Acknowledgement

The 2013-14 Guide to State Court Judicial Clerkship Procedures 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 have made every effort to verify the information that is contained herein, but judges and courts can, and do, alter application deadlines and materials. As a result, if you have any questions about the information listed, please confirm it directly with the individual court involved. This is particularly true this year as many state courts have changed their hiring deadlines to reflect the changes in federal law clerk hiring. We suspect that additional changes will occur in the coming months and will endeavor to monitor those changes and update the Guide accordingly.

We believe The 2013-14 Guide represents a necessary tool for both career services professionals and law students considering judicial clerkships. We hope that it will prove useful and encourage other efforts to share information of use to all of us in the law school career services community.

Sincerely,

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

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NOTE: The Quick Reference Chart will be added to the online version of the Guide once we have verified the information for all of the state courts. We are currently waiting for verification from courts in CA, MA (trial court), NC, RI (trial court), TN, VA, and WY. In some cases, we have been asked by court administrators to hold off on publishing specific information until they have finalized their process. We expect most states to verify shortly, but wanted to respect their wishes in the interim.
State Court Judicial Clerkship Information

STATE: Alabama

HIGHEST COURT: Alabama Supreme Court

INFO
• 1 year clerkship begins summer following graduation
• Salary: $40,454
• Website: http://judicial.alabama.gov/supreme.cfm

APPLY
• WHO: Apply directly to individual justice(s). See website for list and bios
• WHAT: Verify requirements with each chamber. Generally:
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Writing sample
• WHEN: Deadline generally spring of 2L. Verify with each chamber.
• WHERE: Send application materials to:
  Robert G. Esdale, Sr.,
  Clerk of Court
  Alabama Supreme Court
  300 Dexter Avenue
  Montgomery, AL 36104

*** As a courtesy, send a copy of any application to the Honorable Roy S. Moore, Chief Justice, at the above address. ***

MID-LEVEL APPELLATE COURT:

Court of Civil Appeals
Court of Criminal Appeals

INFO
• Two separate courts, one civil and one criminal:
  Court of Criminal Appeals - no longer has regular rotating clerkships; interested candidates should contact individual judges for availability; for list of judges go to http://judicial.alabama.gov/criminal.cfm
  Court of Civil Appeals - may hire clerks each year; check their website at http://judicial.alabama.gov/civil.cfm
• Salary: $40,454
ALABAMA – cont.

APPLY
• **WHO**: Apply directly to individual judge(s)

• **WHAT**: Same as that listed for Supreme Court

• **WHEN**: Same as that listed for Supreme Court

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

TRIAL COURTS

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

APPLY
• **WHO**: Apply directly to judges in Jefferson, Mobile, and Montgomery counties

• **WHAT**: Verify with each judge. Generally:
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Writing sample

• **WHEN**: Varies; generally early spring of 2L. For more information, contact:

  Mittie J. Chappell
  Human Resources Director
  300 Dexter Avenue
  Montgomery, AL 36104
  -or-
  Administrative Office of Courts
  Judicial Building
  300 Dexter Avenue
  Montgomery, AL 36104-3741
  Toll Free: (866) 954-9411 / Local: (334) 954-5000
State Court Judicial Clerkship Information

STATE: Alaska

HIGHEST COURT: Alaska Supreme Court

INFO
- 5 Supreme Court justices: 4 in Anchorage and 1 in Fairbanks
- Each justice employs three law clerks
- 1 year term, begins September, 2014. Hiring expected by October, 2013
- Salary: $4,375 monthly in Anchorage; $4,507 monthly in Fairbanks
- The court provides health insurance, personal leave, and a limited travel and moving allowance
- Website (with list of judges): http://www.state.ak.us/courts/courtdir.htm

APPLY
- WHO: Apply directly to individual justice(s) c/o Anchorage address below.
- WHAT:
  - Cover letter
  - Résumé
  - 2-3 letters of recommendation from law professors or employers
  - Copy of all law school transcripts
  - Brief writing sample not substantially edited by others
- WHEN: Applications should be received no later than September 20, 2013 to be reviewed during the formal selection process; however, applications received after that date may also be reviewed by individual justices who have not yet made their selections
- WHERE: Send all application packages to:
  
  The Honorable ____________
  Alaska Court System
  Supreme Court
  303 K Street
  Anchorage, AK 99501

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- 3 Court of Appeals judges - all located in Anchorage
- Each judge employs two law clerks
- 1 year clerkship begins September 2014
- Salary: $4,089 monthly
ALASKA – cont.

- The court provides health insurance, personal leave, and a limited travel and moving allowance
- Website: [http://www.courts.alaska.gov/courtdir.htm#appellate](http://www.courts.alaska.gov/courtdir.htm#appellate)

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

- **WHAT**:
  - Cover letter
  - Résumé
  - 2-3 letters of recommendation from law professors or employers
  - Copy of all law school transcripts
  - Brief writing sample not substantially edited by others

- **WHEN**: Applications for Court of Appeals law clerk positions for the 2014-2015 clerkship should be received no later than October 31, 2013. The court may make offers to some applicants before the application period closes. For this reason, we urge you to submit your application early in the fall semester.

- **WHERE**: Send all application materials to:

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

TRIAL COURTS: Superior Courts

INFO
- There are 42 superior court judges throughout the state
- Each superior court judge employs one law clerk
- The 10 district court judges in Anchorage share two law clerks
- 1 year clerkship begins in September, 2014
- Salary: $3,831monthly in Anchorage, Kenai, Ketchikan, and Palmer. The salary is adjusted upward to compensate for geographical pay differentials in Barrow, Bethel, Dillingham, Fairbanks, Juneau, Kodiak, Kotzebue, Nome, and Sitka
- The court provides health insurance, personal leave, and a limited travel and moving allowance

APPLY
- **WHO**:
  - To apply for clerkships in the First Judicial District, send completed package to the Area Court Administrator
To apply for clerkships in the Second Judicial District, send your completed package to one or more judges directly at the address listed in the directory.

To apply for clerkships in the Third Judicial District, you may do either of the following:

1. Send your completed packages to one or more specific judges directly. A list of judges and their addresses is listed in the court directory.
2. Send your completed package to the Area Court Administrator. Please indicate in the cover letter the communities in which you are interested in working. Copies of your application will be available to judges throughout the Third Judicial District.

To apply for clerkships in the Fourth Judicial District, send completed package to the Area Court Administrator.

A list of judges is available from Area Court Administrator at address below or at http://www.courts.alaska.gov/courtdir.htm

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

• WHEN: Applications for law clerk positions with superior court judges for the 2014-2015 term should be received no later than October 31, 2013. Individual judges may make job offers before the application period closes; therefore, we urge you to submit your application early in the fall semester.

• WHERE:

**First Judicial District**
Clerkships in Juneau, Ketchikan, and Sitka with 5 Superior Court Judges

**Second Judicial District**
Clerkships in Barrow, Nome, and Kotzebue with 3 Superior Court Judges.

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

Alaska Court System
Area Court Administrator
Second Judicial District
P.O. Box 1110
Nome, AK 99762
Third Judicial District
Clerkships in Anchorage, Dillingham, Kenai, Kodiak, and Palmer with 26 Superior Court
Alaska Court System
Area Court Administrator
Third Judicial District
825 W. 4th Ave.
Anchorage, AK 99501-2083

Fourth Judicial District
Clerkships in Fairbanks and Bethel with 8 Superior Court Judges
Alaska Court System
Area Court Administrator
Fourth Judicial District
101 Lacey Street
Fairbanks, AK 99701

TRIAL COURTS: Anchorage District Court

INFO
• The 10 district court judges in Anchorage share two law clerks
• 1 year clerkship begins in September, 2014
• Salary: $3,831 monthly
• The court provides health insurance, personal leave, and a limited travel and moving allowance

APPLY
• WHO: To apply for clerkships with the Anchorage District Court, you’re your completed package to the court at the address below
• WHAT:
  o Cover letter
  o Résumé
  o 2-3 letters of recommendation from law professors or employers
  o Copy of all law school transcripts
  o Brief writing sample not substantially edited by others
  o Completed background check authorization form (available at http://www.courts.alaska.gov/hr/bcf.pdf)
• WHEN: Applications for law clerk positions with the Anchorage District Court for the 2014-2015 term should be received no later than October 31, 2013. The court may make job offers before the application period closes; therefore, we urge you to submit your application early in the fall semester.
• WHERE: Send all application materials to:
  Alaska Court System
  Anchorage District Court
  303 K Street, Room 307
  Anchorage, AK 99501
ADDITIONAL INFORMATION

Alaska Court System
Human Resources Department
820 West 4th Avenue
Anchorage, AK 99501
(907) 264-8242
(907) 264-8262 (fax)
recruitment@courts.state.ak.us
-or-
The Appellate Courts at (907) 264-0612
State Court Judicial Clerkship Information

STATE: Arizona

HIGHEST COURT: Arizona Supreme Court

INFO
- 1 year clerkship begins August or September, 2014
- Salary: Approximately $52,000
- Website: http://azcourts.gov/azsupremecourt.aspx. Includes list/bios of justices

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 3 letters of recommendation
  - Unofficial law school transcript
  - Undergrad transcript (if available)
  - Writing sample
- WHEN: The Supreme Court of Arizona follows the Federal Judges Law Clerk Hiring Plan. As such, third-year law school applicants should submit their materials beginning Friday, June 28th.
- WHERE: Packages are submitted to the justice(s) of choice.

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

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

INFO
- There are two divisions to the Court of Appeals. 22 judges hire law clerks individually.
- Salary: Approximately $52,000 first year
- Websites:
  - Division One: http://www.azcourts.gov/coa1/home.aspx
  - Division Two: http://www.appeals2.az.gov/
APPLY

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

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

• **WHEN:** Beginning June 28th, 2013, Judges of Division One of the Court of Appeals will accept applications from individuals seeking employment as a law clerk for the year term commencing August/September of 2014. Contact individual judges for deadlines applicable to Division Two.

• **WHERE:**
  - For Division One:
    - The Honorable ____________
    - Arizona Court of Appeals
    - 1501 West Washington
    - Phoenix, AZ 85007
    - (602) 542-4821
  - For Division Two:
    - The Honorable ____________
    - Arizona Court of Appeals
    - 400 West Congress Street
    - Tucson, AZ 85701
    - (520) 628-6954
    - Fax: (520) 628-6959

**TRIAL COURTS: Superior Court**

**INFO**

• Superior Courts are administered through each individual county. Although superior court judges generally do not hire law clerks, there are some positions available for law-trained bailiffs
• Salary: Approximately $26,437 ($12.71/hour)
• Individual county websites available from general state web page: [https://az.gov/government_county_statemap.html](https://az.gov/government_county_statemap.html)
Judicial Branch Human Resources
Judicial Branch of Arizona in Maricopa County
101 West Jefferson Street, ECB-LL3
Phoenix, AZ 85003
(602) 372-9675

ADDITIONAL INFORMATION:

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

STATE: Arkansas

HIGHEST COURT: Arkansas Supreme Court

INFO
- Clerkship begins summer after graduation. Generally 1 year clerkship, though some justices retain law clerks longer
- Apply in early spring of 2L year
- Salary: Approximately $38,500; $34,500 pre-bar admission (subject to change)
- Website (includes justice list): https://courts.arkansas.gov/courts/supreme-court

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT: Generally:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
  - Verify requirements with individual justice
- WHEN: Deadline is early spring of 2L year. Verify exact deadline with each justice.
- WHERE:
  The Honorable ____________
  Justice Building
  625 Marshall Street
  Little Rock, AR 72201

MID-LEVEL APPELLATE COURT: Arkansas Court of Appeals

INFO
- Generally 1 year clerkship begins fall after graduation. Some judges hire clerks for longer than 1 year
- Contact judges during 2L spring to ensure consideration
- Salary: Approximately $38,500; $34,500 pre-bar admission (subject to change)
- Website: https://courts.arkansas.gov/courts/court-of-appeals

APPLY
- WHO: Apply directly to individual judge(s). List on website.
• **WHAT:** Application requirements vary. Send résumé and cover letter expressing interest to individual judge(s).

• **WHEN:** Deadlines and procedures vary for each judge. To ensure consideration, contact judge(s) during 2L spring.

• **WHERE:**

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

**TRIAL COURTS:**  Circuit Courts

**INFO**

- Little Rock area (Pulaski County / Sixth Circuit) courts hire law clerks  
- Salary: Approximately $30,000 (county-funded position subject to change)  
- Website: [https://courts.arkansas.gov/courts/circuit-courts](https://courts.arkansas.gov/courts/circuit-courts)

**APPLY**

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

- **WHAT and WHEN:** Open positions are posted on the county Human Resources website: [http://www.co.pulaski.ar.us/humanresources1.aspx](http://www.co.pulaski.ar.us/humanresources1.aspx)

- For more information contact:

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

Note: The info below is from last year’s Guide as we have not yet been able to verify the information for 2014-2015. We will update this entry shortly.

STATE: California

HIGHEST COURT: California Supreme Court

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

MID-LEVEL APPELLATE COURT: Courts of Appeal

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

First Appellate District

California Court of Appeal
350 McAllister Street
San Francisco, CA 94102
http://www.courts.ca.gov/1dca.htm

Second Appellate District

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

(Division 6) California Court of Appeal
Court Place 200 East Santa Clara Street
Ventura, CA 93001
http://www.courts.ca.gov/2dca.htm
Third Appellate District

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

Fourth Appellate District

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

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

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

Fifth Appellate District

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

Sixth Appellate District

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

TRIAL COURTS: Superior Courts

INFO

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

ADDITIONAL INFORMATION

General information about the California judiciary, available at [http://www.courts.ca.gov/](http://www.courts.ca.gov/) or from:

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

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

STATE: Colorado

HIGHEST COURT: Colorado Supreme Court

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

APPLY
• Apply directly to individual justice(s). Specific application instructions for each justice are listed on the website for the Supreme Court applicants: http://www.courts.state.co.us/Courts/Supreme_Court/Applicants.cfm

• WHAT: In general, provide the following materials:
  o Cover letter
  o Résumé
  o 2-3 letters of recommendation
  o Law school transcript
  o Writing sample

• WHEN: Applicants must have completed at least 4 semesters of law school prior to submitting application materials

• WHERE:
  The Honorable _______________
  Colorado Supreme Court
  2 E. 14th Ave.
  Denver, CO 80203

MID-LEVEL APPELLATE COURT: Colorado Court of Appeals

INFO
• Salary: Approximately $50,000
• Clerkships are either a one year appointment beginning in September of each year or are longer-term appointments, at the discretion of the hiring judge. Each judge hires his or her own law clerks. For details on each Judge's chambers see: http://www.courts.state.co.us/Courts/Court_Of_Appeals/Applicants.cfm

APPLY
• WHO: Apply directly to individual judge(s). List and bios on website – see above.

• WHAT and WHEN: Application requirements and deadlines vary – see above.
• WHERE:
The Honorable ____________________
Colorado Court of Appeals
2 E. 14th Ave.
Denver, CO 80203

TRIAL COURTS

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

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

ADDITIONAL INFORMATION

Human Resources
State Court Administrator’s Office
1300 Broadway, Suite 1200
Denver, CO 80203
Phone: (720) 625-5000

Ms. Danielle Brooks
Recruitment Specialist
Division of Human Resources
State Court Administrator’s Office
1300 Broadway, Suite 1200
Denver, CO 80203
Phone: (720) 625-5903
danielle.brooks@judicial.state.co.us
State Court Judicial Clerkship Information

STATE: Connecticut

HIGHEST COURT: Connecticut Supreme Court

INFO
• Students are to apply to each justice individually
• Salary: $63,153
• Website (justice bios): http://www.jud.ct.gov/external/supapp/supjustices.htm
• Specific Supreme Court Clerkship Application Information at:
  http://www.jud.ct.gov/external/supapp/lawclerkapps.html#supreme

APPLY
• WHO: To each justice individually

• WHAT:
  o Cover letter
  o Biographical résumé
  o Certified law school transcript for 4 semesters, including class standing, if available
  o Copy of any relevant scholarly writing
  o Statement of when applicant is available to come to Hartford for a personal interview
  o At least 2 letters of recommendation from faculty with whom applicant has studied
  o Letter of recommendation from clerkship committee if available
  o NOTE: Recommendations may be sent separately

• WHEN:
  o Must be received no later than June 15, 2013
  o Do not apply prior to May 6, 2013
  o Interviews will be scheduled by each individual justice

• WHERE: To the individual justice:

  The Honorable ____________
  Connecticut Supreme Court Building
  231 Capitol Avenue
  Hartford, CT 06106
MID-LEVEL APPELLATE COURT: Connecticut Appellate Court

INFO
• Salary range: $59,076.41-$59,824.21 (Depends on classification of the position).

APPLY
• WHO: For all judges, send applications to Chief Judge.

• WHAT: Send original plus 11 copies of the following:
  o Cover letter
  o Biographical résumé
  o Certified law school transcript, including class standing, if available
  o Copy of any relevant scholarly writing
  o At least two letters of recommendation from faculty with whom applicant has studied or letter of recommendation from clerkship committee, or both
  o NOTE: Recommendations may be sent separately

• WHEN: Submit between July 1, 2013 and August 16, 2013. Interviews will be held on October 1 and 2, 2013

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

TRIAL COURTS: Connecticut Superior Court

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

- 1 year clerkship begins in fall following 3L year
- Salary: $53,674.86
- Specific Superior Court Clerkship Application information at:
- **NOTE:** Students are encouraged to refer to the information concerning applications on the website
- See your career services office for more details

**APPLY**

- **WHO:** Office of Legal Research

  - **WHAT:** Initial application materials submitted through career services:
    - Résumé
    - A copy of grades achieved in law school, including, if available, class standing

  *After the campus or consortium interview, applicants required to submit:*
  - Brief, unedited writing sample
  - 2 letters of recommendation from persons with whom the applicant has studied or worked, or a letter from a clerkship committee, or both
  - Official undergraduate transcript
  - Official law school transcript

  *Applicants invited to interview in New Haven in January and February of 2014 must complete a brief writing assignment*

- **WHEN:** Between September 1, 2013 and October 31, 2013

- **WHERE:** To apply directly, if your law school does not participate in consortiums or campus interview programs with Office of Legal Research, send all of the application materials referenced above to:

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

**ADDITIONAL INFO:** Contact the Judge Support Services Unit at:

Deirdre M. McPadden  
Director, Judge Support Services  
90 Washington Street, 3rd Floor  
Hartford, CT 06106  
860-706-5140
State Court Judicial Clerkship Information

STATE: Delaware

HIGHEST COURT: Delaware Supreme Court

INFO
- 1 year clerkship beginning in September following graduation. 6 clerks anticipated. 2 will be for the Chief Justice
- Salary: $50,243.68 (subject to change)
- Contact for additional information on the Supreme Court: Stephen D. Taylor, Court Administrator, 303-577-8742

APPLY
- **WHO:** Apply directly to individual justice(s)
  - **WHAT:**
    - Cover letter
    - Résumé
    - 2 or 3 letters of recommendation (can be submitted after application)
    - Law school transcript
    - Undergraduate transcript
    - Writing sample
  - **WHEN:** The deadline for receipt of applications is October 1, 2013. *NOTE:* Individual Justices usually select a law clerk prior to the deadline date. Individual Justices may make exceptions for the deadline.
  - **WHERE:** To individual justice(s) at the appropriate address:
    - Chief Justice Myron T. Steele
      Delaware Supreme Court
      P.O. Box 476
      Dover, DE 19903
    - Justice Randy J. Holland
      Delaware Supreme Court
      34 The Circle
      PO Box 369
      Georgetown, DE 19947
    - Justice Carolyn Berger
      Delaware Supreme Court
      Carvel State Office Building
      820 N. French Street, 11th Floor
      Wilmington, DE 19801
JUSTICE JACK B. JACOBS
Delaware Supreme Court
Carvel State Office Building
820 N. French Street, 11th Floor
Wilmington, DE 19801

JUSTICE HENRY DUPTON RIDGELEY
Delaware Supreme Court
836 W. North Street
Dover, DE 19904

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Court of Chancery
Superior Court
Family Court

Court of Chancery

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

APPLY
• WHO: Apply directly to individual Chancellor(s) and/or Vice Chancellor(s)

• WHAT:
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Law school transcript
  o Undergraduate transcript
  o Writing sample

• WHEN: Submit between summer and early winter of 3L year. ALERT: Some Chancellors/Vice Chancellors have hired clerks earlier than this application period; students should contact chambers directly in the summer after 1L to determine the hiring timetable for each Chancellor/Vice Chancellor

• WHERE:
The Honorable Leo E. Strine Jr.
New Castle County Courthouse
500 N. King Street, Suite 11400
Wilmington, DE 19801
The Honorable __________
New Castle County Courthouse
500 North King Street, Suite 11400
Wilmington, DE 19801
(Vice Chancellors Donald F. Parsons, Jr. and J. Travis
Laster, and Sam Glasscock, III, Court of the Chancery, 34
The Circle, Georgetown, DE 19947)

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

Superior Court

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

APPLY
• WHO: Apply to the designated Judge in each county

• WHAT:
  o Cover letter (indicate preference for civil or criminal court)
  o Résumé
  o Official transcript
  o Writing sample
  o After this packet is received, a judicial employment application will follow

• WHEN: Fall of 3L year

• WHERE:
  The Honorable Jan R. Jurden
  New Castle County Courthouse
  500 North King Street, 10th Floor
  Wilmington, DE 19801
  
  The Honorable William L. Witham, Jr., Resident Judge
  Kent County Courthouse
  38 The Green
  Dover, DE 19901
DELAWARE – cont.

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

Family Court

INFO
- Unified Family Court is responsible for domestic relations, juvenile delinquency, and child welfare cases
- 10 clerkships available: 6 in Wilmington, 2 in Dover, 2 in Georgetown
- 1 year term begins September 1, 2013
- Each clerk works for 2 judges
- Salary: $50,000 (subject to change) plus State of Delaware benefit package
- Website: http://courts.delaware.gov/family/
- Criminal History Records will be reviewed as part of the hiring process

APPLY
- WHO: Apply centrally to address below

  WHAT:
  - Cover letter
  - Résumé
  - Unofficial law school transcript
  - Writing sample
  - List of references with telephone numbers

- WHEN: Apply by September 13, 2013

- WHERE: Send materials electronically to FC_APPS@state.de.us

- QUESTIONS: Contact Nedra Crawford at nedra.crawford@state.de.us or 302-255-2692

ADDITIONAL INFO

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

STATE: District of Columbia

HIGHEST COURT: D.C. Court of Appeals

INFO
- Positions are available as a judicial clerk or as a court clerk
- Interviews are required
- 1 year clerkship begins summer 2014
- Salary: $62,467

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

APPLY

Judicial Clerk
- WHO: Apply directly to individual judge(s), including Senior Judge(s) (who select clerks by committee)

- WHAT: Varies by judge, so confirm with each chamber. Generally:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample (which should be from an appellate brief)

- WHEN: Varies by judge. Generally in fall of 3L year. Must check with each chamber directly for specific process and timeline.

- WHERE: To individual judge(s). Addresses on website

Court Clerk
- WHO: Apply to Staff Counsel at address below.

- WHAT:
  - Cover letter
  - Résumé
  - Unofficial law school transcript
  - List of at least 3 employment or academic references (include name, address and day-time telephone number)
  - Writing sample. Include a statement indicating when the writing sample was prepared, whether it was a sole or collaborative effort, and the amount of editing done, by applicant or another, to the finished product
• **WHEN:** Deadline is first Friday in December of 3L year

• **WHERE:** Send all application materials to:

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

**MID-LEVEL APPELLATE COURT:** None

**TRIAL COURTS:** Superior Court

**INFO**

- 1 year clerkship begins fall following 3L year  
- Salary: $56,857  
- Website (links to judge list and directory):

**APPLY**

- **WHO:** Apply directly to individual full-time judge(s) and Senior Judge(s)  
- **WHAT:** Varies. Contact individual judges for required materials  
- **WHEN:** Generally, early fall of 3L. Please contact each judge to confirm individual deadlines and process  
- **WHERE:** Superior Court of the District of Columbia  
  H. Carl Moultrie I Courthouse  
  500 Indiana Avenue, NW  
  Washington, DC 20001

**ADDITIONAL INFO**

State Court Judicial Clerkship Information

TERRITORY: Federated States of Micronesia (FSM)

HIGHEST COURT: Supreme Court

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

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

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

- WHEN: Year-round, depending on openings

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

ISLAND COURTS:

POHNPEI STATE SUPREME COURT

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

APPLY
- WHO: Contact the State Court Administrator at cadminnisupcrt@mail.fm to inquire about openings.
- WHERE: Mail applications to:
  Pohnpei State Court
  P.O. Box 1449
  Kolonia, Pohnpei 96941
- WHAT:
  - Resume
  - Writing sample
  - Law school transcript
  - Employment history

YAP STATE COURT

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

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

- WHERE: Mail applications to:
  
P.O. Box 308
  Colonia, Yap
  FM 96943

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

CHUUK STATE SUPREME COURT

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

APPLY
- WHO: Chief Justice Camillo Noket

- WHERE:
  
  Chuuk State Supreme Court
  P.O. Box 187
  Chuuk State
  FSM 96942

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

KOSRAE STATE COURT

INFO
- There are two justices
- Salary is approximately $35,000
FEDERAL STATES OF MICRONESIA (FSM) – cont.

APPLY

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

• WHAT:
  o Résumé
  o Law school transcript
  o Writing Sample

• WHEN: Prefer after completion of 2L year

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

STATE: Florida

HIGHEST COURT: Florida Supreme Court

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

APPLY
• WHO: Apply directly to individual justice(s)

• WHAT: Varies; generally:
  o Cover letter (including a statement of interest)
  o Résumé (including GPA and class rank)
  o List of references
  o Law school and undergrad transcripts
  o Writing sample

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

• WHEN: Applications are generally accepted a year or more in advance

• WHERE: Apply to individual justice(s) at:

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

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

MID-LEVEL APPELLATE COURT: Florida District Courts of Appeal

INFO
• The Florida State Court System has 5 district courts of appeal and 61 district court judges.
• Each district court judge has 2 law clerks and each district court has 1-11
additional law clerks who serve as central staff under the direction of the chief judge

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

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

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

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

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

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

**TRIAL COURTS: Circuit Court**

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

APPLY
• **WHO:** The Office of the Trial Court Administrator in each circuit

• **WHAT:** Varies. Contact Trial Court Administrators

• **WHEN:** Depends on vacancies

• **WHERE:** Trial Court Administrators at appropriate court listed below

Ms. Robin Wright                  Mr. Grant Slayden
Trial Court Administrator        Trial Court Administrator
First Judicial Circuit           Second Judicial Circuit
M.C. Blanchard Judicial Building Leon County Courthouse, Room 342
190 Government Center            301 S. Monroe Street 225-L
Pensacola, FL 32502              Tallahassee, FL 32301

Ms. Sondra Williams             Mr. Joseph Stelma
Court Administrator             Trial Court Administrator
Third Judicial Circuit          Fourth Judicial Circuit
173 N. E. Hernando Ave.         Duval County Unified Courthouse
Lake City, FL 32055             501 West Adams Street
                                  Jacksonville, FL 32202

Mr. David Trammell              Ms. Gay Inskeep
Trial Court Administrator       Court Administrator
Fifth Judicial Circuit          Sixth Judicial Circuit
Marion County Courthouse       Pinellas County Courthouse, Rm. 401
110 NW 1st Avenue              315 Court Street
Ocala, FL 34475                 Clearwater, FL 33756

Mr. Mark Weinberg              Mr. Ted McFetridge
Court Administrator            Court Administrator
Seventh Judicial Circuit        Eighth Judicial Circuit
125 East Orange Avenue, Suite 200 Alachua County Courthouse
Daytona Beach, FL 32114         201 E. University Ave., Room 417
                                 Gainesville, FL 32601
Mr. Matthew Benefiel    Mr. Nick Sudzina
Court Administrator Trial Court Administrator
Ninth Judicial Circuit Tenth Judicial Circuit
Orange County Courthouse, Suite 2130 P.O. Box 9000, Drawer 102
425 North Orange Avenue 255 North Broadway
Orlando, FL 32801 Bartow, FL 33830

Ms. Sandra Lonergan    Mr. Walt Smith
Court Administrator Court Administrator
Eleventh Judicial Circuit Twelfth Judicial Circuit
Dade County Courthouse P.O Box 48927, 2002 Ringling Bvd.
73 West Flagler Street, Room 911 Sarasota, FL 34237
Miami, FL 33130

Mr. Mike Bridenback    Mr. Jan Shadburn
Court Administrator Court Administrator
Thirteenth Judicial Circuit Fourteenth Judicial Circuit
800 E. Twitt Street Post Office Box 1089
Tampa, FL 33602-3549 301 McKenzie
Miami, FL 33130 Panama City, FL 32402

Ms. Barbara Dawicke    Ms. Holly Elomina
Court Administrator Court Administrator
Fifteenth Judicial Circuit Sixteenth Judicial Circuit
205 North Dixie Highway, Rm 5.250 Monroe County Courthouse Annex
West Palm Beach, FL 33401 302 Fleming Street
West Palm Beach, FL 33401 Key West, FL 33040

Ms. Kathleen R. Pugh, Esq.    Mr. Mark Van Bever
Court Administrator Court Administrator
Seventeenth Judicial Circuit Eighteenth Judicial Circuit
Broward County Courthouse 2825 Judge Fran Jamieson Way
201 SE Sixth Street, Room 880 Moore Justice Center
Fort Lauderdale, FL 33301 Viera, FL 32940-8006

Mr. Tom Genung    Mr. Scott Wilsker
Court Administrator Court Administrator
Nineteenth Judicial Circuit Twentieth Judicial Circuit
St. Lucie County Courthouse Lee County Justice Center
218 South Second Street 1700 Monroe Street
Fort Pierce, FL 34950 Fort Myers, FL 33901
State Court Judicial Clerkship Information

STATE: Georgia

HIGHEST COURT: Georgia Supreme Court

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

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

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

- WHEN: Depends on vacancies.

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

MID-LEVEL APPELLATE COURT: Court of Appeals

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

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

**APPLY**

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

- **WHAT:**
  - Cover letter expressing interest in serving as a staff attorney
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample

- **WHEN:** Positions filled as needed

- **WHERE:** To each individual judge at:

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

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

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

**MORE INFO**

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

SUPERIOR COURT

INFO

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

APPLY

- WHO: Apply directly to individual judge(s) in the circuits where individual judges hire clerks. For other circuits, apply to Chief Judge of the Circuit.

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

- WHEN: Deadlines vary. Generally early spring of 2L year. Contact individual judges for specifics.

MORE INFO

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

INFO
- State courts are courts of limited jurisdiction. They have unlimited civil jurisdiction, but only deal with misdemeanor criminal cases
- State Courts are created and funded by the counties
- Salary varies

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

ADDITIONAL INFORMATION
- Contact the court administrator’s office:

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

TERRITORY: Guam

HIGHEST COURT: Supreme Court of Guam

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

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

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

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court

INFO
- Website http://www.guamcourts.com/superior.html (select “judges” for a list)
- Salary: Approximately $40,000
GUAM – cont.

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

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

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

- **WHERE:** Apply centrally to:

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

MORE INFO

Danielle T. Rosete, Staff Attorney
Supreme Court

-or-

Barbara Jean T. Perez
Human Resources Administrator
Judiciary of Guam

Addresses listed above
State Court Judicial Clerkship Information

STATE: Hawaii

HIGHEST COURT: Hawaii Supreme Court

INFO:
- 1-2 year clerkship begins summer following graduation
- Usually apply during early spring of 2L year. Applications also accepted in 3L fall
- Moot court, journal experience preferred, but not required
- Salary: Approximately $55,000
- Website (with link to justices’ bios):
  http://www.courts.state.hi.us/courts/supreme/justices/justices.html

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

- WHAT:
  - Cover letter (include month/year available)
  - Résumé
  - 2 writing samples
  - 2 references
  - Law school transcript
  - Contact each justice for additional application requirements

- WHEN: Contact justice(s) for deadlines

- WHERE:
  The Honorable ______________
  Supreme Court of Hawaii
  Ali‘iolani Hale
  417 South King St.
  Honolulu, HI 96813-2092

MID-LEVEL APPELLATE COURT: Intermediate Court of Appeals

INFO
- Salary: Approximately $55,000
- Website: (link to judge list)
  http://www.courts.state.hi.us/courts/appeals/judges.html

APPLY
- WHO: Apply directly to individual Intermediate Court of Appeals judge(s).

- WHAT and WHEN: Application process is the same as that listed for the Supreme Court
HAWAII – cont.

- WHERE:
  The Honorable ______________
  Intermediate Court of Appeals
  Kapuaiwa Building
  426 Queen St., Second Floor
  Honolulu, HI 96813

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

INFO
- Salary
  - Approximately $53,352 for all Circuit Court clerkships
  - Approximately $51,312 - $53,352 for Family Court clerkships
  - Approximately $51,312 for District Court clerkships

APPLY
- WHO:  Contact person at the address listed below for each court

- WHAT:
  - Cover letter
  - Résumé

First Circuit Court (Oahu):
- Website:  
  http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html

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

Second Circuit Court (Maui):
- Website:  
  http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_2c.html

  Chief Court Administrator
  Second Circuit Court
  2145 Main Street, Suite 106
  Wailuku, HI 96793-1679
Third Circuit Court (Island of Hawaii):
  o Website:
    http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_3c.html

    The Honorable ____________
    Third Circuit Court
    777 Kilauea Avenue
    Hilo, HI 96720-4212

Fifth Circuit Court (Kauai):
  o Website:
    http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_5c.html

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

Family Court (Oahu):
  o Website:
    http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html

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

District Court (Oahu):
  o Website:
    http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html

    The Honorable ____________
    District Court, First Circuit
    777 Punchbowl St.
    Honolulu, HI 96813-5093
State Court Judicial Clerkship Information

STATE: Idaho

HIGHEST COURT: Idaho Supreme Court

INFO
• 1-2 year clerkship begins summer after graduation
• Salary (for 2012-2013)
  o $50,935 (first year)
  o $54,943 (second year)

APPLY
• WHO, WHAT and WHEN: Apply directly to individual justice(s). See http://www.isc.idaho.gov/lawclerks for deadlines and application for each individual Justice

• WHERE: Send application materials to the individual justices at:

  The Honorable _____________
  Idaho Supreme Court
  P.O. Box 83720
  Boise, ID 83720-0101

MID-LEVEL APPELLATE COURT: Idaho Court of Appeals

INFO
• 1-2 year clerkship begins summer after graduation
• Salary (for 2012-2013)
  o $50,935 (first year)
  o $54,943 (second year)

APPLY
• WHO, WHAT and WHEN: Apply directly to individual justice(s). See http://www.isc.idaho.gov/lawclerks for deadlines and application for each individual Judge

• WHERE:

  The Honorable _____________
  Idaho Court of Appeals
  P.O. Box 83720
  Boise, ID 83720-0101
TRIAL COURTS: District Court

INFO
- Each of Idaho’s 42 District Court Judges hires a law clerk. Salaries vary from county to county

APPLY
- **WHO:** Apply to Trial Court Administrator in desired district
- **WHAT:**
  - Cover letter
  - Résumé
  - Letters of recommendation
  - Transcript
  - Writing sample
- **WHEN:** Deadline varies from judge to judge.
- **WHERE:**

First Judicial District

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

Second Judicial District

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

Third Judicial District

Mr. Dan Kessler     Mr. Larry D. Reiner
Trial Court Administrator    Trial Court Administrator
Canyon County Courthouse   Ada County Courthouse
1115 Albany Street     200 West Front Street
Caldwell, ID 83605     Boise, ID 83702-7300
(208) 454-7360     (208) 287-7500
(208) 454-6626 (fax)    (208) 287-7509 (fax)
dkessler@canyonco.org    lreiner@adaweb.net
First year: $48,750     $46,372
Second year: $51,250    Apply in the spring
Third year: $53,750     Start Clerkship in the summer

Fourth Judicial District

Fifth Judicial District: Apply to individual judges

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

Hon. Robert J. Elgee    Hon. Michael R. Crabtree
201 2nd Ave 3, STE 106    1459 Overland Ave
Hailey, ID 83333     Burley, ID 83318

Hon. John K. Butler    Hon. Jonathan Brody
233 W. Main    PO Box 368
Jerome, ID 83338     Rupert, ID 83350

Hon. Eric J. Wildman
Snake River Basin Adjudication
253 3rd Ave
PO Box 2707
Twin Falls, ID 83303-2707
$39,600 - $49,686

Sixth Judicial District

Ms. Suzanne H. Johnson
Trial Court Administrator
Bannock County Courthouse
624 E. Center, Room 220
Pocatello, ID 83205
(208) 236-7355
(208) 236-7012 (fax)
suzyj@co.bannockcounty.us
First year: $42,764
Second year: $43,950
Usually hire for two year terms
Apply in early January of 3L year

**Seventh Judicial District**

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

**ADDITIONAL INFO**

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

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

State Court Judicial Clerkship Information

STATE: Illinois

HIGHEST COURT: Illinois Supreme Court

INFO
• Salary:
  o Senior Clerk: $88,658 (subject to change)
  o Junior Clerk: $84,542 (subject to change)
• Website (link to justice bios):
  http://www.state.il.us/court/SupremeCourt/meetsupremecourt.asp

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

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

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

MID-LEVEL APPELLATE COURT: Appellate Court

INFO
• There are 5 districts and 54 individual judges
• Salary: $80,418 (subject to change)
• Website (judges’ bios):
  http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp
ILLINOIS – cont.

APPLY

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

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

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

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

TRIAL COURTS: Circuit Court

INFO

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

ADDITIONAL INFO

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

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

STATE: Indiana

HIGHEST COURT: Indiana Supreme Court

INFO
- 1-2 year clerkship, usually begins the summer following law school graduation
- Salary: Approximately $61,558 (first year); $66,592 (second year)
- Website: [http://www.in.gov/judiciary/supreme/2362.htm](http://www.in.gov/judiciary/supreme/2362.htm)

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

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO:
- Salary: Approximately $59,401 (first year); $64,129 (second year)
- Website (judge list/bios): [http://www.in.gov/judiciary/appeals/2335.htm](http://www.in.gov/judiciary/appeals/2335.htm)
INDIANA – cont.

APPLY

• **WHO:** Apply directly to the Administrator of the Court of Appeals of Indiana

• **WHAT:** Varies. Generally, at a minimum:
  
  o Résumé
  o Cover letter
  o Transcript of grades achieved in law school
  o Information about class standing, if available
  o Letter of recommendation from facility member
  o A statement of when the applicant will be available for a personal interview in Indianapolis

• **WHEN:** Varies. Check with each judge

• **WHERE:**

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

TRIAL COURTS: Circuit and Superior Courts

INFO:

• Law clerk hiring is handled on a county by county basis and salaries vary
• 1 year clerkship begins in fall following 3L year
• Website: [http://www.in.gov/judiciary/2808.htm](http://www.in.gov/judiciary/2808.htm)

APPLY

• **WHO:** Apply directly to the Circuit and Superior Courts

• **WHAT:** Varies. Generally:
  
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Writing sample
  o Confirm with each judge

• **WHEN:** Deadlines vary. Generally spring of 2L year, but confirm with each judge
State Court Judicial Clerkship Information

STATE: Iowa

HIGHEST COURT: Iowa Supreme Court

INFO
- 1 year clerkship begins August following graduation. At the judge's discretion, clerks may be offered the opportunity to continue employment for another year
- Traditionally, each of the seven justices on the Iowa Supreme Court employs a law clerk
- Salary: Law Clerk (Legal Assistant III): $52,020
- See also [http://www.iowacourts.gov/](http://www.iowacourts.gov/)

APPLY
- WHO: Directly to individual justice(s)
- WHAT: Confirm requirements with each justice. Generally:
  - Cover letter
  - Résumé
  - Law school transcript
  - Recent writing sample
  - References
- WHEN: Deadline in the early spring of 2L. Confirm with each justice
- WHERE:
  The Honorable ______________
  Iowa Supreme Court
  Iowa Judicial Branch Building
  1111 East Court Avenue
  Des Moines, IA 50319

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- Salary: $48,900 Law Clerk (Legal Assistant II)
- Traditionally, each of the nine judges on the Iowa Court of Appeals employs a law clerk
APPLY

• **WHO:** Address cover letter to individual judge(s), but mail applications to the attention of Mr. Dan Marvin as indicated below

• **WHAT:** Same as Supreme Court

• **WHEN:** Varies with each judge, but most start hiring in the fall of 3L year

• **WHERE:** Address and send applications to individual justices or judges listed on the website in care of:

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

You may also email your applications to Mr. Marvin at Daniel.Marvin@iowacourts.gov in either Word or pdf format. Mr. Marvin will make the applications available to judges seeking to fill clerk positions.

TRIAL COURTS: District Courts

INFO

• Generally, vacancies posted at [http://www.iowacourts.gov/Administration/Career_Opportunities/](http://www.iowacourts.gov/Administration/Career_Opportunities/)

• Salary: Law Clerk (Legal Assistant I): Approximately $45,177


• See also [http://www.iowacourts.gov/](http://www.iowacourts.gov/)

APPLY

• **WHO:** Apply to District Court Administrator, below.

• **WHAT:** Varies. Confirm with each court. Generally:
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Writing sample
  o Iowa Judicial Branch Application for Employment available at [http://www.iowacourts.gov](http://www.iowacourts.gov)
• **WHEN:** Varies. For specific deadlines, see the website

• **WHERE:** To the District Court Administrator at:

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

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

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

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

**District Five**
Elizabeth J. Baldwin  
District Court Administrator  
Polk County Courthouse  
500 Mulberry Street, Room 411  
Des Moines, IA 50309  
(515) 286-3083  
(515) 286-2141  
Beth.Baldwin@iowacourts.gov

**District Six**
Carroll R. Edmondson  
District Court Administrator  
P.O. Box 1468, 3rd Ave. Bridge  
Cedar Rapids, IA 52406-1468  
(319) 398-3920 (ext. 1100)  
(319) 398-4054 (fax)  
Carroll.Edmondson@iowacourts.gov

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

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

ADDITIONAL INFO

• Contact Director of Human Resources or go to: http://www.iowacourts.gov/Administration/Career_Opportunities/

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

STATE: Kansas

HIGHEST COURT: Kansas Supreme Court

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

APPLY:
- WHO: Email application packets to Patricia Henshall at: henshallp@kscourts.org
- WHAT:
  - Cover letter
  - Résumé
  - References
  - Unofficial law school transcript
  - Writing sample
- WHEN: Deadline is generally in the summer after 2L year, but confirm with each Justice. Applications are placed in a central database that all Justices can access. Justices begin reviewing packets the summer before 3L year.
- WHERE: henshallp@kscourts.org or Patricia Henshall Kansas Supreme Court 301 S.W. 10th Avenue Topeka, KS 66612

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO:
- Court of Appeals hires law Research Attorneys
- Research Attorneys are hired by each individual judge
- Candidates must be licensed in Kansas and/or taking the Kansas bar exam
- Salary: $48,720

APPLY:
- WHO: Apply directly to individual judge(s)
KANSAS – Cont.

• What:
  o Cover letter
  o Résumé
  o References
  o Unofficial law school transcript
  o Writing sample

• When: Deadline generally is in the summer after 2L year, but confirm with each judge

• Where:
  The Honorable __________
  Kansas Court of Appeals
  301 S.W. 10th Avenue
  Topeka, KS 66612

Trial Courts: District Court

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

Additional Info

Terri Bezek                  Carol G. Green
Special Unit to the Chief Judge  Clerk of the Appellate Courts
Kansas Court of Appeals              301 SW 10th Ave. Rm 374
301 SW 10th Avenue                  Topeka, KS 66612
Topeka, KS 66612                  (785) 296-3229
(785) 296-2639                    (785) 296-1028 (fax)
(785) 296-7079 (fax)               greenc@kscourts.org
bezekt@kscourts.org
State Court Judicial Clerkship Information

STATE: Kentucky

HIGHEST COURT: Kentucky Supreme Court

INFO
- 1 year clerkship begins summer following graduation
- Salary: $40,000
- Website: (justice list/bios) http://courts.ky.gov/courts/supreme/Pages/supremecourt.aspx

APPLY
- WHO: Apply centrally for clerkship
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- WHEN: Deadline is in spring of 2L year
- WHERE:
  Susan Clary
  Clerk of the Court
  Kentucky Supreme Court
  Capitol Building, Room 235
  700 Capitol Avenue
  Frankfort, KY 40601
  (502) 564-4176

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- Students may apply either directly to the 14 individual judges or centrally for consideration when the judges have vacancies
- The length of the clerkship varies
- Salary: Approximately $38,000
- Website: (judge list/bios) http://courts.ky.gov/courts/coa/Pages/coa.aspx
KENTUCKY – Cont.

APPLY
• WHO: To individual judge(s) or centrally for any vacancy among 14 judges

• WHAT:
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Writing sample

• WHEN: No set deadline

• WHERE: If applying directly, send to:
  The Honorable _______________
  Kentucky Court of Appeals
  [Contact information for each judge on website http://courts.ky.gov/courts/coa/Pages/coa.aspx.]

If applying centrally, send to:

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

TRIAL COURTS: District, Circuit, Family Courts

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

STATE: Louisiana

HIGHEST COURT: Louisiana Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - One-page Cover letter
  - Résumé
  - List of references
  - Unofficial law school transcript
  - Writing sample
- WHEN: Deadlines vary, but students are encouraged to apply early. Students should begin applying during 2L year and confirm with each justice.
- WHERE:
  The Honorable _________________________
  Louisiana Supreme Court
  400 Royal Street
  New Orleans, LA 70130

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- Generally 1 year clerkship begins summer following graduation and may be extended. Depending upon performance, the judge may offer the student a position as a regular employee of his/her staff
- Note: The First Circuit does not generally hire for a 1 year clerkship; hiring is for a probationary period with the intent to make a regular employee appointment with satisfactory performance during probation
- Note: The Fifth Circuit offers clerkships based on availability and at the discretion of each judge
- Salary: $46,149 - $48,959, depending upon experience, class rank, and academic honors
- Websites (links to courts of appeal websites):
  http://www.lasc.org/links.asp#CourtsofAppeal
APPLY

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

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

- **WHEN:** Deadlines vary, but, in general, students should begin applying during 2L year and confirm with each judge

- **WHERE:**

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

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

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

  Cheryl Quirk Landrieu
  Clerk of Court
  Fifth Circuit Court of Appeal
  P.O. Box 489
  Gretna, LA 70054
  (504) 376-1497

  Charles K. McNeely
  Clerk of Court
  Third Circuit Court of Appeal
  P.O. Box 16577
  Lake Charles, LA 70616
  (337) 493-3012
INFO
• 1 year clerkship begins fall following graduation and may be extended
• Salary varies, starting at approximately $34,976 - $46,152
• Website (links to district court websites and contact information):
  http://www.lasc.org/links.asp#DistrictCourts

APPLY
• WHO: Apply directly to individual district court judge(s)

• WHAT: Varies. Generally:
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Writing sample
  o Confirm with individual judge

• WHEN: Deadlines vary. Begin applying during 2L year and confirm with individual judge(s)

• WHERE: Contact information on website

ADDITIONAL INFO
Contact the court administrator's office:

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

STATE: Maine

HIGHEST COURT: Maine Supreme Judicial Court

INFO
- The 2014-15 Law Clerk term runs from August 18, 2014 through August 14, 2015
- Law Clerks in Maine work for the entire Court but are assigned to work in the chambers of the individual justice appointing them. Justices currently have chambers in three locations: Portland (four justices), Augusta (one justice), and Bangor (two justices)
- Selection criteria includes class standing; law review and moot court participation; other significant research and writing experience; faculty and employment recommendations; and strong work ethic
- One term Law Clerks are not required to have taken the Maine bar examination
- Applicants should be familiar with the Maine geography, and must indicate in the cover letter where they are willing to accept a clerkship location (Portland, Augusta, and/or Bangor)
- Salary: $42,588 plus fringe benefits
- Interviews will be held in Portland, ME in mid-September and conducted en banc. Videoconference interviewing may be considered if necessary
- Website (includes justice list): http://www.courts.state.me.us/maine_courts/supreme/index.shtml

APPLY
- WHO: Apply centrally for a clerkship with 1 of the 7 justices
- WHAT: Send one set of the following:
  - Cover letter
  - Résumé
  - 2 letters of recommendation from law school faculty (may be sent separately)
  - 1 letter of recommendation from summer 2012 or most recent work experience (may be sent separately)
  - Law school transcript
  - Writing sample
  - Website: http://www.courts.state.me.us/jobs/ and click on “clerkships”
  - Successful applicants will be required to submit to criminal, motor vehicle, and other records checks
- WHEN: Applications must be received by August 30, 2013, at 4 P.M.
MAINE – Cont.

• WHERE: Application materials may be emailed, mailed or hand delivered to:

  Email – in PDF format – to: lawclerkrecruit@courts.maine.gov
  Attn: Law Clerk Recruitment – Maine Supreme Court
  Administrative Office of the Courts
  P.O. Box 4820, 125 Presumpscot Street
  Portland, ME 04112-4820

  Contact Christie Clifford with any questions:
  (207) 822-4227 or christie.l.clifford@courts.maine.gov

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court

INFO
• 1 year clerkship term begins August 18, 2014 and runs through August 14, 2015
• 5 positions are expected to be available. Law clerks are based in Portland, Augusta, and Bangor
• There are 17 justices, and each law clerk will be assigned to work primarily with several justices. These 17 justices have statewide jurisdiction and travel on a circuit. Clerkship assignments are based on geography and expected workload
• Applicants must indicate in their cover letter the location or locations (Portland, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment
• Selection criteria includes class standing; law review and moot court participation; other significant research and writing experience; faculty and employment recommendations; and strong work ethic
• One term Law Clerks are not required to have taken the Maine bar examination
• Salary: $42,588.00 plus fringe benefits
• Website: http://www.courts.state.me.us/maine_courts/superior/index.shtml

APPLY
• WHO: Apply centrally for a clerkship with the Superior Court

• WHAT: Mail or email the following:
  o Cover letter (with geographic preference)
  o Résumé
  o Official law school transcript (photocopies will not be accepted)
  o 2 letters of recommendation
  o 1 writing sample (double spaced, no longer than 10 pages. NOTE: Although the writing sample may be edited or critiqued by others, the justices are interested in a writing sample that primarily reflects the
**MAINE – Cont.**

- applicant’s own work.)
  - Competed Applicant Information Survey that is available from the Court or your Career Services Office

- **WHEN:** Applications must be received by August 30, 2013 at 4 P.M.

- **WHERE:** Application materials may be emailed, mailed or hand delivered to:
  
  Email: lawclerkrecruit@courts.maine.gov  
  Attn: Law Clerk Recruitment - Maine Superior Court  
  Administrative Office of the Courts  
  P.O. Box 4820, 125 Presumpscot Street  
  Portland, ME 04112-4820

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

  Interviews will be held in Portland, Maine, in early October 2013 and conducted *en banc*. Video interviews are not preferred, but will be considered, if necessary. Applicants selected for an interview will be required to submit an additional writing sample responding to a prompt supplied by the Superior Court Justices.

  - Website: [http://www.courts.state.me.us/jobs/](http://www.courts.state.me.us/jobs/) and click on “clerkships”

**District Court:**

Website: [http://www.courts.state.me.us/maine_courts/district/index.shtml](http://www.courts.state.me.us/maine_courts/district/index.shtml)

**INFO**

- District courts handle criminal, civil and family matters (without jury). There are 36 district court judges
- 1-year clerkship term is August 18, 2014 through August 14, 2015
- 2 positions are expected to be available. Law clerks are based in Portland, Lewiston and/or Bangor
- Applicants **must identify** in their cover letter the location or locations at which they are willing to accept a clerkship assignment
- More information at: [http://www.courts.state.me.us/jobs/](http://www.courts.state.me.us/jobs/) and click on “clerkships”
- Salary: $42,588.00 plus fringe benefits

**APPLY**

- **WHO:** Apply centrally for a clerkship with the District Court

- **WHAT:**
  - Cover letter (must identify location(s) willing to accept)
  - Résumé
MAINE – Cont.

- 2 letters of recommendation
- Law school transcript
- 2 writing samples (double spaced, no longer than 10 pages per sample)
- Optional self-identification form
- Completed Application Information Survey that can be found at: http://www.courts.state.me.us/jobs/clerkships/district_2013_2014.html

- **WHEN:** Applications must be received by August 30, 2013 at 4 P.M.

- **WHERE:** The application packet may be emailed, mailed or hand delivered to:

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

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

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

**Business and Consumer Court:**

**INFO**

- 1 year clerkship term will run from August 18, 2014 through August 14, 2015
- One position is expected to be available, which will be based in Portland
- The Business and Consumer Court is managed by two or more judges designated by the Chief Justice of the Supreme Judicial Court. The law clerk works with these judges
- Selection criteria includes academic and class standing; law review and moot court participation; other significant research and writing experience; prior employment; faculty, employment, and personal recommendations
- Salary: $42,588.00 plus fringe benefits
- Website: [http://www.courts.state.me.us/jobs/](http://www.courts.state.me.us/jobs/) and click on “clerkships”

**APPLY**

- **WHO:** Apply centrally for a clerkship with the Business and Consumer Court
• **WHAT:** The application packet consists of the following documents:
  o Cover letter
  o Résumé
  o Official law school transcript (photocopies will not be accepted)
  o 2 letters of recommendation
  o 1 writing sample (double spaced, no longer than 10 pages. **NOTE:** Although the writing sample may be edited or critiqued by others, the justices are interested in a writing sample that primarily reflects the applicant’s own work.)
  o Completed Applicant Information Survey that is available from the Court or your Career Services Office

• **WHEN:** Applications must be received by August 30, 2013 at 4 P.M.

• **WHERE:** Application materials may be emailed, mailed or hand delivered to:

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

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

Interviews will be held in Portland, Maine, on either September 24, 25, or 26, 2013. Video interviews are not preferred, but will be considered, if necessary. Applicants selected for an interview will be required to submit an additional writing sample responding to a prompt supplied by the Business Court Justices.

**ADDITIONAL INFO:**

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

STATE: Maryland

HIGHEST COURT: Maryland Court of Appeals

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

APPLY
• WHO: Apply directly to individual judge(s).

• WHAT:
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Writing sample
  o Students must verify requirements with each judge

• WHEN: Early spring of 2L year. Confirm with individual judge(s)

• WHERE: Judges’ addresses listed on above website

MID-LEVEL APPELLATE COURT: Court of Special Appeals

INFO
• Salary: $44,620 (subject to change)
• Website (judge lists/bios): [http://www.courts.state.md.us/cosappeals/index.html](http://www.courts.state.md.us/cosappeals/index.html)

APPLY
• WHO: Apply directly to individual judge(s)

• WHAT: Same as Court of Appeals. Confirm with each judge

• WHEN: Same as Court of Appeals. Confirm with each judge
MARYLAND – Cont.

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

TRIAL COURTS: Circuit Courts and District Courts

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

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

DISTRICT COURT
INFO
- Hiring is done on a rolling basis
- Clerkships normally start on September 1 following 3L year
- Salary: $16.86/hr law school graduate; $15.32/hr law school student
- Website: http://www.mdcourts.gov/district/index.html
MARYLAND – Cont.

APPLY

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

• **WHAT:**
  - Cover letter
  - Résumé
  - Writing sample

• **WHEN:** Rolling basis based on need

• **WHERE:**

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

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

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

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

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

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

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

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

Contact the Administrative Office of Courts:

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

STATE: Massachusetts

HIGHEST COURT: Supreme Judicial Court

INFO
• The court year runs from August 27, 2014 – August 28, 2015
• Salary: $66,722
• The Supreme Judicial Court has 10 openings for law clerks for the 2014-2015 court year
• Position requires outstanding academic achievement, writing and analytical skills, and legal research ability. Candidates must also have the ability to work professionally, independently, and confidentially
• Website: (justice bios): http://www.mass.gov/courts/sjc/justices/index.html

APPLY
• WHO: Apply centrally for clerkship. Applicants may indicate a preference for clerking for a specific justice or justices

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

Successful applicants must submit a final transcript indicating graduation from law school prior to beginning the clerkship. It is not necessary to sit for the Massachusetts bar exam. Law clerks must reside in Massachusetts for the duration of their clerkship pursuant to St. 1978, c. 478, §328.
• **WHEN:** Candidates are encouraged to apply as soon as possible beginning August 1, 2013 and no later than September 25, 2013.

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

  Pamela B. Lyons, Esq., Administrative Attorney  
  Massachusetts Supreme Judicial Court, Suite 2500  
  John Adams Courthouse  
  One Pemberton Square  
  Boston, MA 02108  

  (617) 557-1071  
  (617) 557-1091 (fax)  
  pamela.lyons@sjc.state.ma.us

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

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

**INFO**

• The clerkship will begin on or about August 28, 2014
• Interviews are conducted on a rolling basis in September and October. Final selections are usually made in November
• Salary: Approximately $56,730
• Website (justice bios):

**APPLY**

• **WHO:** Apply centrally for a clerkship

• **WHAT:**
  o Cover letter
  o Résumé
  o Unofficial transcript
  o At least 2 letters of recommendation (letters from employers are recommended) which can be and often are sent under separate cover
  o Writing sample is not necessary for initial application
  o Include your email address
  o Appeals Court Application for Employment (can be found at [http://www.mass.gov/courts/appealscourt/docs/apcjobapp0512.pdf](http://www.mass.gov/courts/appealscourt/docs/apcjobapp0512.pdf))

• **WHEN:** Must be postmarked or submitted between August 15 and September 20, 2013.
MASSACHUSETTS – Cont.

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

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

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

**Superior Courts**

**INFO**
- Court hears criminal and civil cases. Civil case damages must exceed $25,000  
- Salary: Approximately $47,000  
- Website: [www.mass.gov/courts/courtsandjudges/courts/superiorcourt/index.html](http://www.mass.gov/courts/courtsandjudges/courts/superiorcourt/index.html)

**APPLY**

- **WHO:** Apply centrally for a clerkship with the Superior Court.


  Briefly, applicants must be prepared to submit:
  - Cover letter  
  - Résumé  
  - Official law school transcript  
  - Writing samples (unedited by others)  
  - Please state in cover letter whether you wish to be considered for Eastern OR Western Massachusetts (choose one only)

- **WHEN:** Between Jun 28, 2013 and July 12 2013
• **WHERE:** Inquires may be directed to:

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

**Probate and Family Courts**

**INFO**

• Obtain a Probate and Family Court Position Description and Application, which includes 3 factual scenarios that are necessary to complete the required writing sample for this Court’s application. Packet of material is available directly from the Court’s Administrative Office or may be downloaded from the Court’s website. Many law schools will also have a copy of the materials.

• **Salary:** Approximately $47,000, plus a benefits package that is consistent with other Massachusetts Trial Court law clerk programs including health, dental and vision insurance, as well as paid vacation, personal and sick time.

• **Website:** [http://www.mass.gov/courts/courtsandjudges/courts/probateandfamilycourt/index.html](http://www.mass.gov/courts/courtsandjudges/courts/probateandfamilycourt/index.html)

**APPLY**

• **WHO:** Apply centrally for clerkship with Probate and Family Court

• **WHAT:** Submit 4 copies of the following:
  
  o Please state in cover letter whether you wish to be considered for Eastern OR Western Massachusetts (choose one only)
  o Résumé
  o Trial Court Application for Employment, downloaded from [www.mass.gov/courts/jobs/application.pdf](http://www.mass.gov/courts/jobs/application.pdf)
  o Official law school transcript
  o Writing sample based upon one of 3 factual scenarios in packet
  o Include a self-addressed stamped envelope for acknowledgement of receipt of application

• **WHEN:** Applications are not currently being accepted for the 2013-14 term due to a hiring freeze. Please check court website for more information.
• WHERE: Inquiries may be sent to:

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

Juvenile Court Department and Land Court

INFO

• Judges in these courts hire judicial law clerks
• Please contact the administrative offices of those courts for more information
• Website: http://www.mass.gov/courts/courtsandjudges/courts/index.html- click the links to the individual court

• WHEN: Applications are not currently being accepted for the 2013-14 term due to a hiring freeze. Please check court website for more information.

District Courts

INFO

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

STATE: Michigan

HIGHEST COURT: Michigan Supreme Court

INFO
• Justices individually determine the candidates they wish to interview and the interviews are scheduled through the justices’ separate offices
• Salary: $56,334 to $73,497
• Website (justice bios): http://courts.mi.gov/Courts/MichiganSupremeCourt/Pages/default.aspx

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

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

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
• Each of the 28 judges employs a law clerk who is generally chosen from among Prehearing Attorneys
• Students should apply for Prehearing Attorney Positions
• 1-3 year positions begin in March for winter graduates and August for spring graduates
• Salary:
  o First Year - $51,135
  o Second Year - $54,162
  o Third Year - $57,169

• Website:  http://courts.mi.gov/courts/coa/pages/default.aspx

APPLY
• WHO:  Apply to Assistant Research Director

• WHAT:
  o Cover letter (indicate preference for Detroit, Lansing, or Grand Rapids)
  o Résumé (indicating GPA)
  o Transcript
  o 2 writing samples

• WHEN:  Accepting applications for the 2014-2015 term beginning in late August and running through early October

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

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

INFO
• Salary: Varies
• Trial Court directories by county:

APPLY
• WHO:  Apply directly to individual trial court judge(s) and check website for openings as they arise:
  http://courts.mi.gov/administration/pages/employmentopportunities.aspx
- **WHAT:**
  - Cover letter
  - Résumé
  - Unofficial law school transcript
  - Brief writing sample

- **WHEN:** Varies, often on an as-needed basis. Check with each court as well as the postings on the employment web page noted above.

- **WHERE:** Check with each court

**INFO**

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

STATE: Minnesota

HIGHEST COURT: Minnesota Supreme Court

INFO
- 1 year clerkship, August 2014-July 2015
- Approximately 8 – 10 positions anticipated. Salary: $52,931 plus benefits. Visit http://www.mmb.state.mn.us/ for current benefit information
- Website (justice list/bios): http://www.mncourts.gov/?page=550

APPLY
- WHO: Apply centrally for a clerkship

- WHAT:
  - Students must complete an online application at www.mncourts.gov. If application questions, call HR staff at 651-215-9486
  - Official law school transcript, including class rank and an explanation of the grading system. Justices request that this is sent by the law school’s Registrar’s office
  - Résumé (attach to online application)
  - Legal writing sample (attach to online application)
  - Letters of recommendation are optional
  - Visit http://www.mncourts.gov for more information

- WHEN: Deadline is August 1, 2013 by 5:00 p.m. central time. Interviews will be held in September. Phone interviews will be considered

- WHERE: Apply online at http://agency.governmentjobs.com/mncourts/default.cfm (scroll down to Supreme Court Law Clerk job posting)

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- 1 year clerkship begins August 2014
- Salary: $50,467 plus benefits
- Website (justice bios): http://www.mncourts.gov/?page=551

APPLY
- WHO: Apply centrally for clerkship
**WHAT:**
- See posting for details at [http://agency.governmentjobs.com/mncourts/default.cfm](http://agency.governmentjobs.com/mncourts/default.cfm) (scroll down to court of appeals law clerk job posting)
- Official law school transcript, including class rank and explanation of the grading system sent from law school’s Registrar’s Office
- Résumé (attach to online application)
- Legal writing sample (attach to online application)
- Letters of Recommendation are optional

**WHEN:** Deadline is August 1, 2013 by 5:00 p.m. central time
Interviews September 2013. Phone interviews will be considered

**WHERE:** Apply online at [http://agency.governmentjobs.com/mncourts/default.cfm](http://agency.governmentjobs.com/mncourts/default.cfm) (scroll down to court of appeals law clerk job posting).

**TRIAL COURTS:** District Court

**INFO**
- Various judicial clerkships at the trial court are posted year-round at [http://agency.governmentjobs.com/mncourts/default.cfm](http://agency.governmentjobs.com/mncourts/default.cfm)
- Each posting provides application procedures under “job title”
- Find each district’s home page at: [http://www.mncourts.gov/?page=238](http://www.mncourts.gov/?page=238). Click on the map of the districts
- Salary: Varies

**ADDITIONAL INFO**

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

STATE: Mississippi

HIGHEST COURT: Mississippi Supreme Court

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

APPLY
• WHO: Apply centrally for clerkship
• WHAT:
  o Cover letter
  o Résumé
  o 3 letters of recommendation
  o Certified copy of law school transcript
  o Writing sample
  o Must also complete an application for appointment as a law clerk, which is located at: http://courts.ms.gov/employment/LawClerkAppFrm.pdf
• WHEN: Early fall of 3L year
• WHERE:
  Hubbard T. Saunders, IV
  Court Administrator and Counsel
  Supreme Court of Mississippi
  P.O. Box 117
  Jackson, MS 39205
  hsaunders@courts.ms.gov
  (601) 359-2183
  (601) 359-2443 (fax)

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

INFO
• 1 year clerkship begins August following graduation
• Applications are reviewed by all judges unless a specific judge is indicated
• Salary:
  o $47,898 (prior to passing bar examination)
  o $52,688 (after passing bar examination)
MISSISSIPPI – Cont.

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

APPLY

- **WHO:** Apply centrally for clerkship

- **WHAT:**
  - Court application form and the supporting material the application form specifies
  - Download an application form from the court’s website at: http://courts.ms.gov/employment/LawClerkAppFrm.pdf

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

- **WHERE:**
  
  Katie Cassady, Assistant Court Administrator
  Court of Appeals of the State of Mississippi
  P.O. Box 22847
  Jackson, MS 39225-2847
  (601) 576-4665
  kcassady@courts.ms.gov

TRIAL COURTS: Circuit and Chancery Courts

INFO

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

APPLY

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

- **WHAT:** Varies

- **WHEN:** Deadlines vary

- **WHERE:** For more information, contact:

  Kevin Lackey
  Director
  Administrative Office of the Courts
  P.O. Box 117
  Jackson, MS 39205
ADDITIONAL INFO: For more general information, contact the court administrator’s office:

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

STATE: Missouri

HIGHEST COURT: Supreme Court of Missouri

INFO
- Clerkship begins summer following graduation; duration is typically one year but may vary depending on the judge
- Salary: Approximately $46,248 but may vary depending on the judge
- Website (judge bios): [http://www.courts.mo.gov/page.jsp?id=133](http://www.courts.mo.gov/page.jsp?id=133)

APPLY
- WHO: Apply directly to individual judge(s)
- WHAT: Please review website for specific directions - [http://www.courts.mo.gov/page.jsp?id=36777](http://www.courts.mo.gov/page.jsp?id=36777) – but most judges typically require:
  - Cover letter
  - Résumé
  - 3 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- WHEN: Please review website for deadlines and availability of positions (students can request that their applications be kept on file)
- WHERE:
  The Honorable ______________
  Supreme Court of Missouri
  207 West High Street
  Jefferson City, MO 65101

MID-LEVEL APPELLATE COURT: Missouri Court of Appeals

INFO
- Salary: Approximately $46,248
- Website: (each district can be selected for its own homepage): [http://www.courts.mo.gov/page.jsp?id=261](http://www.courts.mo.gov/page.jsp?id=261)
- More specific information also may be available under court job openings at [http://www.courts.mo.gov/page.jsp?id=1180](http://www.courts.mo.gov/page.jsp?id=1180)

APPLY
- WHO: Apply directly to individual judge(s)
• **WHAT:**
  - Cover letter
  - Résumé
  - 3 letters of recommendation
  - Unofficial law school transcript
  - Writing sample

• **WHEN:** Contact chambers directly for deadlines. Judges may hire throughout the year as vacancies arise (students can request that their applications be kept on file).

• **WHERE:** To the individual judges at the appropriate address in one of the following districts:

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

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

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

For more information, contact the clerk of court in the appropriate district:

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

TRIAL COURTS: Circuit Courts

INFO
- There are no state law clerk positions for circuit courts although trial-level judges may have opportunities available for law clerk or legal intern positions
- Contact the individual court or judge directly to determine whether such opportunities are available
- See http://www.courts.mo.gov/page.jsp?id=321 for information about the circuit courts

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

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

STATE: Montana

HIGHEST COURT: Montana Supreme Court

INFO
- 1 year clerkship begins August following graduation
- Salary: $20.86/hour
- Website: (justice list/bios): http://www.courts.mt.gov/supreme/bios/default.mcpx

Note: The Supreme Court posts law clerk bios online at http://www.courts.mt.gov/supreme/law_clerks.mcpx

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

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

- WHEN: Deadline for applications varies from chamber to chamber. Apply mid-to-late summer the year prior to clerkship start date

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

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: District Courts

INFO
- District Court judges hire on an as-needed basis throughout the year. Vacancies are announced on the state website: http://svc.mt.gov/statejobsearch/ (search by category “legal”)
- Length of the clerkship is typically one year
- Salary: $19.56/hour
**APPLY**

- **WHO:** Apply to the Human Resources Division when vacancy is listed on Website

- **WHAT:**
  - Cover letter
  - Résumé
  - Unofficial law school transcript
  - 2 writing samples

- **WHEN:** Varies. Listed in announcement when there is a vacancy

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

**ADDITIONAL INFO:**

- **For District Court information:**

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

- **For Supreme Court information:**

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

STATE: Nebraska

HIGHEST COURT: Nebraska Supreme Court

INFO
• 1 year clerkship (with a 2nd year possible), begins summer following graduation
• Salary: Approximately $47,075
• Website (justice list): http://www.supremecourt.ne.gov/sc/justices

APPLY
• WHO: Apply directly to individual justice(s)

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

• WHEN: Varies. Contact chambers directly for application timing. Early applications are generally kept on file until all are considered

• WHERE:
  The Honorable ____________
  Nebraska Supreme Court
  P.O. Box 98910
  Lincoln, NE 68509-8910

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
• Salary: Approximately $47,075
• Website (judge list): http://www.supremecourt.ne.gov/coa/judges

APPLY
• WHO: Apply directly to individual judge(s)
NEBRASKA – Cont.

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

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

- **WHERE:**
  
  The Honorable ____________  
  Nebraska Court of Appeals  
  P.O. Box 98910  
  Lincoln, NE 68509-8910

**TRIAL COURTS:** District Courts

**INFO**

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

**ADDITIONAL INFO**

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

STATE: Nevada

HIGHEST COURT: Nevada Supreme Court

INFO
- Most clerkships run for 1 year, beginning in September following graduation
- Some positions require a 2 year commitment
- Salary: $60,631
- Website (justice list): http://www.nevadajudiciary.us/index.php/thejustices

APPLY
- WHO: Administrative Office of the Courts (do not apply to individual justices)
- WHAT: See http://careerlink.com/employer/jobs/9611 for current postings with specific requirements. Typically application includes:
  o Concise cover letter that will be given substantial weight
  o Supreme Court of Nevada Employment Application (available at www.nevadajudiciary.us)
  o Résumé
  o At least 3 references
  o Official law school transcript
  o 2 short unedited writing samples
- WHEN: Positions begin posting on April 1 and the deadline is June 30, 2013.
- WHERE:
  Administrative Office of the Courts
  Supreme Court Building
  Attention: Cynthia Sampson, Personnel Analyst
  201 South Carson Street, Suite 250
  Carson City, NV 89701-4702

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: District Courts

INFO
- 1 year clerkship begins in the fall following graduation. Some judges require a 2 year commitment
- Some counties, including Clark County (Eighth Judicial District), have a large District Court system and post law clerk positions on their web page - http://agency.governmentjobs.com/clarkcounty/default.cfm. District judges are located: http://www.clarkcountycourts.us/ejdc/courts-and-judges/judges.html
- Salary varies
APPLY

- **WHO:** Apply directly to the individual judge(s); either check the individual county web pages or consult the Nevada Judicial Directory at [http://www.nevadajudiciary.us/index.php/viewdocumentsandforms/func-startdown/9319/](http://www.nevadajudiciary.us/index.php/viewdocumentsandforms/func-startdown/9319/) for the list of judges.

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

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

- **WHERE:** See website above for addresses

**ADDITIONAL INFO**

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

STATE: New Hampshire

HIGHEST COURT: New Hampshire Supreme Court

INFO
• 1 year clerkship begins in late August 2014
• Successful candidates will demonstrate an excellent writing and research background
• Salary: $51,624
• Website (justice list): http://www.courts.state.nh.us/supreme/justices.htm

APPLY
• WHO: Apply centrally for a clerkship

• WHAT:
  o Cover letter
  o Résumé
  o Names of 3 references with contact information
  o Law school transcript
  o Writing sample, 10 pages or less

• WHEN: Deadline is August 1, 2013. Applicants are encouraged to file early. Interviews will be held in September, 2013

• WHERE: Mail applications to:
  
  Ms. Irene A. Dalbec
  Assistant to the New Hampshire Supreme Court
  New Hampshire Supreme Court
  One Charles Doe Drive
  Concord, NH 03301
  idalbec@courts.state.nh.us
  (603) 271-2646

NOTE: Electronic applications will be accepted.

MID-LEVEL APPELLATE COURT: None
TRIAL COURTS: Superior Court

INFO

- Clerkships require a 2 year commitment and a car, as travel may be required
- Clerkship begins August 2014
- Salary: $48,043 (first year); $50,391 (second year), plus benefits
- Website (justice list):
  http://www.courts.state.nh.us/superior/sulawclerkprogram.htm

APPLY

- WHO: Apply centrally at address below

- WHAT:
  - Cover letter
  - Résumé
  - Law school transcript
  - Brief writing sample
  - List of references
  - Do NOT include letters of recommendation

- WHEN: Applications accepted from May 1 through August 1, 2013

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

- WHERE:
  Linda Beliveau
  Law Clerk Coordinator
  New Hampshire Superior Court
  Superior Court Center
  45 Chenell Drive, Suite 1
  Concord, NH 03301
  (603) 271-2030
  lbeliveau@courts.state.nh.us

ADDITIONAL INFO For more information relating to clerkships at either court level, contact the individuals listed above
State Court Judicial Clerkship Information

STATE: New Jersey

HIGHEST COURT: New Jersey Supreme Court

INFO
- See http://www.judiciary.state.nj.us/jobs/2013/13-44-15LawClerk2014.pdf for details on all clerkships in New Jersey
- One-year judicial clerkship that will commence on August 26, 2014 and end August 31, 2015
- Salary: $60,585
- It is highly recommended that applicants apply early in the process (beginning approximately the first week of September 2013) to increase the likelihood of securing interviews. Be aware that the Supreme and Appellate Court judges, and a large number of trial court judges, select law clerks early in the fall of the year preceding the court term
- Website (judge bios): http://www.judiciary.state.nj.us/directory/judgebiographies.pdf

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

1. Direct Application: **Apply directly to individual Justices and Judges.** Send a cover letter and resume directly to their chambers. These documents should contain the month and year the juris doctor degree will be awarded and any specific area of interest of law. You may also include a transcript, writing sample, and/or letters of recommendation/list of references, or state that these will be provided upon request. (Recommend sending additional documents with initial application for at least the higher level courts). The cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

2. Centralized Electronic Application – **You may also email one copy of a cover letter and resume to Judiciary Human Resources:** Lawclerkresumes.mailbox@judiciary.state.nj.us. (Do not send a writing sample, transcripts, or letters of recommendation/references)
   a. Include in your cover letter the announcement number #12-33, the month and year the juris doctor degree will be awarded, and day and evening phone numbers. You may also indicate a preference for the court, division, and employment location in your email.
   b. Resumes received through the centralized electronic application process will be uploaded into an electronic system for judges to search and review.
While the centralized process has the benefit of easy application, it is not personalized, and may not be used by all judges. You should therefore also utilize the direct application method to increase your chances of securing interviews.

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

WHEN:
- Applications will be accepted until March 28, 2014 or until all positions are full

MID-LEVEL APPELLATE COURT: Appellate Division of Superior Court

INFO
- Salary: $55,316
- Website (judge bios):
  [http://www.judiciary.state.nj.us/directory/judgebiographies.pdf](http://www.judiciary.state.nj.us/directory/judgebiographies.pdf)

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

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

INFO
- Salary:
  - $46,096 if assigned to Law Division (Criminal and Civil), Chancery Division (Family), or Tax Court
  - $50,707 if assigned to Chancery Division (General Equity) or Assignment Judges
- Website (courts and judge lists): [http://www.judiciary.state.nj.us/](http://www.judiciary.state.nj.us/)

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

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

Contact info for individual judges' chambers is at
http://www.judiciary.state.nj.us/directory/judgtara.pdf
State Court Judicial Clerkship Information

STATE: New Mexico

HIGHEST COURT: New Mexico Supreme Court

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

APPLY
- WHO: Apply directly to Supreme Court Chief Clerk and indicate to which Justices you are applying

- WHAT:
  - Cover letter
  - Résumé
  - 3 letters of recommendation
  - Unofficial law school transcript indicating most recent grades
  - Short writing sample

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

- WHERE:
  Supreme Court Chief Clerk
  New Mexico Supreme Court
  P.O. Box 848
  Santa Fe, NM 87504-0848

MID-LEVEL APPELLATE COURT: Court of Appeals

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

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

- WHAT: See website: http://coa.nmcourts.gov/about/Clerkships.htm

- WHEN: See website: http://coa.nmcourts.gov/about/Clerkships.htm
• WHERE:

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

• ADDITIONAL INFO

New Mexico Court of Appeals Judges
Listed In Seniority Order

Chief Judge Roderick T. Kennedy    Judge Michael E. Vigil
Judge James J. Wechsler            Judge M. Monica Zamora
Judge Michael D. Bustamante         Judge J. Miles Hanisee
Judge Jonathan B. Sutin             Judge Linda M. Vanzi
Judge Cynthia A. Fry               Judge Timothy L. Garcia

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

Joey D. Moya                Wendy F. Jones
Chief Clerk of Court        Chief Appellate Court Clerk
Supreme Court of New Mexico  New Mexico Court of Appeals
Office of the Clerk, Room 104 PO Box 2008
P.O. Box 848                Santa Fe, NM 87504
Santa Fe, NM 87504-0848      (505) 827-4925
(505) 827-4860              (505) 827-4946 (fax)
(505) 827-4837 (fax)

TRIAL COURTS: District Court

INFO

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

APPLY

• WHO: To Court Administrator’s Office

• WHAT: Same as Supreme Court
NEW MEXICO – Cont.

• WHERE:
  Court Administrator’s Office
  PO Box 1776
  Roswell, NM  88020-1776

ADDITIONAL INFO:

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

• For 11th District:
  Weldon J. Neff
  Court Executive Officer
  103 South Oliver Street
  Aztec, NM 87410
  (505) 334-6151
State Court Judicial Clerkship Information

STATE: New York

HIGHEST COURT: New York Court of Appeals

INFO
- The Court of Appeals offers 2 types of clerkship opportunities
  - Clerkship with the court’s Central Legal Research Staff. 6 positions, hired for 2 year clerkships beginning in August, 2014
  - Clerkship as a personal clerk to a judge
- Salary: $76,195 (first year); eligible for merit-based raise in second year to $89,506
- Website (judges’ bios): http://www.courts.state.ny.us/ctapps/

APPLY

Central Staff clerkships

- WHO: Chief Court Attorney
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation from law school professors (If you have been practicing law, letters from legal employers may be substituted. Letters are optional at time of application, but must be brought with you at time of interview)
  - Law school transcript
  - All undergraduate and graduate transcripts (unofficial copies will suffice)
  - Unedited writing sample
- WHEN: Apply between July 15, 2013 and September 15, 2013
- WHERE:
  
  Paul McGrath, Esq.
  Chief Court Attorney
  Central Legal Research Staff
  Court of Appeals Hall
  20 Eagle Street
  Albany, NY 12207-1095

Personal law clerk positions

- WHO: Apply directly to individual judge(s)
  - Call Lisa Cleary first at (518) 455-7757 to see if openings exist
NEW YORK – Cont.

- **WHAT:** Materials and procedures vary, but are generally the same as for the Central Staff clerkship. Please confirm with individual judges

- **WHEN:** Most deadlines in early fall of 3L year. However, not all judges hire on a regular basis as some retain law clerks for extended periods of time. Confirm with individual judges

- **WHERE:**
  
  The Honorable ________
  Court of Appeals Hall
  20 Eagle Street
  Albany, NY 12207-1095

**ADDITIONAL INFO**

- For questions regarding personal law clerk positions:

  Lisa M. Cleary - (518) 455-7757

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

**INFO**

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

**COURT WEBSITE**

- [www.courts.state.ny.us/courts/appellatedivisions.shtml](http://www.courts.state.ny.us/courts/appellatedivisions.shtml) (links to each of the Judicial Departments)

**First Judicial Department:**

**INFO**

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

**APPLY**

- **WHO:** Apply directly to individual justice(s)
• **WHAT:**
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Writing sample

• **WHEN:** No set deadline exists. Applications generally received through the early fall of 3L year

• **WHERE:**
  The Honorable ____________
  Appellate Division
  1st Judicial Department
  27 Madison Avenue
  New York, NY 10010
  (212) 340-0400

**ADDITIONAL INFO**  Other inquiries may be addressed to:

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

**Second Judicial Department:**

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

**APPLY**
• **WHO:** Apply centrally to Clerk of Court

• **WHAT:**
  o Résumé
  o Cover letter
  o GPA
  o LSAT score
  o Law school rank
  o Do not send writing sample
NEW YORK – Cont.

- **WHEN:** No set deadline exists. Applications accepted year round. When there is a vacancy, current applicants are contacted. Check first to see if there is a hiring freeze in effect.

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

**Third Judicial Department:**

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

**APPLY**
- **WHO:** Apply to the Chief Appellate Court Attorney

- **WHAT:**
  - Cover letter
  - Résumé
  - Law school transcript with 2L grades
  - Writing sample
  - Letters of recommendation are optional

- **WHEN:** Deadline is in the early fall of 3L year (usually mid-September)

- **WHERE:**
  Sean M. Morton, Esq.
  Chief Appellate Court Attorney
  Appellate Division, 3rd Judicial Department
  Box 7288, Capitol Station
  Albany, NY 12224
  (518) 471-4803
  smorton@courts.state.ny.us
Fourth Judicial Department:
INFO
• Justices in this Department generally have permanent personal law clerks and do not hire regularly
• Court regularly hires 8 Court Attorneys for a 2-year judicial clerkship beginning in August after graduation
• Salary: Approximately $64,834

APPLY
• WHO: Apply to Chief Appellate Court Attorney
  • WHAT:
    o Cover letter
    o Résumé
    o Unofficial law school transcript (with 2L grades)
    o Writing sample from a moot court brief, a law review note, or a legal memorandum
  • WHEN: Deadline is October 15th of 3L year
  • WHERE: Craig D. Peterson, Esq.
    Chief Appellate Court Attorney
    New York State Appellate Division, Fourth Judicial Department
    50 East Avenue, Suite 200
    Rochester, NY 14604
    (585) 530-3151
    (585) 530-3247 (fax)
    cdpeters@courts.state.ny.us

TRIAL COURTS: Supreme and County Courts
INFO
• Supreme and County Courts hire individual clerks and “pool” clerks
• Salary: Approximately $64,834 for court attorney (trial part)
• Website (links to all courts and judge lists): http://www.nycourts.gov/courts/cts-outside-nyc.shtml

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

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

GENERAL INFO

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

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

Note: The info below is from last year’s Guide as we have not yet been able to verify the information for 2014-2015. We will update this entry shortly.

STATE: North Carolina

HIGHEST COURT: Supreme Court of North Carolina

INFO
- 1 or 2 year research assistant positions begin in August following 3L year
- Salary (2012): subject to legislative increase
  - 1st Year - $48,552
  - 2nd Year - $50,632
- Website (justice list and bios): http://appellate.nccourts.org/Bios/?c=1

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT: Varies. Contact individual justice(s)
- WHEN: Deadlines vary. Contact individual justices
  Some justices hire as early as early spring of 2L year
- WHERE:
  The Honorable ____________
  Supreme Court of North Carolina
  P.O. Box 1841
  Raleigh, NC 27602

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

MID-LEVEL APPELLATE COURT: North Carolina Court of Appeals

INFO
- Salary (2012): subject to legislative increase
  - 1st Year - $46,170
  - 2nd Year - $48,552
- Website (judge list/bios): http://appellate.nccourts.org/Bios/?c=2

APPLY
- WHO: Apply directly to the individual judge(s)
- WHAT: Varies. Contact chambers directly for exact requirements
NORTH CAROLINA – Cont.

- **WHEN:** Varies. Contact chambers directly to determine deadlines

- **WHERE:**
  
  The Honorable _______________
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

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

**TRIAL COURTS:** Superior Court

*Trial courts in North Carolina do not hire law clerks.*

**ADDITIONAL INFO**

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

STATE: North Dakota

HIGHEST COURT: North Dakota Supreme Court

INFO
- 2Ls may apply for 1 year appointment as law clerk
- An individual selected to serve as a Supreme Court law clerk must be legally authorized to work in the United States, must successfully complete his/her law school education, take a bar examination of his/her choice before beginning the clerkship, and commit to completing a full 1 year term
- Salary: $57,428
- Website (justice list/bios): http://www.ndcourts.gov/Court/COURT.HTM

APPLY
- WHO: Apply to Chair of Law Clerkship Program, Justice Mary Muehlen Maring
- WHAT:
  - Autobiographical sketch, summarizing your life and career from early days to the present
  - Curriculum vitae, containing the following information: applicant’s name, home address, law school address, e-mail address and telephone number; secondary school attended; pre-law and law schools attended; class standing; law review and other legal writings; extracurricular activities; awards and honors; employment record; military record
  - 3 letters of recommendation, including at least 1 member of the law school faculty
  - Any other information the applicant believes would bear upon the applicant’s qualifications as a law clerk
  - Copy of undergraduate transcript
  - Copy of LSAT score report
  - Copy of law school application for admission
  - Copy of law school transcript to date of application (law school authorities must mail official final transcript indicating spring grades directly to Justice Maring, when available)
  - Writing sample that has been edited only by the applicant
- WHEN: July 12, 2013
**WHERE:** Send 5 copies of application packet to:

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

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

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

**TRIAL COURTS:** District Court

**INFO**
- Each of the 7 districts has at least 1 law clerk
- There is no set term (as with the Supreme Court) for district court law clerks
- Salary: $53,592
- For more information, contact State Court Administrator at (701) 328-4216

**ADDITIONAL INFO**
- Contact the court administrator’s office at the following address:

<table>
<thead>
<tr>
<th>Supreme Court</th>
<th>District Courts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justice Mary Muehlen Maring</td>
<td>Ms. Sally Holewa</td>
</tr>
<tr>
<td>Chair, Law Clerkship Program</td>
<td>State Court Administrator</td>
</tr>
<tr>
<td>North Dakota Supreme Court</td>
<td>North Dakota Supreme Court</td>
</tr>
<tr>
<td>1st Floor, Judicial Wing</td>
<td>1st Floor, Judicial Wing</td>
</tr>
<tr>
<td>600 East Boulevard Avenue, Dept. 180</td>
<td>600 East Boulevard Avenue, Dept. 180</td>
</tr>
<tr>
<td>Bismarck, ND 58505-0530</td>
<td>Bismarck, ND 58505-0530</td>
</tr>
<tr>
<td>(701) 328-2221</td>
<td>(701) 328-4216</td>
</tr>
</tbody>
</table>
State Court Judicial Clerkship Information

TERRITORY: Commonwealth of the Northern Mariana Islands

HIGHEST COURT: Supreme Court

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

APPLY
• WHO: Apply to Clerk of the Supreme Court
• WHAT:
  o Cover letter
  o Résumé
  o Law school transcript
  o Writing sample
  o List of 3 references
• WHEN: Applications are accepted year-round
• WHERE:
  Clerk of the Supreme Court
  Supreme Court of the Northern Mariana Islands
  P.O. Box 502165
  Saipan, MP 96950
  United States of America
  Telephone: (670) 236-9800
  Fax: (670) 236-9702
  Email: supreme.court@saipan.com

MID-LEVEL APPELLATE COURT: None

TRIAL COURT: Superior Court
INFO:
• Applicants for Supreme Court clerkships who would also be interested in clerking for the Superior Court should specify this in their cover letter.
State Court Judicial Clerkship Information

STATE: Ohio

HIGHEST COURT: Ohio Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- WHEN: Deadline in the early spring of 2L year
- WHERE:
  The Honorable __________
  Supreme Court of Ohio
  65 South Front Street, 9th Floor
  Columbus, OH 43215-3431

MID-LEVEL APPELLATE COURT: Court of Appeals

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

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

TRIAL COURTS: Court of Common Plea

INFO:
- The following larger counties are more likely to hire law clerks: Cuyahoga, Franklin, Hamilton, Lucas, Montgomery and Summit
- Salary: Varies by county
- Website (links to the Courts of Common Pleas under their counties: http://sc.ohio.gov/judsystem/trialcourts/default.asp

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

ADDITIONAL INFO:

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

STATE: Oklahoma

HIGHEST COURT: Oklahoma Supreme Court

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

APPLY
- WHO: Direct inquiries to:
  Michael Evans
  Oklahoma Supreme Court
  Administrative Office
  2100 N. Lincoln Blvd., Ste. 300
  Oklahoma City, OK 73105

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

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

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

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

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

TRIAL COURTS: District Courts

- The District Court judges currently do not hire law clerks

ADDITIONAL INFO

Michael Evans
Supreme Court Administrative Office
2100 N. Lincoln Blvd., Ste. 300
Oklahoma City, OK 73105
(405) 556-9300
State Court Judicial Clerkship Information

STATE: Oregon

HIGHEST COURT: Oregon Supreme Court

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

APPLY
- WHO: Apply online

- WHEN: Apply only during recruitment, which generally begins in early January and ends in late April

MID-LEVEL APPELLATE COURT: Court of Appeals
Tax Court

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

APPLY
- WHO: Apply online

- WHEN: Apply only during recruitment, which generally begins in January and ends in April

TRIAL COURTS
- The trial courts occasionally hire judicial clerks. Openings may be found at http://courts.oregon.gov/OJD/jobs/
Contact the Personnel Division at the following address:

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

STATE: Pennsylvania

HIGHEST COURT: Pennsylvania Supreme Court

INFO
- 1-3 year clerkship begins summer following graduation
- Salary:
  - 1st Year - $55,349
  - 2nd Year - $62,617
  - 3rd Year - $65,283
- Website: http://www.pacourts.us/courts/supreme-court/

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

Chief Justice

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

Justices

The Honorable J. Michael Eakin The Honorable Thomas G. Saylor
Pennsylvania Supreme Court Pennsylvania Supreme Court
4720 Old Gettysburg Road, Suite 405 16th Floor, Fulton Building
Mechanicsburg, PA 17055 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
Centre Square W, Ste. 4110
Philadelphia, PA 19102

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

MID-LEVEL APPELLATE COURT:
Superior Court
Commonwealth Court

INFO
• Salary (2010):
  o 1st Year - $52,681
  o 2nd Year - $59,948
  o 3rd Year - $62,617
• Websites (judges):
  o Superior Court: http://www.pacourts.us/T/SuperiorCourt
  o Commonwealth Court: http://www.pacourts.us/T/Commonwealth

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

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

INFO
• Salary: Varies by judicial district
• Websites (judge lists with addresses):
  http://www.pacourts.us/T/CommonPleas
  http://www.pacourts.us/T/SpecialCourts
1) Court of Common Pleas of Philadelphia County

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

APPLY
- WHO: Applications should be submitted to:
  Human Resources
  First Judicial District of Pennsylvania
  City Hall, Room 668
  Philadelphia, PA 19107

2) Other Judicial Districts

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

ADDITIONAL INFO
  Human Resources
  Administrative Office of PA Courts
  601 Commonwealth Ave, Suite 1500
  Harrisburg, PA 17106
  (717) 231-3309
  (717) 231-3310 (fax)
  human.resources@pacourts.us
State Court Judicial Clerkship Information

STATE: Puerto Rico

HIGHEST COURT: Puerto Rico Supreme Court

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

APPLY
- WHO: Apply directly to the individual justices

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

- WHEN: Deadlines vary. Confirm with individual justices

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

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

MID-LEVEL APPELLATE COURT: Puerto Rico Court of Appeals

INFO
- Applicants must be able to speak and write Spanish (bilingual is a plus)
- Admission to the Puerto Rico Bar is required
- Salary: $35,364 - $61,764
- Website: http://www.ramajudicial.pr/info-para/listado-de-jueces.htm

APPLY
- WHO: To the individual judges
• WHAT: The following must be in Spanish
  o Cover letter
  o Résumé
  o Unofficial law school transcript including class rank
  o Writing sample
  o Letters of recommendation are optional

• WHEN: Deadlines vary. Confirm with individual judges

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

TRIAL COURTS: Court of First Instance

INFO
• Applicants must be able to speak and write Spanish
• Admission to the Puerto Rico Bar is required
• Salary: $32,640 - $52,968
• Website: http://www.ramajudicial.pr/info-para/listado-de-jueces.htm

APPLY
• WHO: Apply to the Administrative Director of the Courts

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

• WHEN: Deadlines vary. Confirm with individual judges

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

- For questions regarding Supreme Court clerkships, contact Attorney Alda Ileana Oquendo at 787-723-6033
- For questions regarding Appellate Court clerkships, contact Attorney Velma Hernández Quintana at 787-474-3777, ext. 2100
State Court Judicial Clerkship Information

STATE: Rhode Island

HIGHEST COURT: Rhode Island Supreme Court

INFO
- Salary is approximately $48,000
- Website (list of justices): http://www.courts.ri.gov/PDF/JudicialRoster.pdf

APPLY
- WHO: Apply directly to individual justice(s) or check employment postings at: http://www.courts.ri.gov/Pages/Employment%20Opportunities.aspx
- WHAT: Check specific posting or contact individual justices for requirements
- WHEN: Check specific posting or contact individual justices for deadlines
- WHERE:
  The Honorable___________
  Rhode Island Supreme Court
  250 Benefit Street
  Providence, RI 02903

MID-LEVEL APPELLATE COURT: None

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

Note: The info below is from last year’s Guide as we have not yet been able to verify the information for 2014-2015. We will update this entry shortly.

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

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

• **WHAT:** For actual postings, please see the judicial website: [http://www.courts.ri.gov](http://www.courts.ri.gov) and click on “Employment Opportunities.” The 2014-2015 posting will appear in the summer of 2013
  - Cover letter (indicate you are applying for a Trial Court Clerkship)
  - Résumé
  - 2 letters of recommendation (at least one from a law school professor who can comment on your writing and academic skills)
  - 2 writing samples (one designated as primary and one as secondary)
  - both minimally edited, if at all
  - Law school transcript (official or unofficial) issued by your law school; transcript can be supplemented at time of interview, if invitation extended

• **WHEN:** Varies, but usually the second week of October in the fall of 3L year
  Check website or contact: cfargnoli@courts.ri.gov

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

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

For additional information or questions regarding the application requirements, email cfargnoli@courts.ri.gov
State Court Judicial Clerkship Information

STATE: South Carolina

HIGHEST COURT: South Carolina Supreme Court

INFO

- The Supreme Court hires both judicial law clerks and central staff attorneys. Individuals interested in judicial clerkships should contact the justices directly.
- Judicial clerks are hired for 1-2 year term beginning in the late summer following graduation.
- Staff attorneys are hired in the fall of 3L for 2 year term beginning in the late summer following graduation.
- Salary: $49,025
- Website: [http://www.sccourts.org/supreme/](http://www.sccourts.org/supreme/)

APPLY

For Judicial Clerkship

- **WHO**: Apply directly to individual justice(s).
- **WHAT**: Contact the individual Justice’s chambers for specific requirements.
- **WHEN**: Fall of 3L year.
- **WHERE**: The Honorable ________________
  Supreme Court of South Carolina
  P.O. Box 11330
  Columbia, SC 29211

For Staff Attorney Position:

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

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

INFO
- The Court of Appeals hires both judicial law clerks and central staff attorneys
- Salary: $49,025
- Website (judge lists/bios): http://www.sccourts.org/appeals/
- Hire in the fall, but often have openings throughout the year for central staff attorneys

APPLY

For Judicial Clerkships:
- Same procedure as Supreme Court. Apply directly to the 9 individual judges

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

For Central Staff Attorney positions:
- For information and application procedures and requirements, contact:

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

TRIAL COURTS: Circuit Court
Family Court

INFO
- Apply to individual judges

Circuit Court:
- Apply in early fall of the 3L year
- Salary: $40,334
SOUTH CAROLINA - cont.

Masters-in-Equity Court

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

Family Court

- Family Court judges do not hire law clerks.

ADDITIONAL INFO:

Ms. Georgia Rivers
Human Resource Manager
South Carolina Judicial Department
1015 Sumter Street, Suite 101
Columbia, SC 29201
(803) 734-1970
State Court Judicial Clerkship Information

STATE: South Dakota

HIGHEST COURT: South Dakota Supreme Court

INFO
- 1-2 year clerkship begins August following graduation
- Salary: $49,879
- Website (justice list/bios): http://ujs.sd.gov/Supreme_Court/default.aspx

APPLY
- WHO: Apply centrally to Director of Human Resources for a clerkship
- WHAT: Send 5 copies of following:
  - Cover letter
  - Résumé
  - Unofficial law school transcript
  - Writing sample
- WHEN: Deadline for applications is August 1st before 3L year
- WHERE:
  Beth Urban
  Director of Human Resources
  Unified Judicial System
  South Dakota Supreme Court
  500 East Capitol Street
  Pierre, SD 57501-5070

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Circuit Court

INFO
- 7 judicial circuits. List of circuits on website
- Salary: $43,785
- Website: http://ujs.sd.gov/Circuit_Court/default.aspx

APPLY
- WHO: Apply directly to the Presiding Judge in each of the 7 circuits
• **WHAT:**
  o Cover letter
  o Résumé
  o 2 letters of recommendation
  o Unofficial law school transcript
  o Brief writing sample.

**ADDITIONAL INFO**

• Contact Beth Urban at the address above
State Court Judicial Clerkship Information

Note: The info below is from last year’s Guide as we have not yet been able to verify the information for 2014-2015. We will update this entry shortly.

STATE: Tennessee

HIGHEST COURT: Tennessee Supreme Court

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

APPLY
• WHO: Apply directly to individual justice(s)

• WHAT:
  • Cover letter
  • Résumé
  • Unofficial law school transcript
  • Writing sample

• WHEN: Deadline is in the late summer prior to 3L year

• WHERE:
  The Honorable ______________
  Nashville Supreme Court Building
  401 Seventh Avenue North
  Nashville, TN 37219-1407

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

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

APPLY
• WHO: Apply directly to individual appellate judge(s)

• WHAT: Same as Supreme Court
**TENNESSEE** - cont.

- **WHEN:** Same as Supreme Court
- **WHERE:** See website

**ADDITIONAL INFO:**

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

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

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

**INFO**

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

**APPLY**

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

STATE: Texas

HIGHEST COURT: Texas Supreme Court
Court of Criminal Appeals

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

Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s). Some justices prefer paper applications and some prefer electronic applications. See the brochure posted on the Court’s website for instructions on how to apply to each justice - http://www.supreme.courts.state.tx.us/jobs/employment.asp.

- WHAT:
  o Cover letter
  o Résumé
  o Law school transcript
  o Writing sample
  o 2 letters of recommendation, which may be sent separately

- WHEN: The Court accepts applications on a rolling basis

- WHERE: See the brochure posted on the Court’s website at http://www.supreme.courts.state.tx.us/jobs/employment.asp for instructions on submitting applications
TEXAS - cont.

Court of Criminal Appeals

INFO
- 1 year clerkship begins summer following graduation; generally 9/1 to 8/31
- Salary: $48,000
- Website (judge list/bios): http://www.cca.courts.state.tx.us/court/judges.asp

APPLY
- WHO: Apply directly to individual judge(s)
- WHAT:
  o Cover letter
  o Résumé
  o 2 letters of recommendation (optional)
  o Unofficial law school transcript
  o Writing sample
- WHEN: Deadline is early spring of 2L year
- WHERE:
  The Honorable ____________________
  Court of Criminal Appeals
  P.O. Box 12308
  Capitol Station
  Austin, TX 78711

MID-LEVEL APPELLATE COURT: Court of Appeals

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT: Generally the same as for the Supreme Court
TEXAS - cont.

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

**TRIAL COURTS:** District Courts

**INFO**
- Website (court locations and links to judge info):
  [http://www.courts.state.tx.us/courts/dclinks.asp](http://www.courts.state.tx.us/courts/dclinks.asp)

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

**ADDITIONAL INFO**

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

**NOTE**

- The State of Texas publishes a directory of all state courts, which is available online at [http://www.courts.state.tx.us/](http://www.courts.state.tx.us/) (choose Judicial Directory).
State Court Judicial Clerkship Information

STATE: Utah

HIGHEST COURT: Utah Supreme Court

INFO
• 1-2 year clerkship generally begins the summer following graduation (but each justice may have alternative starting schedule)
• Salary:
  o $45,461 pre-Utah bar admission
  o $48,006 with Utah bar admission
  o $50,692 with one year post-graduate experience
• See website for more details: http://www.utcourts.gov/courts/sup/clerkships.asp

APPLY
• WHO: Apply directly to individual justice(s)
• WHAT: See requirements of each individual justice, but generally:
  o Cover letter
  o Résumé
  o 2-3 letters of recommendation (may be sent separately)
  o Unofficial law school transcript
  o Writing sample
• WHEN: See individual deadlines of each justice, but must have completed four semesters of law school prior to submitting application materials. See website above for more details.
• WHERE:
  The Honorable ______________
  Utah Supreme Court
  P.O. Box 140210
  Salt Lake City, UT 84114-0210

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
• Salary:
  o $45,461 pre-Utah bar admission
  o $48,006 with Utah bar admission
  o $50,692 with one year post-graduate experience
• Website (judge list/bios):
  http://www.utcourts.gov/judgesbios/showGallery.asp?dist=9&ct_type=A

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

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

TRIAL COURTS: District Courts

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

ADDITIONAL INFO  Contact the Clerk of Court

Robert Parkes  Andrea R. Martinez
Director, Human Resources  Utah Supreme Court
PO Box 140241  Clerk of Court
450 South State Street  Salt Lake City, Utah, 84114-0210
Salt Lake City, UT 84114-0241  P.O. Box 140210
(801) 578-3802  andrearm@email.utcourts.gov
(801) 238-7814 (fax)  (801)238-7974
State Court Judicial Clerkship Information

STATE: Vermont

HIGHEST COURT: Vermont Supreme Court

INFO

- Applications are accepted beginning in the spring for a one-year judicial clerkship in the chambers of Chief Justice Paul L. Reiber, Associate Justice John A. Dooley, Associate Justice Marilyn S. Skoglund and Associate Justice Beth Robinson
- Salary: $44,033 (excludes one day per month furlough - $21.17/hour)

APPLY

- **WHO:** Submit one application by email in PDF format to Monica Bombard: monica.bombard@state.vt.us

- **WHAT:**
  - Cover letter addressed to: “Dear Honorable Justices”  **NOTE:** one cover letter is sufficient to apply to all vacancies
  - Résumé
  - Unofficial law school transcript indicating academic standing if available
  - Sample of legal writing
  - 2 or more letters of recommendation from present or former employers or law professors addressed to: “Dear Honorable Justices” (may be sent separately from other materials)

- **WHEN:** Deadline is June 27, 2013, at 4:00 p.m.

- **WHERE:** Submit by email in PDF format to monica.bombard@state.vt.us. The email subject line should state: “2014-2015 Clerkship”

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

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

- For more information contact Monica Bombard at 802-828-4784 or by email monica.bombard@state.vt.us.
MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court
Family Court
District Court
Environmental Court

INFO
• 1 year clerkships begin in September 2014. Thereafter, 2nd year, senior, and staff attorney positions are possible. See clerkship postings at: http://www.vermontjudiciary.org/JC/MasterPages/HR-Employment.aspx
• Applications are accepted annually from September 1 through October 5
• Applicants must be a 3L, recent graduate, or be admitted to the bar of any state. Both students and experienced practitioners are considered desirable applicants
• Hiring for environmental division positions is conducted separately from hiring for all other trial court positions. Applicants for both environmental and other positions, if selected, will be interviewed twice. Such applicants should submit two separate sets of application materials, one for each hiring committee
• A limited number of qualified applicants will be selected for in-person interviews.

Websites:
- Superior Court: http://www.vermontjudiciary.org/GTC/criminal/default.aspx
- District Court: http://www.vermontjudiciary.org/GTC/civil/default.aspx
- Family Court: http://www.vermontjudiciary.org/GTC/family/default.aspx
- Environmental Court: http://www.vermontjudiciary.org/GTC/environmental/default.aspx

APPLY
• WHO: Email one set of application material per application in pdf form. Do NOT apply directly to any courts or judges

• WHAT: MINIMUM APPLICATION REQUIREMENTS include:
  o Short cover letter (indicating interest in (1) the environmental division or (2) positions focusing on all other divisions addressed “Dear Hiring Committee”
  o Résumé with email address (which will be relied upon for correspondence)
  o Current law school transcript
  o Official class rank, or the equivalent (if not reported by school, explain in detail)
  o 2 letters of recommendation (may be sent separately from other materials)
  o Recent legal writing sample demonstrating aptitude for trial court level opinion writing
  o Do not submit a form “Judicial Branch Employment Application”
• **WHEN:** Applications should be emailed between September 1 and October 5, 2013

• **WHERE:** Email to:
  - [jud.recruitment@state.vt.us](mailto:jud.recruitment@state.vt.us) with subject “trial court law clerk hiring.” Applicants for both environmental and non-environmental positions should send two applications in separate emails. Any materials that must be sent on paper should be addressed to:
    
    Office of the Court Administrator  
    Human Resources Department  
    Trial Court Law Clerk Hiring  
    109 State Street  
    Montpelier, VT 05069-0701

**ADDITIONAL INFO**

• Please see the most recent trial court law clerk job announcement at [http://www.vermontjudiciary.org/JC/MasterPages/HR-Employment.aspx](http://www.vermontjudiciary.org/JC/MasterPages/HR-Employment.aspx)

• For further information or inquiries, contact:
  
  Robert B. Hubbard  
  Chief Staff Attorney  
  [Robert.hubbard@state.vt.us](mailto:Robert.hubbard@state.vt.us) or 802-828-3207
State Court Judicial Clerkship Information

Note: The info below is from last year’s Guide as we have not yet been able to verify the information for 2014-2015. We will update this entry shortly.

STATE: Virginia

HIGHEST COURT: Virginia Supreme Court

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

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

- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample that has not been edited by others

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

- WHERE:
  The Honorable _______________
  Supreme Court of Virginia
  100 North 9th Street, 4th Floor
  Richmond, VA 23219

MID-LEVEL APPELLATE COURT: Court of Appeals

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

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

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

• **WHERE:**
  The Honorable ____________
  Court of Appeals of Virginia
  109 North 8th Street
  Richmond, VA 23219

**TRIAL COURTS:** Circuit Courts

**INFO**
• There are 31 judicial circuits. Not all hire law clerks
• Salary: Varies
• Website (links to all circuits and judge list):
  [http://www.courts.state.va.us/courts/circuit.html](http://www.courts.state.va.us/courts/circuit.html)

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

**ADDITIONAL INFORMATION:** For more information, contact:

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

STATE: Washington

HIGHEST COURT: Washington Supreme Court

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

APPLY
• WHO: Apply directly to individual justice(s)
• WHAT:
  o Cover letter
  o Résumé
  o Law school transcript
  o Self-edited writing sample
  o Three letters of recommendation, which may be sent separately
• WHEN: The Court has no official deadline for judicial clerkship applications. Many of the justices interview potential judicial law clerks in the winter or early spring, so the Court advises applicants to submit their application packages as early as feasible. For more specific information about a justice’s application deadline, please contact that individual justice’s chambers. See link here for directory: http://www.courts.wa.gov/court_dir/orgs/112.html
• WHERE: Application materials should be sent to:
  The Honorable ____________
  Washington State Supreme Court
  Temple of Justice
  P.O. Box 40929
  Olympia, WA 98504-0929

MID-LEVEL APPELLATE COURT: Court of Appeals

DIVISION I:
• 1-2 year clerkship
• Details: http://www.courts.wa.gov/appellate_trial_courts/?fa=atc_div1clerks
WASHINGTON - cont.

APPLY

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

- **WHAT:**
  - Cover letter
  - Résumé
  - Law school transcript
  - List of references or letters of recommendation
  - Writing sample

- **WHEN:** Application deadlines vary. See specific details for each judge at [http://www.courts.wa.gov/appellate_trial_courts/?fa=atc.div1clerks](http://www.courts.wa.gov/appellate_trial_courts/?fa=atc.div1clerks)

- **WHERE:** Send application materials to:

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

DIVISION II:

- 1-2 year clerkships
- Salary: TBD

APPLY

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

- **WHAT:**
  - Cover letter
  - Résumé
  - Unofficial law school transcript
  - Self-edited writing sample
  - 3 letters of recommendations

- **WHEN:** Application deadlines vary. See specific details for each judge at [http://www.courts.wa.gov/appellate_trial_courts/?fa=atc.div2clerks](http://www.courts.wa.gov/appellate_trial_courts/?fa=atc.div2clerks)
WHERE:

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

DIVISION III:

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

APPLY

• WHO: Apply directly to individual judge(s) or commissioner(s)

• WHAT:
  o Cover letter
  o Résumé
  o Law school transcript
  o 3 letters of recommendation
  o Self-edited writing sample

• WHEN: Application deadlines vary. See specific details for each judge at http://www.courts.wa.gov/appellate_trial_courts/?fa=atc.display_divs&folderID=div3&fileID=clerkship

• WHERE:

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

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

INFO

• Most of the 188 superior court judges hire law clerks and some of the judges at the larger district and municipal courts also hire clerks
WASHINGTON - cont.

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

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

MORE INFO
- For more information on clerkships in Washington, go to:
  http://www.courts.wa.gov/employ/?fa=employ.current
  Or contact:

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

STATE: West Virginia

HIGHEST COURT: Supreme Court of Appeals of West Virginia

INFO

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

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

2) West Virginia Supreme Court of Appeals Office of Counsel:
   • The Supreme Court of Appeals typically employs a permanent staff of lawyers in its Office of Counsel
   • These lawyers 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
• OOC lawyers must have excellent oral and written communication skills
• OOC lawyers perform additional legal research and writing projects at the direction of the Chief Counsel and must possess strong legal research and analytical abilities
• Their positions are permanent employment positions
• Salaries for these positions are set by the Court. Salary range is published when positions become available. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court
• Interested applicants should frequently monitor the Supreme Court's website at [http://www.state.wv.us/wvsca/](http://www.state.wv.us/wvsca/) and click on the “Jobs” section in order to determine the availability of positions
• Hiring for the OOC positions is performed by the Office of Counsel
• The Supreme Court also pays the clerks’ annual West Virginia bar dues.
• For more information, contact:

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

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

• The Supreme Court of Appeals typically employs 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 well as drafting memorandum decisions
• 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
• Salaries for these positions are set by the Supreme Court. The salary range is published when positions become available. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court
• Interested applicants should frequently monitor the Supreme Court’s website at [http://www.courts.wv.gov/supreme-court/index.html](http://www.courts.wv.gov/supreme-court/index.html) and click on the “Jobs” section in order to determine the availability of positions
Hiring for the Workers’ Compensation Writ Clerk positions is performed by the Office of Counsel for Workers’ Compensation Appeals.

The Supreme Court provides each clerk with office space, a computer with Internet and research capabilities, and pays the clerks’ annual West Virginia bar dues.

For more information, contact:

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

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Circuit Courts

INFO

- The circuit courts are West Virginia’s only trial courts of record.
- West Virginia’s 55 counties are divided into 31 circuits with 70 circuit judges. The circuits range in size from one with seven judges to 9 with one judge.
- Clerks are hired directly by the circuit judge(s) from either the pool of qualified candidates screened by the Administrative Office or from outside the pool, provided that the candidate is first approved by the Administrative Office.
- The minimum GPA for these positions is 2.2. Candidates being considered will be subject to a criminal background check.
- All circuit judge law clerks must sit for the West Virginia Bar Examination each time that it is offered during their clerkships. Failure to pass the examination after two consecutive attempts will result in loss of employment. Examination failures predating judicial employment count toward the two attempts.
- Salary: $46,416 (but effective 7/1/12 is $55,000 upon membership in the WV Bar Association), plus benefits. The benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court. The Supreme Court provides each clerk with a laptop computer with Internet and research capabilities, a printer, and it pays the clerks’ annual West Virginia bar dues.
- Applicants should frequently monitor the Supreme Court’s web page http://www.courtswv.gov/supreme-court/index.html for position postings, which describe the materials to be submitted for consideration for employment. New positions are posted as they become available.
WEST VIRGINIA - cont.

APPLY

- **WHO:** The Administrative Office recruits and screens applicants year round to create a pool of qualified candidates from which the judges will hire

- **WHAT:** Varies from judge to judge. Check job announcements for details.

- **WHEN:** The majority of clerks are hired during the fall and early winter, but positions are open year-round.

- **WHERE:** See website and job announcement for details.

MORE INFO

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

Steven D. Canterbury
Administrative Director of the Courts
Phone: (304) 558-0145
Fax: (304) 558-1212
State Court Judicial Clerkship Information

STATE: Wisconsin

HIGHEST COURT: Wisconsin Supreme Court

INFO
- There are 7 justices, each of whom personally appoints a law clerk
- There is 1 anticipated vacancy beginning August 1, 2014 for a clerkship with Justice Patience D. Roggensack
- Salary: Approximately $57,000
- Websites:
  - For list and bio of justices: http://www.wicourts.gov/courts/supreme/justices/index.htm
  - For available appointments and application details: http://www.wicourts.gov/courts/employment/lawclerkposting.htm

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

- **WHAT:** Varies. See website for specific requirements. Generally
  - Cover letter
  - Résumé
  - 2-3 letters of recommendation (may be sent separately)
  - Unofficial law school transcript
  - Unedited writing sample

- **WHEN:** Deadline is different for each justice. General range is from April of 2L year to September of 3L year. See website for details

- **WHERE:** Please mail applications to:

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

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- The Court of Appeals is composed of 16 judges in 4 districts
- Each judge personally appoints a law clerk to serve a minimum of 1 year beginning approximately August 1 following graduation
APPLY

WHO: Varies by district

WHAT:
- Cover letter
- Résumé
- Writing sample
- Law school transcript
- Recommendations

WHEN: Varies by district

INFO
For more information, contact:

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

TRIAL COURTS: Circuit Courts

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

APPLY

WHO: Apply directly to the individual judge(s)

WHAT: Varies, but generally:
- Cover letter
- Résumé
- 2 letters of recommendation
- Unofficial law school transcript
- Writing sample
• **WHEN:** Deadlines vary, but generally in the early spring of 2L year

**MORE INFO**

• Contact the Director of State Courts:

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

Note: The info below is from last year's Guide as we have not yet been able to verify the information for 2014-2015. We will update this entry shortly.

STATE: Wyoming

HIGHEST COURT: Wyoming Supreme Court

INFO
- A clerk serves at the pleasure of the justice. Term begins in the summer following third year (once the student is registered for the bar exam)
- There is no term limit
- Openings are posted on court website
- Salary: $35,000.00 - $52,000
- Website: http://courts.state.wy.us/

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

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

- WHEN: There are no specific deadlines for applications, but justices generally conduct interviews and make final decisions in May of 3L year

- WHERE: Application materials should be sent to:

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

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: District Courts

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

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

APPLY

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

ADDITIONAL INFO

Contact:

Joanne Odendall  
(307) 777-7581

-or-

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