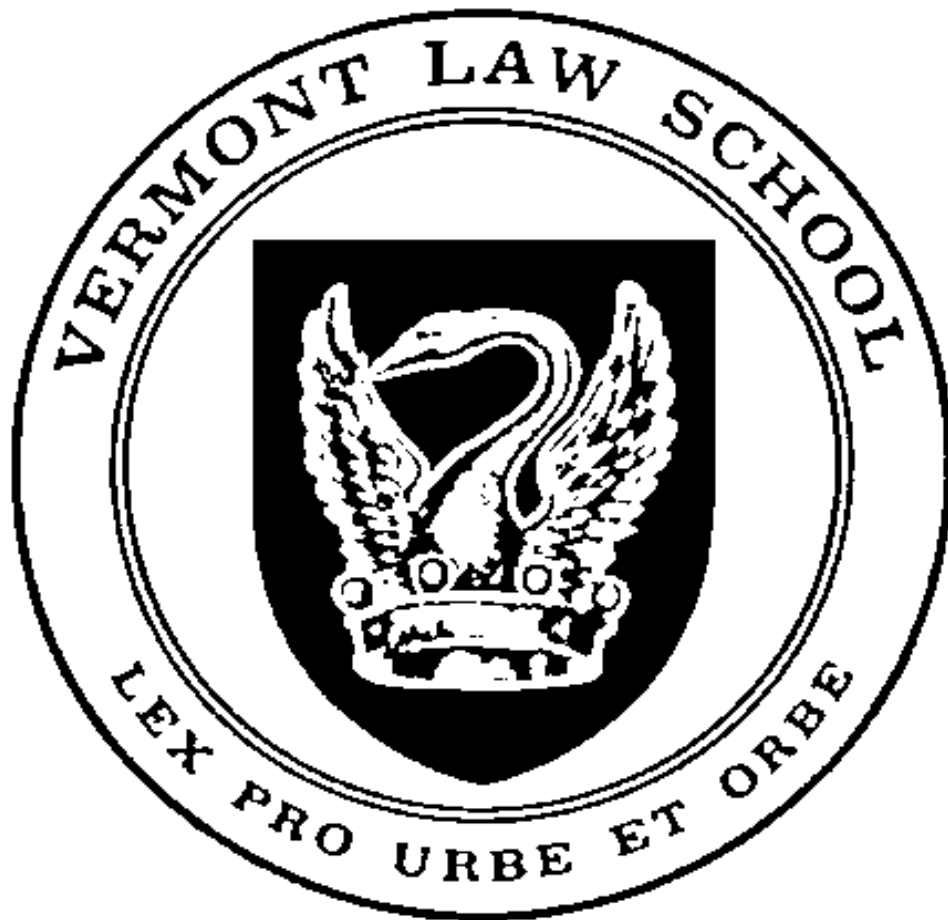


**THE 2010 GUIDE TO STATE COURT JUDICIAL CLERKSHIP  
PROCEDURES**



**THE VERMONT PUBLIC INTEREST ACTION PROJECT**

**OFFICE OF CAREER SERVICES**

**VERMONT LAW SCHOOL**

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## ACKNOWLEDGEMENT

*The 2010 Guide to State Court Judicial Clerkship Procedures* is the product of many hours of work by the staff of the Vermont Law School Career Services Office. Particular thanks to Susan Ross this year for spearheading the updating process and for initiating the format change, which we think makes the *Guide* much more user-friendly. *The 2010 Guide* also represents the contributions of a number of individuals and we would like to take this opportunity to thank them for their ideas and energy.

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

We believe *The 2010 Guide* represents a necessary tool for both career services professionals and law students considering judicial clerkships. We hope that it will prove useful and encourage other efforts to share information of use to all of us in the law school career services community.

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

## STATE JUDICIAL CLERKSHIP APPLICATION DEADLINE QUICK REFERENCE CHART 2010-2011

STATES	SUPREME	APPELLATE	TRIAL
AL	Varies but typically Spring of 2L	Varies but typically Spring of 2L	Varies but typically Spring of 2L
AK	September 30, 2009	October 31, 2009	October 31, 2009
AZ	September 8, 2009	September 8, 2009	Varies: See Guide Page 12
AR	Spring of 2L	Spring of 2L	Varies: See Guide Page <a href="#">15</a>
CA	Varies: See Guide Page <a href="#">16</a>	Varies: See Guide Page <a href="#">16</a>	Varies: See Guide Page <a href="#">18</a>
CO	Summer after 2L (Summer 2009)	Varies: See Guide Page <a href="#">19</a>	Varies: See Guide Page <a href="#">20</a>
CT	July 1, 2009 to September 4, 2009	July 1, 2009 to August 31, 2009	September 1, 2009 –October 30, 2009
DE	Between Summer and Winter of 3L	N/A – No Intermediate Appellate Court	Varies: See Guide Page <a href="#">26</a>
DC	Varies: Fall of 3L- See Guide Page <a href="#">29</a>	N/A – No Intermediate Appellate Court	Varies: Fall of 3L - See Guide Page <a href="#">30</a>
FL	Varies: See Guide Page <a href="#">32</a>	Varies: See Guide Page <a href="#">32</a>	Varies: See Guide Page <a href="#">33</a>
GA	Varies: See Guide Page <a href="#">36</a>	Varies: See Guide Page 37	Varies: Spring of 2L – See Guide Page <a href="#">38</a>
GUAM	After Completion of 2L	N/A – No Intermediate Appellate Court	Varies: See Guide Page <a href="#">40</a>
HI	October 1, 2009	Spring of 2L	Varies: See Guide Page <a href="#">43</a>
ID	October 1, 2009	October 1, 2009	October 1, 2009
IL	Varies: See Guide Page <a href="#">49</a>	Varies: See Guide Page <a href="#">50</a>	Varies: See Guide Page <a href="#">50</a>
IN	Varies: See Guide Page <a href="#">51</a>	Varies: See Guide Page <a href="#">52</a>	Varies: Spring of 2L – See Guide Page 52
IA	Spring of 2L	Spring of 2L	Varies: See Guide Page 54
KS	Summer of 2L	Summer of 2L	Varies: See Guide Page <a href="#">57</a>
KY	Early spring of 2L	Early spring of 2L	Varies: See Guide Page 59
LA	Varies: Spring of 2L – See Guide Page <a href="#">60</a>	Varies: Spring of 2L – See Guide Page <a href="#">60</a>	Varies: Spring of 2L – See Guide Page <a href="#">62</a>
ME	September 4, 2009 but Preferably by August 28,2009	N/A – No Intermediate Appellate Court	September 8, 2009 – Early Applications Accepted

<b>STATES</b>	<b>SUPREME</b>	<b>APPELLATE</b>	<b>TRIAL</b>
MD	Spring of 2L	Spring of 2L	Varies: Spring of 2L – See Guide Page <a href="#">67</a>
MA	August 15, 2009 to October 15, 2009	August 15, 2009 to September 30, 2009	June 1, 2009 to September 19, 2009
MI	Varies: See Guide Page <a href="#">74</a>	Fall of 3L	Varies: See Guide Page <a href="#">75</a>
MN	August 14, 2009	August 21, 2009	Varies: See Guide Page <a href="#">78</a>
MS	Early fall of 3L	Early fall of 3L	Varies: See Guide Page <a href="#">81</a>
MO	Varies: See Guide Page 83	Varies: See Guide Page 83	N/A – Circuit Court Judges Do Not Hire Law Clerks
MT	January 1 of 3L	N/A – No Intermediate Appellate Court	Varies: See Guide Page 86
NE	Varies: See Guide Page 88	Varies: See Guide Page 88	N/A – Circuit Court Judges Do Not Hire Law Clerks
NV	July 31, 2009	N/A – No Intermediate Appellate Court	Varies: Spring of 2L – See Guide Page <a href="#">91</a>
NH	August 1, 2009 – Early Applications Accepted	N/A – No Intermediate Appellate Court	May 1, 2009 to August 17, 2009
NJ	Early September of 3L	Early September of 3L	Early September of 3L
NM	Varies: Spring of 2L - See Guide Page 96	Varies: See Guide Page 97	Varies. See Guide Page 98
NY	Varies: See Guide Page <a href="#">99</a>	Varies: See Guide Page <a href="#">100</a>	Varies: See Guide Page <a href="#">104</a>
NC	Varies: See Guide Page 106	Varies: See Guide Page 106	N/A – Circuit Court Judges Do Not Hire Law Clerks
ND	By July 15, 2009	N/A – No Intermediate Appellate Court	Varies: See Guide Page <a href="#">109</a>
NORTHERN MARIANA ISLANDS	Varies: See Guide Page 110	N/A – No Intermediate Appellate Court	Varies: See Guide Page 110
OH	Spring of 2L	Varies: See Guide Page <a href="#">111</a>	Varies: See Guide Page <a href="#">112</a>
OK	Varies: See Guide Page <a href="#">113</a>	Varies: See Guide Page <a href="#">113</a>	N/A – District Court Judges Do Not Hire Law Clerks
OR	Varies: See Guide Page <a href="#">114</a>	Varies: See Guide Page <a href="#">114</a>	Varies: See Guide Page 115
PA	Spring of 2L	Spring of 2L	Varies: See Guide Page 117
PUERTO RICO	Varies: See Guide Page <a href="#">119</a>	Varies: See Guide Page <a href="#">119</a>	Varies: See Guide Page <a href="#">120</a>
RI	Varies: See Guide Page <a href="#">122</a>	N/A – No Intermediate Appellate Court	October 15 of 3L

<b>STATES</b>	<b>SUPREME</b>	<b>APPELLATE</b>	<b>TRIAL</b>
SC	Fall of 3L	Fall of 3L	N/A
SD	August 1, Before 3L	N/A – No Intermediate Appellate Court	Varies: See Guide Page <a href="#">127</a>
TN	Summer Before 3L	Summer Before 3L	Fall Before 3L
TX	Varies. See Guide page 131	Early Fall of 3L	Varies: See Guide Page 133
UT	Spring of 2L	Spring of 2L	Varies. See Guide Page 137
VT	September 2, 2009 at 1:00PM	N/A – No Intermediate Appellate Court	September 1 to October 5, 2009
VA	Spring of 2L	Spring of 2L	Varies: See Guide Page 142
WA	Beginning of 2L	Varies. See Guide Page 143	Varies: See Guide Page 143
WV	Varies: See Guide Page 145	N/A – No Intermediate Appellate Court	Varies: See Guide Page 147
WI	April of 2L to September of 3L	Varies: See Guide Page <a href="#">149</a>	Varies: Spring of 2L – See Guide Page <a href="#">150</a>
WY	Varies: See Guide Page <a href="#">152</a>	N/A – No Intermediate Appellate Court	Varies: See Guide Page <a href="#">152</a>

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Alabama

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**HIGHEST COURT:** Alabama Supreme Court

### INFO

- 1 year clerkship begins summer following graduation
- Salary: \$40,454.40
- Website: <http://www.judicial.state.al.us/supreme.cfm>

### APPLY

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

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

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

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

### INFO

- Two separate courts, one civil and one criminal, at this level.
- Court of Criminal Appeals no longer has regular rotating clerkships. Interested candidates should contact individual judges for availability. For list of judges go to: <http://www.judicial.state.al.us/criminal.cfm>
- Court of Civil Appeals hires clerks each year.
- Salary: \$40,454.40
- Website: <http://www.judicial.state.al.us/civil.cfm>

**ALABAMA – cont.**

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**APPLY**

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

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

**TRIAL COURTS**

**INFO**

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

**APPLY**

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

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

-or-

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

[www.alacourt.gov](http://www.alacourt.gov)

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Alaska

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### **HIGHEST COURT: Alaska Supreme Court**

#### INFO

- 1 year term, begins September, 2010. Hiring expected by December, 2009.
- 3 justices are located in Anchorage, 1 in Juneau, 1 in Fairbanks.
- Salary: \$2035.50 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical differentials in pay in Fairbanks.
- Website (with list of judges) : [www.state.ak.us/courts/courtdir.htm#appellate](http://www.state.ak.us/courts/courtdir.htm#appellate)

#### APPLY

- *WHO:* Apply directly to individual justice(s) c/o Anchorage address below.
- *WHAT:*
  - Cover letter
  - Resume
  - 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:* Received no later than September 30, 2009
- *WHERE:* Send all application packages to:

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

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

#### INFO

- 3 Court of Appeals judges - all located in Anchorage.
- 1 year clerkship begins September, 2010.
- Salary: \$1,894.50 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical differentials in pay.
- Website: [www.state.ak.us/courts/courtdir.htm#appellate](http://www.state.ak.us/courts/courtdir.htm#appellate)

**ALASKA – cont.**

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**APPLY**

- *WHO:* Apply directly to individual judge(s). See website for list and bios.
- *WHAT:*
  - Cover letter
  - Resume
  - 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:* No later than October 31, 2009
- *WHERE:* Send all application materials to:

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

**TRIAL COURTS: Superior and District Courts**

**INFO**

- There are 40 superior court judges and 21 district court judges throughout the state.
- 1 year clerkship begins in September, 2010.
- Salary: \$1,767.50 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical differentials in pay outside Anchorage, Juneau and Ketchikan.

**APPLY**

- *WHO:*
  - For First, Second, and/or Fourth Judicial Districts, to the Area Court Administrator
  - For Third Judicial District, directly to individual judge(s)
  - List of judges available from Area Court Administrator at address below or at [www.state.ak.us/courts/courtdir.htm](http://www.state.ak.us/courts/courtdir.htm).
- *WHAT:*
  - Cover letter
  - Resume
  - 2-3 letters of recommendation from law professors or employers
  - Copy of all law school transcripts

**ALASKA – cont.**

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- Brief writing sample, which was not substantially edited by others
- Completed background check authorization form (available at <http://www.state.ak.us/courts/bcf.pdf>)
- *WHEN:* Received no later than October 31, 2009
- *WHERE:*

**First Judicial District**

(This District includes Juneau, Ketchikan and Sitka with 5 Superior Court Judges And 2 District Court Judges)

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

**Second Judicial District**

(This District includes Nome, Barrow and Kotzebue with 3 Superior Court Judges.)

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

**Third Judicial District**

(This district includes Anchorage with 24 Superior Court Judges and 15 District Court Judges.)

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

**Fourth Judicial District**

(This is the Fairbanks area with 8 Superior Court Judges and 4 District Court Judges.)

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

**ADDITIONAL INFORMATION**

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

-or -

The Appellate Courts at (907) 264-0612

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Arizona

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**HIGHEST COURT:** **Arizona Supreme Court**

### INFO

- 1 year clerkship begins August or September, 2010
- Salary : Approximately \$52,000
- Website: [www.supreme.state.az.us/azsupreme/](http://www.supreme.state.az.us/azsupreme/). Includes list/ bios of judges.

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - At least one writing sample
- *WHEN:* Applications accepted beginning September 8, 2009
- *WHERE:*

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

- 22 judges hire law clerks individually
- Apply during fall of 3L
- Salary: Approximately \$52,000
- Websites:
  - Division One: [www.cofad1.state.az.us](http://www.cofad1.state.az.us)
  - Division Two: [www.apltwo.ct.state.az.us/](http://www.apltwo.ct.state.az.us/)

## **ARIZONA – cont.**

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### **APPLY**

- **WHO:** Apply directly to individual judge(s). See website for list.
  
- **WHAT:**
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - At least 1 writing sample
  
- **WHEN:** Applications accepted beginning September 8, 2009
  
- **WHERE:**
  - For Division One:

The Honorable \_\_\_\_\_  
Arizona Court of Appeals  
1501 West Washington  
Phoenix, AZ 85007
  
  - For Division Two:

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

### **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 \$34,000
- Individual county websites available from general state web page:  
<http://az.gov/webapp/portal/>
- Maricopa County (Phoenix and greater Phoenix area):  
<http://www.superiorcourt.maricopa.gov/JudicialBiographies/judicialList.asp?title=1>

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

**ARIZONA – cont.**

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ADDITIONAL INFORMATION:

Jodi R. Rogers, Judicial Assistant  
Arizona Supreme Court  
Arizona Courts Building  
1501 West Washington  
Phoenix, AZ 85007  
(602) 452-3535  
(602) 452-3559 (fax)  
jrogers@courts.az.gov

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**

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**HIGHEST COURT:**         **Arkansas Supreme Court**

### INFO

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

### APPLY

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

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

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

### INFO

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

### APPLY

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

**ARKANSAS – cont.**

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- **WHAT:** Application requirements vary. Send resume and cover letter expressing interest to individual judge(s).
- **WHEN:** Deadlines and procedures vary for each judge.  
To ensure consideration, contact judge during 2L spring.
- **WHERE:** The Honorable \_\_\_\_\_  
Justice Building, 2<sup>nd</sup> Floor  
625 Marshall Street  
Little Rock, AR 72201

**TRIAL COURTS: Circuit Courts**

INFO

- Little Rock area (Pulaski County) courts hire law clerks
- Salary: Approximately \$30,000 (county-funded position subject to change)
- Website: <http://court.arkansas.gov> (select Judicial Directory)

APPLY

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

Contact Director or Office Manager of Administrative Office of Courts for specific information:

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

-or-

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** California

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**HIGHEST COURT:** California Supreme Court

### INFO

- The practice of the Supreme Court is NOT to hire term law clerks, but rather to hire Research Attorneys.
- Research Attorney job vacancy announcements posted at [www.courtinfo.ca.gov/jobs](http://www.courtinfo.ca.gov/jobs).
- Some justices do hire judicial externs (volunteer).
- Salary: Please see job announcements and/or individual courts for salary information.
- Website (judge lists/bios): [www.courtinfo.ca.gov/courts/supreme/justices.htm](http://www.courtinfo.ca.gov/courts/supreme/justices.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 Staff Attorneys.
- Those interested in Staff Attorney positions should review current job openings at: [www.courtinfo.ca.gov/jobs](http://www.courtinfo.ca.gov/jobs) .
- 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, resume, and writing sample directly to individual justices. List of justices available at: [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)

### **First Appellate District**

California Court of Appeal  
350 McAllister Street  
San Francisco, CA 94102  
(415) 865-7300

[www.courtinfo.ca.gov/courts/courtsofappeal/1stDistrict/justices.htm](http://www.courtinfo.ca.gov/courts/courtsofappeal/1stDistrict/justices.htm)

### **Second Appellate District**

(Divisions 1-5, 7 & 8)  
California Court of Appeal  
300 South Spring Street  
Second Floor, North Tower  
Los Angeles, CA 90013

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

[www.courtinfo.ca.gov/courts/courtsofappeal/2ndDistrict/justices.htm](http://www.courtinfo.ca.gov/courts/courtsofappeal/2ndDistrict/justices.htm)

**Third Appellate District**

California Court of Appeal  
621 Capitol Mall, 10<sup>th</sup> Floor  
Sacramento, CA 95814-4869

[www.courtinfo.ca.gov/courts/courtsofappeal/3rdDistrict/justices.htm](http://www.courtinfo.ca.gov/courts/courtsofappeal/3rdDistrict/justices.htm)

**Fourth Appellate District**

(Division One)

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

(Division Two)

California Court of Appeal  
3389 Twelfth Street  
Riverside, CA 92501

(Division Three)

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

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

**Fifth Appellate District**

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

[www.courtinfo.ca.gov/courts/courtsofappeal/5thDistrict/justices.htm](http://www.courtinfo.ca.gov/courts/courtsofappeal/5thDistrict/justices.htm)

**Sixth Appellate District**

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

[www.courtinfo.ca.gov/courts/courtsofappeal/6thDistrict/justices.htm](http://www.courtinfo.ca.gov/courts/courtsofappeal/6thDistrict/justices.htm)

## **CALIFORNIA – cont.**

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### **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.courtinfo.ca.gov/courts/trial/>
- See also [www.whohascourtjobs.com](http://www.whohascourtjobs.com)

#### ADDITIONAL INFORMATION

- General information about the California judiciary, available at <http://www.courtinfo.ca.gov/courts/>, 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**

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**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](http://www.courts.state.co.us/Courts/Supreme_Court/Index.cfm)

### APPLY

- *WHO:* Apply directly to individual justice(s). List and bios on website.
- *WHAT:* Generally
  - Cover letter
  - Resume
  - 2-3 letters of recommendation
  - Law school transcript
  - Writing sample.
  - *Specific requirements for each justice at*  
[http://www.courts.state.co.us/Courts/Supreme\\_Court/Applicants.cfm](http://www.courts.state.co.us/Courts/Supreme_Court/Applicants.cfm)
- *WHEN:* Applicants must have completed at least 4 semesters of law school prior to submitting application materials.
- *WHERE:*  
  
The Honorable \_\_\_\_\_  
Colorado Supreme Court  
Colorado State Judicial Building  
2 East 14th Avenue, 4th Floor  
Denver, CO 80203

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

### INFO

- Salary: Approximately \$50,000
- Website: [http://www.courts.state.co.us/Courts/Court\\_Of\\_Appeals/Index.cfm](http://www.courts.state.co.us/Courts/Court_Of_Appeals/Index.cfm)

### APPLY

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

## COLORADO – cont.

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- *WHERE:*

The Honorable \_\_\_\_\_  
Colorado Court of Appeals  
Colorado State Judicial Building  
2 East 14th Avenue  
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:
  - [www.courts.state.co.us](http://www.courts.state.co.us) (“Careers” link at bottom of the page for job listings)
  - [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. Job list updated every Friday.
- *ALERT: Resumes 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  
1301 Pennsylvania, Suite #300  
Denver, CO 80203  
(303) 861-1111

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Connecticut

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**HIGHEST COURT:** Connecticut Supreme Court

### INFO

- Students may apply to each justice individually. If applying to **all** justices, apply with 6 copies to central location.
- Salary: \$63,153.68
- Website (justice bios): [www.jud.ct.gov/external/supapp/default.htm](http://www.jud.ct.gov/external/supapp/default.htm)
- Specific Supreme Court Clerkship Application Information at: [www.jud.ct.gov/external/supapp/lawclerkapps.html#supremecourt](http://www.jud.ct.gov/external/supapp/lawclerkapps.html#supremecourt)

### APPLY

- **WHO:** To each justice individually; or if to all 6 justices, centrally.
- **WHAT:**
  - Cover letter
  - Biographical resume
  - *Certified* law school transcript for 4 semesters, including class rank, if available
  - Copy of any relevant scholarly writing
  - Statement of when applicant is available to come to Hartford for a personal interview
  - At least 2 letters of recommendation from faculty with whom applicant has studied
  - Letter of recommendation from clerkship committee if available
  - **NOTE:** Recommendations may be sent separately
- **WHEN:** Must be received no later than September 4, 2009.
  - Do not apply prior to July 1, 2009 for a clerkship commencing May 28, 2010.
  - Interviews may commence as early as September 1, 2009.
- **WHERE:**
  - To an individual justice:

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



## **CONNECTICUT – cont.**

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### **TRIAL COURTS: Connecticut Superior Court**

#### INFO

- Students apply for Legal Research/Law Clerk positions through either a regional Career Fair, the Equal Justice Works Career Fair held in Washington, D.C., or on-campus interview programs. Or students may apply directly to the Office of Legal Research.
- 1 year clerkship begins in fall following 3L
- Salary: \$53, 674.86
- Specific Superior Court Clerkship Application information at: [www.jud.ct.gov/external/super/superiorclerk.htm](http://www.jud.ct.gov/external/super/superiorclerk.htm)
- *ALERT:* Students are encouraged to refer to the information concerning applications on the website.
- See your career services office for more details.

#### APPLY

- *WHO:* Students who attend law schools that do not participate in interview programs with the Office of Legal Research may apply directly to the court
- *WHAT:* Initial application materials:
  - Cover letter
  - Resume
  - Unofficial law school transcript.After an interview, applicants required to submit
  - Brief, unedited writing sample
  - 2 letters of recommendation from persons with whom the applicant has studied or worked, or a letter from a clerkship committee, or both
  - Official undergraduate transcript
  - Official law school transcriptAfter a second interview, applicants must complete brief writing sample.
- *WHEN:* Between September 1, 2009 and October 30, 2009
- *WHERE:* To apply directly, if your law school does not participate in the other recruitment fairs, send application to:

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

**CONNECTICUT – cont.**

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**ADDITIONAL INFO**

Contact the Judge Support Services Unit at:

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Delaware

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**HIGHEST COURT:** Delaware Supreme Court

### INFO

- 1 year clerkship beginning in September following graduation
- Salary: \$48,768 (subject to change)
- Website (justice bios): <http://courts.delaware.gov/courts/Supreme%20Court/>

### APPLY

- **WHO:** Apply directly to individual justice(s).
- **WHAT:**
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Law school transcript
  - Undergraduate transcript
  - Writing sample
- **WHEN:** Submit between the summer and early winter of 3L.  
**ALERT:** Some justices have hired clerks earlier than this application period; students should contact chambers directly during 2L to determine the hiring timetable for each justice.
- **WHERE:** To individual justice(s) at the appropriate address:

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

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

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

**DELAWARE – cont.**

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**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: \$48,768 (subject to change)
- Website: <http://courts.delaware.gov/Courts/Court%20of%20Chancery/>

**APPLY**

- **WHO:**           Apply directly to individual Chancellor(s) and/or Vice Chancellor(s )

- **WHAT:**

- Cover letter
- Resume
- 2 letters of recommendation
- Law school transcript
- Undergraduate transcript
- Writing sample

- **WHEN:**

Submit between summer and early winter of 3L.

**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 \_\_\_\_\_  
Court of Chancery Courthouse  
34 The Circle  
Georgetown, DE 19947  
(Chancellor William B. Chandler, III)

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

**DELAWARE – cont.**

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

**Superior Court**

INFO

- 1 year clerkships begin September 2010
- Salary: \$48,768 (subject to change)

APPLY

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

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

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

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

**DELAWARE – cont.**

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**Family Court**

**INFO**

- Unified Family Court is responsible for domestic relations, juvenile delinquency, child welfare cases.
- 10 clerkships available: 6 in Wilmington, 2 in Dover, 2 in Georgetown.
- 1 year term begins September 10, 2010.
- Each clerk works for 2 judges.
- Salary: \$48,768 (subject to change)

**APPLY**

- *WHO:* Apply centrally to address below.
  
- *WHAT:*
  - Resume
  - Unofficial law school transcript
  - Writing sample
  - List of references with telephone numbers
  
- *WHEN:* September 14, 2009
  
- *WHERE:*

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

**ADDITIONAL INFO**

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** District of Columbia

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**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 2010
- Salary: \$60,989
- Website (link to judge list): <http://www.dcappeals.gov/dccourts/appeals/judges.jsp>

### APPLY

#### **Judicial Clerk**

- *WHO:* Apply directly to individual judge(s), including Senior Judge(s) (who select clerks by committee).
- *WHAT:* Varies by judge. Please confirm with each chambers. Generally:
  - Cover letter
  - Resume
  - 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. Must check with each chambers 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
  - Resume
  - Unofficial law school transcript
  - List of at least 3 employment or academic references (include name, address and day-time telephone number)
  - Writing sample. Include a statement indicating when the writing sample was prepared, whether it was a sole or collaborative effort, and the amount of editing done, by applicant or another, to the finished product.

## **DISTRICT OF COLUMBIA – cont.**

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

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

**MID-LEVEL APPELLATE COURT:     None**

**TRIAL COURTS:     Superior Court**

### **INFO**

- 1 year clerkship begins fall following 3L
- Salary: \$55,512
- Website (links to judge list and directory):  
<http://www.dccourts.gov/dccourts/superior/judges.jsp>

### **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:**  
The Honorable Lee F. Satterfield  
Superior Court of the District of Columbia  
H. Carl Moultrie I Courthouse  
500 Indiana Avenue, NW  
Washington, DC 20001

**DISTRICT OF COLUMBIA – cont.**

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**ADDITIONAL INFO**

Go to [www.dccourts.gov](http://www.dccourts.gov) or contact the court administrator's office at the following address:

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

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Florida

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**HIGHEST COURT:** Florida Supreme Court

### INFO

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

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies; generally:
  - Cover letter
  - Resume
  - List of references
  - Law school transcript
  - 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 62 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.

## **FLORIDA – cont.**

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- 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: [www.flcourts.org/](http://www.flcourts.org/) (click on Other Courts, and then District Courts of Appeal)
- Law clerk resume database to post application on website under "Employment"
- Salary: \$45,556.08.00; \$41,000.88 pre-bar admission

### **First District**

Stephen Nevels, Marshal  
First District Court of Appeal Building  
301 Martin Luther King, Jr. Boulevard  
Tallahassee, FL 32399-1850  
(850) 488-8136 ext. 115  
[www.1dca.flcourts.org](http://www.1dca.flcourts.org)

### **Third District**

Dottie Munro, Marshal  
Third District Court of Appeal  
2001 Southwest 117<sup>th</sup> Avenue  
Miami, FL 33175-1716  
(305) 229-3200  
[www.3dca.flcourts.org](http://www.3dca.flcourts.org)

### **Fifth District**

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

### **Second District**

Jo Suhr, Marshal  
Second District Court of Appeal  
1005 East Memorial Blvd.(33801)  
P.O. Box 327  
Lakeland, FL 33802  
(863) 499-2290  
<http://www.2dca.org/>

### **Fourth District**

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

## **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 if not a Florida Bar member

**FLORIDA – cont.**

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**APPLY**

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

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

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

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

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

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

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

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

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

**FLORIDA – cont.**

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

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

Mr. Ruben O. Carrerou  
Court Administrator  
Eleventh Judicial Circuit  
Dade County Courthouse  
73 West Flagler Street, Room 911  
Miami, FL 33130

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

Mr. Rick Melendi  
Acting Court Administrator  
Thirteenth Judicial Circuit  
204 Hillsborough County Courthouse  
419 Pierce Street  
Tampa, FL 33602-3549

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

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

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

Ms. Carol Ortman  
Court Administrator  
Seventeenth Judicial Circuit  
Broward County Courthouse  
201 SE Sixth Street, Room 880  
Fort Lauderdale, FL 33301

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

Mr. Tom Genung  
Court Administrator  
Nineteenth Judicial Circuit  
229 Courthouse Addition  
218 South Second Street  
Fort Pierce, FL 34950

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:**     **Georgia**

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**HIGHEST COURT:**         **Georgia Supreme Court**

### INFO

- Law clerks do not serve definite terms. Openings occur only from time to time. Check the Supreme Court's website for position announcements.
- Supreme Court Law Clerk applicants must pass the Georgia Bar Exam before submitting application.
- Salary: Depends upon experience
- Website (justice list/bios): [www.gasupreme.us/](http://www.gasupreme.us/)

### APPLY

- *WHO:*             Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - 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. Contact each judge for openings.
- 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.
- Salary: \$75,231.84 - \$105,223.92, depending upon experience
- Website (judge bios): [www.gaappeals.us/](http://www.gaappeals.us/)

## GEORGIA – cont.

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### APPLY

- *WHO:* Apply directly to individual judge(s)
  
- *WHAT:*
  - Cover letter expressing interest in serving as a staff attorney
  - Resume
  - 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 resume, cover letter, and writing sample to:

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

### MORE INFO

William L. Martin, III  
Clerk and Court Administrator  
Court of Appeals of Georgia  
47 Trinity Avenue, S.W., Suite 501  
Atlanta, GA 30334  
(404) 656-3450  
(404) 651-6187  
MartinW@gaappeals.us

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

#### **1) SUPERIOR COURT**

### INFO

- 1 year clerkship begins fall following graduation

## **GEORGIA – cont.**

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- Individual judges in the following circuits hire clerks: Atlanta, Augusta, Clayton, Cobb, Eastern, Gwinnett, Macon, and Stone Mountain. In remaining circuits, 1 law clerk per circuit.
- Salary: Varies - minimum of \$38,179.36
- Websites
  - **Circuits:** <http://georgiacourts.org/courts/>
  - **Superior Court Judge list:** <http://georgiacourts.org/courts/superiordirectory.html>

### 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
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- **WHEN:** Deadlines vary. Generally early spring of 2L. 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

## **2) STATE COURTS**

### INFO

- State courts are courts of limited jurisdiction. They have unlimited civil jurisdiction, but only deal with misdemeanor criminal cases.
- State Courts are created and funded by the counties.
- Salary varies
- Website: <http://georgiacourts.org/courts/>.

## **GEORGIA** – cont.

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### **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) 463-6296

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**TERRITORY:** **Guam**

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

### INFO

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

### APPLY

- *WHO:* Apply centrally, at address below, for clerkship with one of the 3 justices.
- *WHAT:*
  - Resume
  - Writing sample
  - Law school transcript
- *WHEN:* Preferred after completion of 2L
- *WHERE:* At the following address for a clerkship with one of the 3 justices:

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

**MID-LEVEL APPELLATE COURT:** **None**

**TRIAL COURTS:** **Superior Court**

### INFO

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

### APPLY

- *WHO:* Centrally for a clerkship with one of 7 judges
- *WHAT:*
  - Resume
  - Law school transcript
  - Writing sample

**GUAM** – cont.

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- *WHEN:* Preferred after completion of 2L

- *WHERE:* Apply centrally to:

Barbara 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

Hannah Gutierrez-Arroyo  
Clerk of the Supreme Court

-or-

Barbara Perez  
Human Resources Administrator  
Judiciary of Guam

Addresses listed above

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:**     **Hawaii**

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**HIGHEST COURT:**         **Hawaii Supreme Court**

### INFO:

- 1-2 year clerkship begins summer following graduation
- Usually apply during early spring of 2L. Applications also accepted in 3L fall.
- Moot court, journal experience preferred, but not required.
- Salary: Approximately \$55,500
- Website: (with link to justices' bios)  
[www.courts.state.hi.us/page\\_server/Courts/Supreme/72D2460755E8199BEED3ACE8C3.html](http://www.courts.state.hi.us/page_server/Courts/Supreme/72D2460755E8199BEED3ACE8C3.html)

### APPLY

- *WHO:*             Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter (include month/year available)
  - Resume
  - 2 writing samples
  - 2 references
  - Law school transcript
  - Contact the each justice for additional application requirements.
- *WHEN:*         Now accepting applications until October 1, 2009. Contact justice(s) for exact deadlines.
- *WHERE:*

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

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

### INFO

- Salary: Approximately \$55,500
- Website: (link to judge list)  
[www.courts.state.hi.us/page\\_server/Courts/Appeals/4942E2685D7AF75AEED824637E.html](http://www.courts.state.hi.us/page_server/Courts/Appeals/4942E2685D7AF75AEED824637E.html)

**HAWAII – cont.**

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**APPLY**

- **WHO:** Apply directly to individual Intermediate Court of Appeals judge(s)
- **WHAT/WHEN:**  
Application process is same as that listed for the Supreme Court
- **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
- Websites:
  - [www.courts.state.hi.us/page\\_server/Courts/Circuit/7E44E6F3983DFB45EBD8325F2C.html](http://www.courts.state.hi.us/page_server/Courts/Circuit/7E44E6F3983DFB45EBD8325F2C.html) (links to each Circuit and Judge lists)
  - [www.courts.state.hi.us/page\\_server/Courts/Family/153E4A87ED63B9F8EBD8E1142F.html](http://www.courts.state.hi.us/page_server/Courts/Family/153E4A87ED63B9F8EBD8E1142F.html) (link to Family Court Judges)
  - [www.courts.state.hi.us/page\\_server/Courts/District/3E74279C1AFABC4DEBD911104B.html](http://www.courts.state.hi.us/page_server/Courts/District/3E74279C1AFABC4DEBD911104B.html) (link to District Court judges)

**APPLY**

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

**First Circuit Court:**

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

**HAWAII – cont.**

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**Second Circuit Court:**

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

**Third Circuit Court:**

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

**Fifth Circuit Court:**

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

**Family Court:**

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

**District Court:**

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

**ADDITIONAL INFO**

Contact the respective Judge/Court Administrator at the address above, or contact:

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

[recruitment@courts.state.hi.us](mailto:recruitment@courts.state.hi.us)

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Idaho**

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**HIGHEST COURT:** **Idaho Supreme Court**

### INFO

- 1-2 year clerkship begins summer after graduation
- Salary
  - \$46,452 (first year)
  - \$50,108 (second year)
  - \$52,113 (third year)
- Website (justice list and bios): [www.isc.idaho.gov](http://www.isc.idaho.gov)

### APPLY

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

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

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

### INFO

- 1-2 year clerkship begins summer after graduation
- Salary:
  - \$46,452 (first year)
  - \$50,108 (second year)
  - \$52,113 (third year)
- Website (Judge list and bios): [www.isc.idaho.gov](http://www.isc.idaho.gov)

### APPLY

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

**IDAHO**– cont.

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- *WHEN:* Same as Supreme Court
- *WHERE:*  
The Honorable \_\_\_\_\_  
Idaho Court of Appeals  
P.O. Box 83720  
Boise, ID 83720-0101  
(208) 334-2246

**TRIAL COURTS: District Court**

INFO

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

APPLY

- *WHO:* Apply to Trial Court Administrator in desired district
- *WHAT:*
  - Cover letter
  - Resume
  - Letters of recommendation
  - Transcript
  - Writing sample
- *WHEN:* Deadline is October 1 of 3L
- *WHERE:*

**First Judicial District**

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

\$38,795 – \$50,947

**Second Judicial District**

Hon. Jay Gaskill  
Trial Court Administrator’s Office  
Nez Perce County Courthouse  
PO Box 896  
Lewiston, ID 83501  
(208) 750-2027  
(208) 799-3058 (fax)

\$41,480-\$55,452

**Third Judicial District**

Mr. Dan Kessler  
Trial Court Administrator  
Canyon County Courthouse  
1115 Albany Street  
Caldwell, ID 83605  
(208) 454-7360  
(208) 454-6626 (fax)  
tca3@3rdjd.net

\$46,050

**Fourth Judicial District**

Mr. Larry D. Reiner  
Trial Court Administrator  
Ada County Courthouse  
200 West Front Street  
Boise, ID 83702-7300  
(208) 287-7500  
(208) 287-7509 (fax)  
lreiner@adaweb.net

\$42,242

**Fifth Judicial District**

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

\$39,000 - \$49,200

**Sixth Judicial District**

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

\$41,517 - \$45,095

**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

\$39,253 – \$42,177

**IDAHO – cont.**

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ADDITIONAL INFO

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

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

For an overview of the Idaho Court System, go to: [www.isc.idaho.gov](http://www.isc.idaho.gov)

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Illinois

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**HIGHEST COURT:** Illinois Supreme Court

### INFO

- Salary:
  - Senior Clerk: \$82,402 (subject to change)
  - Junior Clerk: \$78,576 (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*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
  - Please verify application requirements with each justice
- *WHEN:* Varies. Please check with each justice for deadlines.
- *WHERE:* Contact the Court Clerk's Office for the justices' contact information.

#### **Clerk's Office – Springfield**

Supreme Court Building  
200 Capitol Avenue

Springfield, IL 62701  
(217) 782-2035

#### **Clerk's Office - Chicago**

Michael A. Bilandic Building  
160 North LaSalle Street

Chicago, IL 60601  
(312) 793-1331

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

### INFO

- There are 5 districts and 54 individual judges
- Salary : \$74,743 (subject to change)
- Website (judges' bios):  
<http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp>

## **ILLINOIS – cont.**

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### **APPLY**

- **WHO:** Apply directly to individual judge(s) in their districts
  
- **WHAT:**
  - Cover letter
  - Resume
  - 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:** Mailing address for each court in the various districts at:  
<http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp>

### **TRIAL COURTS: Circuit Court**

#### **INFO**

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

#### **ADDITIONAL INFO**

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

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Indiana**

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**HIGHEST COURT:** **Indiana Supreme Court**

### INFO

- 1-2 year clerkship, usually begins the summer following law school graduation
- Salary: Approximately
  - \$58,422 (first year); \$63,200 (second year)
- Website (justice list/bios): [www.state.in.us/judiciary/supreme/bios.html](http://www.state.in.us/judiciary/supreme/bios.html)

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies. Generally:
  - Cover letter
  - Resume
  - 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/clerkship.html>

*WHEN:* Varies.

*WHERE:* Send to:

The Honorable \_\_\_\_\_  
c/o Court Administrator  
Supreme Court of Indiana

200 W. Washington St.  
Suite 1270, South Tower  
Indianapolis, IN 46204

**INDIANA – cont.**

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

INFO:

- Salary: Approximately \$56,375 (first year); \$60,862 (second year)
- Website (judge list/bios): [www.state.in.us/judiciary/appeals/judges.html](http://www.state.in.us/judiciary/appeals/judges.html)

APPLY

- *WHO:* Apply directly to individual Court of Appeals judge(s)
- *WHAT:* Varies. Generally, at a minimum:
  - Resume
  - Cover letter
  - Confirm with each judge
- *WHEN:* Varies. Check with each judge.

- *WHERE:*

The Honorable \_\_\_\_\_

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

**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.
- Website (individual court links with judge lists): [www.in.gov/judiciary/trialcourts/](http://www.in.gov/judiciary/trialcourts/)

APPLY

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:**     **Iowa**

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**HIGHEST COURT:**         **Iowa Supreme Court**

### INFO

- 1 year clerkship begins August following graduation
- Salary: Law Clerk (Legal Assistant III): \$51,001.60
- Website (justice list/bios): [www.iowacourts.gov/Supreme\\_Court/Justices/](http://www.iowacourts.gov/Supreme_Court/Justices/)
- See also [www.iowacourts.gov](http://www.iowacourts.gov)

### APPLY

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

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

### INFO

- Salary: Law Clerk (Legal Assistant II) \$47, 944.00
- Website (judge list/bios): [www.iowacourts.gov/Court\\_of\\_Appeals/Judges/](http://www.iowacourts.gov/Court_of_Appeals/Judges/)
- See also [www.iowacourts.gov](http://www.iowacourts.gov)

### APPLY

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

**IOWA – Cont.**

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• *WHERE:*

The Honorable \_\_\_\_\_  
Iowa Court of Appeals  
Iowa Judicial Branch Building  
1111 East Court Avenue  
Des Moines, IA 50319

**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 \$43,846.40
- Website (judicial districts and judges): [http://www.iowacourts.gov/District\\_Courts/](http://www.iowacourts.gov/District_Courts/)
- See also [www.iowacourts.gov](http://www.iowacourts.gov)

APPLY

- *WHO:* Apply to District Court Administrator, below.
- *WHAT:* Varies. Generally:
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
  - Confirm with each court
- *WHEN:* Varies. For specific deadlines, contact District Court Administrators.
- *WHERE:* To the District Court Administrator at:

**District One**

Linda Nilges  
District Court Administrator  
Black Hawk County Courthouse  
316 East 5<sup>th</sup> Street, PO Box 9500  
Waterloo, IA 50704-9500  
(319) 833- 3332  
(319) 833-3270 (fax)  
Linda.Nilges@iowacourts.gov

**District Two**

Scott Hand  
District Court Administrator  
Webster County Courthouse  
701 Central Avenue, 4<sup>th</sup> Floor  
Fort Dodge, IA 50501  
(515) 576-6336  
(515) 574-3758 (fax)  
Scott.Hand@iowacourts.gov

## **IOWA – Cont.**

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### **District Three**

Leesa A. McNeil  
District Court Administrator  
Woodbury County Courthouse, Rm 210  
620 Douglas  
Sioux City, IA 51101  
(712) 279-6035  
(712) 279-6631 (fax)  
[Leesa.McNeil@iowacourts.gov](mailto:Leesa.McNeil@iowacourts.gov)

### **District Four**

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

### **District Five\*\***

Elizabeth J. Baldwin  
District Court Administrator  
Polk County Courthouse  
500 Mulberry Street  
Des Moines, IA 50309  
(515) 286-3083  
[Beth.Baldwin@iowacourts.gov](mailto:Beth.Baldwin@iowacourts.gov)

### **District Six**

Carroll Edmondson  
District Court Administrator  
Linn County Courthouse  
P.O. Box 5488  
Cedar Rapids, IA 52406-5488  
(319) 398-3920 (ext. 1322)  
(319) 398-4054 (fax)  
[Carroll.Edmondson@iowacourts.gov](mailto:Carroll.Edmondson@iowacourts.gov)

\*\* Apply by November of each year. Applications available in October. Clerkship begins August 1. One year appointments with discretionary renewal option for another one year term. Call (515) 286-3849 for specific due date.

### **District Seven**

Howard Thomas  
District Court Administrator  
Scott County Courthouse  
400 West 4<sup>th</sup> Street  
Davenport, IA 52801-1104  
(563) 326-8783  
(563) 326-8218 (fax)  
[Howard.Thomas@iowacourts.gov](mailto:Howard.Thomas@iowacourts.gov)

### **District Eight**

Deborah M. Dice  
District Court Administrator  
P.O. Box 1319  
211 East 4<sup>th</sup> Street  
Ottumwa, IA 52501  
(641) 684-6502  
(641) 682-1315 (fax)  
[Deb.Dice@iowacourts.gov](mailto:Deb.Dice@iowacourts.gov)

### **ADDITIONAL INFO**

Contact Director of Human Resources or go to:  
[http://www.judicial.state.ia.us/administration/career\\_opportunities/](http://www.judicial.state.ia.us/administration/career_opportunities/)

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:**     **Kansas**

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**HIGHEST COURT:**         **Kansas Supreme Court**

INFO:

- 2 year clerkship begins summer following graduation
- Salary: \$51,205 (entry level)
- Website: <http://www.kscourts.org/kansas-courts/supreme-court/justice-bios/default.asp>

APPLY:

- *WHO:*     Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - References
  - Unofficial law school transcript
  - Writing sample
- *WHEN:*   Deadline is in the summer after 2L, but confirm with each justice.
- *WHERE:*
  - The Honorable \_\_\_\_\_
  - Kansas Supreme Court
  - 301 S.W. 10<sup>th</sup> Avenue
  - Topeka, KS 66612

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

INFO:

- Court of Appeals hires law clerks as well as staff attorneys.
- Staff Attorneys are hired through the Office of Central Research (Address below).
- Salary: \$48,720
- Website (judge list/bios): <http://www.kscourts.org/kansas-courts/court-of-appeals/judge-bios/default.asp>

APPLY:

- *WHO:*         Apply directly to individual judge(s)
- *WHAT:*
  - Cover letter
  - Resume
  - References
  - Unofficial law school transcript
  - Writing sample

## **KANSAS – Cont.**

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- **WHEN:** Deadline is in the summer after 2L.  
Confirm with each justice.  
Deadline is early fall for Staff Attorneys.
  
- **WHERE:**
  - Law Clerks  
The Honorable \_\_\_\_\_  
Kansas Court of Appeals  
301 S.W. 10<sup>th</sup> Avenue  
Topeka, KS 66612
  
  - Staff Attorneys  
Terri Bezek  
Director of Central Research  
301 S.W. 10<sup>th</sup> Avenue  
Topeka, KS 66612  
(785) 296-2639

### **TRIAL COURTS: District Court**

#### INFO:

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

#### ADDITIONAL INFO

Terri Bezek  
Director of Central Research  
301 SW 10<sup>th</sup> Avenue  
Topeka, KS 66612  
(785) 296-2639  
(785) 296-7079 (fax)  
[bezekt@kscourts.org](mailto:bezekt@kscourts.org)

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Kentucky**

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**HIGHEST COURT:** **Kentucky Supreme Court**

### INFO

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

### APPLY

- *WHO:* Apply centrally for clerkship
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- *WHEN:* Deadline is early spring of 2L
- *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) [www.courts.ky.gov/courtofappeals](http://www.courts.ky.gov/courtofappeals)

## KENTUCKY – Cont.

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### APPLY

- *WHO:* To individual judge(s) or centrally for any vacancy among 14 judges.
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- *WHEN:* Deadline is early spring of 2L
- *WHERE:*  
If applying directly, send to:

The Honorable \_\_\_\_\_  
Kentucky Court of Appeals  
[Contact information for each judge on website.]

If applying centrally, send to:

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

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

#### INFO

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Louisiana

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**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](http://www.lasc.org/about_the_court/justices_bio.asp)

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- *WHEN:* Deadlines vary. Students should begin applying during 2L 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 First Circuit judge may offer the student a position as a regular employee of his/her staff.
- Salary: \$43,537 - \$46,264, depending upon experience, class rank and academic honors.
- Websites (links to courts of appeal websites): [www.lasc.org/Links.asp](http://www.lasc.org/Links.asp)

## LOUISIANA – Cont.

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### APPLY

- *WHO:* To name and address below for any of circuit courts.
  
- *WHAT:*
  - Resume
  - Cover letter
  - Students applying to Second and Third Circuits, also include:
    - Writing sample
    - Unofficial law school transcript
    - Note GPA on the resume
  
- *WHEN:* Deadlines vary. Students should begin applying during 2L 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) 382-3008

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

Hon. Diana Pratt-Wyatt, Clerk of Court/  
Court Administrator  
Second Circuit Court of Appeal  
Pike Hall Jr. Courthouse, 430 Fannin St.  
Shreveport, LA 71101  
(318) 227-3702

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

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

## LOUISIANA – Cont.

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### **TRIAL COURTS: District Courts**

#### INFO

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

#### APPLY

- *WHO:* Apply directly to individual district court judge(s)
- *WHAT:* Varies. Generally:
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
  - Confirm with individual judge
- *WHEN:* Deadlines vary. Begin applying during 2L 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**

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**HIGHEST COURT:**         **Maine Supreme Court**

### INFO

- The 2009 -10 Law Clerk term runs from August 9, 2010 through August 5, 2011.
- 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. Maine Bar is not required.
- Interviews will be held in Portland mid-September, 2009 and conducted *en banc*. If necessary, a video conference interview will be considered.
- Law clerks are expected to live reasonably near the chambers of the individual justice appointing them.
- Applicants should be familiar with the Maine geography, and must indicate in the cover letter where they are able to be located.
- Several locations may be available, including Bangor, Augusta, Auburn, and Portland. Applicants are encouraged to apply even if their personal circumstances will not allow placement in all available locations.
- Salary: \$42,588 plus benefits (subject to change)
- Website (includes justice list):  
[http://www.courts.state.me.us/maine\\_courts/supreme/index.shtml](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 *must* include statement of where applicant can be located
  - Resume
  - 2 letters of recommendation from law school faculty
  - 1 letter of recommendation from summer 2009 or most recent work experience
  - Law school transcript
  - Writing sample
- **WHEN:**         Deadline is no later than September 4, 2009, and preferably by August 28, 2009, for JD 2010 and recent graduates.

**MAINE – Cont.**

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

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

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

Note: Hand-delivered applications may be dropped off at the Clerk of the Law Court's office.

**MID-LEVEL APPELLATE COURT:      None**

**TRIAL COURTS:      Superior Court**

INFO

- 1 year clerkship term begins August 2, 2010.
- 5 positions are expected to be available. Law clerks are based in Alfred, Portland, Auburn, Augusta, and Bangor.
- There are 17 justices. Each law clerk assigned to work primarily with several justices.
- In selecting law clerks for 2010-2011, members of the Committee will consider academic standing; law review and moot court participation; other significant research and writing experience; prior employment; and faculty, employer, and personal recommendations.
- Interviews will be scheduled in early October 2009 for selected applicants. Applicants invited to interview must submit a transcript for at least four semesters and will be asked to complete a short writing assignment.
- Salary: \$40,930.50 (subject to change)
- Website: [http://www.courts.state.me.us/maine\\_courts/superior/index.shtml](http://www.courts.state.me.us/maine_courts/superior/index.shtml)

APPLY

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

**MAINE – Cont.**

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- **WHAT:** Send **one original plus 3 copies** of the following:
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Law school transcript
  - 2 writing samples (no longer than 10 pages)

**WHEN:** Deadline is September 8, 2009, for JD2010 and recent graduates. Early applications are encouraged.

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

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

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

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

**ADDITIONAL INFO**

Contact the State Court Administrator:

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Maryland

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**HIGHEST COURT:** Maryland Court of Appeals

### INFO

- 1 year clerkship begins following graduation
- Salary: \$44,620 (subject to change)
- Website (judge list with mailing addresses and bios):  
[www.courts.state.md.us/coappeals/coajudges.html](http://www.courts.state.md.us/coappeals/coajudges.html)

### APPLY

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

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

### INFO

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

### 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.
- *WHERE:*

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

## **MARYLAND – Cont.**

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

#### **CIRCUIT COURT**

##### INFO

- 1 year clerkship begins fall 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
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
  - Confirm with individual judge(s)
- *WHEN:* Varies. Generally in the spring of 2L or early fall of 3L.
- *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.
- Salary: \$16.53/hr law school graduate; \$15.02/hr law school student
- Website: [www.courts.state.md.us/district/index.html](http://www.courts.state.md.us/district/index.html)

##### APPLY

- *WHO:* Directly to the Administrative Judge in each district court
- *WHAT:*
  - Resume
  - Writing sample
- *WHEN:* Rolling basis based on need.

**MARYLAND – Cont.**

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• *WHERE:*

**District One**

(Baltimore City)  
Hon. Keith E. Matthews  
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  
14735 Main Street  
Upper Marlboro, MD 20772-3042

**District Seven**

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

**District Ten**

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

**ADDITIONAL INFO**

Contact the Administrative Office of Courts:

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Massachusetts

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**HIGHEST COURT:** Supreme Judicial Court

### INFO

- The clerkship will begin on or about September 1, 2010
- Salary: \$57, 814.86
- Website: (justice bios):  
[www.mass.gov/courts/courtsandjudges/courts/supremejudicialcourt/justices.html](http://www.mass.gov/courts/courtsandjudges/courts/supremejudicialcourt/justices.html)

### APPLY

- **WHO:** Apply centrally for clerkship. Applicants may indicate a preference for clerking for a specific justice or justices.
- **WHAT:**
  - Cover letter
  - Resume
  - 2 letters of recommendation from law school faculty (letters of recommendation may be sent after the candidate's initial submission of materials, but the candidate may not be considered until the letters are received)
  - Official law school transcript (the candidate should arrange to have the law school send an official transcript directly to the Court's Hiring Coordinator)
  - Writing sample (self-edited and not more than 10 pages)
- **WHEN:** Applications will be accepted beginning August 15, 2009. Deadline is October 15, 2009.  
*Candidates are encouraged to apply as soon as possible as offers are made on a rolling basis prior to October 15.*

**WHERE:** Send all applications to:

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

## **MASSACHUSETTS – Cont.**

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

#### **INFO**

- The clerkship will begin September 1, 2010.
- Interviews are conducted on a rolling basis in September and October. Final selections are usually made in November.
- Salary: Approximately \$49,155.56
- Website (justice bios):  
[www.mass.gov/courts/courtsandjudges/courts/appealscourt/index.html](http://www.mass.gov/courts/courtsandjudges/courts/appealscourt/index.html)

#### **APPLY**

- *WHO:* Apply centrally for a clerkship
- *WHAT:*
  - Cover letter
  - Resume
  - Unofficial transcript
  - At least 2 letters of recommendation (letters from employers are recommended) which can be and often are sent under separate cover
  - Writing sample is not necessary for initial application
  - Include your email address
- *WHEN:* Must be postmarked or submitted between August 15 and September 30, 2009.
- *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

## MASSACHUSETTS – Cont.

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### TRIAL COURTS:

**Superior Court  
Family and Probate Court  
Land Court  
Juvenile Court Department**

### Superior Court

### INFO

- Salary: Approximately \$47,000
- Website: [www.mass.gov/courts/courtsandjudges/courts/superiorcourt/index.html](http://www.mass.gov/courts/courtsandjudges/courts/superiorcourt/index.html)
- Details about clerkship and full application procedures in 2010-11 Superior Court Law Clerk Position Prospectus (available by request or at <http://www.mass.gov/courts/sclawclerks/2009-2010prospectus.pdf>.)

### APPLY

- *WHO:* Apply centrally for a clerkship with the Superior Court.
- *WHAT:* Briefly, applicants must submit :
  - Cover letter
  - Resume
  - Official law school transcript
  - 2 writing samples (unedited by others)
  - 2 letters of recommendation
  - Completed Trial Court application ([www.mass.gov/courts/admin/hr/application.pdf](http://www.mass.gov/courts/admin/hr/application.pdf)).
  - Please state in cover letter whether you wish to be considered for Eastern OR Western Massachusetts (choose one only)
- *WHEN:* **Applications are not currently being accepted.** When application dates and deadlines are determined, full application instructions will be posted on the Trial Court website.
- *WHERE:* Applications and inquires should be directed to:

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

## MASSACHUSETTS – Cont.

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### Probate and Family Court

#### INFO

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

#### APPLY

- *WHO:* Apply centrally for clerkship with Probate and Family Court.
- *WHAT:* Submit **4 copies** of the following:
  - Cover letter (include whether you are applying for a position in Eastern or Western Massachusetts)
  - Resume
  - Trial Court Application for Employment, downloaded from [www.mass.gov/courts/admin/hr/application.pdf](http://www.mass.gov/courts/admin/hr/application.pdf)
  - Official law school transcript
  - Writing sample based upon one of 3 factual scenarios in packet
  - Include a self-addressed stamped envelope for acknowledgement of receipt of application
- *WHEN:* Application dates and deadlines are to be determined. When available, full application details will be posted on the Trial Court website at [www.mass.gov/courts](http://www.mass.gov/courts).
- *WHERE:* Mail **4 sets** of materials to:

Denise M. Fitzgerald, Esq.  
Administrative Attorney  
Probate and Family Court Department  
Administrative Office  
Two Center Plaza, Suite 210  
Boston, MA 02108  
[denise.fitzgerald1@jud.state.ma.us](mailto:denise.fitzgerald1@jud.state.ma.us)

## **MASSACHUSETTS – Cont.**

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### **Juvenile Court Department and Land Court**

#### **INFO**

- Judges in these courts also 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 those courts).

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Michigan

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**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: \$56,334.24 to \$73,497.60
- Website (justice bios):  
<http://courts.michigan.gov/supremecourt/AboutCourt/biography.htm>

### APPLY

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

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

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

### INFO

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

## **MICHIGAN – Cont.**

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- Salary:
  - First Year - \$49,652.64
  - Second Year - \$52,575.84
  - Third Year - \$55,499.94
- Website: <http://coa.courts.mi.gov>

### **APPLY**

- **WHO:** Apply to Research Director
  
- **WHAT:**
  - Cover letter (indicate preference for Detroit, Lansing, or Grand Rapids)
  - Resume (indicating GPA)
  - Transcript
  - 2 writing samples
  
- **WHEN:** Deadline is in the fall of 3L
  
- **WHERE:**

Larry S. Royster, Research Director  
Michigan Court of Appeals  
Hall of Justice  
925 West Ottawa Street  
P.O. Box 30022  
Lansing, MI 48909-7522  
(517) 373-3841  
(517) 373-8790 (fax)  
[lroyster@courts.mi.gov](mailto:lroyster@courts.mi.gov)

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

### **INFO**

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

## **MICHIGAN – Cont.**

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### **APPLY**

- *WHO:* Apply directly to individual trial court judge(s)
- *WHAT:*
  - Cover letter
  - Resume
  - Unofficial law school transcript
  - Brief writing sample
  
- *WHEN:* Varies. Check with each court.
  
- *WHERE:* Check with each court.

### **INFO**

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Minnesota

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**HIGHEST COURT:** Minnesota Supreme Court

### INFO

- 1 year clerkship, August 2010-2011.
- Approximately 11 positions anticipated.
- Salary: \$52,931
- Website (justice list/bios): [www.courts.state.mn.us/?pageID=550](http://www.courts.state.mn.us/?pageID=550)

### APPLY

- *WHO:* Apply centrally for a clerkship
- *WHAT:*
  - Students must complete a Minnesota Supreme Court/Minnesota Court of Appeals Law Clerk Application (downloadable from [www.mncourts.gov](http://www.mncourts.gov), or they can call 651-297-3430)
  - Official law school transcript, including class rank and an explanation of the grading system (must be mailed directly from Registrar's office)
  - Resume
  - Legal writing sample
  - Candidates may also include letters of recommendation
- *WHEN:* Deadline is August 14, 2009  
Interviews will be held on September 14-15, 2009
- *WHERE:* Send to:  
  
Minnesota Judicial Center  
Human Resources Department, Rm. G27  
25 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155  
(651) 297-3430

-or -

Michele.Lamm@courts.state.mn.us

## MINNESOTA – Cont.

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

#### INFO

- 1 year clerkship begins August 2010.
- Approximately 16 positions anticipated. Offers made in October, 2009.
- Salary: \$50,467
- Website (justice bios): [www.courts.state.mn.us/?pageID=551](http://www.courts.state.mn.us/?pageID=551)

#### APPLY

- *WHO:* Apply centrally for clerkship
- *WHAT:*
  - Completed Minnesota Supreme Court/Minnesota Court of Appeals Law Clerk Application (downloadable from [www.mncourts.gov](http://www.mncourts.gov))
  - Official law school transcript including class rank and explanation of the grading system
  - Resume
  - Legal writing sample
- *WHEN:* Deadline is August 21, 2009  
Interviews between September 21-25, 2009
- *WHERE:* Send to:  
  
Minnesota Judicial Center  
Human Resources Department, Rm. G27  
25 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155  
(651) 297-3430  
-or -  
[Michele.Lamm@courts.state.mn.us](mailto:Michele.Lamm@courts.state.mn.us)

### TRIAL COURTS: District Court

#### INFO

- Various judicial clerkships at the trial court are posted year-round at <http://www.courts.state.mn.us/?page=238>.
- Each posting provides application procedures under “job title”.
- Find each district’s home page at: <http://www.courts.state.mn.us/>. Click on the map of the districts.
- Salary: Varies

**MINNESOTA – Cont.**

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ADDITIONAL INFO

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Mississippi**

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**HIGHEST COURT:** **Mississippi Supreme Court**

### INFO

- 1 year clerkship begins August following graduation
- Salary:
  - \$47,898 (prior to passing bar examination)
  - \$52,688 (after passing bar examination)
- Website (justice bios): [www.mssc.state.ms.us/](http://www.mssc.state.ms.us/)

### APPLY

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

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

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

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

### INFO

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

## **MISSISSIPPI – Cont.**

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- Website (judges' bios): [www.mssc.state.ms.us/](http://www.mssc.state.ms.us/)

### **APPLY**

- *WHO:* Apply centrally for clerkship
- *WHAT:*
  - Court application form and the supporting material the application form specifies.
  - Write or call for an application form or download an application form from the court's website.
- *WHEN:* Deadline in early fall of 3L
- *WHERE:*

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

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

#### **INFO**

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

### **APPLY**

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

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

**MISSISSIPPI – Cont.**

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ADDITIONAL INFO:

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

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Missouri**

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**HIGHEST COURT:** **Missouri Supreme Court**

### INFO

- 1 year clerkship begins summer following graduation
- Salary: Approximately \$42,000
- Website (justice bios): [www.courts.mo.gov](http://www.courts.mo.gov)

### APPLY

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

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

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

### INFO

- Salary: Approximately \$46,248
- Website: (each district can be selected for its own homepage):  
[www.courts.mo.gov](http://www.courts.mo.gov)

### APPLY

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

**MISSOURI – Cont.**

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- *WHEN:* Contact chambers directly for deadlines. Justices hire throughout the year as vacancies arise (students can request that their applications be kept on file).
- *WHERE:* To the individual judges at the appropriate address in one of the following districts:

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

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

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

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

Eastern District:  
Laura Thielmeier Roy  
Clerk of Court  
Court of Appeals  
Eastern District  
815 Olive Street  
St. Louis, MO 63101  
(314) 539-4300  
(314) 539-4324 (fax)  
Laura.Roy@courts.mo.gov

Southern District:  
Sandra L. Skinner  
Clerk of Court  
Court of Appeals  
Southern District  
300 Hammons Parkway  
Springfield, MO 65806  
(417) 895-6811  
(417) 895-6817 (fax)  
Sandra.Skinner@courts.mo.gov

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

**TRIAL COURTS: Circuit Courts**

**INFO**

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

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Montana**

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**HIGHEST COURT:** **Montana Supreme Court**

### INFO

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

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Short writing sample
- *WHEN:* Deadline for applications is generally January 1 of 3L
- *WHERE:*

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

**MID-LEVEL APPELLATE COURT:** **None**

**TRIAL COURTS:** **District Courts**

### INFO

- Judges in the following districts employ law clerks: 3<sup>rd</sup>, 5<sup>th</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 20<sup>th</sup>.
- Vacancies announced on state website: [www.mt.gov](http://www.mt.gov).
- Length of the clerkship is one year.
- Salary: \$19.56/hour

**MONTANA – Cont.**

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**APPLY**

- *WHO:* Apply to the Human Resources Division when vacancy is listed on website.
- *WHAT:*
  - Cover letter
  - Resume
  - 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

-or-

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  
(406) 444-3274 (fax)

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:**     **Nebraska**

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**HIGHEST COURT:**         **Nebraska Supreme Court**

### INFO

- 1 year clerkship (with a 2<sup>nd</sup> year possible), begins summer following graduation
- Salary: Approximately \$44,806
- Website (justice list):
- <http://www.supremecourt.ne.gov/supreme-court/scjudges/scaddresses.shtml?sub1>

### APPLY

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

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

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

### INFO

- Salary: Approximately \$44,806
- Website (judge list): <http://www.supremecourt.ne.gov/appeals-court/acjudges/acaddresses.shtml?sub2>

### APPLY

- *WHO:*             Apply directly to individual judge(s)
- *WHAT:*            Generally include:
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample

## **NEBRASKA – Cont.**

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- *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 Janice Walker, the Court Administrator, at the above address, or by telephone at 402-471-3730.

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Nevada

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**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: \$59,794
- Website (justice list): <http://www.nvsupremecourt.us/> (select "Court Information, About the Justices")

### APPLY

- *WHO:* Administrative Office of the Courts
- *WHAT:*
  - Supreme Court of Nevada Employment Application (available at [www.nvsupremecourt.us](http://www.nvsupremecourt.us/))
  - Resume
  - At least 3 references
  - Official law school transcript
  - 2 short unedited writing samples
- *WHEN:* Due by May 31, 2009.
- *WHERE:*  
Administrative Office of the Courts  
Supreme Court Building  
Attention: Cynthia Sampson, Personnel Analyst  
201 South Carson Street, Suite 250  
Carson City, NV 89701-4702

**MID-LEVEL APPELLATE COURT:** None

**TRIAL COURTS:** District Courts

### INFO

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

## NEVADA – Cont.

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### APPLY

- *WHO:* Apply directly to the individual judge(s)
  
- *WHAT:* Generally:
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Official law school transcript
  - Writing sample
  - Confirm requirements with individual judges
  
- *WHEN:* Deadlines vary. Generally in the early spring of 2L.
  
- *WHERE:* See website for addresses.

### ADDITIONAL INFO

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** New Hampshire

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**HIGHEST COURT:** **New Hampshire Supreme Court**

### INFO

- 1 year clerkship begins in late August 2010.
- Successful candidates will demonstrate an excellent writing and research background.
- Salary: \$51,624
- Website (justice list): [www.courts.state.nh.us/supreme/justices.htm](http://www.courts.state.nh.us/supreme/justices.htm)

### APPLY

- **WHO:** Apply centrally for a clerkship.
- **WHAT:**
  - Cover letter
  - Resume
  - Names of 3 references with contact information
  - Law school transcript
  - Writing sample
- **WHEN:** Deadline is August 1, 2009. Applicants are encouraged to file early. Interviews will be held in early September, 2009.
- **WHERE:** Mail applications to:

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

***ALERT: No electronic applications will be accepted.***

**MID-LEVEL APPELLATE COURT:** **None**

**New HAMPSHIRE – Cont.**

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**TRIAL COURTS: Superior Court**

**INFO**

- Clerkships require a 2 year commitment and a car, as travel may be required.
- Clerkship begins August 2010.
- Salary: \$48,043 (first year); \$50,391 (second year), plus benefits
- Website (judge bios): [www.courts.state.nh.us/superior/justicesmarital.htm](http://www.courts.state.nh.us/superior/justicesmarital.htm)

**APPLY**

- **WHO:** Apply centrally at address below
- **WHAT:**
  - Cover letter
  - Resume
  - Law school transcript
  - Brief writing sample
  - List of references
  - Do NOT include letters of recommendation
- **WHEN:** Applications accepted from May 1 through August 17, 2009
- **WHERE:**

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

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

**ADDITIONAL INFO**

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** New Jersey

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**HIGHEST COURT:** **New Jersey Supreme Court**

### INFO

- 1 year clerkship begins in early September 2010
- Salary: \$55,427
- Website (judge bios): [www.judiciary.state.nj.us](http://www.judiciary.state.nj.us)
- (Students should see links to "Courts" which will list the different levels of the Courts)

### APPLY

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

1. Students can send a cover letter and resume, which include the month and year the JD will be awarded and any specific area of interest, directly to the individual Justices in early September, 2009 (fall of 3L). Include writing samples, transcripts, recommendation letters or a list of references.
2. Or, following completion of 2L, students may apply centrally for clerkships at all levels. Send resume and cover letter to the address below (writing samples, transcripts, recommendation letters or references should not be submitted with the resume and cover letter for central applications). The cover letter should include the month and year JD will be awarded, the Announcement Number and day and evening telephone numbers, along with any preference for Court, Division, and the County in which the candidate would like to serve.

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

Resumes will be circulated to all Justices and Judges, who will then contact potential interviewees. Distributions are scheduled for August 2009, October 2009 and January 2010. To be included in these distributions, a cover letter and resume must be received by July 18, 2009, September 19, 2009, and December 31, 2009, respectively.

**NEW JERSEY – Cont.**

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

INFO

- Salary: \$50,607
- Website (judge bios): [www.judiciary.state.nj.us](http://www.judiciary.state.nj.us)  
(Students should see links to “Courts” which will list the different levels of the Courts)

APPLY

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

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

INFO

- Salary: \$42,172 if assigned to an Assignment Judge or the Chancery Division – General Equity; \$46,390 for Chancery Division - Family and Law Division (Civil and Criminal), and Tax Court.
- Website (courts and judge lists): [www.judiciary.state.nj.us](http://www.judiciary.state.nj.us) (See links to “Courts” for list of the different levels of the Courts).

APPLY

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

ADDITIONAL INFO

Kimberly Douglas  
Judiciary Affirmative Action Officer  
Richard Hughes Justice Complex  
(609) 984-9361

-or-

[gurpreet.singh@judiciary.state.nj.us](mailto:gurpreet.singh@judiciary.state.nj.us).

Contact info for individual judges’ chambers is at  
[www.njcourtsonline.com](http://www.njcourtsonline.com) under “Information Desk/Judges &  
Staff Directory”

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **New Mexico**

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

### INFO

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

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Short writing sample
- *WHEN:* Varies. Generally spring of 2L. Please contact individual justice(s) to confirm.
- *WHERE:*

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

### ADDITIONAL INFO

#### NEW MEXICO SUPREME COURT JUSTICES LISTED IN SENIORITY ORDER

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

## **NEW MEXICO – Cont.**

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### **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: \$52,802.88
- Website (directory of judges): <http://coa.nmcourts.gov/judges/index.html>

#### **APPLY**

- *WHO:* Apply directly to individual judge(s)
- *WHAT:* Same as Supreme Court
- *WHEN:* Same as Supreme Court
- *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 Cynthia A. Fry  
Judge James J. Wechsler  
Judge Michael D. Bustamante  
Judge Jonathon B. Sutin  
Judge Celia Foy Castillo

Judge Roderick Kennedy  
Judge Michael E. Vigil  
Judge Robert E. Robles  
Judge Linda M. Vanzi  
Judge Timothy L. Garcia

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

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

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

**NEW MEXICO – Cont.**

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**TRIAL COURTS: District Court**

INFO

- Law clerk position available in 5th District. Clerkship is 1 year (July 1, 2010 – June 30, 2011). Clerk rotates between 3 counties.
- Occasionally, law clerk position is available in 11<sup>th</sup> District. Due to budget cuts, there is no position available for FY 2009 (July 1, 2009 – June 30, 2010).
- Salary: \$47,058 (subject to change)
- Websites:
  - Fifth District: [www.fifthdistrictcourt.com/judge.htm](http://www.fifthdistrictcourt.com/judge.htm)
  - Eleventh District: <http://11thjdc.com>

APPLY

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

ADDITIONAL INFO

For 5<sup>th</sup> District

Linda Worley  
Deputy Court Administrator  
5<sup>th</sup> Judicial District Court  
PO Box 1776  
Roswell, NM 88202-1776  
(505) 622-2565  
(505) 624-9506 (fax)  
[rosdlgw@nmcourts.com](mailto:rosdlgw@nmcourts.com)

For 11<sup>th</sup> 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

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**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. 5-6 positions, hired for 2 year clerkships beginning in August, 2010.
  - Clerkship as a personal clerk to a judge.
- Salary: \$67,042 (first year); eligible for merit-based raise in second year to \$78,000
- Website (judges' bios): <http://www.courts.state.ny.us/ctapps/judges.htm>

### APPLY

#### **Central Staff clerkships**

- *WHO:* Chief Court Attorney
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation from law school professors (if you have been practicing law, letters from legal employers may be substituted)
  - Law school transcript
  - All undergraduate and graduate transcripts (unofficial copies will suffice)
  - Unedited writing sample
- *WHEN:* File between July 1, 2009 and September 15, 2009
- *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)
- *WHAT:* Materials and procedures vary, but are generally same as Central Staff clerkship. Please confirm with individual justices.

## **NEW YORK – Cont.**

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- **WHEN:** Most deadlines in early fall of 3L  
However, not all judges hire on a regular basis, as some retain law clerks for extended periods of time. Confirm with individual justices.
- **WHERE:**  
The Honorable \_\_\_\_\_  
Court of Appeals Hall  
20 Eagle Street  
Albany, NY 12207-1095

### **ADDITIONAL INFO**

Regarding personal law clerk positions:

Lisa M. Cleary  
(518) 455-7757

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

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

**COURT WEBSITE:** [www.courts.state.ny.us/courts/appellatedivisions.shtml](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, employment requirements tend to be more extensive than traditional clerkships.
- Some of the 18 justices do occasionally hire personal clerks on a temporary basis (e.g. a 2 year term).
- Salary: Approximately \$57,053 (\$67,042 upon admission to the Bar)

### **APPLY**

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

## **NEW YORK – Cont.**

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

Eric Schumacher, Esq.  
Chief Court Attorney  
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 \$57,053

#### **APPLY**

- **WHO:** Apply centrally to Clerk of Court
- **WHAT:**
  - Resume
  - Cover letter
  - GPA
  - LSAT score
  - Law school rank
  - Do not send writing sample
- **WHEN:** No set deadline exists. Applications accepted year round.  
When there is a vacancy, current applicants are contacted.

## **NEW YORK – Cont.**

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

### **Third Judicial Department:**

#### **INFO**

- Justices in this Department generally have permanent personal law clerks do not hire regularly.
- Central legal staff regularly hires approximately 10 clerks each fall for a 1 year term.
- Clerkships begin August, 2010.
- Salary: Approximately \$57,053

#### **APPLY**

- *WHO:* Apply to the Deputy Clerk
- *WHAT:*
  - Cover letter
  - Resume
  - Law school transcript with 2L grades
  - Writing sample
  - Letters of recommendation are optional
- *WHEN:* Deadline is in the early fall of 3L (usually mid-September)
- *WHERE:*  
Robert D. Mayberger, Esq.  
Deputy Clerk  
Appellate Division  
3rd Judicial Department  
Box 7288, Capitol Station  
Albany, NY 12224  
(518) 471-4800

### **Fourth Judicial Department:**

#### **INFO**

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

## **NEW YORK – Cont.**

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- Salary: Approximately
  - \$64,834
  - \$76,195 upon admission to NY Bar

### **APPLY**

- **WHO:** Apply to Chief Appellate Court Attorney
- **WHAT:**
  - Cover letter
  - Resume
  - Unofficial law school transcript (with 2L grades)
  - Writing sample from a moot court brief, a law review note, or a legal memorandum
- **WHEN:** Deadline is October 15 of 3L
- **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 \$51,858
- Website(links to all courts and judge lists):  
<http://www.nycourts.gov/courts/trialcourts.shtml>

#### **APPLY**

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

**NEW YORK – Cont.**

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**ADDITIONAL INFO:**

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

**GENERAL INFO:**

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

-or-

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

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## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** North Carolina

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

### INFO

- 1 or 2 year clerkships begins in August following 3L
- Salary (2009): subject to legislative increase
  - 1st Year - \$47,253
  - 2nd Year - \$49,277
- Website (justice list and bios):  
[www.nccourts.org/courts/appellate/supreme/biographies/seating.asp](http://www.nccourts.org/courts/appellate/supreme/biographies/seating.asp)

### APPLY

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

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

### INFO

- Salary (2009): subject to legislative increase
  - 1st Year - \$44,934
  - 2nd Year - \$47,253
- Website (judge list/bios):  
[www.nccourts.org/Courts/Appellate/Appeal/Biographies/Judges.asp](http://www.nccourts.org/Courts/Appellate/Appeal/Biographies/Judges.asp)

### APPLY

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

**NORTH CAROLINA – Cont.**

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• *WHERE:*

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

**TRIAL COURTS: Superior Court**

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

**ADDITIONAL INFO**

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** North Dakota

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**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: \$51,536
- Website (justice list/bios): [www.court.state.nd.us/Court/COURT.HTM](http://www.court.state.nd.us/Court/COURT.HTM)

### APPLY

- *WHO:* Apply to Chair of Law Clerkship Program
- *WHAT:*
  - Autobiographical sketch, summarizing your life and career from early days to the present
  - Curriculum vitae, containing the following information: applicant's name, home address, law school address, e-mail address and telephone number; place and date of birth; parents' names and address; secondary school attended; pre-law and law schools attended; class standing; law review and other legal writings; extracurricular activities; awards and honors; employment record; military record
  - 3 references, 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 15, 2009

## NORTH DAKOTA - cont.

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

Justice Mary Muehlen Maring  
Chair, Law Clerkship Program  
North Dakota Supreme Court  
Judicial Wing, 1<sup>st</sup> 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: \$49,536
- Website (judge list/bios): [www.court.state.nd.us/Court/Districts/Judges.htm](http://www.court.state.nd.us/Court/Districts/Judges.htm)
- For more information, contact State Court Administrator at (701) 328-4216.

#### ADDITIONAL INFO

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

##### Supreme Court

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

##### District Courts

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**TERRITORY:** Commonwealth of the Northern Mariana Islands

**HIGHEST COURT:** Supreme Court

### INFO

- The Supreme Court is composed of a Chief Justice and 2 Associate Justices.
- Clerkships ordinarily begin in mid-August to early September.
- At the commencement of employment, applicants must be admitted to a bar in any U.S. jurisdiction, or awaiting their bar exam results.
- Applicants must be able to work both independently and with others. Strong legal research and writing skills are essential.
- Salary: Annual salary approximately \$44,600, plus a \$500 monthly housing allowance, and health insurance.
- Website: <http://www.justice.gov.mp/>

### APPLY

- *WHO:* Apply to Clerk of the Supreme Court
- *WHAT:*
  - Cover letter
  - Resume
  - Law school transcript
  - Writing sample
  - List of 3 references
- *WHEN:* Applications are accepted year-round
- *WHERE:*

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

**MID-LEVEL APPELLATE COURT:** None

**TRIAL COURT:** Superior Court

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Ohio

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**HIGHEST COURT:** Ohio Supreme Court

### INFO

- 1-3 year clerkship begins summer following graduation
- Salary:
  - Law Clerk I (Admitted to Practice 0<2 Years) - \$58,531.20
  - Law Clerk II (Admitted to Practice 2<5 Years) - \$62,920
  - Law Clerk III (Admitted to Practice 5<10 Years) - \$71,552
  - Law Clerk IV (Admitted to Practice 10<15) – 81,889.60
  - Senior Law Clerk (Admitted to Practice 15+ Years) - \$87,464
- Website (justice list/bios): [www.sconet.state.oh.us/Justices](http://www.sconet.state.oh.us/Justices)

### APPLY

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

The Honorable \_\_\_\_\_  
Supreme Court of Ohio  
65 South Front Street, 9<sup>th</sup> Floor  
Columbus, OH 43215-3431

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

### INFO

- There are 12 Court of Appeals Districts.
- Salary: Varies by District
- Website: (links to all District homepages and court information):  
[www.sconet.state.oh.us/District\\_Courts/](http://www.sconet.state.oh.us/District_Courts/)

**OHIO - cont.**

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**APPLY**

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

**TRIAL COURTS: Court of Common Plea**

**INFO**

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

**APPLY**

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

**ADDITIONAL INFO**

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Oklahoma**

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**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
- Website (justice list): [www.oscn.net/oscn/schome/justices.htm](http://www.oscn.net/oscn/schome/justices.htm)

### APPLY

- Application deadlines vary depending upon when a position becomes available.
- Directed inquiries to:

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

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

### INFO

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

Judge Chapel  
230 State Capitol Building  
Oklahoma City, OK 73105

- Salary: Depends on experience
- Websites (judge lists/bios):
  - Court of Criminal Appeals: [www.occa.state.ok.us/](http://www.occa.state.ok.us/)
  - Court of Civil Appeals: [www.oscn.net/oscn/schome/civilappeals.htm](http://www.oscn.net/oscn/schome/civilappeals.htm)

**TRIAL COURTS:** **District Courts**

The District Court judges do not currently hire law clerks.

### ADDITIONAL INFO

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Oregon

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**HIGHEST COURT:** **Oregon Supreme Court**

### INFO

- See job announcement for details at <http://www.ojd.state.or.us/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 not up all year, so check often to catch it when it first gets posted).
- Salary:
  - \$2,467 - \$3,645 monthly (Portland)
  - \$3,473 - \$5,130 monthly (Salem)
- Website (justice bios): [www.ojd.state.or.us/courts/supreme](http://www.ojd.state.or.us/courts/supreme)

### APPLY

- *WHO:* Apply centrally to the Personnel Department at the address below for a clerkship. Do not apply to the individual justices.
- *WHEN:* Application materials are accepted only during recruitment, which generally begins in January.

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

### INFO

- See job announcement for details at <http://www.ojd.state.or.us/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 not up all year, so check often to catch it when it first gets posted).
- Salary: \$3,405-\$4,788 monthly (subject to change)
- Websites:
  - Court of Appeals (judge bios): [www.ojd.state.or.us/courts/coa/index.htm](http://www.ojd.state.or.us/courts/coa/index.htm)
  - Tax Court: [www.ojd.state.or.us/courts/tax/index.htm](http://www.ojd.state.or.us/courts/tax/index.htm)

### APPLY

- *WHO:* Apply centrally to Personnel Department at the address below for a clerkship. Do not apply to the individual justices.
- *WHEN:* Application materials are accepted only during recruitment, which generally begins in January.

## OREGON - cont.

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### **TRIAL COURTS**

- The trial courts occasionally hire law clerks. Openings may be found at <http://www.ojd.state.or.us/jobs>.
- Website: [www.ojd.state.or.us/courts/circuit/index.htm](http://www.ojd.state.or.us/courts/circuit/index.htm)

### ADDITIONAL INFO

Contact the Personnel Division at the following address:

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Pennsylvania

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**HIGHEST COURT:** **Pennsylvania Supreme Court**

### INFO

- 1-3 year clerkship begins summer following graduation
- Salary (2009):
  - 1st Year - \$50,886
  - 2nd Year - \$57,569
  - 3rd Year - \$60,020
- Website: [www.pacourts.us](http://www.pacourts.us)

### APPLY

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

### **Chief Justice**

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

### **Justices**

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

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

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

The Honorable Seamus P. McCaffery  
Pennsylvania Supreme Court  
510 Walnut Street, 6<sup>th</sup> Floor  
Philadelphia, PA 19106



**PENNSYLVANIA - cont.**

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**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), are available to graduates of accredited law schools when vacancies occur.
- Judges typically contact Human Resources when looking for clerks, so applicants should submit materials to Human Resources to be included in “eligibility file”
- Pool positions, when available, are posted at <http://courts.phila.gov> (click on “Employment” for vacancies and an application form).
- Temporary internships are available in the fall, spring, and summer as off-campus federal work-study positions only. Student must be Pennsylvania resident and attend a school which participates in the funding program of the Pennsylvania Higher Education Assistance Agency. Eligible students may apply through his or her law school’s Financial Aid Office. For more information, call Human Resources at (215) 683-6950 or send e-mail to HR@courts.phila.gov.

**APPLY**

- Applications should be submitted to:

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

**2) Other Judicial Districts**

**APPLY**

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

**ADDITIONAL INFO**

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **Puerto Rico**

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**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.
- Admission to Puerto Rico Bar is required.
- Salary: \$35,400 - \$54,600
- Website: [www.tribunalpr.org](http://www.tribunalpr.org) (click on Justice photo for bio)

### APPLY

- *WHO:* Apply directly to the Chief Justice and request that application is forwarded to the 6 Associate Justices.
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript with class rank
  - Writing sample
- *WHEN:* Deadlines vary. Confirm with individual justices.
- *WHERE:*

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

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

### INFO

- Applicants must be able to speak and write Spanish.
- Admission to the Puerto Rico Bar is required.
- Salary: \$33,000 - \$54,600

## PUERTO RICO - cont.

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### APPLY

- *WHO:* Apply to Judge Carlos Rivera Martinez
  
- *WHAT:*
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Class rank
  - Writing sample
  
- *WHEN:* Deadlines vary
  
- *WHERE:*  
Judge Carlos Rivera Martinez  
Puerto Rico Court of Appeals  
P.O. Box 191067  
San Juan, PR 00919-1067

### **TRIAL COURTS: Superior Court**

### INFO

- Applicants must be able to speak and write Spanish.
- Admission to the Puerto Rico Bar is required.
- Salary: \$29,232 - \$41,232

### APPLY

- *WHO:* Apply to the Administrative Director of the Courts
  
- *WHAT:*
  - Cover letter
  - Resume
  - Unofficial law school transcript
  - Writing sample
  
- *WHEN:* Deadlines vary
  
- *WHERE:*  
Administrative Director of the Courts  
P.O. Box 190917  
San Juan, PR 00919-0917  
(787) 641-6623

**PUERTO RICO - cont.**

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**ADDITIONAL INFO**

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

-or-

Judge Carlos Rivera Martinez  
Chief Judge  
Puerto Rico Court of Appeals  
PO Box 191067  
San Juan, PR 00919-1067  
(787) 474-3776  
(787) 294-1835

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Rhode Island

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**HIGHEST COURT:** Rhode Island Supreme Court

### INFO

- Salary (2009): \$45,455 with an increase to \$47,696 after 6 months. Clerks are required to pay a cost share of the health insurance premium of either an individual or family plan.
- Website (list of justices): [www.courts.state.ri.us/misc/judicialroster.htm](http://www.courts.state.ri.us/misc/judicialroster.htm)

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies. Contact individual justices for requirements.
- *WHEN:* Varies. Contact individual justices for deadlines.
- *WHERE:*

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

**MID-LEVEL APPELLATE COURT:** None

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

### INFO

- The Rhode Island Supreme Court hires law clerks for the Trial Court Law Clerk Department, which services the Superior Court, the District Court, the Family Court, and the Rhode Island Traffic Tribunal.
- For additional information or questions regarding the application requirements, e-mail [ssareply@courts.state.ri.us](mailto:ssareply@courts.state.ri.us).
- Salary (2009): \$45,455 with an increase to \$47,696 after 6 months. Clerks will be required to pay a cost share of the health insurance premium of either an individual or family plan.
- Website (list of judges): [www.courts.state.ri.us/misc/judicialroster.htm](http://www.courts.state.ri.us/misc/judicialroster.htm)

**RHODE ISLAND – cont.**

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**APPLY**

- *WHO:* Rhode Island Supreme Court
  
- *WHAT:*
  - Cover letter (should indicate a desire to be in the Law Clerk Department)
  - Resume
  - 2 letters of recommendation (one from a law school professor)
  - 2 writing samples (one designated as primary)
  - Copy of an official law school transcript
  
- *WHEN:* Deadline is October 15, 2009 of 3L
  
- *WHERE:*

Chief Justice \_\_\_\_\_  
Rhode Island Supreme Court  
250 Benefit Street  
Providence, RI 02903

**ADDITIONAL INFO**

For more information regarding trial court clerkships, contact

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** South Carolina

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

### INFO

- The Supreme Court hires both judicial law clerks and central staff attorneys.
- 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: \$46,137
- Website: [www.sccourts.org](http://www.sccourts.org)

### APPLY

#### **For Judicial Clerkship**

- *WHO:* Apply directly to individual justice(s)
- *WHAT:* Varies. Contact the Clerk's Office at (803) 734-1080 for specific requirements.
- *WHEN:* Fall of 3L
- *WHERE:*  
The Honorable \_\_\_\_\_  
Supreme Court of South Carolina  
P.O. Box 11330  
Columbia, SC 29211

#### **For Staff Attorney Position:**

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

Marjorie B. Goodale  
Chief Staff Attorney  
Supreme Court of South Carolina  
P.O. Box 1133  
Columbia, SC 29211  
(803) 734-1160  
[bgoodale@sccourts.org](mailto:bgoodale@sccourts.org)

## **SOUTH CAROLINA** - cont.

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

#### **INFO**

- The Court of Appeals hires both judicial law clerks and central staff attorneys.
- Salary: \$46,137
- Website (judge lists/bios): <http://www.judicial.state.sc.us/appeals/>

#### **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:

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

### **TRIAL COURTS:      Circuit Court                                  Family Court**

#### **INFO**

#### **Circuit Court**

Circuit Court judges do not plan to hire clerks for 2010-2011.

#### **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.

**SOUTH CAROLINA** - cont.

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**ADDITIONAL INFO**

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** **South Dakota**

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

### INFO

- 1-2 year clerkship begins August following graduation
- Salary: \$47,016.53
- Website (justice list/bios): [www.sdjudicial.com/](http://www.sdjudicial.com/)

### APPLY

- *WHO:* Apply centrally to Director of Human Resources for a clerkship
- *WHAT:* Send **5 copies** of following:
  - Cover letter
  - Resume
  - Unofficial law school transcript
  - Writing sample
- *WHEN:* Deadline for applications is August 1<sup>st</sup> before 3L
- *WHERE:*  
Lynn Sudbeck, 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: \$41,271.85
- Website: <http://www.sdjudicial.com/CircuitsMain.htm>

## SOUTH DAKOTA - cont.

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### APPLY

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

### ADDITIONAL INFO

Contact Lynn Sudbeck at the address above.

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Tennessee

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**HIGHEST COURT:** Tennessee Supreme Court

### INFO

- 1 year clerkship begins summer following graduation
- Salary: \$50,220 – 53,364
- Website: [www.tsc.state.tn.us/index.htm](http://www.tsc.state.tn.us/index.htm) (click on “Courts” and then on Appellate Courts and follow the links to the bios/judge list)

### APPLY

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

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

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

### INFO

- Salary: \$48,492 - \$50,220
- Website: [www.tsc.state.tn.us/index.htm](http://www.tsc.state.tn.us/index.htm) (click on “Courts” and then on Appellate Courts and follow the links to the bios/judge list).

### APPLY

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

## TENNESSEE - cont.

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- *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

- Judges in some metropolitan areas hire law clerks.
- Salary: Information not available.
- Website: [www.tsc.state.tn.us/index.htm](http://www.tsc.state.tn.us/index.htm) (select "Courts" for list of trial court judges).

#### APPLY

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Texas

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

*NOTE: Texas has a bifurcated appellate system. All civil cases are appealed to the Supreme Court. All criminal cases are appealed to the Court of Criminal Appeals.*

### 1) Supreme Court

#### INFO

- 1 year clerkship begins mid-August 2010. 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: At least \$43,350
- Website (profiles of justices):  
<http://www.supreme.courts.state.tx.us/court/justices.asp>

#### APPLY

- **WHO:** Apply directly to individual justice(s)
- **WHAT:**
  - Cover letter
  - Resume
  - Law school transcript
  - Writing sample
  - Letters of recommendation are not required but most justices prefer them
- **WHEN:** Application materials should be submitted as soon as practicable after September 3, 2009.
- **WHERE:**  
The Honorable \_\_\_\_\_  
Supreme Court of Texas  
P.O. Box 12248  
Austin, TX 78711

**TEXAS - cont.**

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**2) Court of Criminal Appeals**

INFO

- 1 year clerkship begins summer following graduation
- Salary: \$40,000
- Website (judge list/bios): <http://www.cca.courts.state.tx.us/court/justices.asp>

APPLY

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

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

To be considered by every Court of Criminal Appeals judge, send **9 copies** of application materials and *individualized letters* to:

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

## TEXAS - cont.

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

#### INFO

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

#### APPLY

- *WHO:*            Apply directly to individual justice(s)
- *WHAT:*           Varies. Generally same as Supreme Court.
- *WHEN:*          Deadline for applications is in the early fall of 3L
- *WHERE:*          See website for addresses

### **TRIAL COURTS:      District Courts**

#### INFO

- Website (court locations and links to judge info):
- <http://dm.courts.state.tx.us/OCA/DirectorySearch.aspx>

#### APPLY

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

#### ADDITIONAL INFO

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

#### NOTE

State of Texas publishes a directory of all state courts. Available online at [www.courts.state.tx.us](http://www.courts.state.tx.us); choose Judicial Directory.

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Utah

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**HIGHEST COURT:** Utah Supreme Court

### INFO

- 1-2 year clerkship begins the summer following graduation
- Salary:
  - \$45,184 pre-Utah bar admission
  - \$47,711 with Utah bar admission
  - \$50,383 with one year post-graduate experience
- Website: [www.utcourts.gov/judgesbios/supremgal.htm](http://www.utcourts.gov/judgesbios/supremgal.htm)

### APPLY

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

The Honorable \_\_\_\_\_  
Utah Supreme Court  
P.O. Box 140210  
450 South State Street  
Salt Lake City, UT 84114-0210

(801) 578-3900 - telephone  
(801) 238-7980 - fax

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

### INFO

- Salary:
  - \$45,184 pre-Utah bar admission
  - \$47,711 with Utah bar admission
  - \$50,383 with one year post-graduate experience
- Website (judge list/bios): [www.utcourts.gov/judgesbios/appealgal.htm](http://www.utcourts.gov/judgesbios/appealgal.htm)

**UTAH - cont.**

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**APPLY**

- Process and materials same as Supreme Court.
- Send to individual judges at:

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

**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, [www.utcourts.gov/admin/jobs](http://www.utcourts.gov/admin/jobs) (click on "Employment")
- Salary: Same as Supreme Court
- Website (judge list/bios): <http://www.utcourts.gov/judgesbios/>

**ADDITIONAL INFO**

Contact the Human Resources Office:

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

-or-

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

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Vermont

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**HIGHEST COURT:** Vermont Supreme Court

### INFO

- Associate Justices John A. Dooley, Brian L. Burgess and Denise R. Johnson are considering applications for a 1 year judicial clerkship from August 9, 2010 to August 12, 2011.
- Salary: \$43,264
- Website: [www.vermontjudiciary.org/courts/supreme/index.htm](http://www.vermontjudiciary.org/courts/supreme/index.htm) (list and bios of justices)

### APPLY

- *WHO:* Apply centrally to Monica Bombard
- *WHAT:*
  - Cover letter (1 cover letter may be submitted for all 3 justices)
  - Resume
  - 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
- *WHEN:* Deadline is September 2, 2009, at 1:00PM
- *WHERE:* Submit by email in "pdf" format to [monica.bombard@state.vt.us](mailto:monica.bombard@state.vt.us)

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

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

For more information contact Monica Bombard at 802-828-4784 or by email.

**MID-LEVEL APPELLATE COURT:** None

## VERMONT - cont.

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### **TRIAL COURTS:**

**Superior Court  
Family Court  
District Court  
Environmental Court**

### INFO

- 1 year clerkships begin in September 2010. Thereafter, 2<sup>nd</sup> year, senior, and staff attorney positions are possible.
- Applicants must be a 3L or be admitted to the bar of any state. Practicing attorneys are encouraged to apply.
- Applications are made centrally for Superior, Family and District courts. Applications to the Environmental Court must be made separately and will be evaluated by a separate hiring committee. To be considered for the Environmental Court in addition to the other courts, applicants **MUST** submit **2 separate sets** of application materials.
- Applicants for both the Environmental Court and other positions, if selected, will be interviewed twice.
- A limited number of qualified applicants will be selected for in-person interviews. Interviews for environmental court positions will be on November 18, 2009. Interviews for all other positions will be on November 19 and 20, 2009.
- Salary: \$43, 264
- Websites:
  - Superior Court: [www.vermontjudiciary.org/courts/superior/index.htm](http://www.vermontjudiciary.org/courts/superior/index.htm)
  - District Court: [www.vermontjudiciary.org/courts/district/index.htm](http://www.vermontjudiciary.org/courts/district/index.htm)
  - Family Court: [www.vermontjudiciary.org/courts/family/index.htm](http://www.vermontjudiciary.org/courts/family/index.htm)
  - Environmental Court: [www.vermontjudiciary.org/courts/environmental/index.htm](http://www.vermontjudiciary.org/courts/environmental/index.htm)

### APPLY

- **WHO:** Send all application materials to Chief Law Clerk. Do NOT apply directly to any courts or judges.
- **WHAT:** MINIMUM APPLICATION REQUIREMENTS include:
  - Cover letter (indicating interest in (1) the Environmental Court only, or (2) positions focusing on Civil, Criminal, and Family Courts only)
  - Resume with email address (which will be relied upon for correspondence)
  - Law school transcript reflecting at least 4 completed semesters of study, or the equivalent
  - Official class rank, or the equivalent (if not reported by school, explain in detail)
  - 2 letters of recommendation (may be sent separately from other materials)

## VERMONT - cont.

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- Recent legal writing sample demonstrating aptitude for judicial opinion writing
- Do NOT submit a form “Judicial Branch Employment Application”
- *WHEN:* Applications must be postmarked between September 1, 2009 and October 5, 2009, inclusive.
- *WHERE:* Send by postal mail to:

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

### ADDITIONAL INFO

- Please see the most recent trial court law clerk job announcement at <http://www.vermontjudiciary.org/employment/default.aspx>.
- For further information, contact

Robert B. Hubbard  
Chief Staff Attorney  
Vermont Trial Courts  
65 State Street  
Montpelier, VT 05602  
(802) 828-3207.  
[Robert.hubbard@state.vt.us](mailto:Robert.hubbard@state.vt.us)

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Virginia

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**HIGHEST COURT:** **Virginia Supreme Court**

### INFO

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

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - 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
- *WHERE:*

The Honorable \_\_\_\_\_  
Supreme Court of Virginia  
100 North 9<sup>th</sup> Street, 4<sup>th</sup> Floor  
Richmond, VA 23219

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

### INFO

- Salary: Approximately \$66,000
- Website (judge list): [www.courts.state.va.us](http://www.courts.state.va.us)

### APPLY

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

## **VIRGINIA - cont.**

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- **WHEN:** Deadline is in early spring of 2L
- **WHERE:**  
The Honorable \_\_\_\_\_  
Court of Appeals of Virginia  
109 North 8<sup>th</sup> 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): [www.courts.state.va.us](http://www.courts.state.va.us)

#### 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

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**HIGHEST COURT:** **Washington Supreme Court**

### INFO

- 1-2 year clerkship begins summer after graduation
- Salary: n/a
- Website (justice list and bios):  
[http://www.courts.wa.gov/appellate\\_trial\\_courts/supreme/bios/?fa=scbios.home](http://www.courts.wa.gov/appellate_trial_courts/supreme/bios/?fa=scbios.home)

### APPLY

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

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

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

### **DIVISION I:**

- 1-2 year clerkship
- Salary: n/a

### APPLY

- *WHO:* Apply to directly to individual judge(s)
- *WHAT:*
  - Cover letter
  - Resume
  - Law school transcript

## **WASHINGTON - cont.**

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- List of references or letters of recommendation
- Writing sample
- **WHEN:** Applications are accepted all year long. It is preferred that applicants begin the process during 2L for a position upon graduation.
- **WHERE:** Send application materials to:

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

### **DIVISION II:**

- 1-2 year clerkships
- Salary: n/a

### **APPLY**

- **WHO:** Apply directly to individual judge(s)
- **WHAT:**
  - Cover letter
  - Resume
  - Unofficial law school transcript
  - Self-edited writing sample
  - 3 letters of recommendations
- **WHEN:** Prefer to receive applications by September of 3L
- **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: n/a
- Website: [http://www.courts.wa.gov/appellate\\_trial\\_courts/](http://www.courts.wa.gov/appellate_trial_courts/) (has helpful links to judge bios and clerkship application procedures for each Division)

## **WASHINGTON - cont.**

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### **APPLY**

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

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

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

### **INFO**

- Most of the 188 superior court judges hire law clerks. Some judges at the larger district and municipal courts also hire clerks.
- Salary: n/a
- Website (click on county to find courts and judges):  
[http://www.courts.wa.gov/appellate\\_trial\\_courts/](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.

**WASHINGTON** - cont.

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**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

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

### INFO

#### 1) West Virginia Supreme Court of Appeals 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 2 personal law clerks and 1 or 2 *per curiam* law clerks.
- Justices often retain their personal and *per curiam* law clerks for several years, if not the entire 12-year term, and potentially longer, if a justice is elected to more than one term.
- 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 ([www.state.wv.us/wvsca](http://www.state.wv.us/wvsca)) and click on "Job Announcements."
- 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): [www.state.wv.us/wvsca/justices.htm](http://www.state.wv.us/wvsca/justices.htm)
- For more information, contact:  
Steve Canterbury  
Administrative Director of the Courts  
West Virginia Supreme Court of Appeals  
State Capitol, Building 1, Room E-100  
Charleston, WV 25305-0830  
Phone: (304) 558-0145  
Fax: (304) 558-1212

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

- The Supreme Court of Appeals typically employs a supervising general writ clerk and 2 general writ clerks.
- The general writ clerks work under the supervision of the Chief Counsel and are responsible for assisting the justices in their initial consideration of appeals and original jurisdiction cases.
- General writ clerks must have excellent oral and written communication skills.

## **WEST VIRGINIA - cont.**

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- General writ clerks perform additional legal research and writing projects at the direction of the Chief Counsel and must possess strong legal research and analytical abilities.
- The position of General Writ Clerk is a permanent employment position.
- Salaries for these positions are set by the Court. Salary range is published when positions become available. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court.
- Interested applicants should frequently monitor the Supreme Court's website at [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 General Writ Clerk positions is performed by the Office of Counsel. The Supreme Court provides each general writ clerk with office space, use of a computer with Internet and research capabilities, and telephone service.
- The Supreme Court also pays the clerks' annual West Virginia bar dues.  
For more information, contact  
Bruce A. Kayuha, Esq.  
Chief Counsel  
West Virginia Supreme Court of Appeals  
State Capitol, Building 1, Room E-400  
Charleston, WV 25305  
Phone: (304) 558-6035  
Fax: (304) 558-6045

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

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

## **WEST VIRGINIA - cont.**

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- The Workers' Compensation Writ Clerk position is generally a 1-2 year contract position.
- Salaries for these positions are set by the Supreme Court. The salary range is published when positions become available. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court.
- Interested applicants should frequently monitor the Supreme Court's webpage ([www.state.wv.us/wvsca](http://www.state.wv.us/wvsca)) and click on "Jobs" for current openings.
- Hiring for the Workers' Compensation Writ Clerk positions is performed by the Office of Counsel.
- The Supreme Court provides each clerk with office space, a computer with Internet and research capabilities, and pays the clerks' annual WV bar dues.
- For more information, contact:

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

**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 11 with one judge.
- Clerks are hired directly by the circuit judge(s) from either the pool of qualified candidates screened by the Office of Counsel or from outside the pool, provided that the candidate is first approved by the Office of Counsel.
- All circuit judge law clerks must sit for the West Virginia State Bar Examination each time that it is offered during their clerkships. Failure to pass the examination after 2 consecutive attempts will result in loss of employment. Examination failures predating judicial employment count toward the 2 attempts.
- Salary: \$42,612, 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.

## WEST VIRGINIA - cont.

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- Applicants should frequently monitor the Supreme Court's web page ([www.state.wv.us/wvsca](http://www.state.wv.us/wvsca)) for position postings, which describe the materials to be submitted. New positions are posted as they become available.

### APPLY

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

### MORE INFO

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

-or-

Steve D. Canterbury  
Supreme Court Administrator's Office  
(304) 558-0145

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:**     **Wisconsin**

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**HIGHEST COURT:**         **Wisconsin Supreme Court**

### INFO

- There are 7 justices, each of whom personally appoints a law clerk.
- There are 3 anticipated vacancies for clerkships beginning August 1, 2010 for a 1 year term. See website for details.
- Salary: Approximately \$54,000
- Websites:
  - For list and bio of justices: [www.wicourts.gov/about/judges/index.htm](http://www.wicourts.gov/about/judges/index.htm)
  - For available appointments and application details: <http://wicourts.gov/about/employment/lawclerkposting.htm>

### APPLY

- *WHO:*             Apply directly to individual justice(s)
  
- *WHAT:*            Varies. See website for specific requirements. Generally
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
  
- *WHEN:*           Deadline is different for each justice. Generally range is from April of 2L to September of 3L. See website for specific information.
  
- *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 August 1 following graduation.
- The application process varies by district and changes annually. See website

## **WISCONSIN** - cont.

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for complete information.

- Salary: Approximately \$54,000.
- Websites: Same as Supreme Court above.

### **APPLY**

- *WHO:* Varies by district
- *WHAT:*
  - Cover letter
  - Resume
  - Writing sample
  - Law school transcript
  - Recommendations
- *WHEN:* Varies by district
- 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 for 1 year clerkship beginning in fall after graduation.
- Salary: Primarily volunteer but some pay minimal hourly wage.
- Website (circuits and judge list): [www.wicourts.gov/contact/docs/circuit.pdf](http://www.wicourts.gov/contact/docs/circuit.pdf)
- For volunteer law student internship programs, see: [www.wicourts.gov/services/attorney/intern.htm](http://www.wicourts.gov/services/attorney/intern.htm).

### **APPLY**

- *WHO:* Apply directly to the individual judge(s)
- *WHAT:* Varies, but generally:
  - Cover letter
  - Resume
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample

**WISCONSIN** - cont.

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- *WHEN:* Deadlines vary, but generally in the early spring of 2L

**MORE INFO**

Contact the Director of State Courts:

John Voelker  
Director of State Courts  
Supreme Court of Wisconsin  
P.O. Box 1688  
Madison, WI 53701-1688  
(608) 266-6828

## STATE COURT JUDICIAL CLERKSHIP INFORMATION

**STATE:** Wyoming

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**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).
- Openings are posted on court website.
- Justices generally conduct interviews and make final hiring decisions in May of the applicant's 3L.
- Salary: \$35,000.00 - \$52,000.
- Website: <http://courts.state.wy.us/>

### APPLY

- *WHO:* Apply directly to individual justice(s)
- *WHAT:*
  - Cover letter
  - Resume
  - 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.
- *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.

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

**APPLY**

Apply directly to individual judge(s) in the larger district courts.

**ADDITIONAL INFO**

Contact:

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