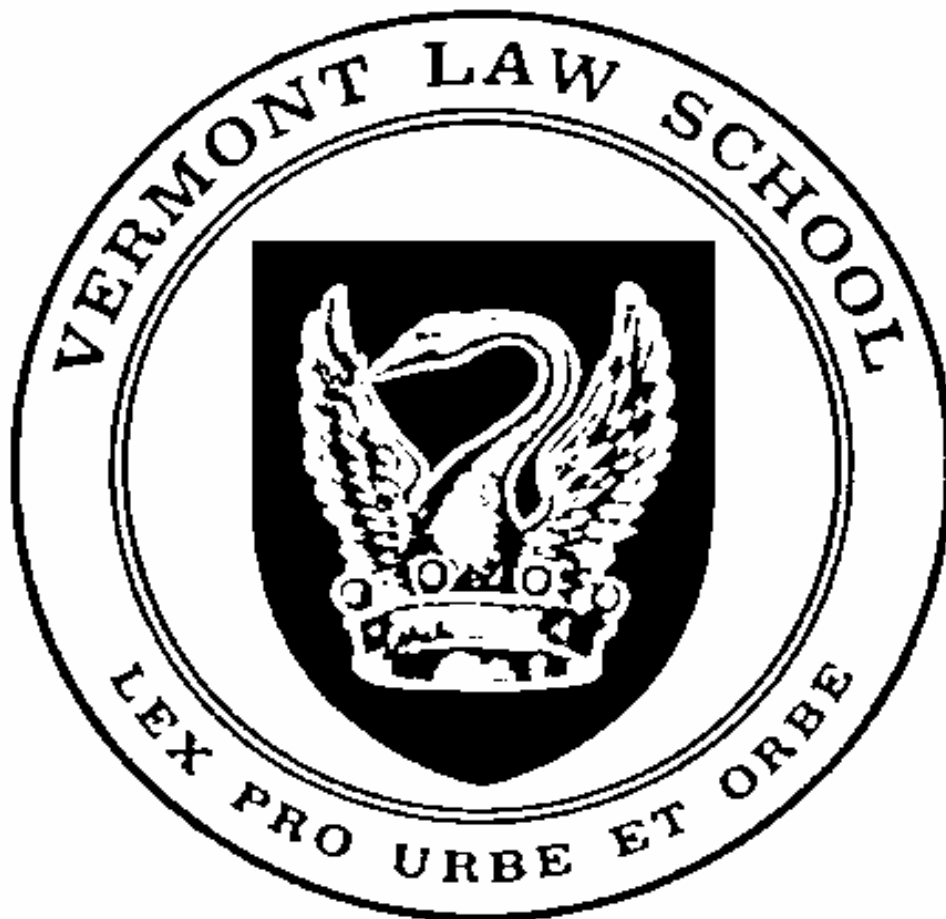


THE 2009 GUIDE TO STATE JUDICIAL CLERKSHIP PROCEDURES



THE VERMONT PUBLIC INTEREST ACTION PROJECT

OFFICE OF CAREER SERVICES

VERMONT LAW SCHOOL

ACKNOWLEDGEMENT

The 2009 Guide to State Judicial Clerkship Procedures is the product of many hours of work by the staff of the Vermont Law School Career Services Office. *The 2009 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 2009 Guide* represents a necessary tool for both career services professionals and law students considering judicial clerkships. It is our 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

**STATE JUDICIAL CLERKSHIP APPLICATION DEADLINE
QUICK REFERENCE CHART
2009-2010**

| 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 30, 2008 | October 31, 2008 | October 31, 2008 |
| AZ | Labor Day, 2008 | Labor Day, 2008 | Varies: See Guide Page 12 |
| AR | Spring of 2L | Spring of 2L | Varies: See Guide Page 14 |
| CA | Varies: See Guide Page 15 | Varies: See Guide Page 15 | Varies: See Guide Page 17 |
| CO | Summer after 2L (Summer 2008) | Varies: See Guide Page 18 | Varies: See Guide Page 19 |
| CT | July 1, 2008 to September 8, 2008 | July 1, 2008 to August 31, 2008 | Varies: See Guide Page 21 |
| DE | Between Summer and Winter of 3L | N/A – No Intermediate Appellate Court | Varies: See Guide Page 24 |
| DC | Varies: Fall of 3L- See Guide Page 26 | N/A – No Intermediate Appellate Court | Varies: Fall of 3L - See Guide Page 27 |
| FL | Varies: See Guide Page 28 | Varies: See Guide Page 28 | Varies: See Guide Page 29 |
| GA | Varies: See Guide Page 32 | Varies: See Guide Page 32 | Varies: Spring of 2L – See Guide Page 33 |
| GUAM | After Completion of 2L | N/A – No Intermediate Appellate Court | Varies: See Guide Page 35 |
| HI | Spring of 2L | Spring of 2L | Varies: See Guide Page 38 |
| ID | October 1, 2008 | October 1, 2008 | October 1, 2008 |
| IL | Varies: See Guide Page 43 | Varies: See Guide Page 43 | Varies: See Guide Page 43 |
| IN | Varies: See Guide Page 45 | Varies: See Guide Page 45 | Varies: Spring of 2L – See Guide Page 46 |
| IA | Spring of 2L | Spring of 2L | November 1, 2008 |
| KS | Summer of 2L | Early Fall of 3L | Varies: See Guide Page 51 |
| KY | Spring of 2L | Spring of 2L | Varies: See Guide Page 53 |
| LA | Varies: Spring of 2L – See Guide Page 54 | Varies: Spring of 2L – See Guide Page 54 | Varies: Spring of 2L – See Guide Page 55 |
| ME | September 2, 2008 but Preferably by August 25, 2008 | N/A – No Intermediate Appellate Court | September 8, 2008 – Early Applications Accepted |

| STATES | SUPREME | APPELLATE | TRIAL |
|--------------------------|--|--|--|
| MD | Spring of 2L | Spring of 2L | Varies: Spring of 2L – See Guide Page 58 |
| MA | September 1, 2008 to October 31, 2008 | August 15, 2008 to September 30, 2008 | June 1, 2008 to September 19, 2008 |
| MI | Varies: See Guide Page 64 | Fall of 3L | Varies: See Guide Page 65 |
| MN | July 18, 2008 | August 20, 2008 | Varies: See Guide Page 67 |
| MS | Fall of 3L | Fall of 3L | Varies: See Guide Page 69 |
| MO | Varies: See Guide Page 70 | Varies: See Guide Page 70 | N/A – Circuit Court Judges Do Not Hire Law Clerks |
| MT | January 1 of 3L | N/A – No Intermediate Appellate Court | Varies: See Guide Page 72 |
| NE | Varies: See Guide Page 74 | Varies: See Guide Page 74 | N/A – Circuit Court Judges Do Not Hire Law Clerks |
| NV | July 31, 2008 | N/A – No Intermediate Appellate Court | Varies: Spring of 2L – See Guide Page 76 |
| NH | August 1, 2008 – Early Applications Accepted | N/A – No Intermediate Appellate Court | May 1, 2008 to August 18, 2008 |
| NJ | Early September of 3L | Early September of 3L | Early September of 3L |
| NM | Varies: Spring of 2L - See Guide Page 82 | Varies: See Guide Page 82 | January 1 to March 1 |
| NY | Varies: See Guide Page 85 | Varies: See Guide Page 86 | Varies: See Guide Page 88 |
| NC | Varies: See Guide Page 90 | Varies: See Guide Page 90 | N/A – Circuit Court Judges Do Not Hire Law Clerks |
| ND | By July 15, 2008 | N/A – No Intermediate Appellate Court | Varies: See Guide Page 93 |
| NORTHERN MARIANA ISLANDS | Varies: See Guide Page 94 | N/A – No Intermediate Appellate Court | Varies: See Guide Page 94 |
| OH | Spring of 2L | Varies: See Guide Page 95 | Varies: See Guide Page 95 |
| OK | Varies: See Guide Page 97 | Varies: See Guide Page 97 | N/A – District Court Judges Do Not Hire Law Clerks |
| OR | Varies: See Guide Page 99 | Varies: See Guide Page 99 | Varies: See Guide Page 100 |
| PA | Spring of 2L | Spring of 2L | Varies: See Guide Page 102 |
| PUERTO RICO | Varies: See Guide Page 104 | Varies: See Guide Page 104 | Varies: See Guide Page 104 |
| RI | Varies: See Guide Page 106 | N/A – No Intermediate Appellate Court | October 15 of 3L |

| STATES | SUPREME | APPELLATE | TRIAL |
|---------------|--|--|---|
| SC | Fall of 3L | Fall of 3L | Varies: See Guide Page 109 |
| SD | August 1, Before 3L | N/A – No Intermediate Appellate Court | Varies: See Guide Page 110 |
| TN | Summer Before 3L | Summer Before 3L | Fall Before 3L |
| TX | September 1 to February 1 of 3L | Early Fall of 3L | Varies: See Guide Page 115 |
| UT | Spring of 2L | Spring of 2L | Spring of 2L |
| VT | August 4 to September 5 | N/A – No Intermediate Appellate Court | September 1 to October 5 of 3L |
| VA | Spring of 2L | Spring of 2L | Varies: See Guide Page 120 |
| WA | Beginning of 2L | Beginning of 2L | Varies: See Guide Page 123 |
| WV | Varies: See Guide Page 125 | N/A – No Intermediate Appellate Court | Varies: See Guide Page 127 |
| WI | April of 2L to September of 3L | Varies: See Guide Page 129 | Varies: Spring of 2L – See Guide Page 130 |
| WY | Varies: See Guide Page 131 | N/A – No Intermediate Appellate Court | Varies: See Guide Page 131 |

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Alabama

· **HIGHEST COURT:** Alabama Supreme Court

APPLICATION SUMMARY: Students should apply directly to the individual Justices. The application materials and deadlines vary; however, application materials generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The application deadline is generally in the spring of the second year of law school. Students should verify application requirements and deadlines with each Justice. Clerkships typically run for one year, beginning in the summer following the third year. Send application materials to:

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

Additionally, please send a courtesy copy of any application to the Honorable Sue Bell Cobb, Chief Justice, at the above address.

COURT WEBSITE (justice list/bios): <http://www.judicial.state.al.us/supreme.cfm>

SALARY: \$40,454.40

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

APPLICATION SUMMARY: Students should apply directly to the individual Judges. The application process is the same as that listed for the Supreme Court.

For the Court of Civil Appeals, apply to:

John Wilkerson, Clerk
Court of Civil Appeals
300 Dexter Avenue
Montgomery, AL 36104

(334) 229-0733

ALABAMA – cont.

COURT WEBSITE (judge list/bios): <http://www.judicial.state.al.us/civil.cfm>

For the Court of Criminal Appeals, apply to:

Lane Mann, Clerk
Court of Criminal Appeals
P.O. Box 301555
Montgomery, AL 36130-1555

(334) 229-0751
(334) 242-4689 (fax)

COURT WEBSITE (judge list/bios): <http://www.judicial.state.al.us/criminal.cfm>

SALARY: \$40,454.40

• **TRIAL COURTS:** Some metropolitan Circuit Courts hire law clerks.

APPLICATION SUMMARY: Students should apply directly to the Circuit Court Judges in Jefferson, Mobile, and Montgomery counties. The application materials vary but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The length of the clerkship is one year beginning in the fall following the third year. The application deadline varies but is generally in the early spring of the second year of law school. For additional information, contact:

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

SALARY: Circuit Court wages vary depending on steps, starting at \$66,760.80 for the first step and ending at \$101,839.20 for the eighteenth step.

ADDITIONAL INFORMATION: For more information, contact the Administrative Office of Courts at the following address:

Administrative Office of Courts
Judicial Building
300 Dexter Avenue
Montgomery, AL 36104-3741
Toll Free: (866) 954-9411
Local: (334) 954-5000
www.alacourt.gov

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Alaska

• **HIGHEST COURT:** Alaska Supreme Court

APPLICATION SUMMARY: There are five Supreme Court Justices. Three Justices are located in Anchorage, one in the Juneau court location, and one in the Fairbanks court location. Students should apply directly to the individual Justices. Application materials should include a cover letter, resume, two to three letters of recommendation from law professors or employers, a copy of all law school transcripts, and a brief writing sample that was not substantially edited by others. Applications should be received no later than September 30, in order to be considered for the following year. Selections are usually made by December. The clerkship runs for one year, beginning in September. Application materials should be sent to:

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

SALARY: \$1,976.00 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical differentials in pay.

AK JUDICIARY WEBSITE (includes links to list of justices/judges and directory of courts): www.state.ak.us/courts/courtdir.htm#appellate

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

APPLICATION SUMMARY: There are three Court of Appeals Judges - all of whom are located in Anchorage. Students should apply directly to the three individual Judges. Application materials should include a cover letter, resume, two to three letters of recommendation from law professors or employers, a copy of all law school transcripts, and a brief writing sample, which was not substantially edited by others. Applications should be received no later than October 31, in order to be considered for the following year. The clerkship runs for one year, beginning in September. Application materials should be sent to:

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

ALASKA – cont.

SALARY: \$1,839.50 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical differentials in pay.

AK JUDICIARY WEBSITE (includes links to judge lists/directory of courts):

www.state.ak.us/courts/courtdir.htm#appellate

• **TRIAL COURTS:** Superior and District Courts

APPLICATION SUMMARY: There are 40 superior court judges and 21 district court judges throughout the State of Alaska. To apply for a clerkship in a superior or district court, send a cover letter, resume, two to three letters of recommendation from law professors or employers, a copy of all law school transcripts, and a brief writing sample, which was not substantially edited by others, and a completed Law Clerk Background Check Form (available at <http://www.state.ak.us/courts/bcf.pdf>). Application materials should be sent to the Area Court Administrator for clerkships in the First, Second, and/or Fourth Judicial Districts. To apply for superior court clerkships in the Third Judicial District, send the application materials directly to the individual judge.

Application materials for the superior and district courts should be received no later than October 31, in order to be considered for the following year. The clerkship runs for one year, beginning in September.

First Judicial District

(This district includes the Juneau-Ketchikan area with five Superior Court Judges and two District Court Judges.)

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

Third Judicial District

(This is the Anchorage area with twenty-four Superior Court Judges and fifteen District Court Judges.)

Alaska Court System
Area Court Administrator
Third Judicial District

Second Judicial District

(This is the Nome, Barrow and Kotzebue area with three Superior Court Judges.)

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

Fourth Judicial District

(This is the Fairbanks area with eight Superior Court Judges and four District Court Judges.)

Alaska Court System
Area Court Administrator
Fourth Judicial District

ALASKA – cont.

825 W. 4th Ave.
Anchorage, AK 99501-2083

101 Lacey Street
Fairbanks, AK 99701

SALARY: \$1,716.00 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical differentials in pay.

AK JUDICIARY WEBSITE (includes links to judge lists/directory of courts):
www.state.ak.us/courts/courtdir.htm

ADDITIONAL INFORMATION: For more information, contact:

1) Alaska Court System
Human Resources Department
820 West 4th Avenue
Anchorage, AK 99501
(907) 264-8242
(907) 264-8262 (fax)

or

2) The Appellate Courts at (907) 264-0612.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Arizona

• **HIGHEST COURT:** Arizona Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and at least one writing sample. The Court accepts applications in the fall of the third year, beginning the day after Labor Day. The clerkship runs for one year, beginning in August or September following the third year. Application materials should be sent to:

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

SALARY: Approximately \$42,000

SUPREME COURT WEBSITE (with link to list of justices):

www.supreme.state.az.us/azsupreme/

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

APPLICATION SUMMARY: Students should apply directly to the 22 individual Judges. The application process is the same as that of the Supreme Court. Application materials should be sent to:

For Division One:

The Honorable _____
Arizona Court of Appeals
1501 West Washington
Phoenix, AZ 85007

DIVISION ONE WEBSITE (with link to judge list): www.cofad1.state.az.us

For Division Two:

The Honorable _____
Arizona Court of Appeals
400 West Congress Street
Tucson, AZ 85701

ARIZONA – cont.

DIVISION TWO WEBSITE (judge list/bios): www.apltwo.ct.state.az.us/

SALARY: Approximately \$42,000

· **TRIAL COURTS:** Superior Court

APPLICATION SUMMARY: The 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.

*You can select each county's website from the general state web page at <http://az.gov/webapp/portal/>.

Contact information for Maricopa County, which contains Phoenix and the greater Phoenix metropolitan area, is as follows:

Judicial Branch Human Resources
Judicial Branch of Arizona in Maricopa County
101 West Jefferson Street, ECB-LL3
Phoenix, AZ 85003
(602) 506-0149

SALARY: Approximately \$20,363

MARICOPA COUNTY WEBSITE (judge list/bios):
<http://www.superiorcourt.maricopa.gov/JudicialBiographies/judicialList.asp?title=1>

ADDITIONAL INFORMATION: For more information, contact:

Beth Hall, Judicial Assistant
Arizona Supreme Court
Arizona Courts Building
1501 West Washington
Phoenix, AZ 85007
(602) 452-3536
(602) 452-3785 (fax)
rknapp@supreme.sp.state.az.us

Arizona Supreme Court
Administrative Office of the Courts
1501 West Washington
Phoenix, Arizona 85007
General Information: (602) 542-9300

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Arkansas

· **HIGHEST COURT:** Arkansas Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices by sending a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The deadline for applications is in the early spring of the second year of law school. The clerkship runs for one year beginning in the summer following the third year; however, some Justices keep their law clerks on for longer. Students should verify requirements with each Justice. Send application materials to:

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

COURT WEBSITE (includes justice list): <http://courts.state.ar.us/courts/sc.html>

SALARY: Approximately \$38,500; \$34,500 pre-bar admission (subject to change)

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

APPLICATION SUMMARY: Students should apply directly to the twelve individual Court of Appeals Judges. Application materials, deadlines, and procedures vary for each Judge. In order to ensure consideration, students should send a cover letter and resume expressing their interest in a clerkship during the spring of their second year. The one-year clerkship begins in the fall following the third year. Some Judges hire their clerks for longer than one year. Send application materials to:

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

COURT WEBSITE (includes judge list): <http://courts.state.ar.us/courts/ca.html>

SALARY: Approximately \$38,500; \$34,500 pre-bar admission (subject to change)

ARKANSAS – cont.

• **TRIAL COURTS:** Circuit Courts in the Little Rock area (Pulaski County) hire law clerks.

APPLICATION SUMMARY: Students should apply directly to the individual Judges in the Sixth Circuit.

COURT WEBSITE (includes judge list): <http://courts.state.ar.us> (then click Judicial Directory)

SALARY: Approximately \$30,000 (county-funded position subject to change)

ADDITIONAL INFORMATION: For more information, contact the Administrative Office of the Courts at the following address:

James D. Gingerich, Director
Administrative Office of the Courts
Justice Building
Little Rock, AR 72201
(501) 682-9400

or

Pam King, Office Manager
Administrative Office of the Courts
625 Marshall Street
Little Rock, AR 72201
(501) 682-9400
(501)682-9410 (fax)
pam.king@arkansas.gov

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: California

• **HIGHEST COURT:** California Supreme Court

APPLICATION SUMMARY: The practice of the Supreme Court is NOT to hire term law clerks, but rather to hire Research Attorneys. The Research Attorney job vacancy announcements are posted at www.courtinfo.ca.gov/jobs when there are job openings. Some Justices do hire judicial externs (volunteer).

COURT WEBSITE (judge lists/bios): www.courtinfo.ca.gov/courts/supreme/justices.htm

SALARY: Please see job announcements and/or individual courts for salary information.

• **MID-LEVEL APPELLATE COURT:** Courts of Appeal

APPLICATION SUMMARY: The practice of the Courts of Appeal (all Divisions) is NOT to hire term law clerks, but rather to hire career Staff Attorneys. Those interested in Staff Attorney positions should review current job openings at: www.courtinfo.ca.gov/jobs.

Unpaid Externships: There is not a central location where the courts receive and hold application materials for extern positions, and not all courts offer unpaid externships. To apply for an unpaid extern position in chambers, please send a letter, resume, and writing sample directly to those justices for whom you are interested in working. Please visit the court website for the names of the justices – www.courtinfo.ca.gov.

First Appellate District

California Court of Appeal
350 McAllister Street
San Francisco, CA 94102
(415) 865-7200

WEBSITE (judge lists/bios):
www.courtinfo.ca.gov/courts/courtsofappeal/1stDistrict/justices.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

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

WEBSITE (judge lists/bios):

www.courtinfo.ca.gov/courts/courtsofappeal/2ndDistrict/justices.htm

Third Appellate District

California Court of Appeal
900 N. Street, 4th Floor
Sacramento, CA 95814-4869
(moving to new location in December '08)

WEBSITE (judge lists/bios):

www.courtinfo.ca.gov/courts/courtsofappeal/3rdDistrict/justices.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

(Division Three)

California Court of Appeal
PO Box 22055
Santa Ana, CA 92701-3700

WEBSITE (judge lists/bios):

<http://www.courtinfo.ca.gov/courts/courtsofappeal/4thDistrict/justices.htm>

Fifth Appellate District

California Court of Appeal
2424 Ventura Street
Fresno, CA, 93721
(559) 445-5491
(559) 445-5251 (fax)

WEBSITE (judge lists/bios):

www.courtinfo.ca.gov/courts/courtsofappeal/5thDistrict/justices.htm

Sixth Appellate District

California Court of Appeal
333 West Santa Clara
Suite 1060
San Jose, CA 95113

WEBSITE (judge lists/bios):

www.courtinfo.ca.gov/courts/courtsofappeal/6thDistrict/justices.htm

· TRIAL COURTS: Superior Courts

APPLICATION SUMMARY: Superior Courts hire either term law clerks or Staff Attorneys. Those interested in either should contact the Legal Services Manager or Staff Attorney Supervisor of each county to determine the application process for the position. For example, Los Angeles County hires term law clerks through a centralized process, once in the fall and again in the spring. Clerks work for one year, and they 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.

TRIAL COURT WEBSITE (courts by county and judge list/directory):

<http://www.courtinfo.ca.gov/courts/trial/>

See also www.whohascourtjobs.com

SALARY: Varies (specific to court)

ADDITIONAL INFORMATION: For general information about the California judiciary, students may contact the court administrator's office at the address below, or visit <http://www.courtinfo.ca.gov/courts/>. It is important to note, however, that the Administrative Director of the Courts does not provide assistance on employment-related issues. The address of the court administrator's office is:

William C. Vickrey, Director
Administrative Office of Courts
455 Golden Gate Avenue
San Francisco, CA 94102

For employment-related information, students should contact the specific court at the addresses above.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Colorado

· **HIGHEST COURT:** Colorado Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials generally include a cover letter, resume, two to three letters of recommendation, a law school transcript, and a writing sample. Specific requirements for each Justice can be found at <http://www.courts.state.co.us/supct/supctlawclerks.htm>. Applicants must have completed at least 4 semesters of law school prior to submitting application materials. Applications are currently being accepted (summer 2008) for clerkships beginning in August/September, 2009. The clerkship runs for one year, beginning in the summer following the third year.

The Honorable _____
Colorado Supreme Court
Colorado State Judicial Building
2 East 14th Avenue, 4th Floor
Denver, CO 80203

COURT WEBSITE (justice list/bios): www.courts.state.co.us/supct/supctjustices.htm

SALARY: Approximately \$48,000

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

APPLICATION SUMMARY: Students should apply directly to the 22 individual Judges. Application materials and deadlines are available on the court's website at <http://www.courts.state.co.us/coa/coalawclerks.htm>.

The Honorable _____
Colorado Court of Appeals
Colorado State Judicial Building
2 East 14th Avenue
Denver, CO 80203

COURT WEBSITE (judge list/bios): www.courts.state.co.us/coa/coajudges.htm

SALARY: Approximately \$50,000

COLORADO – cont.

• **TRIAL COURTS:** County Courts, District Courts, Water Courts and Denver District Courts

APPLICATION SUMMARY: Students should check the website (below) for information on law clerk openings. The job list is updated every Friday. Because resumes are not kept on file, do not apply directly to the Judges unless a job opening is listed.

COURT WEBSITES:

www.courts.state.co.us (click on “Employment” link at the bottom of the page for job listings)
www.courts.state.co.us/district/districts.htm (shows where the various districts are located)

SALARY: Varies by position; salary is posted for each opening on job list.

ADDITIONAL INFORMATION: For more information, contact:

Human Resources
State Court Administrator’s Office
1301 Pennsylvania, Suite #300
Denver, CO 80203
(303) 861-1111

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Connecticut

HIGHEST COURT: Connecticut Supreme Court

APPLICATION SUMMARY: Students should apply individually to each Justice for whom they wish to clerk at the following address:

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

However, students wishing to apply to **all** of the Justices should do so with a central application and six copies to:

Connecticut Supreme Court
231 Capitol Avenue
Hartford, CT 06106

Application materials should include: a cover letter; a biographical resume; a certified transcript of grades in law school for four semesters, including, if available, information about class standing; a copy of any relevant scholarly writing; a statement of when the applicant will be available for a personal interview in Hartford; and at least two letters of recommendation from faculty members with whom the student has studied. A letter of recommendation from a clerkship committee may also be sent if available. (Letters of recommendation may be sent separately from the application.) Students should not apply prior to July 1, 2008 for a clerkship commencing May 29, 2009. All applications must be received no later than September 8, 2008. Interviews may commence as early as September 2, 2008.

SALARY: \$63,153.68

SUPREME COURT WEBSITE (bios/justice list):

www.jud.ct.gov/external/supapp/default.htm

****FOR SPECIFIC SUPREME COURT CLERKSHIP APPLICATION INFORMATION, GO TO:** www.jud.ct.gov/external/supapp/lawclerkapps.html#supremecourt

MID-LEVEL APPELLATE COURT: Connecticut Appellate Court

APPLICATION SUMMARY: The application process for the Appellate Court is similar to that of the Supreme Court except that an original and nine copies of the application materials must be submitted between July 1, 2008 and August 31, 2008 (also, the Appellate Court does not require a statement of when the applicant will be available for an interview). Interviews will be

CONNECTICUT – cont.

held on October 6 and October 7, 2008. (Note: with regard to letters of recommendation, the Appellate Court requires at least one letter of recommendation from a faculty member with whom the student has studied or a letter of recommendation from a clerkship committee, or both.) Send application materials to:

The Honorable Joseph P. Flynn
Chief Judge of the Appellate Court
75 Elm Street
Hartford, CT 06106

SALARY: \$59, 076.41-\$59,824.21 (Depends on classification of the position)

APPELLATE COURT WEBSITE (bios/judge list):

www.jud.ct.gov/external/supapp/appjudge.html

****FOR SPECIFIC APPELLATE COURT CLERKSHIP APPLICATION**

INFORMATION, GO TO: www.jud.ct.gov/external/supapp/lawclerkapps.html#appellatecourt

TRIAL COURTS: Connecticut Superior Court

APPLICATION SUMMARY: Students apply for Legal Research/Law Clerk positions through either a regional Career Fair, the Equal Justice Works Career Fair held in Washington, D.C., or on-campus interview programs. Initial application materials include a cover letter, resume and unofficial law school transcript. After the initial interview, the applicant will be required to submit a brief, unedited writing sample, two letters of recommendation from persons with whom the applicant has studied or worked, or a letter from a clerkship committee, or both, an official undergraduate transcript, and an official law school transcript, and will be required to complete a brief writing assignment provided to all candidates offered a second interview. The length of the clerkship is one year, beginning in the fall following the third year. See your career services office for more details. Students who attend law schools that do not participate in interview programs with the Office of Legal Research may apply directly by sending all of the materials outlined above (minus the unofficial transcript) to:

Alberta Slattery, Attorney at Law
Deputy Director, Legal Research
New Haven Superior Court G.A. 23
121 Elm Street—Room 34
New Haven, CT 06510
(203) 773-6738

SALARY: \$53, 674.86

****FOR SPECIFIC SUPERIOR COURT CLERKSHIP APPLICATION INFORMATION,**

GO TO: www.jud.ct.gov/external/super/superiorclerk.htm

CONNECTICUT – cont.

ADDITIONAL INFORMATION: For more information, contact the Judge Support Services Unit at the following address:

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

NB: Students would be well served to refer to the information concerning applications on the website.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Delaware

HIGHEST COURT: Delaware Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, a law school transcript, an undergraduate transcript, and a writing sample. Applications should be submitted between the summer and early winter of the third year. The clerkship runs for one year, beginning in September following the third year. **NOTE WELL:** Some Justices have hired clerks earlier than this application period; therefore, it is recommended that students planning to apply for a clerkship contact chambers directly during their second year to determine the hiring timetable for each Justice. Submit application materials to the individual Justices at the appropriate address:

The Honorable _____
Delaware Supreme Court
P.O. Box 476
Dover, DE 19903
(Chief Justice Myron T. Steele and Justice Henry duPont Ridgely)

The Honorable _____
Delaware Supreme Court
P.O. Box 1997
Wilmington, DE 19899
(Justices Carolyn Berger and Jack B. Jacobs)

The Honorable _____
Delaware Supreme Court
P.O. Box 369
Georgetown, DE 19947
(Justice Randy J. Holland)

SUPREME COURT WEBSITE (justice list/bios):

<http://courts.delaware.gov/courts/Supreme%20Court/>

SALARY: \$48,768

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Court of Chancery
Superior Court
Family Court

APPLICATION SUMMARY:

For the COURT OF CHANCERY, students should apply directly to the individual Chancellor and/or Vice Chancellors at the appropriate address in one of the following counties:

The Honorable _____
Court of Chancery Courthouse
34 The Circle
Georgetown, DE 19947
(Chancellor William B. Chandler, III)

The Honorable _____
New Castle County Courthouse
500 North King Street, Suite 11400
Wilmington, DE 19801
(Vice Chancellors Stephen P. Lamb, Leo E. Strine, Jr., and Donald F. Parsons, Jr.)

The Honorable _____
Kent County Court of Chancery
Judicial Chambers
417 South State Street
Dover, DE 19901
(Vice Chancellor John W. Noble)

COURT WEBSITE: <http://courts.delaware.gov/Courts/Court%20of%20Chancery/>

Each of the Chancellors/Vice Chancellors does his own hiring. Application materials and length of clerkship are the same as above. **NOTE WELL:** Some Chancellors/Vice Chancellors have hired clerks earlier than the above-referenced application period; therefore, it is recommended that students planning to apply for a clerkship contact chambers directly after their first year to determine the hiring timetable for each Chancellor/Vice Chancellor.

SALARY: \$48,768

For the SUPERIOR COURT, apply to the Resident Judge of each county:

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

DELAWARE – cont.

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

The Honorable T. Henley Graves
Sussex County Courthouse
The Circle
Georgetown, DE 19947

Application materials should include a cover letter, resume, official transcript, and writing sample. Indicate in the cover letter whether you would prefer civil or criminal court. After this packet is received, a judicial employment application will follow. Clerkships are for one year, beginning in September following the third year. The application deadline is the fall of the third year.

SALARY: \$48,768

For the FAMILY COURT, apply centrally as indicated below:

Jackie Riggs-Potts
The Family Court of the State of Delaware
New Castle County Courthouse
500 King Street, Suite 3500
Wilmington, DE 19801-3732
(302) 255-0070
(302) 255-2203 (fax)

The application materials should include a cover letter, resume, an unofficial law school transcript, and a writing sample. The application deadline is September 1 of the third year. The one-year clerkship begins on September 1 following the third year.

SALARY: \$48,768

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

Patricia W. Griffin, Esq.
State Court Administrator
500 North King Street, Suite 11600
Wilmington, DE 19801
(302) 255-0088
(302) 255-2218 (fax)

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: District of Columbia

• **HIGHEST COURT:** D.C. Court of Appeals

APPLICATION SUMMARY: Positions are available as a judicial clerk or as a court clerk. Interviews are required. The clerkship runs for one year, beginning in the summer following the third year.

For JUDICIAL CLERK positions, students should apply directly to the individual Judges, including Senior Judges (who select clerks by committee). Application deadlines are generally in the fall of the third year, but applicants should check with the chambers of each Judge directly as each has his or her own process and the timelines vary. Students should also confirm required application materials, which generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample (the writing sample should be from an appellate brief). Application materials should be sent to the individual Judge with whom the student seeks to work

For COURT CLERK positions within the office of the Clerk of Court, application materials should include a cover letter, resume, an unofficial law school transcript, a list of at least three employment or academic references (including names, addresses and day-time telephone numbers), and a writing sample. The writing sample should be accompanied by a statement indicating when the writing sample was prepared, whether it was a sole or collaborative effort, and the amount of editing done, by yourself or another, to the finished product. The deadline for applications is the first Friday in December of the student's third year. Application materials should be sent to:

Rosanna Mason
Staff Counsel
District of Columbia Court of Appeals
500 Indiana Avenue, N.W., Room 6000
Washington, DC 20001
(202)879-2718
rmason@dcca.state.dc.us

SALARY: \$58,206

COURT OF APPEALS WEBSITE (link to judge list):
<http://www.dcappeals.gov/dccourts/appeals/judges.jsp>

• **MID-LEVEL APPELLATE COURT:** None

DISTRICT OF COLUMBIA – cont.

• **TRIAL COURTS:** Superior Court

APPLICATION SUMMARY: Students should apply directly to the individual full-time Judges and Senior Judges. Generally, students should apply early in the fall of their third year. However, each Judge has his or her own hiring process and deadlines vary so students should contact the individual Judges for specific application information. The length of the clerkship is one year, beginning in the fall following the third year.

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

SUPERIOR COURT WEBSITE (links to judge list and directory):

<http://www.dccourts.gov/dccourts/superior/judges.jsp>

SALARY: \$52,979

ADDITIONAL INFORMATION: For more information, go to www.dccourts.gov or contact the court administrator's office at the following address:

Anne B. Wicks
Executive Officer
District of Columbia Courts
500 Indiana Avenue, N.W., Suite 1500
Washington, DC 20001
(202) 879-1700

Gloria Trotman
Acting Director of Human Resources
District of Columbia Courts
500 Indiana Avenue, NW
Washington, DC 20001
(202) 879-2818

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Florida

• **HIGHEST COURT:** Florida Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials generally include a cover letter, resume, list of references, law school transcript, and a writing sample. However, students should go to <http://www.floridasupremecourt.org/employment/index.shtml> for each Justice's specific application requirements. Applications are generally accepted a year or more in advance and the clerkship generally runs for two years, beginning in the summer following the third year. Many clerks are hired for career positions with the central staff of law clerks. Apply to the individual Justices at:

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

If interested in a position with the central staff, please direct application to Deborah Meyer, Director of Central Staff, at the above address.

SUPREME COURT WEBSITE (click on "Justices" for biographical information):
www.floridasupremecourt.org

SALARY: \$49,352.28; 44,417.88 pre-bar admission

• **MID-LEVEL APPELLATE COURT:** Florida District Courts of Appeal

APPLICATION SUMMARY: The Florida State Court System has five District Courts of Appeal. There are 62 District Court Judges. Each District Court Judge is assigned two law clerks, and each District Court has one to eleven 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.

First District

Donald H. Brannon, Marshal
First District Court of Appeal Building
301 Martin Luther King, Jr. Boulevard
Tallahassee, FL 32399-1850
(850) 488-8136 ext. 115

Second District

Jo Suhr, Marshal
Second District Court of Appeal
1005 East Memorial Blvd. (33801)
P.O. Box 327
Lakeland, FL 33802
(863) 499-2290

FLORIDA – cont.

Third District

Dottie Munro, Marshal
Third District Court of Appeal
2001 Southwest 117th Avenue
Miami, FL 33175-1716
(305) 229-3200

Fourth District

Glen Rubin, Marshal
Fourth District Court of Appeal
1525 Palm Beach Lakes Boulevard
West Palm Beach, FL 33401
(561) 242-2000

Fifth District

Ty Berdeaux, Marshal
Fifth District Court of Appeal
300 South Beach
Daytona, FL 32114
(386) 947-1500

DISTRICT COURTS OF APPEAL WEBSITE (click on Other Courts, and then District Courts of Appeal): www.flcourts.org/ * Students will also find current openings in the First District; Second District; Third District; Fourth District and Fourth District on the Court's website at www.1dca.flcourts.org; <http://www.2dca.org/>; www.3dca.flcourts.org; http://www.4dca.org; and http://www.5dca.org respectively (see "Employment").

SALARY: \$45,556.08.00; \$41,000.88 pre-bar admission

• **TRIAL COURTS:** Circuit Court

APPLICATION SUMMARY: Apply to the Office of the Trial Court Administrator in each of the 20 Circuits. Trial Court Administrators are listed below, or you may contact David Pepper at pepperd@flcourts.org or (850) 922-7033. Some clerks work as part of a pool and perform assignments for more than one judge. Clerkship positions with the Florida Circuit Courts are routinely listed on the Internet at the following address: <http://www.flcourts.org/> (See "Employment" Link).

SALARY: \$43,403.40; 39,063.00 if not a Florida Bar member

ADDITIONAL INFORMATION: For additional information, contact each trial court administrator's office at the following address:

Ms. Robin Wright
Trial Court Administrator
First Judicial Circuit
190 Government Center, Fifth Floor
Pensacola, FL 32501

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

FLORIDA – cont.

Ms. Sondra Williams
Court Administrator
Third Judicial Circuit
145 N. Hernando Street
P.O. Box 1569
Lake City, FL 32056-1569

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

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

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

Mr. Ruben O. Carrerou
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
204 Hillsborough County Courthouse
419 Pierce Street
Tampa, FL 33602-3549

Mr. Joseph Stelma
Acting Trial Court Administrator
Fourth Judicial Circuit
Duval County Courthouse
330 East Bay Street,, Room 220
Jacksonville, FL 32202

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

Mr. Ted McFetridge
Court Administrator
Eighth Judicial Circuit
Gainesville, FL 32601
201 E. University Ave., Room 410
Alachua County Courthouse

Mr. Nick Sudzina
Trial Court Administrator
Tenth Judicial Circuit
P.O. Box 9000, Drawer 102
255 North Broadway (33830)
Bartow, FL 33831-9000

Mr. Walt Smith
Court Administrator
Twelfth Judicial Circuit
P.O Box 48927, 202 Ringling Boulevard
Sarasota, FL 34230

Ms. Carol Dunaway
Acting Court Administrator
Fourteenth Judicial Circuit
Post Office Box 1089
301 McKenzie
Panama City, FL 32402

FLORIDA – cont.

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

Ms. Carol Ortman
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
229 Courthouse Addition
218 South Second Street
Fort Pierce, FL 34950

Ms. Mary Vandenbrook
Court Administrator
Sixteenth Judicial Circuit
Monroe County Courthouse Annex
502 Whitehead Street, Room 302
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

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter and resume. The application may also include two letters of recommendation, an unofficial law school transcript, and a writing sample. Law clerks must have passed the Georgia Bar Examination to work as law clerks for the Supreme Court. Since law clerks do not serve definite terms, openings occur only from time to time. Please check the Supreme Court's website for position announcements.

COURT WEBSITE (justice list/bios): www.gasupreme.us/

For more information, contact:

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)

SALARY: \$77,488 – \$108,308, depending upon experience

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

APPLICATION SUMMARY: The Court of Appeals does not hire “judicial law clerks” as such. Instead, the Court of Appeals employs “staff attorneys”. The position of staff attorney on the Georgia Court of Appeals is not for a specific period of time, but rather is for an indefinite term. Staff attorneys at the Court of Appeals serve at the pleasure of the Judge who hires them. Additionally, under the law of Georgia, a staff attorney for the Court of Appeals must be a member of the State Bar of Georgia. Although openings do not arise on a regular basis, interested students should apply directly to the twelve individual Judges with a letter expressing interest in serving as a staff attorney. Application materials are the same as those listed above for the Supreme Court. Please apply to each individual Judge at:

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

APPELLATE COURT WEBSITE (judge list/bios):

www.gaappeals.us/

Additionally, the Court of Appeals hires Central Staff Attorneys to work as staff attorneys for the Court as a whole. Central Staff Attorneys must also be admitted to the Georgia Bar. If interested in working as a Central Staff Attorney, please send a resume, 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

For more information, contact:

William L. Martin, III
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
MartinW@gaappeals.us

SALARY: \$75,231.84 – \$105,223.92, depending upon experience

• **TRIAL COURTS:** Superior Court and State Courts

1) SUPERIOR COURT

APPLICATION SUMMARY: Students should apply directly to the individual Judges in the following circuits: Atlanta, Augusta, Clayton, Cobb, Eastern, Gwinnett, Macon, and Stone Mountain. The remaining circuits have funding to hire only one law clerk per circuit. Students should apply to the Chief Judge of the circuit for those positions. The application materials vary, but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The length of the clerkship is one year beginning in the fall following the third year. The application deadline varies, but is generally in the early spring of the second year of law school. For more information, contact:

Ms. Sandy Lee
Executive Director, Council of Superior Court Judges
Legislative Office Building
18 Capitol Square, Suite 108
Atlanta, GA 30334
(404) 656-4964

SUPERIOR COURT WEBSITES: Circuits: <http://georgiacourts.org/courts/> and **Superior Court Judge list:** <http://georgiacourts.org/courts/superiordirectory.html>

SALARY: Varies - minimum of \$38,179.36

2) STATE COURTS

APPLICATION SUMMARY: 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. Those interested in a judicial clerkship in State Court should apply individually with the State Court Judge for whom they would like to work. Please apply to the State Judge at his/her individual court address (this information can be found in the State Court Directory at <http://georgiacourts.org/courts/>).

SALARY: Varies

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

Bob Bray
Executive Director
Council of State Court Judges
244 Washington Street, S.W., Suite 300
Atlanta, GA 30334
(404) 463-6296

David L. Ratley
Director
Administrative Office of the Courts
244 Washington Street, S.W., Suite 300
Atlanta, GA 30334
(404) 656-5171
(404) 651-6449

STATE COURT JUDICIAL CLERKSHIP INFORMATION

TERRITORY: Guam

• **HIGHEST COURT:** Supreme Court of Guam

APPLICATION SUMMARY: The Supreme Court of Guam prefers to receive applications after the second year of law school is completed. The application consists of a resume, writing sample, and law school transcript. Students should apply centrally at the following address for a clerkship with one of the three Justices:

Hannah Gutierrez-Arroyo, Clerk of Court
Supreme Court of Guam
Suite 300, Guam Judicial Ctr.
120 W. O'Brien Dr.
Hagåtña, GU 96910
Tel: (671) 475-3124
Fax: (671) 475-3140
hgutierrezarroyo@guamsupremecourt.com

SUPREME COURT WEBSITE (justice list/bios):

www.guamcourts.com/justices/justices.html

SALARY: Approximately \$40,000

Further inquiries about Supreme Court Clerkships can be directed to Barbara Jean T. Perez, Human Resources Administrator, Judiciary of Guam.

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** Superior Court

APPLICATION SUMMARY: Application materials should include a resume, a law school transcript, and a writing sample. Students should apply centrally at the following address for a clerkship with one of the seven Judges:

Barbara Perez, Human Resources Administrator
Human Resources Division
Judiciary of Guam, Guam Judicial Center
120 West O'Brien Drive

GUAM – cont.

Hagåtña, Guam 96910
(671) 475-3422
(671) 477-3184 (fax)
e-mail address: barbarajeane@mail.justice.gov.gu

SUPERIOR COURT WEBSITE (click on “judges”):

<http://www.guamcourts.com/>

SALARY: Approximately \$40,000

ADDITIONAL INFORMATION: For more information, contact Hannah Gutierrez-Arroyo, Clerk of the Supreme Court, or Barbara Perez, Human Resources Administrator, Judiciary of Guam, at the address listed above.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Hawaii

· **HIGHEST COURT:** Hawaii Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. Application materials should include a cover letter (include month/year available) and resume. Contact the respective Justice for additional application information. The deadline for applications is in the early spring of the second year and the clerkship runs for one to two years, beginning in the summer following the third year. Contact the Justices at:

The Honorable _____
Supreme Court of Hawaii
Ali'iolani Hale
417 South King St.
Honolulu, HI 96813-2012

SUPREME COURT WEBSITE: (link to justice list/bios)
www.courts.state.hi.us/page_server/Courts/Supreme/72D2460755E8199BEBD3ACE8C3.html

SALARY: Approximately \$53,364

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

APPLICATION SUMMARY: Students should apply to the six individual Intermediate Court of Appeals Judges. The application process is the same as that listed for the Supreme Court. Contact the Judges at:

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

COURT WEBSITE: (link to judge list)
www.courts.state.hi.us/page_server/Courts/Appeals/4942E2685D7AF75AEBD824637E.html

SALARY: Approximately \$53,364

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

APPLICATION SUMMARY: To apply, submit a cover letter and resume to the contact person at the address indicated below.

First Circuit Court:

The Honorable _____
First Circuit Court
777 Punchbowl Street
Honolulu, HI 96813-2912

Second Circuit Court:

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

Third Circuit Court:

The Honorable _____
Third Circuit Court
75 Aupuni Street
Hilo, HI 96720-1007

Fifth Circuit Court:

Administrative Judge
Fifth Circuit Court
3970 Kaana St. #301
Lihue, HI 96766-1283

CIRCUIT COURT WEBSITE: (links to each circuit and judge lists)

www.courts.state.hi.us/page_server/Courts/Circuit/7E44E6F3983DFB45EBD8325F2C.html

SALARY: Approximately \$51,300 (for all Circuit Court clerkships)

Family Court:

The Honorable _____
Family Court, First Circuit
777 Punchbowl Street
Honolulu, HI 96813-2912

HAWAII – cont.

COURT WEBSITE: (link to judge list)

www.courts.state.hi.us/page_server/Courts/Family/153E4A87ED63B9F8EBD8E1142F.html

SALARY: Approximately \$49,344 - \$51,300

District Court:

The Honorable _____
District Court, First Circuit
111 Alakea Street
Honolulu, HI 96813-5093

COURT WEBSITE: (link to judge list)

www.courts.state.hi.us/page_server/Courts/District/3E74279C1AFABC4DEBD911104B.html

SALARY: Approximately \$49,344

ADDITIONAL INFORMATION: For more information, please write to the respective Judge/Court Administrator at the address(es) listed above, or contact:

State of Hawaii Judiciary
Judiciary Human Resources
Recruitment and Examination Section
426 Queen Street, First Floor
Honolulu, HI 96813-2902

recruitment@courts.state.hi.us

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Idaho

• **HIGHEST COURT:** Idaho Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. Application materials should include a cover letter and resume. The deadline for applications is October 1 of the student's third year and the clerkship runs for one or two years, beginning in the summer following the third year. Send application materials to:

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

COURT WEBSITE (justice list/bios): www.isc.idaho.gov

SALARY: \$46,452 (first year); \$50,108 (second year); \$52,113 (third year)

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

APPLICATION SUMMARY: Students should apply directly to the three individual Court of Appeals Judges at the address listed above. Application materials and deadline are the same as those listed for the Supreme Court.

COURT WEBSITE (judge list/bios): www.isc.idaho.gov

SALARY: \$46,452 (first year); \$50,108 (second year); \$52,113 (third year)

• **TRIAL COURTS:** District Court

APPLICATION SUMMARY: There are approximately 42 District Court Judges and 87 Magistrate Judges statewide. Apply to the Trial Court Administrator in the district where a clerkship is desired. Application materials and deadline are the same as those listed above, although letters of recommendation, transcript, and writing sample may also be included.

First Judicial District

Karlene Behringer
Trial Court Administrator
P.O. Box 9000
Coeur d’Alene, ID 83816-9000
(208) 446-1221
(208) 446-1138 (fax)

\$38,605 – \$48,522

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@3rdjd.net

\$40,425 - \$43,080

Fifth Judicial District

Ms. Linda Wright
Trial Court Administrator
Twin Falls County Courthouse
427 Shoshone Street North
PO Box 126
Twin Falls, ID 83303-0126
(208) 736-4085
(208) 736-4002 (fax)
lwright@co.twin-falls.id.us

\$37,300 - \$49,200

Second Judicial District

Mr. Steven Caylor
Trial Court Administrator
Nez Perce County Courthouse
P.O. Box 896
Lewiston, ID 83501
(208) 750-2027
(208) 799-3058 (fax)
scaylor@co.nezperce.id.us

\$39,795 - \$51,502

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

\$40,230

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

\$41,870 - \$43,545

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

\$37,153 – \$39,347

ADDITIONAL INFORMATION: For more information, contact the Administrative Director of Courts at the following address:

Patricia Tobias, Administrative Director of Courts
Supreme Court Building
P.O. Box 83720
Boise, ID 83720-0101
(208) 334-2246

And for an overview of the Idaho Court System, go to: www.isc.idaho.gov

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Illinois

• **HIGHEST COURT:** Illinois Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. Students should verify application materials and deadlines with each Justice. Contact the Court Clerk's Office for the Justices' contact information.

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

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

SUPREME COURT WEBSITE (link to justice lists/bios):
<http://www.state.il.us/court/SupremeCourt/meetsupremecourt.asp>

SALARY: Senior Clerk: \$80,002 (subject to change)
Junior Clerk: \$76,287 (subject to change)

• **MID-LEVEL APPELLATE COURT:** Appellate Court

APPLICATION SUMMARY: There are five districts. Students should apply directly to the 54 individual Judges in their districts. The application materials are the same as those listed for the Supreme Court. Appellate Court mailing addresses in the various districts can be found at <http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp>

APPELLATE COURT WEBSITE (judge lists/bios):
<http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp>

SALARY: \$72,566 (subject to change)

• **TRIAL COURTS:** Circuit Court

APPLICATION SUMMARY: Students should check directly with the Circuit Court Judges regarding application requirements and deadline dates.

ILLINOIS– cont.

CIRCUIT COURT WEBSITE (judge list/bios):

<http://www.state.il.us/court/CircuitCourt/default.asp>

ADDITIONAL INFORMATION: For more information, 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

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. The application materials and deadlines vary; see <http://www.in.gov/judiciary/supreme/clerkship.html> for specific application requirements of each Justice. Application materials typically include a cover letter, resume, transcript of grades achieved in law school, including, if available, information about class standing, a copy of any relevant scholarly writing, at least one 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), and a statement of when the applicant will be available for a personal interview in Indianapolis. The clerkship runs for one or two years, usually beginning in the summer following graduation from law school. Apply to:

The Honorable _____
Supreme Court of Indiana
[Contact information for each Justice can be found at
<http://www.in.gov/judiciary/supreme/clerkship.html>]

COURT WEBSITE (justice list/bios): www.state.in.us/judiciary/supreme/bios.html

SALARY: Approximately \$58,422 (first year); \$63,200 (second year)

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

APPLICATION SUMMARY: Students should apply directly to the 15 individual Court of Appeals Judges. The application materials and deadlines vary. However, application materials should include, at a minimum, a resume and cover letter. Apply to:

The Honorable _____
[contact Court Administrator at (317) 232-4197 for address
information or see below web site.]

COURT OF APPEALS WEBSITE (judge list/bios):
www.state.in.us/judiciary/appeals/judges.html

SALARY: Approximately \$56,375 (first year); \$60,862 (second year)

INDIANA – cont.

• **TRIAL COURTS:** Circuit and Superior Courts

APPLICATION SUMMARY: Law clerk hiring is handled on a county by county basis and salaries vary. Students should apply directly to the Circuit and Superior Courts. The application materials vary but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The length of the clerkship is one year, beginning in the fall following the third year. The application deadlines vary but are generally in the early spring of the second year of law school.

TRIAL COURT WEBSITE (individual court links with judge lists):

www.in.gov/judiciary/trialcourts/

SALARY: Varies

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Iowa

· **HIGHEST COURT:** Iowa Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter and resume. Some Justices may request a law school transcript, recent writing sample and references. The deadline for applications is in the early spring of the second year and the clerkship runs for one year, beginning in the summer following the third year. Application materials should be sent to:

The Honorable Marsha K. Ternus
Iowa Supreme Court
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, IA 50319

SUPREME COURT WEBSITE (justice list/bios):

www.judicial.state.ia.us/Supreme_Court/Justices/

See also www.iowacourts.gov

SALARY: Law Clerk (Legal Assistant III) \$51,001.60

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

APPLICATION SUMMARY: Students should apply directly to the nine individual Court of Appeals Judges. Application materials and deadlines are the same as those listed for the Supreme Court. Application materials should be sent to:

The Honorable Rosemary Shaw Sackett
Iowa Court of Appeals
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, IA 50319

COURT OF APPEALS WEBSITE (judge list/bios):

www.judicial.state.ia.us/Court_of_Appeals/Judges/

See also www.iowacourts.gov

SALARY: Law Clerk (Legal Assistant II) \$47,944.00

• **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: Usually, vacancies will appear at http://www.judicial.state.ia.us/Administration/Career_Opportunities/. The application materials vary but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. For specific deadlines, please contact the District Court Administrators. Students should apply to the District Court Administrator at:

District One

Linda Nilges
District Court Administrator
Black Hawk County Courthouse
316 East 5th Street, Room 309
Waterloo, IA 50703
(319) 833- 3332
(319) 833-3270 (fax)
Linda.Nilges@jb.state.ia.us

District Two

Scott Hand
District Court Administrator
Webster County Courthouse
701 Central Avenue, 4th Floor
Fort Dodge, IA 50501
(515) 576-6336
(515) 574-3758 (fax)
Scott.Hand@jb.state.ia.us

District Three

Leesa A. McNeil
District Court Administrator
Woodbury County Courthouse, Room 210
620 Douglas
Sioux City, IA 51101
(712) 279-6035
(712) 279-6631 (fax)
Leesa.McNeil@jb.state.ia.us

District Four

Kent V. Wirth
District Court Administrator
Pottawattamie County Courthouse
P.O. Box 935
Council Bluffs, IA 51502
(712) 328-5733
(712) 328-5716 (fax)

District Five**

Elizabeth J. Baldwin
District Court Administrator
Polk County Courthouse
500 Mulberry Street
Des Moines, IA 50309
(515) 286-3083
beth.baldwin@jb.state.ia.us

District Six

Carroll Edmondson
District Court Administrator
Linn County Courthouse
P.O. Box 5488
Cedar Rapids, IA 52406-5488
(319) 398-3920 (ext. 1322)
(319) 398-4054 (fax)
Carroll.Edmondson@jb.state.ia.us

** Apply by November of each year (applications are available in October) for clerkship beginning August 1. Appointments are for one year terms, with discretionary renewal option for another one year term. Call (515) 286-3849 for specific due date.

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)

District Eight

Deborah M. Dice
District Court Administrator
P.O. Box 1319
211 East 4th Street
Ottumwa, IA 52501
(641) 684-6502
(641) 682-1315 (fax)

SALARY: Law Clerk (Legal Assistant I) Approximately \$43,846.40

DISTRICT COURT WEBSITE (judicial districts and judges):

http://www.iowacourts.gov/District_Courts/

See also www.iowacourts.gov

ADDITIONAL INFORMATION: For more information, contact the Director of Human Resources at the address below, or visit

http://www.judicial.state.ia.us/administration/career_opportunities/

William C. Snyder
Director of Human Resources
Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, IA 50319
(515) 281-0175
(515) 281-9605 (fax)

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Kansas

· **HIGHEST COURT:** Kansas Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter, resume, references, an unofficial law school transcript, and a writing sample. The deadline for applications is in the summer after the second year and the clerkship runs for two years, beginning in the summer following the third year. Application materials should be sent to:

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

SUPREME COURT WEBSITE (justice list/bios): <http://www.kscourts.org/kansas-courts/supreme-court/justice-bios/default.asp>

SALARY: \$51,205 (entry level)

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

APPLICATION SUMMARY: Students should apply directly to the thirteen individual Judges. The application process is the same as that listed for the Supreme Court. Application materials should be sent to:

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

COURT OF APPEALS WEBSITE (judge list/bios): <http://www.kscourts.org/kansas-courts/court-of-appeals/judge-bios/default.asp>

The Court of Appeals also hires staff attorneys through the Office of Central Research. Application materials should include the same items listed for the Supreme Court. The deadline for applications is in the early fall of the third year and the clerkship begins in August following the third year. Application materials for the staff attorney positions should be sent to:

Terri Bezek
Director of Central Research
301 S.W. 10th Avenue

KANSAS – cont.

Topeka, KS 66612
(785) 296-2639

SALARY: \$48,720

• **TRIAL COURTS:** District Court

APPLICATION SUMMARY: The 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. The court website is <http://www.shawneecourt.org/>).

ADDITIONAL INFORMATION: For more information, contact:

Terri Bezek
Director of Central Research
301 S.W. 10th Avenue
Topeka, KS 66612
(785) 296-2639
(785) 296-7079 (fax)
bezekt@kscourts.org

or

Carol G. Green
Clerk of the Appellate Courts
Kansas Supreme Court & Court of Appeals
301 S.W. 10th Avenue, Room 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

APPLICATION SUMMARY: Students should apply centrally for a clerkship with one of the seven Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The deadline for applications is in the early spring of the second year and the clerkship runs for one year, beginning in the summer following the third year. Application materials should be sent to:

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

SUPREME COURT WEBSITE: (justice list/bios) www.courts.ky.gov

SALARY: \$40,000

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

APPLICATION SUMMARY: Students may apply either directly to the 14 individual Judges or centrally for consideration when the Judges have vacancies. Application materials should include the same items listed for the Supreme Court. The deadline for applications is in the early spring of the second year. The length of the clerkship varies. If applying directly, send application materials to:

The Honorable _____
Kentucky Court of Appeals

[Contact information for each Judge can be found at: www.courts.ky.gov/courts/courtofappeals]

If applying centrally, to:

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

COURT OF APPEALS WEBSITE: (judge list/bios)

www.courts.ky.gov/courts/courtofappeals

SALARY: Approximately \$38,000

• **TRIAL COURTS:** District, Circuit, Family Courts

APPLICATION PROCEDURE: The District Court level does not employ law clerks. Students should contact the Circuit/Family Courts directly to determine whether clerkships are available and apply directly to the Circuit/Family Court Judges. Application materials are the same as those listed for the Supreme Court, although a writing sample may not be required. The one-year clerkship begins in fall following the third year of law school.

To see which counties are in which Circuit, go to <http://www.courts.ky.gov> and click on the drop down menu for Circuit Court. Some of the Circuits have their own websites which can be found on the drop down menu.

SALARY: Approximately \$26,000

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Louisiana

• **HIGHEST COURT:** Louisiana Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The application deadlines vary but students should begin applying during the second year of law school. The clerkship runs for one year, beginning in the summer following the third year and may be extended. Send application materials to:

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

SUPREME COURT WEBSITE (justice list/bios):

http://www.lasc.org/about_the_court/justices_bio.asp

SALARY: \$46,659 - \$45,500 (depending upon experience)

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

APPLICATION SUMMARY: To apply to any of Circuit Courts listed below, students should send a resume and cover letter. Students applying to the Second and Third Circuits should also include a writing sample, unofficial law school transcript, and note their GPA on the resume. The clerkships generally run for one year, beginning the summer following the third year and may be extended. Depending upon performance, the First Circuit judge may offer the student a position as a regular employee of his/her staff. The application deadlines vary but students should begin applying during the second year of law school.

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) 412-6001

Hon. Diana Pratt-Wyatt, 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) 376-1400

LOUISIANA – cont.

Kelly McNeely
Clerk of Court
Third Circuit Court of Appeal
P.O. Box 16577
Lake Charles, LA 70616
(337) 433-9403

COURT OF APPEALS WEBSITES (links to courts of appeal websites):

www.lasc.org/Links.asp

SALARY: \$42,400 - \$44,982, depending upon experience, class rank and academic honors

• **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: Students should apply directly to the individual District Court Judges. The application materials vary but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The length of the clerkship is one year beginning in the fall following the third year and may be extended. The application deadlines vary but students should begin applying during the second year of law school.

DISTRICT COURT WEBSITES (links to district court websites and contact information):

www.lasc.org/Links.asp

SALARY: Varies - starting at approximately \$34,976-\$46,152

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

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 Court

APPLICATION SUMMARY: Students should apply centrally for a clerkship with one of the seven Justices. Application materials should include a cover letter, resume, two letters of recommendation from law school faculty, one letter of recommendation from most recent work experience, law school transcript, and a writing sample. Please send only one set of application materials. Application deadline for the 2009-2010 term is no later than September 2, 2008, and preferably by August 25, 2008. The 2009-10 Law Clerk year runs from August 10, 2009 through August 13, 2010. Interviews will be held in mid-September, 2008 and conducted *en banc*. Send **one set** of application materials to:

Christie L. Clifford
Law Clerk Recruitment Director
Office of Law Clerk Recruitment
Maine Supreme Judicial Court
P.O. Box 368
Portland, ME 04112-0368

(207) 822-4227
(207) 822-4145 (fax)
Christie.L.Clifford@maine.gov

SALARY: At least \$42,997.50 plus benefits

SUPREME COURT WEBSITE (includes justice list):
www.courts.state.me.us/mainecourts/supreme/index.html

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** Superior Court

APPLICATION SUMMARY: Students should apply centrally for a clerkship with the Superior Court. Application materials should include a cover letter, resume, two letters of recommendation, a law school transcript, and two writing samples (no longer than ten pages). Applicants should submit one original application packet plus three copies. Applicants invited to interview must submit a transcript for at least four semesters and will be asked to complete a short writing assignment. Application deadline for the 2009-2010 term is September 8, 2008. Early applications are encouraged. Interviews will be scheduled in early October 2008 for selected applicants. The clerkship runs for one year, beginning on August 3, 2009.

MAINE - cont.

In selecting law clerks for 2009-2010, members of the Committee will consider academic standing; law review and moot court participation; other significant research and writing experience; prior employment; and faculty, employer, and personal recommendations.

Send **one original and three copies** of application materials to:

Tina Hamilton, Judicial/Administrative Secretary
Law Clerk Recruitment
Maine Superior Court
142 Federal Street
P.O. Box 287
Portland, ME 04112

Note: Maine also has a Business and Consumer Court, which is a specialized docket designed exclusively for business and/or consumer cases drawn from the regular dockets of the District and Superior Courts. It was created for the purpose of providing predictable judicial action in selected cases (1) in which the principal claims involve matters of significance to the transactions, operations or governance of business entities and/or rights of consumers, and (2) that require specialized and differentiated judicial management. Jury and non-jury trials are available in the Business and Consumer Court. The application procedure and material is the same as indicated for the Superior Court above.

SUPERIOR COURT WEBSITE: www.courts.state.me.us/mainecourts/superior/index.html

DISTRICT COURT WEBSITE: www.courts.state.me.us/mainecourts/district/index.html

SALARY: \$40,930.50 (subject to change)

ADDITIONAL INFORMATION: For more information, contact the State Court Administrator at the following address:

James T. Glessner
State Court Administrator
P.O. Box 4820
Portland, ME 04112-4820
(207) 822-0792

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Maryland

• **HIGHEST COURT:** Maryland Court of Appeals

APPLICATION SUMMARY: Students should apply directly to the seven individual Judges. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample; however, it is recommended that students verify application requirements and deadlines with each Judge. The deadline for applications is in the early spring of the second year and the clerkship runs for one year, beginning in the summer following the third year.

COURT OF APPEALS WEBSITE (judge list with mailing addresses and bios):

www.courts.state.md.us/coappeals/coajudges.html

SALARY: \$42,880 (subject to change)

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

APPLICATION SUMMARY: Students should apply directly to the 13 individual Judges. The application materials and deadlines are the same as those listed for the Court of Appeals. Application materials should be sent to:

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

COURT OF SPECIAL APPEALS WEBSITE (judge lists/bios):

<http://www.courts.state.md.us/cosappeals/>

SALARY: \$42,880 (subject to change)

• **TRIAL COURTS:** Circuit Courts and District Courts

CIRCUIT COURT APPLICATION SUMMARY: Students should apply directly to the individual Judges. The application materials vary but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The length of the clerkship is one year beginning in the fall following the third year. The application deadline varies but is generally in the spring of the second year of law school or early fall of the third year. Application materials should be sent directly to the Judges in the counties in which the student is interested in clerking.

MARYLAND - cont.

CIRCUIT COURT WEBSITE (judge lists and addresses for each Circuit):

<http://www.mdcourts.gov/circuit/directory.html>

SALARY: \$35,980 non-Bar Member; \$41,250 Maryland Bar Member

DISTRICT COURT APPLICATION SUMMARY: Students should apply directly to the Administrative Judge in each District Court at the address provided below. Application materials should include a resume and writing sample. Hiring is done on a rolling basis. Clerkships normally start on September 1 following the third year.

District One

Hon. Keith E. Matthews
Administrative Judge
District Court of Maryland, District One
5800 Wabash Avenue
Baltimore, MD 21215-3330

District Two

Hon. John L. Norton III
Administrative Judge
District Court of Maryland, District Two
P.O. Box 547
Cambridge, MD 21613-1813

District Three

Hon. James C. McKinney
Administrative Judge
District Court of Maryland, District Three
170 East Main Street
Elkton, MD 21921-5943

District Four

Hon. Stephen L. Clagett
Administrative Judge
District Court of Maryland, District Four
200 Duke Street
Prince Frederick, MD 20679

District Seven

Hon. James W. Dryden
Administrative Judge
District Court of Maryland, District Seven
251 Rowe Boulevard
Annapolis, MD 21401

District Eight

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

District Nine

Hon. Victor K. Butanis
Administrative Judge
District Court of Maryland, District Nine
2 South Bond Street
Bel Air, MD 21014-4510

District Ten

Hon. JoAnn Ellinghaus-Jones
Administrative Judge
District Court of Maryland, District Ten
3451 Courthouse Drive
Ellicott City, MD 21043-4377

MARYLAND - cont.

District Five

Hon. Thurman H. Rhodes
Administrative Judge
District Court of Maryland, District Five
14735 Main Street
Upper Marlboro, MD 20772-3042

District Six

Hon. Cornelius J. Vaughey
Administrative Judge
District Court of Maryland, District Six
27 Courthouse Square
Rockville, MD 20850-2325

District Eleven

Hon. W. Milnor Roberts
Administrative Judge
District Court of Maryland, District Eleven
100 West Patrick Street
Frederick, MD 21701-5548

District Twelve

Hon. Paul J. Stakem
Administrative Judge
District Court of Maryland, District Twelve
3 Pershing Street
Cumberland, MD 21502-3045

DISTRICT COURT WEBSITE: www.courts.state.md.us/district/index.html

SALARY: \$15.88/hr law school graduate; \$14.43/hr law school student

ADDITIONAL INFORMATION: For more information, contact the Administrative Office of Courts at the following address:

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

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Massachusetts

· **HIGHEST COURT:** Supreme Judicial Court

APPLICATION SUMMARY: Students should apply centrally for a clerkship with one of the seven Justices (applicants may indicate a preference to apply as a law clerk for a specific Justice or Justices). Application materials should include a cover letter, resume, two letters of recommendation 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), an official law school transcript (the candidate should arrange to have the law school send an official transcript directly to the Court's Hiring Coordinator), and a writing sample (self-edited and not more than 10 pages). Applications will be accepted beginning September 1, 2008, and the deadline is October 31, 2008. Candidates are encouraged to apply as early as possible as offers may be made on a rolling basis prior to October 31. The clerkship will begin on or about August 30, 2009. Send application materials to:

Anne Walker, Hiring Coordinator
Massachusetts Supreme Judicial Court
John Adams Courthouse
One Pemberton Square, Suite 2200
Boston, MA 02108-1735
(617) 557-1157
(617) 557-1091 (fax)
anne.walker@sjc.state.ma.us

SUPREME COURT WEBSITE (justice list/bios):

www.mass.gov/courts/courtsandjudges/courts/supremejudicialcourt/justices.html

SALARY: \$57, 814.86

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

APPLICATION SUMMARY: Candidates should apply centrally for a clerkship with one of the Justices. Application materials should include a cover letter, resume, unofficial transcript, at least two letters of recommendation (letters from employers are recommended). A writing sample is not necessary for the initial application. Include your email address. One packet of materials should be postmarked or submitted between August 15 and September 30, 2008. (Letters of recommendation can be and often are sent under separate cover). Interviews are conducted on a rolling basis in September and October, and final selections are usually made in November. The clerkship will begin September 1, 2009. Send 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

APPEALS COURT WEBSITE (justice list/bios):

www.mass.gov/courts/courtsandjudges/courts/appealscourt/index.html

SALARY: Approximately \$49,155.56

· **TRIAL COURTS:**

Superior Court

APPLICATION SUMMARY: Students should apply centrally for a clerkship with the Superior Court. For full application instructions and additional details about the clerkship, please see the 2009-10 Superior Court Law Clerk Position Prospectus (available by request or by browsing to <http://www.mass.gov/courts/sclawclerks/2009-2010prospectus.pdf>.) Briefly, applicants must submit (1) a cover letter, (2) a resume, (3) an official law school transcript, (4) two writing samples (unedited by others), (5) two letters of recommendation, and (6) a completed Trial Court application (www.mass.gov/courts/admin/hr/application.pdf). Please state in your cover letter whether you wish to be considered for Eastern OR Western Massachusetts (choose one only). Applications will be accepted from June 1, 2008 through September 19, 2008.

Applications and inquires should be directed to:

Linda M. Layne (if your last name begins with A-L)
Romeo Camba (if your last name begins with M-Z)
Superior Court Administrative Office
Suffolk Superior Courthouse
3 Pemberton Square, 13th Floor
Boston, MA 02108
(617) 788-8130
(617) 788-7396 (fax)
linda.layne@jud.state.ma.us
romeo.camba@jud.state.ma.us

SUPERIOR COURT WEBSITE:

www.mass.gov/courts/courtsandjudges/courts/superiorcourt/index.html

SALARY: Approximately \$47,000

Probate and Family Court

APPLICATION SUMMARY: Candidates should apply centrally for a clerkship with the Probate and Family Court. In order to apply for a clerkship with this Court, applicants must obtain a Probate and Family Court Position Description and Application, which includes three factual scenarios that are necessary to complete the required writing sample for this Court's application. As of July 2008, this packet of material will be available directly from the Court's Administrative Office and may also be downloaded from the Court's website. Many law schools will also have a copy of the materials.

Each completed application package must be postmarked by September 24, 2008, and include four sets of the following: a cover letter (including whether you are applying for a position in Eastern or Western Massachusetts), resume, Trial Court Application for Employment, which can be downloaded from www.mass.gov/courts/admin/hr/application.pdf, law school transcript, and a writing sample based upon one of three factual scenarios. If you want acknowledgment of the receipt of your application, include a self-addressed stamped envelope.

Mail application package to:

Denise M. Fitzgerald, Esq.
Administrative Attorney for Legal Research Services
Probate and Family Court Department
Administrative Office
Two Center Plaza, Suite 210
Boston, MA 02108
(617) 788-6650
(617) 788-8995 (fax)
denise.fitzgerald1@jud.state.ma.us.

PROBATE AND FAMILY COURT WEBSITE:

<http://www.mass.gov/courts/courtsandjudges/courts/probateandfamilycourt/index.html>

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.

The **Juvenile Court Department** and **Land Court** also hire judicial law clerks. Please contact the administrative offices of those courts if interested (the numbers can be found at <http://www.mass.gov/courts/courtsandjudges/courts/index.html>- click the links to those courts).

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Michigan

• **HIGHEST COURT:** Michigan Supreme Court

APPLICATION SUMMARY: Candidates interested in clerking for a Justice may submit applications at any time during the year. Applicants seeking a clerkship with the Michigan Supreme Court should proceed as follows:

Candidates must submit a separate packet of materials to the Justice for whom they wish to work that includes: (1) cover letter and current resume; (2) an unofficial transcript; (3) a writing sample not edited by another; (4) letters of recommendation at least two of which are 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.

Justices individually will determine the candidates they wish to interview and the arrangements for the interviews will be scheduled through the Justices' separate offices.

Send the materials noted above to:

Justice _____
Michigan Supreme Court
Michigan Hall of Justice
925 W. Ottawa Street
P.O. Box 30052
Lansing, MI 48909

SUPREME COURT WEBSITE (justice list/bios):
<http://courts.michigan.gov/supremecourt/AboutCourt/biography.htm>

SALARY: \$56,334.24 to \$73,497.60

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

APPLICATION SUMMARY: Each of the 28 Judges employs a law clerk who is generally chosen from among Prehearing Attorneys. Application materials should include a cover letter (indicating preference for Detroit, Lansing, or Grand Rapids), resume (indicating GPA), transcript, and two writing samples. The deadline for applications is in the fall of the third year and the one to three year positions begin in March for winter graduates and August for spring graduates. Students should apply at the following address for a position as a Prehearing Attorney:

Larry S. Royster, Research Director
Michigan Court of Appeals
Hall of Justice
925 West Ottawa Street
P.O. Box 30022
Lansing, MI 48909-7522
(517) 373-3841
(517) 373-9095 (fax)
lroyster@courts.mi.gov

COURT OF APPEALS WEBSITE: <http://courtofappeals.mijud.net/>

SALARY: First Year - \$49, 652.64 Second Year - \$52,575.84 Third Year - \$55,499.94

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

APPLICATION SUMMARY: Students should apply directly to the individual trial court Judges. Application materials should include a cover letter, resume, an unofficial law school transcript, and a brief writing sample.

Trial Court directories by County: <http://courts.michigan.gov/scao/services/dirs/trialdir.htm>

SALARY: Varies

ADDITIONAL INFORMATION: For more general information, contact the Human Resources Office at the following address:

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

APPLICATION SUMMARY: Students should apply centrally for a clerkship with one of the seven Justices. Students must complete a Minnesota Supreme Court/Minnesota Court of Appeals Law Clerk Application (downloadable from www.mncourts.gov, or they can call 651-297-3430) and attach an official law school transcript, including class rank and an explanation of the grading system (must be mailed directly from Registrar's office), resume and a legal writing sample. Candidates may also include letters of recommendation. Application deadline is July 18, 2008. Interviews will take place between August 25 and August 26, 2008. The clerkship runs for one year, beginning August following the third year. Application materials should be sent to:

Minnesota Judicial Center
Human Resources Department, Rm. G27
25 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155
(651) 297-3430

or michele.lamm@courts.state.mn.us

SUPREME COURT WEBSITE (justice list/bios):

www.courts.state.mn.us/?pageID=550

SALARY: \$52,931

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

APPLICATION SUMMARY: Students may apply centrally at the address below for a clerkship with one of the sixteen Judges. Students must complete a Minnesota Supreme Court/Minnesota Court of Appeals Law Clerk Application (downloadable from www.mncourts.gov) and attach an official law school transcript including class rank (and an explanation of the grading system), resume and legal writing sample. The deadline for applications is August 20, 2008. Interviews will take place between September 22 and September 26, 2008. The one-year clerkship begins August following the third year. Application materials should be sent to:

Minnesota Judicial Center
Human Resources Department, Rm. G27
25 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155
(651) 297-3430

or Michele.Lamm@courts.state.mn.us

MINNESOTA – cont.

COURT OF APPEALS WEBSITE (judge list/bios):

www.courts.state.mn.us/?pageID=551

SALARY: \$50,467

• **TRIAL COURTS:** District Court

APPLICATION SUMMARY: Various judicial clerkships on the trial court level are posted year-round at <http://www.courts.state.mn.us/?page=238>. Each posting provides details as to application procedures under “job title”. Students can also find each district’s home page by going to <http://www.courts.state.mn.us/>, and clicking on the map of the districts.

SALARY: Varies

ADDITIONAL INFORMATION: For more information, contact the Court Personnel Office at the following address:

State Court Personnel
25 Rev. Dr. Martin Luther King, Jr. Blvd.
Saint Paul, MN 55155
(651) 297-7650

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Mississippi

• **HIGHEST COURT:** Mississippi Supreme Court

APPLICATION SUMMARY: Students should apply centrally for a clerkship with one of the nine Justices. Application materials should include a cover letter, resume, three letters of recommendation, a certified copy of the applicant's law school transcript, and a writing sample. Applicants must also complete an application provided by the Court. The deadline for applications is in the early fall of the third year and the clerkship runs for one year, beginning in August following the third year. Please send application materials to:

Jack E. Pool
Court Administrator
Supreme Court of Mississippi
P.O. Box 117
Jackson, MS 39205

(601) 359-2183
(601) 359-2443 (fax)

SUPREME COURT WEBSITE (justice list/bios): www.mssc.state.ms.us/

SALARY: \$40,104 (prior to passing bar examination)
\$44,988 (after passing bar examination)

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

APPLICATION SUMMARY: Students should apply centrally for a clerkship with one of the ten Judges. Application materials should include the court application form and whatever supporting material the application form specifies. Students may write or call for an application form or download an application form from the Court's website. The deadline for applications is in the early fall of the third year and the clerkship runs for one year, beginning in August following graduation. Applications are reviewed by all Judges unless a specific Judge is indicated. Please send application materials to:

Amy R. Smith, Assistant Court Administrator
Court of Appeals of the State of Mississippi
P.O. Box 22847
Jackson, MS 39225-2847
(601) 576-4665

MISSISSIPPI - cont.

COURT OF APPEALS WEBSITE (judge list/bios): www.mssc.state.ms.us/

SALARY: \$47,898 (prior to passing bar examination)
\$52,688 (after passing bar examination)

• **TRIAL COURTS:** Circuit and Chancery Courts

APPLICATION SUMMARY: Students interested in these positions should apply directly to the individual Judges.

- Chancery Court Judges' names and addresses are located at <http://www.mssc.state.ms.us/trialcourts/chancerycourt/chanjud.pdf>
- Circuit Court Judges' names and addresses are located at <http://www.mssc.state.ms.us/trialcourts/circuitcourt/cirjud.pdf>

Deadlines and application materials vary. Salary is determined by the Administrative Office of Courts. For more information, contact:

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

SALARY: Varies

ADDITIONAL INFORMATION: For more general information, contact the court administrator's office at the following address:

Jack E. Pool
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

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. Students should contact chambers directly for application deadlines as Justices hire throughout the year as vacancies arise (students can request that their applications be kept on file). The clerkship runs for one year, beginning in the summer following the third year. Application materials should be sent to:

The Honorable _____
Supreme Court of Missouri
P.O. Box 150
Jefferson City, MO 65102

SUPREME COURT WEBSITE (justice list/bios):

www.courts.mo.gov

SALARY: Approximately \$42,000

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

APPLICATION SUMMARY: Students should apply directly to the 32 individual Judges. The application materials and deadlines are the same as those of the Supreme Court. Application materials should be sent 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

COURT OF APPEALS WEBSITE (each District can be selected for its own homepage):

www.courts.mo.gov

MISSOURI - cont.

SALARY: Approximately \$44,904

• **TRIAL COURTS:** Circuit Courts

APPLICATION SUMMARY: The Circuit Court Judges do not hire law clerks.

ADDITIONAL INFORMATION: For more general information, contact the court administrator's office at the following address:

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

Eastern District:
Laura Thielmeier Roy
Clerk of Court
Missouri Court of Appeals, Eastern District
815 Olive Street
St. Louis, MO 63101
(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
Springfield, MO 65806
(417) 895-6811
(417) 895-6817 (fax)
Sandra.Skinner@courts.mo.gov

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

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Montana

• **HIGHEST COURT:** Montana Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices at the address below. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a short writing sample. The deadline for applications is generally January 1st of the third year and the clerkship runs for one year, beginning in August following graduation from law school.

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

SUPREME COURT WEBSITE (justice list/bios):

www.courts.mt.gov/supreme/bios.asp

SALARY: \$20.86/hour

NOTE – The Supreme Court posts law clerk bios on line. A link can be found at

www.courts.mt.gov/supreme/lawclerks.asp

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: Law clerks are employed by Judges in the following Districts: 1st, 2nd, 4th, 8th, 10th, 11th, 12th, 13th, 18th, 19th, 21st, and 22nd. Students should apply directly to the individual Judges in those Districts. (However, they should not send their applications directly to the District Court Judges if the job vacancy is listed on the state web site.) The application materials vary, but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The length of the clerkship is one year beginning in the fall following graduation from law school. The application deadline varies but is generally in the early spring of the third year of law school.

DISTRICT COURT WEBSITE (judge lists and addresses by District):

www.courts.mt.gov/dcourt/default.asp

SALARY: \$19.56/hour

MONTANA - cont.

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

Lois Menzies
Court Administrator
P.O. Box 203005
Helena, MT 59620-3005
(406) 841-2957

or

Pam Hunthausen
Judicial Assistant to the Chief Justice
Montana Supreme Court
P.O. Box 203001
Helena, MT 59620-3001
(406) 444-5490
(406) 444-3274 (fax)

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Nebraska

· **HIGHEST COURT:** Nebraska Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. Students should contact chambers directly for application timing (early applications will generally be kept on file until all are considered). The clerkship runs for one year (with a second year possible), beginning in the summer following the third year.

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

SUPREME COURT WEBSITE (justice list):

<http://www.supremecourt.ne.gov/supreme-court/scjudges/scaddresses.shtml?sub1>

SALARY: Approximately \$44,806

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

APPLICATION SUMMARY: Students should apply directly to the six individual Judges. The application process and materials are the same as those listed for the Supreme Court.

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

COURT OF APPEALS WEBSITE (judge list):

<http://www.supremecourt.ne.gov/appeals-court/acjudges/acaddresses.shtml?sub2>

SALARY: Approximately \$44,806

· **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: The 51 District Court Judges generally do not hire law clerks, although some accept interns.

NEBRASKA – cont.

ADDITIONAL INFORMATION: For more information, contact Janice Walker, the Court 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

APPLICATION SUMMARY: Application materials should include a Supreme Court of Nevada Employment Application (available at www.nvsupremecourt.us), a resume, at least three references, an official law school transcript, and two short unedited writing samples. Applications are due by July 31, 2008. Most clerkships run for one year, beginning in September following the third year. Some positions require a two-year commitment. Submit Applications to:

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

SUPREME COURT WEBSITE (justice list): <http://www.nvsupremecourt.us/> (click on “Court Information, About the Justices”)

SALARY: \$59,794

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: Students should apply directly to the individual Judges. The application materials vary but generally include a cover letter, resume, two letters of recommendation, an official law school transcript, and a writing sample. The application deadline varies but is generally in the early spring of the second year of law school. The length of the clerkship is one year beginning in the fall following the third year. Some Judges require a two-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/>. The District Judges and their bios can be found at <http://www.clarkcountycourts.us/ejdc/courts-and-judges/judges.html>

SALARY: Varies

NEVADA- cont.

ADDITIONAL INFORMATION: For more information, contact the clerk's office at the following address:

Tracie Lindeman
Clerk of Court
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

APPLICATION SUMMARY: Students should apply centrally at the address below for a clerkship with one of the five Justices. Application materials should include a cover letter, a resume, the names of three references with contact information, a law school transcript, and a writing sample of no more than ten pages in length. No electronic applications will be accepted. While the deadline for filing applications is August 1, 2008, applicants are encouraged to file early. Interviews will be held in early September, 2008. The clerkship runs for one year, beginning in late August 2009.

Margaret Haskett
Executive Secretary to the Chief Justice
N.H. Supreme Court
One Charles Doe Drive
Concord, NH 03301
MHASKETT@courts.state.nh.us
(603) 271-2646

SUPREME COURT WEBSITE (justice list): www.courts.state.nh.us/supreme/justices.htm

SALARY: \$51,624, plus certain benefits

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** Superior Court

APPLICATION SUMMARY: Application materials should include a cover letter, resume, law school transcript, a brief writing sample, and a list of references. (Do NOT include letters of recommendation.) Clerkships require a two-year commitment and a car, as travel may be required. Applications are accepted from May 1 through August 18, 2008 for a clerkship beginning the following August. Students should apply centrally at the following address:

Charlene Desrochers
Law Clerk Coordinator
New Hampshire Superior Court
Superior Court Center
17 Chenell Drive
Concord, NH 03301
(603) 271-2030
cdesrochers@courts.state.nh.us

NEW HAMPSHIRE- cont.

SUPERIOR COURT WEBSITE (judge list):

www.courts.state.nh.us/superior/justicesmarital.htm

SALARY: \$48,043 (first year); \$50,391 (second year), plus benefits

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.

ADDITIONAL INFORMATION: 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

APPLICATION SUMMARY: There are two ways to apply for a clerkship. Students are encouraged to apply both ways.

1. Students can send a cover letter and resume, which include the month and year the juris doctor degree will be awarded and any specific area of interest, directly to the individual Justices in early September of their third year of law school. Applications may include writing samples, transcripts, recommendation letters or a list of references. The clerkship runs for one year, beginning in early September.

2. Or, following completion of their second year in law school, students may apply centrally for clerkships at all levels by sending a resume and cover letter to the address below (writing samples, transcripts, recommendation letters or references should not be submitted with the resume and cover letter for central applications). The cover letter should include the month and year the juris doctor degree will be awarded, the Announcement Number and day and evening telephone numbers, along with any preference for Court, Division, and the County in which the candidate would like to serve.

Sindy Odas, Administrative Supervisor
Judiciary Personnel Office
Richard J. Hughes Justice Complex
PO Box 989
Trenton, NJ 08625-0966
609-984-3148
- or -
lawclerkresumes.mailbox@judiciary.state.nj.us

Resumes will be circulated to all Justices and Judges, who will then contact potential interviewees. Distributions are scheduled for August 2008, October 2008 and January 2009. To be included in these distributions, a cover letter and resume must be received by July 18, 2008, September 19, 2008, and December 31, 2008, respectively.

SUPREME COURT WEBSITE (judge list/bios): www.judiciary.state.nj.us
(Students should see links to “Courts” which will list the different levels of the Courts)

SALARY: \$55,427

• **MID-LEVEL APPELLATE COURT:** Appellate Division of Superior Court

NEW JERSEY - cont.

APPLICATION SUMMARY: The application process is the same as that of the Supreme Court.

APPELLATE DIVISION WEBSITE (judge list/bios): www.judiciary.state.nj.us
(Students should see links to “Courts” which will list the different levels of the Courts)

SALARY: \$50,607

• **TRIAL COURTS:** Superior Court: Law Division and Chancery Division; Tax Court

APPLICATION SUMMARY: The application process is the same as that of the Supreme Court.

SUPERIOR COURT WEBSITE (courts and judge lists): www.judiciary.state.nj.us
(Students should see links to “Courts” which will list the different levels of the Courts)

SALARY: \$42,172 if assigned to an Assignment Judge or the Chancery Division – General Equity; \$46,390 for Chancery Division - Family and Law Division (Civil and Criminal), and Tax Court.

ADDITIONAL INFORMATION: For more information, contact Kimberly Douglas, Judiciary Affirmative Action Officer, at the Richard Hughes Justice Complex - (609) 984-9361 or at gurpreet.singh@judiciary.state.nj.us. Judges’ chambers can be located on the Judiciary web site at njcourtonline.com under “Information Desk/Judges & Staff Directory”.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: New Mexico

· **HIGHEST COURT:** New Mexico Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices at the address listed below. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a short writing sample. The deadline for applications varies with each Justice, but is generally in the early spring of the second year. Clerkships run for one or two years, usually beginning in September following graduation.

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

SUPREME COURT WEBSITE (justice list): <http://nmsupremecourt.nmcourts.gov/>

NEW MEXICO SUPREME COURT JUSTICES LISTED IN SENIORITY ORDER

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

SALARY: \$51,521.60

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

APPLICATION SUMMARY: Court of Appeals: ten Judges preside, sitting in panels of three. The Court has offices in Santa Fe and Albuquerque. The application process is the same as that of the Supreme Court. Most Judges hire for a one or two-year term, which begins in early September. Students should apply directly to the ten individual Judges at the following address:

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

DIRECTORY OF COURT OF APPEALS JUDGES:

<http://coa.nmcourts.gov/judges/index.html>

NEW MEXICO COURT OF APPEALS JUDGES
LISTED IN SENIORITY ORDER

Chief Judge Jonathan B. Sutin
Judge A. Joseph Alarid
Judge Lynn Pickard
Judge James J. Wechsler
Judge Michael D. Bustamante

Judge Cynthia A. Fry
Judge Celia Foy Castillo
Judge Ira Robinson
Judge Roderick Kennedy
Judge Michael E. Vigil

SALARY: \$51,521.60

ADDITIONAL INFORMATION: For more information about the Supreme Court and the Court of Appeals, contact the court clerks' offices at the following address:

Kathleen Jo Gibson
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)

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

• **TRIAL COURTS:** District Court

APPLICATION SUMMARY: A trial court law clerk position is available in the Fifth District and, occasionally, the Eleventh District. Application materials are the same as those required by the Supreme Court.

Fifth District: Clerkships are for one year (July 1 through June 30) with the clerk rotating between three counties. Applications should be sent between January 1 and March 1 to:

Court Administrator's Office
P.O. Box 1776
Roswell, NM 88020-1776

For additional information, contact Linda Worley, Deputy Court Administrator, at the following address:

NEW MEXICO - cont.

5th Judicial District Court
PO Box 1776
Roswell, NM 88202-1776
(505) 622-2565
(505) 624-9506 (fax)
rosdlgw@nmcourts.com

FIFTH DISTRICT WEBSITE: www.fifthdistrictcourt.com/judge.htm

SALARY: \$47,058 (subject to change)

Eleventh District: Clerkships are occasionally available in this District. Inquiries may be addressed to:

Weldon J. Neff
Court Administrator's Office
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

The Court of Appeals offers two types of clerkship opportunities. The first is a clerkship with the Court's Central Legal Research Staff. For this position, the Court of Appeals hires approximately five to six attorneys each year for two-year clerkships. The second type of clerkship is as a personal clerk to a Judge.

APPLICATION SUMMARY: Application materials should include a cover letter, resume, two letters of recommendation from law school professors (if you have been practicing law, letters from legal employers may be substituted), a law school transcript, all undergraduate and graduate transcripts (unofficial copies will suffice), and an unedited writing sample.

Central Staff clerkships – Applications should be filed between July 1 and September 15 prior to the year in which employment is sought. The clerkship runs for two years, beginning in August following graduation. Applications should be addressed to:

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 - Students should apply directly to the seven individual Judges. Although materials and procedures vary, most have application deadlines in early fall of the third year of law school. However, it should be noted that Judges of the Court of Appeals do not all hire on a regular basis, as some retain law clerks for extended periods of time.

Mail to the Judges should be addressed to:

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

For further information regarding personal law clerk positions, contact Lisa M. Cleary at (518) 455-7757.

COURT OF APPEALS WEBSITE (judge list and bios):

<http://www.courts.state.ny.us/ctapps/judges.htm>

SALARY: \$67,042 (first year); eligible for a merit-based raise in second year to \$78,000

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

APPLICATION SUMMARY: Application procedures vary with the four Judicial Departments of the Appellate Division of the Supreme Court as well as with individual Justices.

Like the Court of Appeals, there are both central staff and personal clerkships available.

First Judicial Department: The Justices of the First Judicial Department have both personal law clerks and a central legal staff. However, the personal law clerks are generally long-term and, when there is an opening, the employment requirements tend to be more extensive than traditional clerkships. Some of the fifteen Justices do occasionally hire personal clerks on a temporary basis (e.g. a two-year term) and students are encouraged to apply directly to the individual Justices at the following address:

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

No set deadline exists, but applications are generally received through the early fall of the third year. Send a cover letter, resume, two letters of recommendation and a writing sample.

Other inquiries may be addressed to:

Eric Schumacher, Esq.
Chief Court Attorney
Appellate Division
1st Judicial Department
27 Madison Avenue
New York, NY 10010
(212) 340-0400

SALARY: Approximately \$57,053 (\$67,042 upon admission to the Bar)

Second Judicial Department: The Justices generally retain their personal law clerks on a permanent basis; however, the Second Judicial Department has a central legal staff that does hire regularly. No set deadline exists and applications are accepted year round. When an opening is anticipated, current applicants will be contacted. Candidates selected are hired for a period of two years. Application materials should include a cover letter, resume, law school transcript, LSAT score, GPA and law school rank. Do not send a writing sample. Send application materials to:

James Edward Pelzer, Esq.
Clerk of Court
Appellate Division
2nd Judicial Department
45 Monroe Place
Brooklyn, NY 11201

SALARY: Approximately \$57,053

Third Judicial Department: The Justices in this Department generally do not hire personal law clerks as most law clerks have permanent positions. However, there is a central legal staff which regularly hires approximately ten clerks each fall for a one-year term. Application materials should include a cover letter, resume, law school transcript with second-year grades, and a writing sample. Letters of recommendation are optional. The deadline for applications is in the early fall of the third year (usually mid-September) for a position beginning the following August. Applicants should send materials to:

Robert D. Mayberger, Esq.
Deputy Clerk
Appellate Division
3rd Judicial Department
Box 7288, Capitol Station
Albany, NY 12224
(518) 471-4800

SALARY: Approximately \$57,053

Fourth Judicial Department: The procedures for the Fourth Judicial Department are similar to that of the Third Department. To apply for a court attorney position, which is a two-year judicial clerkship, send a cover letter, resume, unofficial law school transcript (with 2L grades), and a writing sample from a moot court brief, a law review note, or a legal memorandum. The deadline for applications is October 15 of the third year for a position beginning the following August. Each year the Fourth Department hires eight Appellate Court Attorneys. The Appellate Court Attorney position is a two-year judicial clerkship. Students should send application materials to the following address:

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.

SALARY: Approximately \$57,053 (\$67,042 upon admission to NY Bar)

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

· **TRIAL COURTS:** Supreme and County Courts

APPLICATION SUMMARY: Students should apply directly to the individual Judges at the Supreme and County Courts. To be considered for a pool position, students should apply to the Chief Clerk of each Supreme Court.

COURT WEBSITE: You can find links to all the different courts in all the judicial districts (and track down the judges there) at <http://www.nycourts.gov/courts/trialcourts.shtml>

· **SALARY:** Approximately \$51,858

ADDITIONAL INFORMATION: For more information, contact the Office of Court Administration at the following addresses:

Lawrence Marks, Esq.
Administrative Director
New York State Unified Court System
Office of Court Administration
25 Beaver Street
New York, NY 10004
(212) 428-2120

Clerkship Program for Commercial Division in New York County:

The Commercial Division (www.nycourts.gov/comdiv) is the specialized business court of the New York State court system. Among the cases eligible to be heard there are commercial contract disputes, claims involving commercial finance or commercial banking transactions, claims of commercial misrepresentation or unfair competition, and UCC cases. Monetary damages at issue must involve \$100,000 or more. Commercial Division Clerkships are offered for one or two years.

APPLICATION SUMMARY: Applications should include a current resume, law school transcript, an unedited writing sample, two letters of recommendation from law school professors (or legal employers if applicant has already been practicing law following receipt of a J.D. degree), and cover letter reflecting qualifications and demonstrated interest in commercial law. Application packages must be filed by October 31, 2008, for positions beginning September 2009. Submit applications to:

NEW YORK – cont.

Lauren DeSole, Esq.
Division of Human Resources
New York State Office of Court Administration
25 Beaver Street
New York, NY 10004

SALARY: \$58,355 (including location pay)

Legal Fellows Program: The Unified Court System offers a one-year Legal Fellowship to law school graduates interested in pursuing a legal career in public service. Legal Fellows are assigned to work for judges, assisting with legal research and writing. Fellows also participate in forums where they meet with judges, elected officials, government appointees, and public policy makers to learn about their work in public service as well as their individual professional experiences. Together with the Fellowship assignments, these forums provide practical insight into the courts and professional opportunities in the legal system. Fellowship opportunities are available in courts throughout the state. See www.courts.state.ny.us/careers/LegalFellows.pdf.

APPLICATION SUMMARY: Applications must anticipate graduation from law school by August 2009, or have graduated no more than three years prior to May 2009. Applications should include a current resume, law school transcript, an unedited writing sample, two letters of recommendation from law school professors (or legal employers if applicant has already been practicing law following receipt of a J.D. degree), and cover letter indicating preference for location. Applications for positions beginning in September 2009 must be filed between July 1 and November 2, 2008.

For further information, or to submit an application, please contact:

Alice M. Chapman-Minutello
Deputy Director
Division of Human Resources
Workforce Diversity Office
New York State Unified Court System
25 Beaver Street, Room 1009
New York, NY 10004

SALARY: \$57,053 (plus benefits)

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: North Carolina

• **HIGHEST COURT:** Supreme Court of North Carolina

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices at the address below. While Justices have hired in the early spring of the second year in the past, application deadlines and materials vary, so students should contact chambers directly to determine the hiring process. Clerkships generally run for one or two years, beginning in August following the third year.

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

SUPREME COURT WEBSITE (justice list and bios):
www.nccourts.org/courts/appellate/supreme/biographies/seating.asp

SALARY: 1st Year - \$47,253 2nd Year - \$49,277 (subject to legislative increase)

• **MID-LEVEL APPELLATE COURT:** North Carolina Court of Appeals

APPLICATION SUMMARY: Application deadlines and materials vary, so students should contact chambers directly to determine the hiring process. Students should apply directly to the fifteen individual Court of Appeals Judges at the following address:

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

COURT OF APPEALS WEBSITE (judge list/bios):
www.nccourts.org/Courts/Appellate/Appeal/Biographies/Judges.asp

SALARY: 1st Year - \$44,934 2nd Year - \$47,253 (subject to legislative increase)

• **TRIAL COURTS:** Superior Court

APPLICATION SUMMARY: Trial courts in North Carolina do not hire law clerks.

NORTH CAROLINA - cont.

ADDITIONAL INFORMATION: For more information, contact:

Hon. Ralph A. Walker, Director
Administrative Office of the Courts
P.O. Box 2448
Raleigh, NC 27602
(919) 890-1391

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: North Dakota

• **HIGHEST COURT:** North Dakota Supreme Court

APPLICATION SUMMARY: Second-year law students interested in applying for a one-year appointment as a law clerk to the North Dakota Supreme Court should prepare a letter of application (**in quintuplicate**) addressed 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

The applications are due by July 15.

Please include an autobiographical sketch, summarizing your life and career from early days to the present, and a curriculum vitae, which should contain 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; three references, including at least one member of the law school faculty; and any other information the applicant believes would bear upon the applicant's qualifications as a law clerk.

The applicant must also furnish the following: copy of undergraduate transcript; copy of L.S.A.T score report; copy of law school application for admission; copy of law school transcript to date of application (make arrangements with law school authorities to mail official final transcript indicating spring grades directly to Justice Maring, when available); and a writing sample that has been edited only by the applicant.

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 one-year term.

SUPREME COURT WEBSITE (justice list/bios):

www.court.state.nd.us/Court/COURT.HTM

SALARY: \$49,172

NORTH DAKOTA - cont.

• **MID-LEVEL APPELLATE COURT:** Court of Appeals (temporary - assists Supreme Court if caseload exceeds 250 cases annually)

APPLICATION SUMMARY: No law clerks are hired for the Court of Appeals.

• **TRIAL COURTS:** District Court

APPLICATION SUMMARY: Each of the seven Districts has at least one law clerk. There is no set term of one year (as with the Supreme Court) for District Court law clerks. For more information, contact the State Court Administrator at (701) 328-4216.

SALARY: \$47,172

DISTRICT COURT WEBSITE (judge list/bios):

www.court.state.nd.us/Court/Districts/Judges.htm

ADDITIONAL INFORMATION: For more information, 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

APPLICATION SUMMARY: The Supreme Court is composed of a Chief Justice and two Associate Justices. Applications are accepted year-round. 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.

To apply, please submit a cover letter, resume, law school transcript, writing sample, and a list of three references to:

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
Facsimile: (670) 236-9702
Email: supreme.court@saipan.com

SALARY: Annual salary is approximately \$44,600, plus a \$500 monthly housing allowance, and health insurance.

WEBSITE: <http://www.justice.gov.mp/>

• **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

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The deadline for applications is in the early spring of the second year and the clerkship runs for one to three years, beginning in the summer following the third year. Application materials should be sent to the following address:

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

SUPREME COURT WEBSITE (justice list/bios): www.sconet.state.oh.us/Justices

SALARY: Law Clerk I (Admitted to Practice 0<2 Years) - \$58,531.20; Law Clerk II (Admitted to Practice 2<5 Years) - \$62,920; Law Clerk III (Admitted to Practice 5<10 Years) - \$71,552; Law Clerk IV (Admitted to Practice 10<15) – 81,889.60; Senior Law Clerk (Admitted to Practice 15+ Years) - \$87,464

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

APPLICATION SUMMARY: Students should apply to the District Court Administrator for the district in which they want to clerk. There are twelve Court of Appeals Districts.

DISTRICT COURTS OF APPEAL WEBSITE (links to all District homepages and court information): www.sconet.state.oh.us/District_Courts/

SALARY: Varies by District

• **TRIAL COURTS:** Court of Common Pleas

APPLICATION SUMMARY: Students should apply to the Court Administrator for the county in which they want to clerk. The following larger counties are more likely to hire law clerks: Cuyahoga, Franklin, Hamilton, Lucas, Montgomery and Summit.

SALARY: Varies by County

OHIO - cont.

COURT OF COMMON PLEAS ON THE WEB: You can find links to the Courts of Common Pleas under their counties at http://www.sconet.state.oh.us/web_sites/courts/

ADDITIONAL INFORMATION: For more information, contact the Human Resources Office at the following address:

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

APPLICATION SUMMARY: In Oklahoma, state judicial clerkships are career positions. Thus, clerkships are not frequently available. Interested students should inquire periodically as to any openings. Application deadlines vary depending upon when a position becomes available. Inquiries should be directed to:

Michael Evans
Oklahoma Supreme Court
Administrative Office
1915 N. Stiles, Suite 305
Oklahoma City, OK 73105

SUPREME COURT WEBSITE (justice list): www.oscn.net/oscn/schome/justices.htm

SALARY: Depends on experience

· **MID-LEVEL APPELLATE COURT:** Court of Appeals & Court of Criminal Appeals

APPLICATION SUMMARY: The application process for clerkships with the Court of Appeals is the same as that for the Supreme Court.

For clerkship openings posted by the Court of Criminal Appeals, send cover letter and resume to:

Judge Chapel
230 State Capitol Building
Oklahoma City, OK 73105

WEBSITES (judge lists/bios):

Court of Criminal Appeals: www.occa.state.ok.us/

Court of Civil Appeals: www.oscn.net/oscn/schome/civilappeals.htm

SALARY: Depends on experience

· **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: The District Court Judges do not currently hire law clerks.

OKLAHOMA - cont.

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

Michael Evans
Supreme Court Administrative Office
1915 North Stiles Street, Suite 305
Oklahoma City, OK 73105
(405) 521-2450

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Oregon

• **HIGHEST COURT:** Oregon Supreme Court

APPLICATION SUMMARY: Students should apply centrally at the address below for a clerkship. Do not apply to the individual Justices. Application materials are accepted only during recruitment, which generally begins in January. See job announcement for details at <http://www.ojd.state.or.us/jobs>. In the past, the Court has recruited in the spring of the second year for clerkships after graduation. Please check the specific announcement for the up-to-date details (the announcement is not up all year, so check often to catch it when it first gets posted).

Michael Barnum
Oregon Judicial Department
Personnel 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

SUPREME COURT WEBSITE (justice bios): www.ojd.state.or.us/courts/supreme

SALARY: \$2,467 - \$3,645 monthly (Portland)
\$3,473 - \$5,130 monthly (Salem)

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

APPLICATION SUMMARY: Students should apply centrally at the following address for a clerkship. Do not apply to the individual Judges. Application materials are accepted only during recruitment, which generally begins in January. See job announcement for details at <http://www.ojd.state.or.us/jobs>. In the past, the Court has recruited in the spring of the second year for clerkships after graduation. Please check the specific announcement for the up-to-date details (the announcement is not up all year, so check often to catch it when it first gets posted).

Michael Barnum
Oregon Judicial Department
Personnel 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

OREGON - cont.

COURT OF APPEALS WEBSITE (judge bios): www.ojd.state.or.us/courts/coa/index.htm

TAX COURT WEBSITE: www.ojd.state.or.us/courts/tax/index.htm

SALARY: \$3,405-\$4,788 monthly (subject to change)

• **TRIAL COURTS:** The trial courts occasionally hire law clerks. Openings may be found at <http://www.ojd.state.or.us/jobs>.

ADDITIONAL INFORMATION: For more information, contact the Personnel Division at the following address:

Michael Barnum
Oregon Judicial Department
Personnel 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

CIRCUIT COURT WEBSITE: www.ojd.state.or.us/courts/circuit/index.htm

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Pennsylvania

• **HIGHEST COURT:** Pennsylvania Supreme Court

APPLICATION SUMMARY: Students should apply directly to the individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The deadline for applications is in the early spring of the second year and the clerkship runs for one to three years, beginning in the summer following the third year.

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

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
510 Walnut Street, 6th Floor
Philadelphia, PA 19106

The Honorable Debra B. Todd
Pennsylvania Supreme Court
One Oxford Center, Suite 2550
Pittsburgh, PA 15219

COURT WEBSITE: www.courts.state.pa.us/Index/Supreme/SupremeCtJustices.asp

SALARY: 1st Year - \$50,886 2nd Year - \$57,569 3rd Year - \$60,020

PENNSYLVANIA - cont.

MID-LEVEL APPELLATE COURT: Commonwealth and Superior Courts

APPLICATION SUMMARY: Students should apply directly to the 24 individual Judges of the Commonwealth and Superior Courts. The application process is the same as that listed for the Supreme Court.

COURT WEBSITE (judges):

SUPERIOR COURT: www.superior.court.state.pa.us/directory.htm

COMMONWEALTH COURT: www.courts.state.pa.us/Index/UJS/appcts.asp

SALARY: 1st Year - \$48,434 2nd Year - \$55,116 3rd Year - \$57,569

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

1) Court of Common Pleas of Philadelphia County

APPLICATION SUMMARY: Temporary internships are available in the fall, spring, and summer as off-campus federal work-study positions only. The student must be a Pennsylvania resident and attend a school which participates in the funding program of the Pennsylvania Higher Education Assistance Agency. Eligible students may apply through his or her law school's Financial Aid Office. For more information, call Human Resources at (215) 683-6950 or send e-mail to HR@courts.phila.gov.

Full-time judicial law clerk positions, either as personal clerks for a judge or pool position (not working directly for a judge), are available to graduates of accredited law schools when vacancies occur (Judges typically contact Human Resources when looking for clerks, so applicants should submit materials to Human Resources to be included in "eligibility file"). Pool positions, when available, are posted at <http://courts.phila.gov> (see Employment Opportunities section, which includes an application form). Applications should be submitted to:

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

2) Other Judicial Districts

APPLICATION SUMMARY: Students should submit application materials directly to the Trial Judge or to the Court Administrator for the Judicial District in which the Trial Court is located. Application requirements vary by Judicial District.

PENNSYLVANIA - cont.

DISTRICT COURT WEBSITE (judge lists with addresses):

www.courts.state.pa.us/Index/DJ/DJresults.asp or
http://jobs.aopc.org/related_employment_opportunities.asp

SALARY: Varies by Judicial District

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

Office of Human Resources
Administrative Office of PA Courts
5001 Louise Drive, 3rd Floor
Mechanicsburg, PA 17055-0719
(717) 795-2080
(717) 795-2086 (fax)
human.resources@pacourts.us

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Puerto Rico

• **HIGHEST COURT:** Puerto Rico Supreme Court

APPLICATION SUMMARY: Students should apply directly to the Chief Justice and request that their application be forwarded to the six Associate Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, class rank, and a writing sample. Deadlines vary among the Justices. The clerkship may run for more than one year, beginning in October. Applicants must be able to speak and write Spanish. Admission to the Puerto Rico Bar is required. Apply to:

Chief Justice Federico Hernandez-Denton
Puerto Rico Supreme Court
P.O. Box 9022392
San Juan, PR 00902-2392

SUPREME COURT WEBSITE: www.tribunalpr.org (click on Justice photo for bio)

SALARY: \$35,400 - \$54,600

• **MID-LEVEL APPELLATE COURT:** Puerto Rico Court of Appeals

APPLICATION SUMMARY: Students should apply directly to Judge Dolores Rodriguez de Oronoz. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, class rank and a writing sample. Applicants must be able to speak and write Spanish. Admission to the Puerto Rico Bar is required. Apply to:

Judge Dolores Rodriguez de Oronoz
Puerto Rico Court of Appeals
P.O. Box 191067
San Juan, PR 00919-1067

SALARY: \$33,000 - \$54,600

• **TRIAL COURTS:** Superior Court

APPLICATION SUMMARY: Students should apply to the Administrative Director of the Courts at the address below. Application materials should include a cover letter, resume, unofficial law school transcript and a writing sample. Admission to the Puerto Rico Bar is required. Applicants must be able to speak and write Spanish.

PUERTO RICO – cont.

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

SALARY: \$29,232 - \$41,232

ADDITIONAL INFORMATION: For more information, contact:

Hon. Sonia Ivette Velez Colon
Administrative Director
P.O. Box 190917
San Juan, PR 00919-0917
(787) 641-6600
Fax: (787) 766-9831
SoniaV2@tribunales.gobierno.pr

or

Judge Dolores Rodriguez de Oronoz
Chief Judge
Puerto Rico Court of Appeals
PO Box 191067
San Juan, PR 00919-1067
(787) 474-3776
(787) 294-1835

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Rhode Island

• **HIGHEST COURT:** Rhode Island Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices at the following address:

The Honorable _____
Rhode Island Supreme Court
250 Benefit Street
Providence, RI 02903

Contact individual Justices for their requirements and deadlines at their Chamber's number.

SUPREME COURT WEBSITE (list of justices):

www.courts.state.ri.us/misc/judicialroster.htm

SALARY: \$45,455 with an increase to \$47,696 after 6 months. Clerks will be required to pay a cost share of the health insurance premium of either an individual or family plan.

• **MID-LEVEL APPELLATE COURT:** None

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

APPLICATION SUMMARY: The Rhode Island Supreme Court hires law clerks for the Trial Court Law Clerk Department, which services the Superior Court, the District Court, the Family Court, and the Rhode Island Traffic Tribunal. The student's cover letter should indicate a desire to be in the Law Clerk Department. Application materials include a cover letter, resume, two letters of recommendation (one from a law school professor), 2 writing samples (one designated as primary), and a copy of an official law school transcript. The deadline is October 15 of the third year. Apply directly to:

Chief Justice Frank J. Williams
Rhode Island Supreme Court
250 Benefit Street
Providence, RI 02903

For additional information or questions regarding the application requirements, e-mail ssareply@courts.state.ri.us.

TRIAL COURT WEBSITE (list of judges): www.courts.state.ri.us/misc/judicialroster.htm

RHODE ISLAND – cont.

SALARY: \$45,455 with an increase to \$47,696 after 6 months. Clerks will be required to pay a cost share of the health insurance premium of either an individual or family plan

ADDITIONAL INFORMATION: For more information regarding trial court clerkships, contact Carol Bourcier Fagnoli, Esq. at the following address:

Carol Bourcier Fagnoli, Esq.
Supervising Staff Attorney
Rhode Island Supreme Court
250 Benefit Street
Providence, RI 02903
(401) 222-6536
(401) 222-7878 (fax)
cfagnoli@courts.state.ri.us

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: South Carolina

• **HIGHEST COURT:** South Carolina Supreme Court

APPLICATION SUMMARY: The Supreme Court hires both judicial law clerks and central staff attorneys. Students interested in judicial clerkships should apply directly to an individual Justice. Each Justice requires different application material; therefore, students should contact the Clerk's Office at (803) 734-1080 for the necessary information. Applications should be filed in the fall of the third year of law school. The clerkship runs for one or two years beginning in the late summer following the third year. Materials should be sent to:

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

SUPREME COURT WEBSITE (justice list/bios):

<http://www.judicial.state.sc.us/supreme/>

Students interested in applying for a staff attorney position should contact Marjorie B. Goodale, Chief Staff Attorney, for vacancy information. Staff attorneys are hired in the fall of the third year of law school for two-year terms beginning in the late summer following the third year of law school.

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

SALARY: \$46,137 (this salary is same for Court of Appeals positions)

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

APPLICATION SUMMARY: The Court of Appeals hires both judicial law clerks and central staff attorneys. Students interested in judicial clerkships should apply directly to the nine individual Judges. The process is the same as that of the Supreme Court. Materials should be sent to:

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

SOUTH CAROLINA – cont.

COURT OF APPEALS WEBSITE (judge lists/bios): <http://www.judicial.state.sc.us/appeals/>

Students or graduates interested in positions as central staff attorneys should contact:

Tanya A. Gee
Chief Staff Attorney
South Carolina Court of Appeals
P.O. Box 11629
Columbia, SC 29211
(803) 734-1890
tgee@sccourts.org

• **TRIAL COURTS:** Circuit Court, Family Court

APPLICATION SUMMARY: The Circuit Court Judges hire their own clerks so students should apply directly to those Judges (find the Judges and their bios at <http://www.judicial.state.sc.us/circuitCourt/cirJudgeListPF.cfm>). You can see which Judge is in which Circuit and assigned to which session by looking at <http://www.sccourts.org/calendar/index.cfm> and clicking on the CIRCUIT links on the calendar.

Some Judges in the Masters-in-Equity Courts hire law clerks. These positions, however, are county-funded and are often volunteer or pay minimum wage. The judge list for Masters-in-Equity is at <http://www.sccourts.org/mastersCourt/MIEJudgeListPF.cfm>

The Family Court Judges do not hire law clerks.

SALARY: Circuit Court clerkships: \$38,773

ADDITIONAL INFORMATION: For more information, contact the Judicial Department's Human Resources Office at the following address:

Cy Wentworth, Human Resource Manager
South Carolina Judicial Department
1015 Sumter Street, Suite 101
Columbia, SC 29201
(803) 734-1970
cwentworth@sccourts.org

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: South Dakota

• **HIGHEST COURT:** South Dakota Supreme Court

APPLICATION SUMMARY: For a clerkship with one of the five Justices, students should send five copies of their application materials to the central address below. Application materials should include a cover letter, resume, an unofficial law school transcript, and a writing sample. The deadline for applications is August 1st preceding the third year and the clerkship runs for one or two years, beginning in August following the third year.

Lynn Sudbeck, Deputy State Court Administrator
Unified Judicial System
South Dakota Supreme Court
500 East Capitol Street
Pierre, SD 57501-5070

SUPREME COURT WEBSITE (justice list/bios): www.sdjudicial.com/

SALARY: \$47,016.53

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** Circuit Court

APPLICATION SUMMARY: Students should apply directly to the Presiding Judge in each of the seven Circuits. The Judicial Circuits can be found at <http://www.sdjudicial.com/CircuitsMain.htm>. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a brief writing sample.

SALARY: \$41,271.85

ADDITIONAL INFORMATION: For more information, contact Lynn Sudbeck at the address above.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Tennessee

· **HIGHEST COURT:** Tennessee Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The deadline for applications is in the late summer prior to a student's third year and the clerkship runs for one year, beginning in the summer following the third year. Please apply to:

The Honorable _____
Nashville Supreme Court Building
401 Seventh Avenue North
Nashville, TN 37219-1407
(615) 741-2681

SUPREME COURT WEBSITE: www.tsc.state.tn.us/index.htm (click on "Courts" and then on Appellate Courts and follow the links to the bios/judge list)

SALARY: \$50,220 – 53,364

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

APPLICATION SUMMARY: Students should apply directly to the 24 individual Appellate Judges. The application process is the same as that described for the Supreme Court.

APPELLATE COURT WEBSITE: www.tsc.state.tn.us/index.htm (click on "Courts" and then on Appellate Courts and follow the links to the bios/judge list).

SALARY: \$48,492 - \$50,220

ADDITIONAL INFORMATION: 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

TENNESSEE – cont.

• **TRIAL COURTS:** Circuit Court and Criminal Court

APPLICATION SUMMARY: Judges in some metropolitan areas hire law clerks. Applications should be sent to the appropriate Courts/Judges during the fall of the student's third year. Application materials include a cover letter and resume.

SALARY: Information Not Available

TRIAL COURT WEBSITE: www.tsc.state.tn.us/index.htm (click on “Courts” for list of trial court judges).

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Texas

· **HIGHEST COURT:** Texas Supreme Court and Court of Criminal Appeals

APPLICATION SUMMARY: Texas has a bifurcated appellate system in which all civil cases are appealed to the Supreme Court and all criminal cases are appealed to the Court of Criminal Appeals.

1) Supreme Court

Students should apply directly to the nine individual Supreme Court Justices, or send application materials to the address below and request to be considered by all of the Justices. Application materials should include a cover letter, resume, law school transcript, and writing sample. To apply to individual Justices, please apply to:

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

A student who wishes to be considered by every Supreme Court Justice may send nine copies of the application materials, with individualized cover letters for each Justice, to:

Executive Assistant
Supreme Court of Texas
P.O. Box 12248
Austin, TX 78711
(512) 463-1353

COURT WEBSITE (profiles of justices):

<http://www.supreme.courts.state.tx.us/court/justices.asp>

For the Supreme Court, the application materials may be sent any time between September 1st and February 1st of a student's third year.

SALARY: At least \$40,000

2) Court of Criminal Appeals

For clerkships in the Court of Criminal Appeals, students should apply directly to the nine individual Judges. Application materials should include a cover letter, resume, two letters of recommendation (optional), an unofficial law school transcript, and a writing sample. Please apply to:

TEXAS - cont.

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

COURT OF CRIMINAL APPEALS WEBSITE (judge list/bios):

<http://www.cca.courts.state.tx.us/court/justices.asp>

A student who wishes to be considered by every Court of Criminal Appeals Judge may send nine copies of the application materials and individualized letters to:

Clerk of Court
Court of Criminal Appeals
P.O. Box 12308
Austin, TX 78711
(512) 463-1551
(512) 463-7061 (fax)

The deadline for applications is in the early spring of the second year and the clerkship runs for one year, beginning in the summer following the third year.

SALARY: \$40,000

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

APPLICATION SUMMARY: Each of the fourteen Courts of Appeal is presided over by a chief justice and has at least two other justices. The specific number of justices on each Court of Appeals is set by statute and ranges from three to thirteen. The deadline for applications is in the early fall of the third year and the clerkship runs for one year, beginning in the summer following graduation from law school. Students should apply directly to the individual Justices. The application process varies but is generally similar to that of the Supreme Court.

COURT WEBSITE (location of courts and judge lists/bios):

<http://www.courts.state.tx.us/courts/coa.asp>

SALARY: Varies by court (range is \$32,988-\$47,000 – average is \$40,000)

· **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: Students should apply directly to the District Court Judge for the District in which they are interested in clerking. Contact chambers directly for application information.

DISTRICT COURT WEBSITE (court locations and links to judge info):

<http://dm.courts.state.tx.us/OCA/DirectorySearch.aspx>

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

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

The State of Texas publishes a directory of all state courts which is available online at www.courts.state.tx.us; choose Judicial Directory.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Utah

• **HIGHEST COURT:** Utah Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The deadline for applications is in the early spring of the second year and the clerkship runs for one or two years, beginning in the summer following the third year. Send application materials to:

The Honorable _____
Utah Supreme Court
P.O. Box 140210
450 South State Street
Salt Lake City, UT 84114-0210
(801) 578-3900 - telephone
(801) 238-7980 - fax

COURT WEBSITE: www.utcourts.gov/judgesbios/supremgal.htm

SALARY: \$45,184 pre-Utah bar admission
\$47,711 with Utah bar admission
\$50,383 with one year post-graduate experience

A 5% cost of living increase is anticipated 7/1/08

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

APPLICATION SUMMARY: The application process is the same as that of the Supreme Court. Send application materials to:

The Honorable _____
Utah Court of Appeals
P.O. Box 140230
450 South State Street, 5th Floor
Salt Lake City, UT 84114-0230
(801) 578-3900 - telephone
(801) 578-3999 – fax

COURT OF APPEALS WEBSITE (judge list/bios):
www.utcourts.gov/judgesbios/appealgal.htm

SALARY: Same as Supreme Court

• **TRIAL COURTS:** District Courts

APPLICATION SUMMARY: Generally, only the District Courts that are in large urban areas hire law clerks. Applications should be sent to the Presiding Judge of the District and the application process is the same as indicated above.

DISTRICT COURT WEBSITE (judge list/bios): <http://www.utcourts.gov/judgesbios/>

SALARY: Same as Supreme Court

ADDITIONAL INFORMATION: For more information, contact the Human Resources Office at the following address:

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)
robap@email.utcourts.gov

or

Matty Branch
Appellate Court Administrator
Utah Appellate Courts
P.O. Box 140210
450 South State Street, 5th Floor
Salt Lake City, UT 84114-0210
(801) 578-3834
(801) 578-3999 (fax)
mattyb@email.utcourts.gov

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Vermont

• **HIGHEST COURT:** Vermont Supreme Court

APPLICATION SUMMARY: Chief Justice Paul L. Reiber is considering applications for a two-year judicial clerkship from August 10, 2009 to August 12, 2011. Associate Justices John A. Dooley, Marilyn S. Skoglund and Brian L. Burgess are considering applications for a one-year judicial clerkship from August 10, 2009 to August 6, 2010. Application materials should include a cover letter (one cover letter may be submitted for all four justices, but please specify if you are also applying for the two-year term position), resume, a law school transcript indicating academic standing if available, a sample of legal writing, and two or more letters of recommendation from present or former employers or law professors. Applications will be accepted between August 4, 2008 - September 5, 2008. Justice Skoglund is considering applications on a rolling basis. Submit by email in "pdf" format to monica.bombard@state.vt.us

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.

SUPREME COURT WEBSITE (justice list/bios):
www.vermontjudiciary.org/courts/supreme/index.htm

SALARY: \$43,264

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** Superior, Family, District and Environmental Court

APPLICATION SUMMARY: Applications are made centrally for clerkships with all trial courts (clerks are normally assigned to all levels of the trial courts within a county, though some law clerks are assigned exclusively to the Environmental Court). Hiring for Environmental Court positions is conducted separately from hiring for all other trial court positions. Applicants for both the Environmental Court and other positions, if selected, will be interviewed twice. Such applicants should submit two separate sets of application materials, one for each hiring committee. Practicing attorneys are welcome to apply. Application materials include a cover letter (indicating interest in (1) the Environmental Court only, or (2) positions focusing on Civil,

VERMONT - cont.

Criminal, and Family Courts only); resume with email address (which will be relied upon for correspondence); law school transcript reflecting at least four completed semesters of study, or the equivalent; official class rank, or the equivalent (if not reported by school, explain in detail); two letters of recommendation (may be sent separately from other materials); and a recent legal writing sample demonstrating aptitude for judicial opinion writing. Please apply only according to these instructions. Please do not apply directly to any courts or judges. Please do not submit a form “Judicial Branch Employment Application.” Clerkships run for one year and may lead to more senior positions. For positions beginning September, 2009, applications must be postmarked between September 1, 2008 and October 5, 2008, inclusive, and sent by postal mail to:

Robert B. Hubbard
Chief Law Clerk
Office of the Court Administrator
Human Resources Department
Trial Court Law Clerk Hiring
109 State Street
Montpelier, VT 05609-0701

A limited number of qualified applicants will be selected for in-person interviews based on court needs and demonstrated merit. Interviews for Environmental Court positions will be held on Wednesday, November 19, 2008. Interviews for all other positions will be held on Thursday, November 20 and Friday, November 21, 2008.

SUPERIOR COURT WEBSITE: www.vermontjudiciary.org/courts/superior/index.htm

DISTRICT COURT WEBSITE: www.vermontjudiciary.org/courts/district/index.htm

FAMILY COURT WEBSITE: www.vermontjudiciary.org/courts/family/index.htm

ENVIRONMENTAL COURT WEBSITE:
www.vermontjudiciary.org/courts/environmental/index.htm

SALARY: \$42,493

ADDITIONAL INFORMATION: Please see the most recent trial court law clerk job announcement at <http://www.vermontjudiciary.org/employment/default.aspx>. For further information, contact Robert B. Hubbard, Chief Law Clerk, at Robert.hubbard@state.vt.us or (802) 828-3207.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Virginia

• **HIGHEST COURT:** Virginia Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample that has not been edited by others. The deadline for applications is in the early spring of the second year and the clerkship runs for one year, beginning in the summer following the third year. Application materials should be sent to:

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

COURT WEBSITE (justice list): www.courts.state.va.us

SALARY: Approximately \$68,000

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

APPLICATION SUMMARY: Students should apply directly to the 11 individual Judges. The application process is the same as that of the Supreme Court. Please apply to:

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

COURT OF APPEALS WEBSITE (judge list): www.courts.state.va.us

SALARY: Approximately \$66,000

• **TRIAL COURTS:** Circuit Courts

APPLICATION SUMMARY: Students should apply to the Chief Judge for the Circuit in which they are interested. Virginia has 31 Judicial Circuits. Not all Judicial Circuits hire law clerks.

VIRGINIA - cont.

CIRCUIT COURT WEBSITE (links to all Circuits and judge lists): www.courts.state.va.us

SALARY: Varies

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

APPLICATION SUMMARY: Students should apply directly to the nine individual Justices. Application materials should include a cover letter, resume, law school transcript, and a writing sample. Applications are accepted all year long, but it is preferable that applicants begin the process during their second year of law school for a position upon graduation. The clerkship runs for one to two years, beginning in the summer following the third year. Application materials should be sent to:

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

SUPREME COURT WEBSITE (justice list/bios):

http://www.courts.wa.gov/appellate_trial_courts/supreme/bios/?fa=scbios.home

SALARY: \$5,035.00 per month for new graduates (can be higher depending on experience)

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

DIVISION I: Apply to each of the ten Judges individually. Application materials should include a cover letter, resume, law school transcript, list of references or letters of recommendation, and a writing sample. Applications are accepted all year long, but it is preferable that applicants begin the process during their second year of law school for a position upon graduation. The clerkships run for one to two years. The starting salary is \$3,744 per month with an increase to \$3,935 after six months. Send application materials to:

The Honorable _____
Washington Court of Appeals, Division I
One Union Square
600 University Street
Seattle, WA 98101-4170
(206) 464-7750

DIVISION II: Students may apply individually to each of the seven Judges at the address below. Application materials should include a cover letter, resume, unofficial law school transcript, a self-edited writing sample, and three letters of recommendation. Prefer to receive applications by September of the third year of law school. Clerkships are for one to two years. The starting salary is \$3,744 per month with an increase to \$3,935 after six months.

WASHINGTON - cont.

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

DIVISION III: Students may apply individually to each Judge or Commissioner by sending a cover letter, resume, law school transcript, three letters of recommendation, and a writing sample. Applications are accepted all year long, but it is preferable that applicants begin the process during the second year of law school for a position upon graduation. The length of the clerkship is generally two years. The starting salary is \$3,744 per month with an increase to \$3,935 after six months.

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

COURT OF APPEALS WEBSITE (for each Division):

http://www.courts.wa.gov/appellate_trial_courts/ (has helpful links to judge bios and clerkship application procedures for each Division)

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

APPLICATION SUMMARY: Students should apply directly to the 186 individual Superior Court Judges, most of whom hire law clerks. In addition, some judges at the larger district and municipal courts hire law clerks. Application materials and deadlines vary, but generally are consistent with the information provided above.

MUNICIPAL COURT WEBSITE (click on county to find courts and judges):

http://www.courts.wa.gov/appellate_trial_courts/

ADDITIONAL INFORMATION: For more information on clerkships in Washington, contact:

Kathy Erickson
Human Resources
Administrative Office of the Courts
1206 Quince Street SE
P.O. Box 41170
Olympia, WA 98504-1170
(360) 705-5234

WASHINGTON - cont.

(360) 586-4409 (fax)
Kathy.Erickson@courts.wa.gov

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: West Virginia

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

APPLICATION SUMMARY:

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

Justices of the West Virginia Supreme Court of Appeals are elected to 12-year terms. Typically, each Justice has two (2) personal law clerks and one (1) or two (2) *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. To the extent that a Justice needs to hire either a personal or *per curiam* law clerk, each Justice has his/her own recruiting method. It is recommended that if someone wants to know if either personal or *per curiam* clerks are currently being recruited, they can go to the Supreme Court's webpage (www.state.wv.us/wvsca) and click on "Job Announcements." The 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.

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

SUPREME COURT WEBSITE (justice list/bios): www.state.wv.us/wvsca/justices.htm

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. 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. As such, 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. The salaries for these positions are set by the Court, commensurate with the experience of the candidate. The salary range will be published when such 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. It is recommended that interested applicants frequently monitor the Supreme Court's website at 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.

CONTACT: Bruce A. Kayuha, Esq.
Chief Counsel
West Virginia Supreme Court of Appeals
State Capitol, Building 1, Room E-400
Charleston, W. Virginia 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. As such, 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 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 performs specific tasks at the request of the Chief Counsel. The position of Workers' Compensation Writ Clerk is generally a one to two year contract position. The salaries for these positions are set by the court commensurate with the experience of the candidate. The salary range will be published when such 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. It is recommended that if someone wants to know if Worker's Compensation Writ Clerks are being recruited, they can go to the Supreme Court's webpage (www.state.wv.us/wvsca) and click on "Jobs." Hiring for the 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 bar dues.

WEST VIRGINIA - cont.

CONTACT: Tomás R. Vernon
Deputy Counsel for Workers' Compensation Mediation Program
West Virginia Supreme Court of Appeals
State Capitol, Building 1, Room E-400
Charleston, W. Virginia 25305
Phone: (304) 558-4471
Fax: (304) 558-6045
Email: tomasvernon@courtswv.org

• **MID-LEVEL APPELLATE COURT:** none

• **TRIAL COURTS:** Circuit Courts

APPLICATION SUMMARY: The circuit courts are West Virginia's only trial courts of record. West Virginia's 55 counties are divided into 31 circuits with 66 circuit judges. The circuits range in size from one with seven judges to 11 with one judge. Clerks are hired directly by the circuit judge(s) from either the pool of qualified candidates screened by the Office of Counsel or from outside the pool, provided that the candidate is first approved by the Office of Counsel. All circuit judge law clerks must sit for the West Virginia State Bar Examination each time that it is offered during their clerkships. Failure to pass the examination after three consecutive attempts will result in loss of employment. Examination failures predating judicial employment count toward the three attempts. The annual salary is \$41,364, plus benefits. The benefits, including health insurance, 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. The counties comprising the judicial circuit in which a clerk works provide office space, furniture and telephone service for the clerk.

The Office of Counsel recruits applicants year round to screen for the creation of the pool of qualified candidates from which the circuit judges will make their hiring decisions. It is recommended that the Supreme Court's web page (www.state.wv.us/wvsca) be monitored for position postings, which describe the materials to be submitted in order to be considered for a position. As these law clerk positions are filled, they are removed from the Web Page. Similarly, new positions are posted as they become available. Accordingly, the web page should be viewed frequently to keep abreast of current openings. While the majority of clerks will be hired during the fall and early winter, there are position openings year-round. Again, the Supreme Court's web page is the best year-round resource for position openings.

WEST VIRGINIA - cont.

CONTACT: Trina L. Leone
Deputy Counsel
West Virginia Supreme Court of Appeals
State Capitol, Building 1, Room E-400
1900 Kanawha Boulevard, East
Charleston, W. Virginia 25305
Phone: (304) 558-6580
Fax: (304) 558-6045

ADDITIONAL INFORMATION: For more information, contact Steve D. Canterbury at the Supreme Court Administrator's Office at (304) 558-0145.

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Wisconsin

• **HIGHEST COURT:** Wisconsin Supreme Court

APPLICATION SUMMARY: Students should apply directly to the seven individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The application deadlines are different for each Justice, but they generally range from April of the second year to September of the third year. The clerkship runs for one year, beginning in the summer following the third year. Please mail applications to:

The Honorable _____
Wisconsin Supreme Court
PO Box 1688
Madison, WI 53701

SUPREME COURT WEBSITE (justice list/bios): www.wicourts.gov/about/judges/index.htm

SALARY: Approximately \$54,000

Available Appointments: <http://wicourts.gov/about/employment/lawclerkposting.htm>

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

APPLICATION SUMMARY: The application process varies by district and changes annually. Students are required to send a cover letter, resume, writing sample, law school transcript, and recommendations. 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

COURT OF APPEALS WEBSITE (judge list/bios):

www.wicourts.gov/about/judges/index.htm

SALARY: Approximately \$54,000

Available Appointments: <http://wicourts.gov/about/employment/lawclerkposting.htm>

• **TRIAL COURTS:** Circuit Courts

WISCONSIN - cont.

APPLICATION SUMMARY: Students should apply directly to the individual Judges. The application materials vary, but generally include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. The length of the clerkship is one year, beginning in the fall. The application deadlines also vary, but are generally in the early spring of the second year of law school.

CIRCUIT COURT WEBSITE (circuits and judge list):

www.wicourts.gov/contact/docs/circuit.pdf

SALARY: Primarily volunteer, but some pay at a minimal hourly wage.

For volunteer law student internship programs, see:

www.wicourts.gov/services/attorney/intern.htm.

ADDITIONAL INFORMATION: For more information, contact the Director of State Courts at the following address:

John Voelker
Director of State Courts
Supreme Court of Wisconsin
P.O. Box 1688
Madison, WI 53701-1688
(608) 266-6828

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Wyoming

• **HIGHEST COURT:** Wyoming Supreme Court

APPLICATION SUMMARY: Students should apply directly to the five individual Justices. Application materials should include a cover letter, resume, two letters of recommendation, an unofficial law school transcript, and a writing sample. There is no deadline for applications, but the Justices generally conduct interviews and make final decisions in May of the third year (openings are posted on the website below). A clerk serves at the pleasure of the Justice, beginning in the summer following the third year (once the student is registered for the bar exam). Application materials should be sent to:

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

COURT WEBSITE: <http://courts.state.wy.us/>

SALARY: \$35,000.00 - \$52,000.

• **MID-LEVEL APPELLATE COURT:** None

• **TRIAL COURTS:** District Courts

APPLICATION INFORMATION: There are 21 District Judges in the state, which is organized into nine Judicial Districts. District Court is held in each county seat so that the Judges must regularly travel to all counties within their District to hear the cases that arise there. In addition, District Judges travel to other Districts when necessary to assist other Judges with the workload of the District. Apply directly to the individual Judges in the larger District Courts.

DISTRICT COURT WEBSITE: <http://courts.state.wy.us/DistrictCourtDirectory.aspx>

SALARY: Varies

ADDITIONAL INFORMATION: For more information, contact the court administrator's office at the following address:

WYOMING - cont.

Holly Hansen
Court Administrator
2301 Capitol Ave., Rm. 233
Cheyenne, WY 82002-0001
(307) 777-7583
(307) 777-3447 (fax)
hhansen@courts.state.wy.us