resumes by court/division/geographic preference information. Also, they will have the ability to conduct key-word searches of the cover letter and resume, so keep this in mind when preparing documents (e.g. spell out acronyms or abbreviations; include any clarifying terms you think could be helpful for searching).

Applications will be accepted until March 29, 2013 or until all positions are full.

MID-LEVEL APPELLATE COURT: Appellate Division of Superior Court

INFO

- Salary: \$54,231
- Website (judge bios):
<http://www.judiciary.state.nj.us/directory/judgebiographies.pdf>
 - Students should see links to “Courts” which will list the different levels of the courts

APPLY The application process is the same as that of the Supreme Court.

TRIAL COURTS: Superior Court: Law Division and Chancery Division Tax Court

INFO

- Salary:
 - \$45,192 if assigned to Law Division (Criminal and Civil), Chancery Division (Family), or Tax Court
 - \$49,713 if assigned to Chancery Division (General Equity) or Assignment Judges
- Website (courts and judge lists): <http://www.judiciary.state.nj.us/>
Students should see links to “Courts” which will list the different levels of

NEW JERSEY – Cont.

the courts

APPLY The application process is the same as that of the Supreme Court

ADDITIONAL INFO

Kimberly B. Douglas, Esq.
(609) 984-9361
kimberly.douglas@judiciary.state.nj.us

Contact info for individual judges' chambers is at
<http://www.judiciary.state.nj.us/directories.htm>

State Court Judicial Clerkship Information

STATE: New Mexico

HIGHEST COURT: **New Mexico Supreme Court**

INFO

- 1-2 year clerkships usually begin in September following graduation
- Salary: \$52,802.88
- Website: <http://nmsupremecourt.nmcourts.gov/>

APPLY

- *WHO:* Apply directly to individual justice(s)

- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Short writing sample

- *WHEN:* Varies. Generally spring of 2L year. Please contact individual justice(s) to confirm

- *WHERE:*

The Honorable _____
New Mexico Supreme Court
P.O. Box 848
Santa Fe, NM 87504-0848

ADDITIONAL INFO

NEW MEXICO SUPREME COURT JUSTICES LISTED IN SENIORITY ORDER

Chief Justice Petra Jimenez Maes
Justice Patricio M. Serna
Justice Richard C. Bosson
Justice Edward L. Chavez
Justice Charles W. Daniels

NEW MEXICO – Cont.

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Court of Appeals: 10 judges preside, sitting in panels of 3
- The Court has offices in Santa Fe and Albuquerque
- Most judges hire for a one or two-year term, which begins in early September
- Salary: \$52,802
- Website (clerkship opportunities): <http://coa.nmcourts.gov/about/Clerkships.htm>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:* See website: <http://coa.nmcourts.gov/about/Clerkships.htm>
- *WHEN:* See website: <http://coa.nmcourts.gov/about/Clerkships.htm>
- *WHERE:*

The Honorable _____
New Mexico Court of Appeals
P.O. Box 2008
Santa Fe, NM 87504
(505) 827-4925

ADDITIONAL INFO

New Mexico Court of Appeals Judges
Listed In Seniority Order

Chief Judge Celia Foy Castillo
Judge James J. Wechsler
Judge Michael D. Bustamante
Judge Jonathan B. Sutin
Judge Cynthia A. Fry

Judge Roderick Kennedy
Judge Michael E. Vigil
Judge J. Miles Hanisee
Judge Linda M. Vanzi
Judge Timothy L. Garcia

For more information about the Supreme Court and the Court of Appeals, contact the court clerks' offices:

Joey D. Moya
Chief Clerk of Court
Supreme Court of New Mexico
Office of the Clerk, Room 104
P.O. Box 848
Santa Fe, NM 87504-0848
(505) 827-4860
(505) 827-4837 (fax)

Wendy F. Jones
Chief Appellate Court Clerk
New Mexico Court of Appeals
PO Box 2008
Santa Fe, NM 87504
(505) 827-4925
(505) 827-4946 (fax)

NEW MEXICO – Cont.

TRIAL COURTS: District Court

INFO

- Law clerk positions are available in all District Courts; however, some courts are coming off a hiring freeze. Positions are posted on the court's website: <http://www.nmcourts.gov/jobs/jobselectpage.php>
- Salary: \$47,058 (subject to change)
- Website: <http://nmcourts.com/othercourts.php>

APPLY

- *WHO:* To Court Administrator's Office
- *WHAT:* Same as Supreme Court
- *WHERE:*
Court Administrator's Office
PO Box 1776
Roswell, NM 88020-1776

ADDITIONAL INFO

For 5th District

Bee J. Clem
Court Executive Officer
5th Judicial District Court
PO Box 1776
Roswell, NM 88202-1776
(575) 622-2565 Ext. 127
(575) 624-9506 (fax)
rosdbjc@nmcourts.gov

For 11th District:

Weldon J. Neff
Court Executive Officer
103 South Oliver Street
Aztec, NM 87410
(505) 334-6151

State Court Judicial Clerkship Information

STATE: New York

HIGHEST COURT: **New York Court of Appeals**

INFO

- The Court of Appeals offers 2 types of clerkship opportunities
 - Clerkship with the court's Central Legal Research Staff. 6 positions, hired for 2 year clerkships beginning in August, 2013
 - Clerkship as a personal clerk to a judge
- Salary: \$76,195 (first year); eligible for merit-based raise in second year to \$89,506
- Website (judges' bios): <http://www.courts.state.ny.us/ctapps/>

APPLY

Central Staff clerkships

- *WHO:* Chief Court Attorney
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation from law school professors (If you have been practicing law, letters from legal employers may be substituted. Letters are optional at time of application, but must be brought to court at time of interview)
 - Law school transcript
 - All undergraduate and graduate transcripts (unofficial copies will suffice)
 - Unedited writing sample
- *WHEN:* File between July 15, 2012 and September 15, 2012
- *WHERE:*

Paul McGrath, Esq.
Chief Court Attorney
Central Legal Research Staff
Court of Appeals Hall
20 Eagle Street
Albany, NY 12207-1095

Personal law clerk positions

- *WHO:* Apply directly to individual judge(s)
 - Call Lisa Cleary first at (518) 455-7757 to see if openings exist

NEW YORK – Cont.

- **WHAT:** Materials and procedures vary, but are generally same as Central Staff clerkship. Please confirm with individual judges
- **WHEN:** Most deadlines in early fall of 3 year
However, not all judges hire on a regular basis as some retain law clerks for extended periods of time. Confirm with individual judges
- **WHERE:**

The Honorable _____
Court of Appeals Hall
20 Eagle Street
Albany, NY 12207-1095

ADDITIONAL INFO Regarding personal law clerk positions:

Lisa M. Cleary
(518) 455-7757

MID-LEVEL APPELLATE COURT: **Appellate Division of the Supreme Court -
Civil and Criminal Branches**

Like Court of Appeals, there are both central staff and personal clerkships available. Application procedures vary with the 4 Judicial Departments of the Appellate Division of the Supreme Court as well as with individual Justices. See below.

COURT WEBSITE: www.courts.state.ny.us/courts/appellatedivisions.shtml (links to each of the Judicial Departments)

First Judicial Department:

INFO

- The justices of the First Judicial Department have both personal law clerks and a central legal staff
- Personal law clerks are generally long-term. When there is an opening, employment requirements tend to be more extensive than traditional clerkships
- Some of the 20 justices do occasionally hire personal clerks on a temporary basis (e.g. a 1 year term, renewable for one additional year)
- Salary: Approximately \$64,834

APPLY

- **WHO:** Apply directly to individual justice(s)

NEW YORK – Cont.

- **WHAT:**
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Writing sample
- **WHEN:** No set deadline exists. Applications generally received through the early fall of 3L year
- **WHERE:**

The Honorable _____
Appellate Division
1st Judicial Department
27 Madison Avenue
New York, NY 10010
(212) 340-0400

ADDITIONAL INFO: Other inquiries may be addressed to:

Susanna Rojas, Esq.
Clerk of the Court
Appellate Division
1st Judicial Department
27 Madison Avenue
New York, NY 10010
(212) 340-0400

Second Judicial Department: INFO

- Justices generally retain personal law clerks on a permanent basis
- Second Judicial Department regularly hires central legal staff
- Candidates selected are hired for a period of 2 years
- Salary: Approximately \$64,834

APPLY

- **WHO:** Apply centrally to Clerk of Court
- **WHAT:**
 - Résumé
 - Cover letter
 - GPA
 - LSAT score
 - Law school rank

NEW YORK – Cont.

- Do not send writing sample
- **WHEN:** No set deadline exists. Applications accepted year round. When there is a vacancy, current applicants are contacted

NOTE: *Currently a hiring freeze is in effect and applications will not be considered until it is lifted.*

- **WHERE:**
Aprilanne Agostino, Esq.
Clerk of Court, Appellate Division
2nd Judicial Department
45 Monroe Place
Brooklyn, NY 11201
(718) 875-1300

Third Judicial Department:

INFO

- Justices in this Department generally have permanent personal law clerks and do not hire regularly
- Central legal staff regularly hires approximately 10 clerks each fall for a 1 year term
- Clerkships begin August
- Salary: Approximately \$64,834

APPLY

- **WHO:** Apply to the Chief Appellate Court Attorney
- **WHAT:**
 - Cover letter
 - Résumé
 - Law school transcript with 2L grades
 - Writing sample
 - Letters of recommendation are optional
- **WHEN:** Deadline is in the early fall of 3L year (usually mid-September)

- **WHERE:**
Sean M. Morton, Esq.
Chief Appellate Court Attorney
Appellate Division, 3rd Judicial Department
Box 7288, Capitol Station
Albany, NY 12224
(518) 471-4803

smorton@courts.state.ny.us

NEW YORK – Cont.

Fourth Judicial Department:

INFO

- Justices in this Department generally have permanent personal law clerks and do not hire regularly
- Court regularly hires 8 Court Attorneys for a 2-year judicial clerkship beginning in August after graduation

- Salary: Approximately \$64,834

APPLY

- *WHO:* Apply to Chief Appellate Court Attorney

- *WHAT:*
 - Cover letter
 - Résumé
 - Unofficial law school transcript (with 2L grades)
 - Writing sample from a moot court brief, a law review note, or a legal memorandum

- *WHEN:* Deadline is October 15 of 3L year

- *WHERE:*

Craig D. Peterson, Esq.
Chief Appellate Court Attorney
New York State Appellate Division, Fourth Judicial
Department
50 East Avenue, Suite 200
Rochester, NY 14604
(585) 530-3151
(585) 530-3247 (fax)
cdpeters@courts.state.ny.us

NEW YORK – Cont.

TRIAL COURTS: Supreme and County Courts

INFO

- Supreme and County Courts hire individual clerks and “pool” clerks.
- Salary: Approximately \$64,834 for court attorney (trial part)
- Website(links to all courts and judge lists):
<http://www.nycourts.gov/courts/trialcourts.shtml>

APPLY

- Apply directly to the individual judges at the Supreme and County courts
- To be considered for a pool position, apply to the Chief Clerk of each Supreme Court, when a position is posted

ADDITIONAL INFO:

The Honorable Lawrence Marks
First Deputy Chief Administrative Judge
New York State Unified Court System
Office of Court Administration
25 Beaver Street
New York, NY 10004
(212) 428-2120

GENERAL INFO:

Lauren DeSole, Esq., Director
Division of Human Resources
Office of Court Administration
New York State Unified Court System
Beaver Street
New York, NY 10004
(212) 428-2515

S. Anthony Walters, Director
Workforce Diversity Office
Office of Court Administration
New York State Unified Court System
25 Beaver Street, Room 1009
New York, NY 10004
(212) 428-2510

State Court Judicial Clerkship Information

STATE: North Carolina

HIGHEST COURT: Supreme Court of North Carolina

INFO

- 1 or 2 year research assistant positions begin in August following 3L year
- Salary (2012): subject to legislative increase
 - 1st Year - \$48,552
 - 2nd Year - \$50,632
- Website (justice list and bios):
www.nccourts.org/courts/appellate/supreme/biographies/seating.asp

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies. Contact individual justice(s)
- *WHEN:* Deadlines vary. Contact individual justices
Some justices hire as early as early spring of 2L year
- *WHERE:*

The Honorable _____
Supreme Court of North Carolina
P.O. Box 1841
Raleigh, NC 27602

ADDITIONAL INFO: Contact Kristi Roder at 919-831-570

MID-LEVEL APPELLATE COURT: North Carolina Court of Appeals

INFO

- Salary (2012): subject to legislative increase
 - 1st Year - \$46,170
 - 2nd Year - \$48,552
- Website (judge list/bios):
www.nccourts.org/Courts/Appellate/Appeal/Biographies/Judges.asp

APPLY

- *WHO:* Apply directly to the individual judge(s)
- *WHAT:* Varies. Contact chambers directly for exact requirements
- *WHEN:* Varies. Contact chambers directly to determine deadlines

NORTH CAROLINA – Cont.

• *WHERE:*

The Honorable _____
North Carolina Court of Appeals
P.O. Box 888
Raleigh, NC 27602

ADDITIONAL INFO: Contact John Connell at 919-831-3600

TRIAL COURTS: Superior Court

Trial courts in North Carolina do not hire law clerks.

ADDITIONAL INFO

Hon. John Smith, Director
Administrative Office of the Courts
P.O. Box 2448
Raleigh, NC 27602
(919) 890-1000

State Court Judicial Clerkship Information

STATE: North Dakota

HIGHEST COURT: **North Dakota Supreme Court**

INFO

- 2Ls may apply for 1 year appointment as law clerk
- An individual selected to serve as a Supreme Court law clerk must be legally authorized to work in the United States, must successfully complete his/her law school education, take a bar examination of his/her choice before beginning the clerkship, and commit to completing a full 1 year term
- Salary: \$55,748
- Website (justice list/bios): <http://www.ndcourts.gov/Court/COURT.HTM>

APPLY

- *WHO:* Apply to Chair of Law Clerkship Program, [Justice Mary Muehlen Maring](#)
- *WHAT:*
 - Autobiographical sketch, summarizing your life and career from early days to the present
 - Curriculum vitae, containing the following information: applicant's name, home address, law school address, e-mail address and telephone number; place and date of birth; parents' names and address; secondary school attended; pre-law and law schools attended; class standing; law review and other legal writings; extracurricular activities; awards and honors; employment record; military record
 - 3 letters of recommendation, including at least 1 member of the law school faculty
 - Any other information the applicant believes would bear upon the applicant's qualifications as a law clerk
 - Copy of undergraduate transcript
 - Copy of LSAT score report
 - Copy of law school application for admission
 - Copy of law school transcript to date of application (law school authorities must mail official final transcript indicating spring grades directly to Justice Maring, when available)
 - Writing sample that has been edited only by the applicant
- *WHEN:* July 13, 2012

NORTH DAKOTA - cont.

- *WHERE:* Send **5 copies of application packet** to:

Justice Mary Muehlen Maring
Chair, Law Clerkship Program
North Dakota Supreme Court
Judicial Wing, 1st Floor
600 East Boulevard Avenue, Dept. 180
Bismarck, ND 58505-0530

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Temporary court that assists Supreme Court if caseload exceeds 250 cases annually
- No law clerks are hired for the Court of Appeals

TRIAL COURTS: District Court

INFO

- Each of the 7 districts has at least 1 law clerk
- There is no set term (as with the Supreme Court) for district court law clerks
- Salary: \$53,592
- Website (judge list/bios): <http://www.ndcourts.gov/Court/Districts/Judges.htm>
- For more information, contact State Court Administrator at (701) 328-4216

ADDITIONAL INFO: Contact the court administrator's office at the following address:

Supreme Court

Justice Mary Muehlen Maring
Chair, Law Clerkship Program
North Dakota Supreme Court
1st Floor, Judicial Wing
600 East Boulevard Avenue, Dept. 180
Bismarck, ND 58505-0530
(701) 328-2221

District Courts

Ms. Sally Holewa
State Court Administrator
North Dakota Supreme Court
1st Floor, Judicial Wing
600 East Boulevard Avenue, Dept. 180
Bismarck, ND 58505-0530
(701) 328-4216

State Court Judicial Clerkship Information

TERRITORY: Commonwealth of the Northern Mariana Islands

HIGHEST COURT: Supreme Court

INFO

- The Supreme Court is composed of a Chief Justice and 2 Associate Justices
- Clerkships ordinarily begin in mid-August to early September
- At the commencement of employment, applicants must be admitted to a bar in any U.S. jurisdiction, or awaiting their bar exam results
- Applicants must be able to work both independently and with others. Strong legal research and writing skills are essential
- Salary: Annual salary approximately \$50,000 per year
- Website: <http://www.justice.gov.mp/>

APPLY

- *WHO:* Apply to Clerk of the Supreme Court

- *WHAT:*

- Cover letter
- Résumé
- Law school transcript
- Writing sample
- List of 3 references

- *WHEN:* Applications are accepted year-round

- *WHERE:*

Clerk of the Supreme Court
Supreme Court of the Northern Mariana Islands
P.O. Box 502165
Saipan, MP 96950
United States of America
Telephone: (670) 236-9800
Fax: (670) 236-9702
Email: supreme.court@saipan.com

MID-LEVEL APPELLATE COURT: None

TRIAL COURT: Superior Court

Applicants for Supreme Court clerkships who would also be interested in clerking for the Superior Court should specify this in their cover letter.

State Court Judicial Clerkship Information

STATE: Ohio

HIGHEST COURT: Ohio Supreme Court

INFO

- 1-3 year clerkship begins summer following graduation
- Salary:
 - Judicial Attorney I (Admitted to Practice 0<2 Years) - \$60,444
 - Judicial Attorney II (Admitted to Practice 2<5 Years) - \$64,979
 - Judicial Attorney III (Admitted to Practice 5<10 Years) - \$73,881
 - Judicial Attorney IV (Admitted to Practice 10<15) - \$84,552.00
 - Senior Judicial Attorney (Admitted to Practice 15+ Years) - \$90,313
- Website (justice list/bios): <http://www.supremecourt.ohio.gov/sco/justices/>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadline in the early spring of 2L year
- *WHERE:*

The Honorable _____
Supreme Court of Ohio
65 South Front Street, 9th Floor
Columbus, OH 43215-3431

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- There are 12 Districts within the Court of Appeals
- Salary varies by District
- Website: (links to all District homepages and court information):
<http://www.sconet.state.oh.us/judsystem/districtcourts/>

OHIO - cont.

APPLY Apply directly to the District Court Administrator for the district in which you want to clerk. Additional information available on website.

TRIAL COURTS: Court of Common Plea

INFO

- The following larger counties are more likely to hire law clerks: Cuyahoga, Franklin, Hamilton, Lucas, Montgomery and Summit
- Salary: Varies by county
- Website (links to the Courts of Common Pleas under their counties:
http://www.sconet.state.oh.us/web_sites/courts/

APPLY Students should apply to the Court Administrator for the county in which they want to clerk. Additional information is available on website.

ADDITIONAL INFO

Director, Human Resources
Supreme Court of Ohio
65 South Front Street, 7th Floor
Columbus, OH 43215-3431
(614) 387-9470

State Court Judicial Clerkship Information

STATE: Oklahoma

HIGHEST COURT: Oklahoma Supreme Court

INFO

- State judicial clerkships are career positions. Thus, clerkships are not frequently available. Interested students should inquire periodically as to any openings
- Salary: Depends on experience
- Send applications to individual justice(s)
- Website (justice list): <http://www.oscn.net/oscn/schome/justices.htm>

APPLY

- *WHO:* Direct inquiries to:

Michael Evans
Oklahoma Supreme Court
Administrative Office
2100 N. Lincoln Blvd., Ste. 300
Oklahoma City, OK 73105

- *WHEN:* Application deadlines vary depending upon when a position becomes available.

MID-LEVEL APPELLATE COURT: Court of Civil Appeals
Court of Criminal Appeals

INFO

- The application process for the clerkships with the Court of Civil Appeals is the same as that of the Supreme Court. Apply to individual judges.
- For clerkship openings posted by the Court of Criminal Appeals, send cover letter and Résumé to:

Court of Criminal Appeals
Attn: Chief Judge
230 State Capitol Building
Oklahoma City, OK 73105

- Salary: Depends on experience
- Websites (judge lists/bios):
 - Court of Criminal Appeals: <http://www.okcca.net/>
 - Court of Civil Appeals: <http://www.oscn.net/oscn/schome/civilappeals.htm>

OKLAHOMA – cont.

TRIAL COURTS: District Courts

The District Court judges do not currently hire law clerks.

ADDITIONAL INFO

Michael Evans
Supreme Court Administrative Office
2100 N. Lincoln Blvd., Ste. 300
Oklahoma City, OK 73105
(405) 556-9400

State Court Judicial Clerkship Information

STATE: Oregon

HIGHEST COURT: **Oregon Supreme Court**

INFO

- See job announcement for details at <http://courts.oregon.gov/OJD/jobs/>
- In the past, the Court has recruited in the spring of 2L for clerkships after graduation
- Please check the specific announcement for the up-to-date details
Announcement is posted in early January
- Salary:
 - \$3,747 - \$6,100 monthly

APPLY

- *WHO:* Apply online
- *WHEN:* Apply only during recruitment, which generally begins in January and closes in April

MID-LEVEL APPELLATE COURT: **Court of Appeals
Tax Court**

INFO

- See job announcement for details at <http://courts.oregon.gov/OJD/jobs/>
- In the past, the Court has recruited in the spring of 2L for clerkships after graduation
- Please check the specific announcement for the up-to-date details. The announcement is posted in early January.
 - Salary: \$3,747-\$6,100 monthly

APPLY

- *WHO:* Apply online
- *WHEN:* Apply only during recruitment, which generally begins in January and closes in April

TRIAL COURTS

- The trial courts occasionally hire judicial clerks. Openings may be found at <http://courts.oregon.gov/OJD/jobs/>

OREGON - cont.

ADDITIONAL INFO: Contact the Personnel Division at the following address:

Mike Barnum
Oregon Judicial Department
Human Resources Services Division
Supreme Court Building
1163 State Street
Salem, OR 97301-2563
(503) 986-5930 or (503) 986-5513
e-mail: michael.p.barnum@OJD.state.or.us

State Court Judicial Clerkship Information

STATE: Pennsylvania

HIGHEST COURT: **Pennsylvania Supreme Court**

INFO

- 1-3 year clerkship begins summer following graduation
- Salary (10/1/11):
 - 1st Year - \$54,397
 - 2nd Year - \$61,540
 - 3rd Year - \$64,161
- Website: <http://www.pacourts.us/default.htm>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadline is in the early spring of 2L year
- *WHERE:*

Chief Justice

The Honorable Ronald D. Castille
Pennsylvania Supreme Court
1818 Market Street
Suite 3730
Philadelphia, PA 19103

Justices

The Honorable J. Michael Eakin
Pennsylvania Supreme Court,
4720 Old Gettysburg Road, Suite 405
Mechanicsburg, PA 17055

The Honorable Thomas G. Saylor
Pennsylvania Supreme Court
16th Floor, Fulton Building
200 North Third Street
Harrisburg, PA 17101

PENNSYLVANIA - cont.

The Honorable Max Baer
Pennsylvania Supreme Court
One Oxford Center, Ste. 2525
301 Grant Street
Pittsburgh, PA 15219

The Honorable Seamus P. McCaffery
Pennsylvania Supreme Court
Centre Square W, Ste 4110
Philadelphia, PA 19102

The Honorable Debra Todd
Pennsylvania Supreme Court
One Oxford Center, Suite 3130
301 Grant Street
Pittsburgh, PA 15219

The Honorable Joan Orié Melvin
Pennsylvania Supreme Court
P.O. Box 62545
Harrisburg, PA 17106-2545

MID-LEVEL APPELLATE COURT: Superior Court Commonwealth Court

INFO

- Salary (2010):
 - 1st Year - \$50,885
 - 2nd Year - \$57,904
 - 3rd Year - \$60,482
- Websites (judges):
 - Superior Court: <http://www.pacourts.us/T/SuperiorCourt>
 - Commonwealth Court: <http://www.pacourts.us/T/Commonwealth>

APPLY

- *WHO*: Apply directly to judge(s) of the Commonwealth and Superior courts
- *WHAT*: Same as Supreme Court
- *WHEN*: Same as Supreme Court
- *WHERE*: See website for individual judges' addresses

TRIAL COURTS: Court of Common Pleas of Philadelphia County and Other Judicial Districts

INFO

- Salary: Varies by judicial district
- Websites (judge lists with addresses):
 - <http://www.pacourts.us/T/CommonPleas>
 - <http://www.pacourts.us/T/SpecialCourts>

PENNSYLVANIA - cont.

1) Court of Common Pleas of Philadelphia County

INFO

- Full-time judicial law clerk positions, either as personal clerks for a judge or pool position (not working directly for a judge), is available to graduates of accredited law schools when vacancies occur
- Judges may contact Human Resources when looking for clerks. Applicants should submit materials to Human Resources to be included in “eligibility file” and also apply directly with the hiring judge
- Pool positions, when available, are posted at <http://courts.phila.gov> (click on “Employment” for vacancies and an application form)
- Temporary internships are available in the fall, spring, and summer as unpaid positions only. Eligible students may apply through his or her law school’s Financial Aid Office if they meet the requirement to be funded through the Pennsylvania Higher Education Assistance Agency (funding obtained must be 100%. The FJD will not contribute to the funding). For more information, call Human Resources at (215) 683-6950 or send e-mail to HR@courts.phila.gov.

APPLY

- *WHO:* Applications should be submitted to:

Human Resources
First Judicial District of Pennsylvania
City Hall, Room 668
Philadelphia, PA 19107

2) Other Judicial Districts

APPLY

- *WHO:* Submit application materials directly to the trial judge or to the court administrator for the judicial district in which the trial court is located
- *WHERE:* Application requirements vary by judicial district

ADDITIONAL INFO

Human Resources
Administrative Office of PA Courts
601 Commonwealth Ave, Ste 1500
Harrisburg, PA 17106
(717) 231-3309
(717) 231-3310 (fax)
human.resources@pacourts.us

State Court Judicial Clerkship Information

STATE: Puerto Rico

HIGHEST COURT: Puerto Rico Supreme Court

INFO

- Clerkship begins October and may run for more than 1 year
- Applicants **must** be able to speak and write Spanish (bilingual is a plus)
- Admission to Puerto Rico Bar is required
- Salary: \$37,764 - \$64,164
- Website: <http://www.ramajudicial.pr/info-para/listado-de-jueces.htm>)

APPLY

- **WHO:** Apply directly to the individual justices
- **WHAT:** ***The following must be in Spanish***
 - Cover letter
 - Résumé
 - Unofficial law school transcript with class rank
 - Writing sample
 - Letters of recommendation are optional
- **WHEN:** Deadlines vary. Confirm with individual justices
- **WHERE:**

The Honorable _____
Puerto Rico Supreme Court
P.O. Box 9022392
San Juan, PR 00902-2392

ADDITIONAL INFO: Alda Ileana Oquendo (787) 723-6033

MID-LEVEL APPELLATE COURT: Puerto Rico Court of Appeals

INFO

- Applicants **must** be able to speak and write Spanish (bilingual is a plus)
- Admission to the Puerto Rico Bar is required
- Salary: \$35,364 - \$61,764

APPLY

- **WHO:** To the individual judges

PUERTO RICO - cont.

- **WHAT:** *The following must be in Spanish*
 - Cover letter
 - Résumé
 - Unofficial law school transcript including class rank
 - Writing sample
 - Letters of recommendation are optional

- **WHEN:** Deadlines vary. Confirm with individual judges

- **WHERE:**

The Honorable _____
Puerto Rico Court of Appeals
P.O. Box 191067
San Juan, PR 00919-1067
Tel. (787) 474-3776

TRIAL COURTS: Court of First Instance

INFO

- Applicants **must** be able to speak and write Spanish
- Admission to the Puerto Rico Bar is required
- Salary: \$32,640 - \$52,968

APPLY

- **WHO:** Apply to the Administrative Director of the Courts

- **WHAT:** *The following must be in Spanish*
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - Writing sample

- **WHEN:** Deadlines vary. Confirm with individual judges

- **WHERE:**

Hon. Sonia Ivette Vélez Colón
Administrative Director of the Courts
P.O. Box 190917
San Juan, PR 00919-0917
(787) 641-6623

PUERTO RICO - cont.

ADDITIONAL INFO

- For questions regarding Supreme Court clerkships, contact Alda Ileana Oquendo at 787-723-6033
- For questions regarding Appellate Court clerkships, contact Attorney Sonnya Ramos at 787-474-3777, ext. 2100

• State Court Judicial Clerkship Information

STATE: Rhode Island

HIGHEST COURT: Rhode Island Supreme Court

INFO

- Salary was in the high-forties in 2011-2012 term, but changes annually. Clerks are required to pay a cost share of the health insurance premium of either an individual or family plan, as well as dental and vision plan; pension
- Website (list of justices): <http://www.courts.ri.gov/PDF/JudicialRoster.pdf>

APPLY

- *WHO:* Apply directly to individual justice(s) or check employment postings at: <http://www.courts.ri.gov> (click on Employment Opportunities)
- *WHAT:* Varies. Contact individual justices for requirements
- *WHEN:* Varies. Contact individual justices for deadlines
- *WHERE:* The Honorable _____
Rhode Island Supreme Court
250 Benefit Street
Providence, RI 02903

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: All Courts (Superior, Family, District)

INFO

- A department of sixteen law clerks serves the Superior, the District and the Family Courts and the Rhode Island Traffic Tribunal
- Specific duties include preparing research and motion calendar memoranda, writing draft decisions, and drafting jury instructions
- Eleven law clerks are based in Providence, and five law clerks are assigned among the county courthouses and the Garrahy Judicial Complex
- Salary: Changes yearly with 6 month step increase (pending cost of living increases); Health, Dental, and Vision Plan; Pension
- Website (list of judges): <http://www.courts.ri.gov>
- Term changes yearly, but generally begins in late August
- **The receipt of your application will be acknowledged by email. It will be the applicant's responsibility to ascertain that all components are timely received and the application is complete.**
- You will be contacted by February 2013 if you have been selected for an interview

RHODE ISLAND – cont.

APPLY

- **WHO:** Chief Justice Paul A. Suttell

- **WHAT:** For actual postings, please see the judicial website: <http://www.courts.ri.gov> and click on “Employment Opportunities.” The 2013-2014 posting will appear in the summer of 2012
 - Cover letter (indicate you are applying for a Trial Court Clerkship)
 - Résumé
 - 2 letters of recommendation (at least one from a law school professor who can comment on your writing and academic skills)
 - 2 writing samples (one designated as primary and one as secondary) both minimally edited, if at all
 - Law school transcript (official or unofficial) issued by your law school; transcript can be supplemented at time of interview, if invitation extended

- **WHEN:** Varies, but has been mid-October historically. Check website or contact cfargnoli@courts.ri.gov

- **WHERE:**
 - Trial Court Law Clerk Department
 - c/o Chief Justice Paul A. Suttell
 - Rhode Island Supreme Court
 - 250 Benefit Street
 - Providence, RI 02903

NOTE: It is preferred but not required that application materials be sent in one mailing. Submissions BY EMAIL or FAX will NOT be ACCEPTED.

For additional information or questions regarding the application requirements, email cfargnoli@courts.ri.gov

State Court Judicial Clerkship Information

STATE: South Carolina

HIGHEST COURT: South Carolina Supreme Court

INFO

- The Supreme Court hires both judicial law clerks and central staff attorneys. Individuals interested in judicial clerkships should contact the justices directly
- Judicial clerks are hired for 1-2 year term beginning in the late summer following graduation
- Staff attorneys are hired in the fall of 3L for 2 year term beginning in the late summer following graduation
- Salary: \$47,598
- Website: <http://www.sccourts.org/>

APPLY

For Judicial Clerkship

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Contact the individual Justice's chambers for specific requirements
- *WHEN:* Fall of 3L year
- *WHERE:*

The Honorable _____
Supreme Court of South Carolina
P.O. Box 11330
Columbia, SC 29211

For Staff Attorney Position:

Contact Betsy Goodale, Chief Staff Attorney, for vacancy and application information.

Betsy Goodale
Chief Staff Attorney
Supreme Court of South Carolina
P.O. Box 11330
Columbia, SC 29211
(803) 734-1160
bgoodale@sccourts.org

SOUTH CAROLINA - cont.

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- The Court of Appeals hires both judicial law clerks and central staff attorneys
- Salary: \$47,598
- Website (judge lists/bios): <http://www.sccourts.org>
- Hire in the fall, but often have openings throughout the year for central staff attorneys

APPLY

For Judicial Clerkships:

Same procedure as Supreme Court. Apply directly to the 9 individual judges

The Honorable _____
South Carolina Court of Appeals
P.O. Box 11629
Columbia, SC 29211

For Central Staff Attorney positions:

For information and application procedures and requirements, contact:

Ms. Patricia Howard
Chief Staff Attorney
South Carolina Court of Appeals
P.O. Box 11629
Columbia, SC 29211
(803) 734-1890
phoward@sccourts.org

TRIAL COURTS: Circuit Court Family Court

INFO

Apply to individual judges

Circuit Court:

- May still be clerkships for 2011-2012
- Apply early during the 3L year for 2012-2013
- Salary: \$39,160

SOUTH CAROLINA - cont.

Masters-in-Equity Court

- Some judges in the Masters-in-Equity Courts hire law clerks
- Positions are county-funded and are often volunteer or pay minimum wage
- Website: <http://www.sccourts.org/mastersCourt/MIEJudgeListPF.cfm> (judge list)

Family Court

- Family Court judges do not hire law clerks.

ADDITIONAL INFO:

Ms. Lisa McCloud
Human Resource Manager
South Carolina Judicial Department
1015 Sumter Street, Suite 101
Columbia, SC 29201
(803) 734-1970

State Court Judicial Clerkship Information

STATE: South Dakota

HIGHEST COURT: **South Dakota Supreme Court**

INFO

- 1-2 year clerkship begins August following graduation
- Salary: \$48,427
- Website (justice list/bios): <http://uj.s.sd.gov/sc/default.aspx>

APPLY

- **WHO:** Apply centrally to Director of Human Resources for a clerkship
- **WHAT:** Send **5 copies** of following:
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - Writing sample
- **WHEN:** Deadline for applications is August 1st before 3L year
- **WHERE:**

Beth Urban
Director of Human Resources
Unified Judicial System
South Dakota Supreme Court
500 East Capitol Street
Pierre, SD 57501-5070

MID-LEVEL APPELLATE COURT: **None**

TRIAL COURTS: **Circuit Court**

INFO

- 7 judicial circuits. List of circuits on website
- Salary: \$42,510
- Website: <http://uj.s.sd.gov/cc/circuithome.aspx>

APPLY

- **WHO:** Apply directly to the Presiding Judge in each of the 7 circuits

SOUTH DAKOTA - cont.

- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Brief writing sample.

ADDITIONAL INFO : Contact Beth Urban at the address above.

State Court Judicial Clerkship Information

STATE: Tennessee

HIGHEST COURT: Tennessee Supreme Court

INFO

- 1 year clerkship begins summer following graduation
- Salary: \$4,350 per month
- Appointments are for 1 or 2 years
- Website: <http://www.tsc.state.tn.us/courts/supreme-court/justices>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadline is in the late summer prior to 3L year
- *WHERE:*

The Honorable _____
Nashville Supreme Court Building
401 Seventh Avenue North
Nashville, TN 37219-1407

MID-LEVEL APPELLATE COURT: Court of Civil Appeals
Court of Criminal Appeals

INFO

- Salary: \$4,200 per month
- Appointments are for 1 or 2 years
- Website: <http://www.tsc.state.tn.us/courts/court-appeals/judges>

APPLY

- *WHO:* Apply directly to individual appellate judge(s)
- *WHAT:* Same as Supreme Court
- *WHEN:* Same as Supreme Court

TENNESSEE - cont.

- *WHERE:* See website

ADDITIONAL INFO:

For more information about clerkships with the Supreme Court, the Court of Civil Appeals and the Court of Criminal Appeals, contact:

Cynthia H. Saladin
Tennessee Supreme Court
Administrative Office of the Courts
Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219
(615) 741-2687
cindy.saladin@tncourts.gov

TRIAL COURTS: Circuit Court and Criminal Court

INFO

- Only judges in Davidson County hire law clerks
- Salary: Information not available.
- Website: <http://www.tsc.state.tn.us/courts/circuit-criminal-chancery-courts/judges>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:*
 - Cover letter
 - Résumé
- *WHEN:* During fall of 3L year
- *WHERE:* See website

State Court Judicial Clerkship Information

STATE: Texas

HIGHEST COURT: Texas Supreme Court
Court of Criminal Appeals

NOTE: Texas has a bifurcated appellate system. The Supreme Court is the state court of last resort with dissentious review over civil, family, and juvenile cases. The Court of Criminal Appeals is the court of last resort with review of criminal cases.

Supreme Court

INFO

- 1 year clerkship begins mid-August. A few 2 year positions may be open
- Some justices may require their clerk to sit for Texas Bar Exam
- Strong preference given to candidates with outstanding academic records and demonstrated writing ability.
- Hiring decisions usually made by mid- to late October.
- Salary: approximately \$50,000
- Website (profiles of justices):
<http://www.supreme.courts.state.tx.us/court/justices.asp>

APPLY

- **WHO:** Apply directly to individual justice(s) via U.S. mail, or via the Symplicity web service
- **WHAT:**
 - Cover letter
 - Résumé
 - Law school transcript
 - Writing sample
 - Letters of recommendation are not required but most justices prefer them, sent along with the application packet
- **WHEN:** The Supreme Court of Texas follows the Federal Judges Law Clerk hiring plan, but will accept materials prior to September 6, 2012.

- **WHERE:**

The Honorable _____
Supreme Court of Texas
P.O. Box 12248
Austin, TX 78711

TEXAS - cont.

Court of Criminal Appeals

INFO

- 1 year clerkship begins summer following graduation
- Salary: \$48,000
- Website (judge list/bios): <http://www.cca.courts.state.tx.us/court/judges.asp>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation (optional)
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadline is early spring of 2L year
- *WHERE:*

The Honorable _____
Court of Criminal Appeals
P.O. Box 12308
Capitol Station
Austin, TX 78711

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Each of the 14 Courts of Appeal is presided over by a chief justice and has at least 2 other justices. The specific number of justices on each Court of Appeals is set by statute and ranges from 3 -13
- 1 year clerkship begins summer following law school graduation
- Salary: Varies by court (range is \$40,000-\$51,100 – average is \$49,000)
- Website (location of courts and judge list/bios):
<http://www.courts.state.tx.us/courts/coa.asp>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies. Generally same as Supreme Court.

TEXAS - cont.

- *WHEN*: Deadline for applications is in the early fall of 3L year
- *WHERE*: See website for addresses

TRIAL COURTS: District Courts

INFO

- Website (court locations and links to judge info):
<http://www.courts.state.tx.us/courts/dclinks.asp>

APPLY

- Apply directly to the district court judge for the desired district
- Contact chambers directly for application information

ADDITIONAL INFO

Administrative Director
Office of Court Administration
P.O. Box 12066
Austin, TX 78711-2066
(512) 463-1625

NOTE: State of Texas publishes a directory of all state courts. Available online at <http://www.courts.state.tx.us/>; choose Judicial Directory.

State Court Judicial Clerkship Information

STATE: Utah

HIGHEST COURT: Utah Supreme Court

INFO

- 1-2 year clerkship generally begins the summer following graduation (but each justice may have alternative starting schedule)
- Salary:
 - \$45,184 pre-Utah bar admission
 - \$47,710 with Utah bar admission
 - \$50,383 with one year post-graduate experience
- Website:
http://www.utcourts.gov/judgesbios/showGallery.asp?dist=10&ct_type=S

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* See requirements of each individual justice, but generally:
 - Cover letter
 - Résumé
 - 2-3 letters of recommendation (may be sent separately)
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* See individual deadlines of each justice, but must have completed four semesters of law school prior to submitting application materials
- *WHERE:*

The Honorable _____
Utah Supreme Court
P.O. Box 140210
Salt Lake City, UT 84114-0210

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Salary:
 - \$45,184 pre-Utah bar admission
 - \$47,710 with Utah bar admission
 - \$50,383 with one year post-graduate experience

UTAH - cont.

- Website (judge list/bios):
http://www.utcourts.gov/judgesbios/showGallery.asp?dist=9&ct_type=A

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* See requirements of each individual justice, but generally:
 - Cover letter
 - Résumé
 - 2-3 letters of recommendation (may be sent separately)
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* See individual deadlines of each justice, but must have completed four semesters of law school prior to submitting application materials
 - Send to individual judges at:

The Honorable _____
Utah Court of Appeals
P.O. Box 140230
Salt Lake City, UT 84114-0230

TRIAL COURTS: District Courts

INFO

- Generally, there are limited clerkships available. Only district courts in large urban areas hire law clerks. These positions tend to be more permanent
- Vacancies are posted by the courts' Human Resources Office and are advertised on the court's web page, <http://www.utcourts.gov/admin/jobs/>
- Salary: Same as Supreme Court
- Website (judge list/bios): <http://www.utcourts.gov/judgesbios/>

ADDITIONAL INFO: Contact the Human Resources Office:

Robert Parkes
Director, Human Resources
PO Box 140241
450 South State Street
Salt Lake City, UT 84114-0241
(801) 578-3802
(801) 238-7814 (fax)

Pat H. Bartholomew
Utah Supreme Court
Clerk of Court
Salt Lake City, Utah, 84114-0210
P.O. Box 140210
pathb@email.utcourts.gov
(801)238-7974

State Court Judicial Clerkship Information

STATE: Vermont

HIGHEST COURT: Vermont Supreme Court

INFO

- Chief Justice Paul L. Reiber, Associate Justice John A. Dooley, Associate Justice Marilyn S. Skoglund, Associate Justice Brian L. Burgess, and Associate Justice Beth Robinson are considering applications for a one-year judicial clerkship from August 12, 2013 to August 16, 2014
- Salary: \$44,033 (excludes one day per month furlough - \$21.17/hour)
- Website: <http://www.vermontjudiciary.org/GTC/Supreme/JusticesBios.aspx> (list and bios of justices)

APPLY

- **WHO:** Submit one application by email in PDF format to Monica Bombard: monica.bombard@state.vt.us
- **WHAT:**
 - Cover letter addressed to: “Dear Honorable Justices” *NOTE:* one cover letter is sufficient to apply to all vacancies
 - Résumé
 - Unofficial law school transcript indicating academic standing if available
 - Sample of legal writing
 - 2 or more letters of recommendation from present or former employers or law professors addressed to: “Dear Honorable Justices” (may be sent separately from other materials)
- **WHEN:** Deadline is August 23, 2012, at 8:00 a.m. Applications currently being accepted
- **WHERE:** Submit by email in PDF format to monica.bombard@state.vt.us. The email subject line should state: “2013 Clerkship”

VERMONT - cont.

If any of the above items are unavailable electronically, please mail to:

Attn: Monica Bombard
Vermont Supreme Court
109 State Street
Montpelier, VT 05609-0801

For more information contact Monica Bombard at 802-828-4784 or by email monica.bombard@state.vt.us.

MID-LEVEL APPELLATE COURT: None

**TRIAL COURTS: Superior Court
 Family Court
 District Court
 Environmental Court**

INFO

- 1 year clerkships begin in September 2013. Thereafter, 2nd year, senior, and staff attorney positions are possible
- Applications are accepted annually from September 1 through October 5
- Applicants must be a 3L, recent graduate, or be admitted to the bar of any state. Both students and experienced practitioners are considered desirable applicants
- Hiring for environmental division positions is conducted separately from hiring for all other trial court positions. Applicants for *both* environmental and other positions, if selected, will be interviewed twice. Such applicants should submit two separate sets of application materials, one for each hiring committee
- A limited number of qualified applicants will be selected for in-person interviews. Interviews will be in November 2012. Websites:
 - Superior Court: <http://www.vermontjudiciary.org/GTC/criminal/default.aspx>
 - District Court: <http://www.vermontjudiciary.org/GTC/civil/default.aspx>
 - Family Court: <http://www.vermontjudiciary.org/GTC/family/default.aspx>
 - Environmental Court: <http://www.vermontjudiciary.org/GTC/environmental/default.aspx>

APPLY

- **WHO:** Email one set of application material per application in pdf form
Do NOT apply directly to any courts or judges
- **WHAT:** MINIMUM APPLICATION REQUIREMENTS include:
 - Short cover letter (indicating interest in (1) the environmental division or (2) positions focusing on all other divisions addressed “Dear Hiring Committee”

VERMONT - cont.

- Résumé with email address (which will be relied upon for correspondence)
 - Current law school transcript
 - Official class rank, or the equivalent (if not reported by school, explain in detail)
 - 2 letters of recommendation (may be sent separately from other materials)
 - Recent legal writing sample demonstrating aptitude for trial court level opinion writing
 - Do NOT submit a form “Judicial Branch Employment Application”
- *WHEN:* Applications must be emailed between September 1, 2012 and October 5, 2012, inclusive
 - *WHERE:* Email to:

jud.recruitment@state.vt.us with subject “trial court law clerk hiring.” Applicants for both environmental and non-environmental positions should send two applications in separate emails. Any materials that must be sent on paper should be addressed to:

Office of the Court Administrator
Human Resources Department
Trial Court Law Clerk Hiring
109 State Street
Montpelier, VT 05069-0701

ADDITIONAL INFO

- Please see the most recent trial court law clerk job announcement at <http://www.vermontjudiciary.org/JC/MasterPages/HR-Employment.aspx>
- For further information or inquiries, contact :

Robert B. Hubbard
Chief Staff Attorney
Robert.hubbard@state.vt.us or 802-828-3207

State Court Judicial Clerkship Information

STATE: Virginia

HIGHEST COURT: Virginia Supreme Court

INFO

- 1 year clerkship begins the summer following graduation
- Salary: Approximately \$68,000
- Website (justice list): <http://www.courts.state.va.us/courts/scv/supreme.html>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample that has not been edited by others
- *WHEN:* Deadline is in early spring of 2L year
- *WHERE:*

The Honorable _____
Supreme Court of Virginia
100 North 9th Street, 4th Floor
Richmond, VA 23219

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO

- Salary: Approximately \$66,000
- Website (judge list): <http://www.courts.state.va.us/courts/cav/appeals.html>

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample that has not been edited by others

VIRGINIA - cont.

- **WHEN:** Deadline is in early spring of 2L year

- **WHERE:**

The Honorable _____
Court of Appeals of Virginia
109 North 8th Street
Richmond, VA 23219

TRIAL COURTS: Circuit Courts

INFO

- There are 31 judicial circuits. Not all hire law clerks
- Salary: Varies
- Website (links to all circuits and judge list):
<http://www.courts.state.va.us/courts/circuit.html>

APPLY: Apply to the Chief Judge for the circuit. Contact directly for application information.

ADDITIONAL INFORMATION: For more information, contact:

Karl R. Hade
Executive Secretary
Supreme Court of Virginia
100 North Ninth Street, Third Floor
Richmond, VA 23219
(804) 786-6455
(804) 786-4542 (fax)
khade@courts.state.va.us

State Court Judicial Clerkship Information

STATE: Washington

HIGHEST COURT: Washington Supreme Court

INFO

- 1-2 year clerkship begins summer after graduation
- Salary: TBD
- Website (justice list and bios):
http://www.courts.wa.gov/appellate_trial_courts/supreme/bios/?fa=scbios.home
- List of available clerkships:
http://www.courts.wa.gov/appellate_trial_courts/supreme/?fa=atc_supreme.clerkship

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - Law school transcript
 - Self edited writing sample
 - Three letters of recommendation
- *WHEN:* Applications are accepted all year long. It is preferred that applicants begin the process during 2L year for a position upon graduation
- *WHERE:* Application materials should be sent to:

The Honorable _____
Washington State Supreme Court
Temple of Justice
P.O. Box 40929
Olympia, WA 98504-0929

MID-LEVEL APPELLATE COURT: Court of Appeals

DIVISION I:

- 1-2 year clerkship
- Salary: TBD

WASHINGTON - cont.

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - Law school transcript
 - List of references or letters of recommendation
 - Writing sample
- *WHEN:* Applications are accepted all year long. It is preferred that applicants begin the process during 2L year for a position upon graduation
- *WHERE:* Send application materials to:

The Honorable _____
Washington Court of Appeals, Division I
One Union Square
600 University Street
Seattle, WA 98101-1176
(206) 464-7750

DIVISION II:

- 1-2 year clerkships
- Salary: TBD
- List of available clerkships:
http://www.courts.wa.gov/appellate_trial_courts/?fa=atc.div2clerks

APPLY

- *WHO:* Apply directly to individual judge(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - Unofficial law school transcript
 - Self-edited writing sample
 - 3 letters of recommendations
- *WHEN:* Prefer to receive applications by September of 3L year

WASHINGTON - cont.

- *WHERE:*

The Honorable _____
Washington Court of Appeals, Division II
950 Broadway, Suite 300
Tacoma, WA 98402-4454
(253) 593-2970

DIVISION III:

- Generally 2 year clerkship
- Salary: TBD
- Website: http://www.courts.wa.gov/appellate_trial_courts/ (has helpful links to judge bios and clerkship application procedures for each Division)
- Website for Division III Clerkships:
http://www.courts.wa.gov/appellate_trial_courts/?fa=atc.display_divs&folderID=div3&fileID=clerkship

APPLY

- *WHO:* Apply directly to individual judge(s) or commissioner(s)
- *WHAT:*
 - Cover letter
 - Résumé
 - Law school transcript
 - 3 letters of recommendation
 - Self edited writing sample
- *WHEN:* Applications are accepted all year long. It is preferred that applicants begin the process during 2L for a position upon graduation
- *WHERE:*

The Honorable _____
Washington Court of Appeals, Division III
500 N. Cedar St.
Spokane, WA 99201-1905
(509) 456-3082

TRIAL COURTS: Superior Courts, Municipal Court, and District Court

INFO

- Most of the 188 superior court judges hire law clerks. Some judges at the larger district and municipal courts also hire clerks.

WASHINGTON - cont.

- Website (click on county to find courts and judges):
http://www.courts.wa.gov/appellate_trial_courts/

APPLY

- *WHO*: Apply directly to individual judge(s)
- *WHAT*: Varies but generally consistent with other courts in the state
- *WHEN*: Varies but generally consistent with other courts in the state
- *WHERE*: See website for addresses

MORE INFO

For more information on clerkships in Washington, go to:
<http://www.courts.wa.gov/employ/?fa=employ.current>

Or contact:

Erica Munro
Human Resources
Administrative Office of the Courts
1206 Quince Street SE
P.O. Box 41170
Olympia, WA 98504-1170
(360) 705-5286
(360) 586-4409 (fax)
Erica.Munro@courts.wa.gov

State Court Judicial Clerkship Information

STATE: West Virginia

HIGHEST COURT: **Supreme Court of Appeals of West Virginia**

INFO

1) **Supreme Court of Appeals of West Virginia Justices' Personal and *Per Curiam* Law Clerks:**

- Justices of the WV Supreme Court of Appeals are elected to 12-year terms
- Typically, each justice has two personal law clerks and one or two *per curiam* law clerks
- Justices often retain their personal and *per curiam* law clerks for several years, if not the entire 12-year term, and potentially longer, if a justice is elected to more than one term
- When a justice needs to hire either a personal or *per curiam* law clerk, s/he has own recruiting method
- To find out if either personal or *per curiam* clerks are currently being recruited, go to the Supreme Court's webpage <http://www.state.wv.us/wvsca/jobann/jobs2.htm>
- Salaries of the personal clerks and the *per curiam* clerks are set by each particular justice. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court
- The Supreme Court provides each clerk with office space, a computer with Internet and research capabilities, and pays the clerks' annual West Virginia bar dues
- Website (justice list/bios): <http://www.state.wv.us/wvsca/justices.htm>
- For more information, contact:

Steven D. Canterbury
Administrative Director of the Courts
West Virginia Supreme Court of Appeals
State Capitol, Building 1, Room E-100
Charleston, WV 25305-0830
Phone: (304) 558-0145
Fax: (304) 558-1212

2) **West Virginia Supreme Court of Appeals General Writ Clerks:**

- The Supreme Court of Appeals typically employs a supervising general writ clerk and two general writ clerks
- The general writ clerks work under the supervision of the Chief Counsel and are responsible for assisting the justices in their initial consideration of appeals and original jurisdiction cases

WEST VIRGINIA - cont.

- General writ clerks must have excellent oral and written communication skills
- General writ clerks perform additional legal research and writing projects at the direction of the Chief Counsel and must possess strong legal research and analytical abilities
- The position of General Writ Clerk is a permanent employment position
- Salaries for these positions are set by the Court. Salary range is published when positions become available. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court
- Interested applicants should frequently monitor the Supreme Court's website at <http://www.state.wv.us/wvsca/> and click on the "Jobs" section in order to determine the availability of positions
- Hiring for the General Writ Clerk positions is performed by the Office of Counsel. The Supreme Court provides each general writ clerk with office space, use of a computer with Internet and research capabilities, and telephone service
- The Supreme Court also pays the clerks' annual West Virginia bar dues.
- For more information, contact:

Bruce A. Kayuha, Esq.
Chief Counsel
West Virginia Supreme Court of Appeals
State Capitol, Building 1, Room E-400
Charleston, WV 25305
Phone: (304) 558-6035
Fax: (304) 558-6045

3) West Virginia Supreme Court of Appeals Workers' Compensation Writ Clerks:

- The Supreme Court of Appeals typically employs a supervising workers' compensation writ clerk and several workers' compensation writ clerks
- Workers' compensation writ clerks work under the supervision and guidance of the Chief Counsel and are responsible for assisting the justices in their initial review and consideration of workers' compensation appeals
- Workers' compensation writ clerks must have excellent oral and written communication skills
- Workers' compensation writ clerks perform additional legal research and writing projects at the direction of the Chief Counsel and must possess strong legal research and analysis ability
- The position of Supervising Workers' Compensation Writ Clerk is a permanent employment position. The supervising clerk has the responsibility of overseeing the workers' compensation writ clerks, drafting *per curiam* memorandum orders, when needed, and presenting workers' compensation petitions for appeal to the Supreme Court. The supervising clerk also

WEST VIRGINIA - cont.

- performs specific tasks at the request of the Chief Counsel
- The Workers' Compensation Writ Clerk position is generally a one to two year contract position
- Salaries for these positions are set by the Supreme Court. The salary range is published when positions become available. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court
- Interested applicants should frequently monitor the Supreme Court's website at <http://www.courtswv.gov/supreme-court/index.html> and click on the "Jobs" section in order to determine the availability of positions
- Hiring for the Workers' Compensation Writ Clerk positions is performed by the Office of Counsel
- The Supreme Court provides each clerk with office space, a computer with Internet and research capabilities, and pays the clerks' annual West Virginia bar dues
- For more information, contact:

Tomás R. Vernon, Esq.
Deputy Counsel for Workers' Compensation
West Virginia Supreme Court of Appeals
State Capitol, Building 1, Room E-400
Charleston, WV 25305
Phone: (304) 558-4471
Fax: (304) 558-6045
Email: tomas.vernon@courtswv.gov

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Circuit Courts

INFO

- The circuit courts are West Virginia's only trial courts of record.
- West Virginia's 55 counties are divided into 31 circuits with 70 circuit judges. The circuits range in size from one with seven judges to 9 with one judge
- Clerks are hired directly by the circuit judge(s) from either the pool of qualified candidates screened by the Administrative Office or from outside the pool, provided that the candidate is first approved by the Administrative Office
- The minimum GPA for these positions is 2.2. Candidates being considered will be subject to a criminal background check
- All circuit judge law clerks must sit for the West Virginia Bar Examination each time that it is offered during their clerkships. Failure to pass the examination after two consecutive attempts will result in loss of employment. Examination failures predating judicial employment count toward the two attempts
- Salary: \$46,416 (but effective 7/1/12 is \$55,000 upon membership in the WV Bar

WEST VIRGINIA - cont.

Association), plus benefits. The benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court. The Supreme Court provides each clerk with a laptop computer with Internet and research capabilities, a printer, and it pays the clerks' annual West Virginia bar dues

- Applicants should frequently monitor the Supreme Court's web page <http://www.courtswv.gov/supreme-court/index.html> for position postings, which describe the materials to be submitted for consideration for employment. New positions are posted as they become available

APPLY

- *WHO:* The Administrative Office recruits and screens applicants year round to create a pool of qualified candidates from which the judges will hire.
- *WHAT:* Vary. Listed on job announcements.
- *WHEN:* The majority of clerks will be hired during the fall and early winter. Positions open year-round.
- *WHERE:* See website and job announcement.

MORE INFO

Kathleen S. Gross, Esq.
Deputy Administrative Director
Supreme Court of Appeals of West Virginia
State Capitol, Building 1, Room E-100
1900 Kanawha Boulevard, East
Charleston, WV 25305
Phone: (304) 558-0145
Fax: (304) 558-1212

Steven D. Canterbury
Administrative Director of the Courts
Phone: (304) 558-0145
Fax: (304) 558-1212

State Court Judicial Clerkship Information

STATE: **Wisconsin**

HIGHEST COURT: **Wisconsin Supreme Court**

INFO

- There are 7 justices, each of whom personally appoints a law clerk
- There are 2 anticipated vacancies for clerkships beginning August 1, 2013, one with Justice Patience D. Roggensack and one with Justice Michael J. Gableman.
- Salary: Approximately \$57,000
- Websites:
 - For list and bio of justices:
<http://www.wicourts.gov/courts/supreme/justices/index.htm>
 - For available appointments and application details:
<http://www.wicourts.gov/courts/employment/lawclerkposting.htm>

APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies. See website for specific requirements. Generally
 - Cover letter
 - Résumé
 - 2-3 letters of recommendation (may be sent separately)
 - Unofficial law school transcript
 - Unedited writing sample
- *WHEN:* Deadline is different for each justice. General range is from April of 2L year to September of 3L year. Deadline for applications to the Chief Justice was mid-September. See website for details
- *WHERE:* Please mail applications to:

The Honorable _____
Wisconsin Supreme Court
16 East State Capitol
PO Box 1688
Madison, WI 53701-1688

MID-LEVEL APPELLATE COURT: **Court of Appeals**

INFO

- The Court of Appeals is composed of 16 judges in 4 districts
- Each judge personally appoints a law clerk to serve a minimum of 1 year

WISCONSIN - cont.

beginning approximately August 1 following graduation

- Recruitment and selection activities vary with the individual judge. See website for specific information
- Salary: Approximately \$57,000
- Websites: <http://www.wicourts.gov/courts/appeals/judges/index.htm>,
<http://www.wicourts.gov/courts/employment/lawclerkposting.htm>

APPLY

- *WHO:* Varies by district
- *WHAT:*
 - Cover letter
 - Résumé
 - Writing sample
 - Law school transcript
 - Recommendations
- *WHEN:* Varies by district

INFO

For more information, contact:

District I - Milwaukee (414) 227-4680
District II - Waukesha (414) 521-5230
District III - Wausau (715) 848-1421
District IV - Madison (608) 266-9021

TRIAL COURTS: Circuit Courts

INFO

- Apply during 2L year for 1 year clerkship beginning in fall after graduation
- Salary: Primarily volunteer but some pay minimal hourly wage
- Website (circuits and judge list): <http://www.wicourts.gov/contact/docs/circuit.pdf>
- For volunteer law student internship programs, see:
<http://www.wicourts.gov/services/attorney/intern.htm>

APPLY

- *WHO:* Apply directly to the individual judge(s)
- *WHAT:* Varies, but generally:
 - Cover letter
 - Résumé
 - 2 letters of recommendation

WISCONSIN - cont.

- Unofficial law school transcript
 - Writing sample
- *WHEN:* Deadlines vary, but generally in the early spring of 2L year

MORE INFO

Contact the Director of State Courts:

Ms. Margaret Brady
Human Resources Officer
Supreme Court of Wisconsin
P.O. Box 1688
Madison, WI 53701-1688
(608) 266-3501

State Court Judicial Clerkship Information

STATE: Wyoming

HIGHEST COURT: **Wyoming Supreme Court**

INFO

- A clerk serves at the pleasure of the justice. Term begins in the summer following third year (once the student is registered for the bar exam)
- There is no term limit
- Openings are posted on court website
- Justices generally conduct interviews and make final hiring decisions in May of the applicant's 3L year
- Salary: \$35,000.00 - \$52,000
- Website: <http://courts.state.wy.us/>

APPLY

- *WHO:* Apply directly to individual justice(s) directly
- *WHAT:*
 - Cover letter
 - Résumé
 - 2 letters of recommendation
 - Unofficial law school transcript
 - Writing sample
- *WHEN:* There are no specific deadlines for applications, but justices generally conduct interviews and make final decisions in May of 3L year
- *WHERE:* Application materials should be sent to:

The Honorable _____
Wyoming Supreme Court
Supreme Court Building
2301 Capitol Avenue
Cheyenne, WY 82002

MID-LEVEL APPELLATE COURT: **None**

TRIAL COURTS: **District Courts**

INFO

- There are 9 judicial districts with 21 district judges in the state
- District court is held in each county seat so the judges regularly travel to all counties within their district to hear cases

WYOMING - cont.

- In addition, district judges travel to other districts when necessary to assist other judges with the workload of the district
- Salary: Varies
- Website: <http://courts.state.wy.us/DistrictCourtDirectory.aspx>

APPLY

- *WHO*: Apply directly to individual judge(s)

ADDITIONAL INFO

Contact:

Joanne Odendall
(307) 777-7581

-or-

Court Administrator
2301 Capitol Ave., Rm. 233
Cheyenne, WY 82002-0001
(307) 777-7583
(307) 777-3447 (fax)