ACKNOWLEDGEMENT

The 2011-12 Guide to State Court Judicial Clerkship Procedures is the product of many hours of work by the staff of the Vermont Law School Career Services Office. The 2011-12 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 2011-12 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 COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Alabama

HIGHEST COURT: Alabama Supreme Court

INFO
- 1 year clerkship begins summer following graduation
- Salary: $40,454.40
- Website: http://judicial.alabama.gov/supreme.cfm

APPLY
- **WHO:** Apply directly to individual justice(s). See website for list and bios.
- **WHAT:** Verify requirements with each chamber. Generally:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- **WHEN:** Deadline generally spring of 2L. Verify with each chamber.
- **WHERE:** Send application materials to:
  
  Robert G. Esdale, Sr., Clerk  
  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://judicial.alabama.gov/criminal.cfm
- Court of Civil Appeals hires clerks each year
- Salary: $40,454.40
- Website: http://judicial.alabama.gov/civil.cfm
ALABAMA – cont.

APPLY
- **WHO:** Apply directly to individual judge(s)
- **WHAT:** Same as that listed for Supreme Court
- **WHEN:** Same as that listed for Supreme Court
- **WHERE:**
  
  John Wilkerson, Clerk
  Court of Civil Appeals
  300 Dexter Avenue
  Montgomery, AL 36104
  (334) 229-0733

TRIAL COURTS

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

APPLY
- **WHO:** Apply directly to judges in Jefferson, Mobile, and Montgomery counties.
- **WHAT:** Verify with each judge. Generally:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- **WHEN:** Varies; generally early spring of 2L. For more information, contact:
  
  Mittie J. Chappell
  Human Resources Director
  300 Dexter Avenue
  Montgomery, AL 36104
  -or-
  Administrative Office of Courts
  Judicial Building
  300 Dexter Avenue
  Montgomery, AL 36104-3741
  Toll Free: (866) 954-9411
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Alaska

HIGHEST COURT: Alaska Supreme Court

INFO
- 3 justices are located in Anchorage, 1 in Juneau, and 1 in Fairbanks.
- Salary: $2123.50 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical pay differentials in Fairbanks.
- Each Justice employs three law clerks.
- Website (with list of judges): http://www.state.ak.us/courts/courtdir.htm#appellate

APPLY
- WHO: Apply directly to individual justice(s) c/o Anchorage address below.
- WHAT:
  - Cover letter
  - Résumé
  - 2-3 letters of recommendation from law professors or employers
  - Copy of all law school transcripts
  - Brief writing sample not substantially edited by others
- WHEN: Received no later than September 23, 2011
- 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, 2012.
- Each judge employs two law clerks.
- Salary: $1, 985.00 semi-monthly plus some moving expenses.
- Website: http://www.state.ak.us/courts/courtdir.htm#appellate
ALASKA – cont.

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

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

• **WHEN:** No later than October 31, 2011

• **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 22 district court judges throughout the state.
• 1 year clerkship begins in September, 2012.
• Each superior court judge employs one law clerk. The Anchorage district court judges share two law clerks among the ten judges.
  Salary: $1,859.50 semi-monthly plus some moving expenses. Salary may be adjusted upward to compensate for geographical pay differentials.

APPLY
• **WHO:**
  • To apply for clerkships in the First, Second, and/or Fourth Judicial Districts, send completed package to the Area Court Administrator.
  • To apply for clerkships in the Third Judicial District, you may do either or both of the following:
    • 1. Send your completed packages to one or more specific judges directly. A list of judges and their addresses is listed in the court directory.
    • 2. Send your completed package to the Area
Court Administrator. Please indicate in the cover letter the communities in which you are interested in working. Copies of your application will be available to judges throughout the Third Judicial District.

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

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

**WHEN:** Received no later than October 31, 2011

**WHERE:**

**First Judicial District**
This District offers clerkships in Juneau, Ketchikan and Sitka with 5 Superior Court Judges.

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

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

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

**Third Judicial District**
This District offers clerkships in Anchorage, Dillingham, Kenai, Kodiak And Palmer with 26 Superior Court Judges and 10 District Court Judges in Anchorage

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

**Fourth Judicial District**
This District offers clerkships in Fairbanks and Bethel with 8 Superior Court Judges

Alaska Court System  
Area Court Administrator  
Fourth Judicial District  
101 Lacey Street  
Fairbanks, AK 99701
ALASKA – cont.

ADDITIONAL INFORMATION

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

STATE: Arizona

HIGHEST COURT: Arizona Supreme Court

INFO
• Apply during Fall of 3L
• 1 year clerkship begins August or September, 2012
• Salary: Approximately $52,000
• Website: http://azcourts.gov/azsupremecourt.aspx. Includes list/ bios of judges

APPLY
• WHO: Apply directly to individual justice(s)
• WHAT:
  • Cover letter
  • Résumé
  • 3 letters of recommendation
  • Unofficial law school transcript
  • Writing sample
• WHEN: Applications accepted beginning Labor Day. Résumés are read and reviewed beginning the day after Labor Day through the second Sunday after Labor Day. Judges may begin conducting interviews the second Monday after Labor Day.
• WHERE: Packages are submitted to the judge or judges of choice.
  
The Honorable ____________
  Arizona Supreme Court
  1501 West Washington Street
  Phoenix, AZ 85007

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

INFO
• 22 judges hire law clerks individually
• Apply during fall of 3L
• Salary: Approximately $52,000
• Websites:
  o Division Two: http://www.apltwo.ct.state.az.us/
APPLY

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

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

• **WHEN:** Applications accepted beginning September 7, 2010 (the day after Labor Day).

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

**TRIAL COURTS: Superior Court**

**INFO**

• Superior Courts are administered through each individual county. Although superior court judges generally do not hire law clerks, there are some positions available for law-trained bailiffs.
• Salary: Approximately $26,437 ($12.71/hour).
ARIZONA – cont.

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

ADDITIONAL INFORMATION:

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

STATE: Arkansas

HIGHEST COURT: Arkansas Supreme Court

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

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

• WHAT: Generally:
  • Cover letter
  • Résumé
  • 2 letters of recommendation
  • Unofficial law school transcript
  • Writing sample
  • Verify requirements with individual justice

• WHEN: Deadline is early spring of 2L. Verify exact deadline with each justice.

• WHERE: The Honorable ____________
  Justice Building
  625 Marshall Street
  Little Rock, AR 72201

MID-LEVEL APPELLATE COURT: Arkansas Court of Appeals

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

APPLY
• WHO: Apply directly to individual judge(s). List on website.
Arkansas – cont.

• WHAT: Application requirements vary. Send résumé and cover letter expressing interest to individual judge(s).

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

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

Trial Courts: Circuit Courts

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

APPLY
• WHO: Apply directly to individual judge(s) in the Sixth Circuit. List on website

• WHAT and WHEN:

  Contact:

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

  -or-

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

  -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

HIGHEST COURT: California Supreme Court

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

MID-LEVEL APPELLATE COURT: Courts of Appeal

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

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

Second Appellate District
(Divisions 1-5, 7 & 8) (Division 6)
California Court of Appeal California Court of Appeal
300 South Spring Street Court Place 200 East Santa Clara Street
Second Floor, North Tower Ventura, CA 93001
Los Angeles, CA 90013
http://www.courts.ca.gov/2dca.htm
Third Appellate District
California Court of Appeal
621 Capitol Mall, 10th Floor
Sacramento, CA 95814-4869
http://www.courts.ca.gov/3dca.htm

Fourth Appellate District
(Division One)  (Division Two)
California Court of Appeal  California Court of Appeal
750 B Street, Suite 300  3389 Twelfth Street
San Diego, CA 92101-3700  Riverside, CA 92501
(951) 248-0200  (951) 248-0235 (fax)

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

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

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

TRIAL COURTS: Superior Courts

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

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

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

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

STATE: Colorado

HIGHEST COURT: Colorado Supreme Court

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

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

- **WHAT:** Generally
  - Cover letter
  - Résumé
  - 2-3 letters of recommendation
  - Law school transcript
  - Writing sample.

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

- **WHERE:**
  
  The Honorable ______________
  
  Colorado Supreme Court
  
  101 West Colfax Ave, Suite 800
  
  Denver, CO 80202

MID-LEVEL APPELLATE COURT: Colorado Court of Appeals

INFO
- Salary: Approximately $50,000
- Website: [http://www.courts.state.co.us/Courts/Court_Of_Appeals/Index.cfm](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.
• **WHERE:**
  
  The Honorable _________________  
  Colorado Court of Appeals  
  101 West Colfax Ave., Suite 800  
  Denver, CO 80202

**TRIAL COURTS**

**INFO**

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

**APPLY**

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

**ADDITIONAL INFORMATION**

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

Jeffrey Boylan  
Recruitment Specialist  
Division of Human Resources  
State Court Administrator’s Office  
101 West Colfax Ave., Suite 500  
Denver, CO 80202  
Phone: (303) 837-3664  
jeffrey.boylan@judicial.state.co.us
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Connecticut

HIGHEST COURT: Connecticut Supreme Court

INFO
- Students are to apply to each justice individually
- Salary: $63,153.68
- Specific Supreme Court Clerkship Application Information at: [http://www.jud.ct.gov/external/supapp/lawclerkapps.html#supreme](http://www.jud.ct.gov/external/supapp/lawclerkapps.html#supreme)

APPLY

- **WHO:** To each justice individually

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

- **WHEN:** Must be received no later than August 19, 2011
  - Do not apply prior to July 1, 2011 for a clerkship commencing Thursday, May 31, 2012
  - Interviews will be scheduled by each individual justice

- **WHERE:**
  - To the individual justice:
    
    The Honorable ____________
    Connecticut Supreme Court Building
    231 Capitol Avenue
    Hartford, CT 06106
MID-LEVEL APPELLATE COURT: Connecticut Appellate Court

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

APPLY
- WHO: For all judges, send applications to Chief Judge.
- WHAT: Send original plus 11 copies of the following:
  - Cover letter
  - Biographical résumé
  - Certified law school transcript, including class standing, if available
  - Copy of any relevant scholarly writing
  - At least one letter of recommendation from faculty with whom applicant has studied or letter of recommendation from clerkship committee, or both
  - NOTE: Recommendations may be sent separately
- WHEN: Submit between July 1, 2011 and August 19, 2011
  Interviews will be held on October 4 and 5, 2011
- WHERE:
  The Honorable Alexandra D. DiPentima
  Chief Judge of the Appellate Court
  75 Elm Street
  Hartford, CT 06106

TRIAL COURTS: Connecticut Superior Court

INFO
- Students apply for Legal Research/Law Clerk positions through the law school career services office if the law school participates in consortiums and campus interview programs with the Office of Legal Research. Students who attend law schools that do not participate in interview programs with the Office may apply directly to the Office of Legal Research.
• 1 year clerkship begins in fall following 3L
• Salary: $53,674.86
• Specific Superior Court Clerkship Application information at: 
• NOTE: Students are encouraged to refer to the information concerning 
  applications on the website
• See your career services office for more details

APPLY
• WHO: Office of Legal Research

• WHAT: Initial application materials:
  • Résumé
  • A copy of grades achieved in law school, including, if available, 
    class standing
After an interview, applicants required to submit:
  • Brief, unedited writing sample
  • 2 letters of recommendation from persons with whom the 
    applicant has studied or worked, or a letter from a clerkship 
    committee, or both
  • Official undergraduate transcript
  • Official law school transcript
After a second interview, applicants must complete a brief writing 
  assignment

• WHEN: Between September 1, 2011 and October 31, 2011

• WHERE: To apply directly, if your law school does not participate in consortiums or 
  campus interview programs with Office of Legal Research, send 
  application to:

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

ADDITIONAL INFO: Contact the Judge Support Services Unit at:

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

STATE: Delaware

HIGHEST COURT: Delaware Supreme Court

INFO
• 1 year clerkship beginning in September following graduation
• Salary: $48,770 (subject to change)
• Website (justice bios): http://courts.delaware.gov/Supreme/justices.stm

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

• WHAT:
  • Cover letter
  • Résumé
  • 2 or 3 letters of recommendation
  • Law school transcript
  • Undergraduate transcript
  • Writing sample

• WHEN: The deadline for receipt of applications is November 1, 2011.
  NOTE: Individual Justices usually select a law clerk prior to the deadline date.

• WHERE: To individual justice(s) at the appropriate address:

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

  The Honorable ______________
  Delaware Supreme Court
  Carvel State Office Building
  820 N. French Street, 11th Floor
  Wilmington, DE 19801
  (Justice Carolyn Berger and Justice Jack B. Jacobs)

  Justice Henry duPont Ridgely
  Delaware Supreme Court
  836 W. North Street
  Dover, DE  09901
DELAWARE – cont.

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

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: $48,770 (subject to change).
• Website: http://courts.delaware.gov/Chancery

APPLY
• WHO:  Apply directly to individual Chancellor(s) and/or Vice Chancellor(s).
• WHAT:
  • Cover letter
  • Résumé
  • 2 letters of recommendation
  • Law school transcript
  • Undergraduate transcript
  • Writing sample
• WHEN:  Submit between summer and early winter of 3L.
  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 TBD)
The Honorable _____________
New Castle County Courthouse
500 North King Street, Suite 11400
Wilmington, DE 19801
(Vice Chancellors Leo E. Strine, Jr., Donald F. Parsons, Jr. and J. Travis Laster)

The Honorable _____________
Kent County Court of Chancery
Judicial Chambers
38 The Green
Dover, DE 19901
(Vice Chancellor John W. Noble)

Superior Court

INFO
• 1 year clerkships begin in September
• Salary: $48,770 (subject to change)
• Website: http://courts.delaware.gov/superior

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

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

• WHEN: Fall of 3L

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

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

INFO

- Unified Family Court is responsible for domestic relations, juvenile delinquency, and child welfare cases.
- 10 clerkships available: 6 in Wilmington, 2 in Dover, 2 in Georgetown.
- 1 year term begins September 1, 2012.
- Each clerk works for 2 judges.
- Salary: $48,770 (subject to change) plus State of Delaware benefit package.
- Website: [http://courts.delaware.gov/family/](http://courts.delaware.gov/family/)

APPLY

- **WHO:** Apply centrally to address below.

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

- **WHEN:** Apply by September 14, 2011

- **WHERE:**
  - Human Resources Unit
  - Attention: Jacqueline Riggs-Potts
  - The Family Court of the State of Delaware
  - New Castle County Courthouse
  - 500 N. King Street, Suite 3500
  - Wilmington, DE 19801-3732

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

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 2012.
• Salary: $62,467 (for 2011-2012).
• 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, so confirm with each chamber. Generally:
  • Cover letter
  • Résumé
  • 2 letters of recommendation
  • Unofficial law school transcript
  • Writing sample (which should be from an appellate brief)

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

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

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

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

- **WHEN:** Deadline is first Friday in December of 3L.
- **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.
- Website (links to judge list and directory): [http://www.dccourts.gov/dccourts/superior/judges.jsp](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:** Superior Court of the District of Columbia  
  H. Carl Moultrie I Courthouse  
  500 Indiana Avenue, NW  
  Washington, DC 20001

**ADDITIONAL INFO**

Go to [http://www.dccourts.gov/dccourts/index.jsp](http://www.dccourts.gov/dccourts/index.jsp)
STATE COURT JUDICIAL CLERKSHIP INFORMATION

TERRITORY: Federated States of Micronesia (FSM)

HIGHEST COURT: Supreme Court

INFO

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

APPLY

- WHO: Mr. Kapilly Capelle, Director of FSM Supreme Court.
- WHAT:
  - Cover letter
  - Résumé
  - Law school transcript
  - Writing sample
  - Two references
- WHEN: Year-round, depending on openings.
- WHERE:
  Mr. Kapilly Capelle
  P.O. Box PS-J Palikir Station Pohnpei, FM 96941
  Phone: (691) 320-2763/4
  Fax: (691) 320-2756
  Email: fsmsupcourt@mail.fm
**ISLAND COURTS:**

**YAP STATE COURT**

**INFO**

- The Yap State Court has one Legal Counsel. The Legal Counsel's functions include:
  
  - Researching and advising the justices and officers of the court on legal matters; reviewing court contracts and other documents as to legal form; maintaining the court library; working on various projects such as improving access to the courts for pro se litigants; and managing any lawsuit involving the Yap State Court.

- Most contracts are two years with the possibility of renewal. Start dates vary.

- Salary: Varies, but approximately $26,000 with the possibility of a $2,000 raise after the completion of one year. Recruitment and repatriation costs and housing are likely included.

**APPLY**

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

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

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

**CHUUK STATE SUPREME COURT**

**INFO**

- Job duties include assisting the Chief Justice and other justices of the Supreme Court.

- Two year term, which may be extended.

- Salary: up to $45,000 per year, depending on qualifications, plus housing
allowance, vacation leave, and other benefits.

APPLY

- **WHO:** Chief Justice Camillo Noket

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

- **WHAT:**
  - Résumé
  - Writing sample
  - Law school transcript, and
  - Employment history

**KOSRAE STATE COURT**

INFO

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

APPLY

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

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

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

- **WHERE:** Shrue C. Lonno, Chief Clerk of Court
  Kosrae State Court
  PO Box 610
  Tofol, Kosrae, FM 96944
  Tel: 691-370-3033
  Fax: 691-370-2870
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Florida

HIGHEST COURT: Florida Supreme Court

INFO
- 1-2 year clerkships begin summer following graduation.
- Many clerks are subsequently hired for career positions or with the central staff of law clerks.
- Salary: $49,352.28; 44,417.88 pre-bar admission.

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

- WHAT: Varies; generally:
  - Cover letter
  - Résumé
  - List of references
  - Law school transcript
  - Writing sample.


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

- WHERE: Apply to individual justice(s) at:
  The Honorable ____________
  Florida Supreme Court
  The Supreme Court Building
  500 South Duval Street
  Tallahassee, FL 32399-1925

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

MID-LEVEL APPELLATE COURT: Florida District Courts of Appeal

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

- Each district court recruits its own law clerks.
- Students should contact the Marshal’s Office of each district court to inquire about law clerk vacancies and application requirements.
- Current openings available on each court’s website listed below.
- Website: http://www.flcourts.org/ (click on Other Courts, and then District Courts of Appeal).
- Law clerk résumé database to post application on website under “Employment”.
- Salary: $45,556.08.00; $41,000.88 pre-bar admission.

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

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

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

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

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

**TRIAL COURTS: Circuit Court**

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

APPLY

- **WHO:** The Office of the Trial Court Administrator in each circuit
- **WHAT:** Varies. Contact Trial Court Administrators
- **WHEN:** Depends on vacancies
- **WHERE:** Trial Court Administrators at appropriate court listed below

-or-

David Pepper at pepperd@flcourts.org or (850) 922-7033.

<table>
<thead>
<tr>
<th>First Judicial Circuit</th>
<th>Second Judicial Circuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Robin Wright</td>
<td>Mr. Grant Slayden</td>
</tr>
<tr>
<td>Trial Court Administrator</td>
<td>Trial Court Administrator</td>
</tr>
<tr>
<td>190 Government Center, Fifth Floor</td>
<td>Leon County Courthouse, Room 342</td>
</tr>
<tr>
<td>Pensacola, FL 32501</td>
<td>301 S. Monroe Street</td>
</tr>
<tr>
<td></td>
<td>Tallahassee, FL 32301</td>
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<table>
<thead>
<tr>
<th>Third Judicial Circuit</th>
<th>Fourth Judicial Circuit</th>
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</thead>
<tbody>
<tr>
<td>Ms. Sondra Williams</td>
<td>Mr. Joseph Stelma</td>
</tr>
<tr>
<td>Court Administrator</td>
<td>Trial Court Administrator</td>
</tr>
<tr>
<td>145 N. Hernando Street</td>
<td>Fourth Judicial Circuit</td>
</tr>
<tr>
<td>P.O. Box 1569</td>
<td>Duval County Courthouse</td>
</tr>
<tr>
<td>Lake City, FL 32056-1569</td>
<td>330 East Bay Street, Room 220</td>
</tr>
<tr>
<td></td>
<td>Jacksonville, FL 32202</td>
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</table>

<table>
<thead>
<tr>
<th>Fifth Judicial Circuit</th>
<th>Sixth Judicial Circuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. David Trammell</td>
<td>Ms. Gay Inskeep</td>
</tr>
<tr>
<td>Trial Court Administrator</td>
<td>Court Administrator</td>
</tr>
<tr>
<td>Marion County Courthouse</td>
<td>Pinellas County Courthouse, Rm. 401</td>
</tr>
<tr>
<td>110 NW 1st Avenue</td>
<td>315 Court Street</td>
</tr>
<tr>
<td>Ocala, FL 34475</td>
<td>Clearwater, FL 33756</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seventh Judicial Circuit</th>
<th>Eighth Judicial Circuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Mark Weinberg</td>
<td>Mr. Ted McFetridge</td>
</tr>
<tr>
<td>Court Administrator</td>
<td>Court Administrator</td>
</tr>
<tr>
<td>125 East Orange Avenue, Suite 200</td>
<td>Alachua County Courthouse</td>
</tr>
<tr>
<td>Daytona Beach, FL 32114</td>
<td>201 E. University Ave., Room 410</td>
</tr>
<tr>
<td></td>
<td>Gainesville, FL 32601</td>
</tr>
</tbody>
</table>
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

Ms. Sandra Lonergan
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. Mike Bridenback
Court Administrator
Thirteenth Judicial Circuit
204 Hillsborough County Courthouse
419 Pierce Street
Tampa, FL 33602-3549

Mr. Jan Shadburn
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
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

HIGHEST COURT: Georgia Supreme Court

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

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

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

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- Court of Appeals hires staff attorneys rather than judicial law clerks.
- Staff attorneys serve at the pleasure of the hiring judge for an indefinite term.
- Vacancies do not arise on a regular basis. 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: $80,000.16, entry level.
- Website (judge bios): http://www.gaappeals.us/
APPLY

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

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

• **WHEN:** Positions filled as needed.

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

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

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

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

MORE INFO

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

1) SUPERIOR COURT

INFO
- 1 year clerkship begins fall following graduation.
- Individual judges in the following circuits hire clerks: Atlanta, Augusta, Clayton, Cobb, Eastern, Gwinnett, Macon, and Stone Mountain. In remaining circuits, there is one law clerk per circuit.
- Salary: Varies - minimum of $38,179.36.
- Websites:
  - Circuits: http://www.georgiacourts.org/index.php?option=com_content&view=article&id=179&Itemid=0
  - Superior Court Judge list: http://www.georgiacourts.org/courts/superiordirectory.asp

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

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

- WHEN: Deadlines vary. Generally early spring of 2L. 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.

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

ADDITIONAL INFORMATION
Contact the court administrator's office:

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

TERRITORY: Guam

HIGHEST COURT: Supreme Court of Guam

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

APPLY
- **WHO:** Apply centrally, at address below, for clerkship with one of the 3 justices.

  - **WHAT:**
    - A current Résumé;
    - A cover letter, indicating the applicant’s interest in the position;
    - An official transcript;
    - Letter of recommendation, at least one but no more than three, preferably from a faculty member from whom the student has studied; and
    - Two writing samples, no longer than ten (10) pages, and preferably a sample of scholarly (journal) writing.

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

- **WHERE:** At the following address for a clerkship with one of the 3 justices:
  Danielle T. Rosete, Staff Attorney
  Supreme Court of Guam
  Suite 300, Guam Judicial Ctr.
  120 W. O’Brien Dr.
  Hagåtña, GU 96910
  Tel: (671) 475-3395
  Fax: (671) 475-3140
  drosete@guamsupremecourt.com

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court

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

APPLY
- **WHO:** Centrally for a clerkship with one of 7 judges.
GUAM – cont.

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

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

- **WHERE:** Apply centrally to:

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

**MORE INFO**

Danielle T. Rosete, Staff Attorney
Supreme Court

-or-

Barbara Jean T. Perez
Human Resources Administrator
Judiciary of Guam

Addresses listed above
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Hawaii

HIGHEST COURT: Hawaii Supreme Court

INFO:
• 1-2 year clerkship begins summer following graduation.
• Usually apply during early spring of 2L. Applications also accepted in 3L fall.
• Moot court, journal experience preferred, but not required.
• Salary: Approximately $52,725.
• Website (with link to justices’ bios):
  http://www.courts.state.hi.us/courts/supreme/justices/justices.html

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

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

• WHEN: Contact justice(s) for deadlines.

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

MID-LEVEL APPELLATE COURT: Intermediate Court of Appeals

INFO
• Salary: Approximately $52,725
• Website: (link to judge list)
  http://www.courts.state.hi.us/courts/appeals/judges.html

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

**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 $50,684 for all Circuit Court clerkships.
  - Approximately $48,746 - $50,684 for Family Court clerkships.
  - Approximately $48,746 for District Court clerkships.

**APPLY**

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

- **WHAT:**
  - Cover letter
  - Résumé

**First Circuit Court (Oahu):**

- **Website:**
  [http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html](http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_1c.html)

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

**Second Circuit Court (Maui):**

- **Website:**
  [http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_2c.html](http://www.courts.state.hi.us/general_information/contact/judges_phone_listing_2c.html)

  Chief Court Administrator
  Second Circuit Court
  2145 Main Street, Suite 106
  Wailuku, HI 96793-1679
Third Circuit Court (Island of Hawaii):

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

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

Fifth Circuit Court (Kauai):

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

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

Family Court (Oahu):

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

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

District Court (Oahu):

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

  The Honorable __________ 
  District Court, First Circuit 
  111 Alakea Street 
  Honolulu, HI 96813-5093
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Idaho

HIGHEST COURT: Idaho Supreme Court

INFO
• 1-2 year clerkship begins summer after graduation
• Salary (for 2011-2012)
  ▪ $46,452 (first year)
  ▪ $50,108 (second year)
  ▪ $52,113 (third year)
• Website (justice list and bios): http://www.isc.idaho.gov/

APPLY
• WHO: Apply directly to individual justice(s).
• WHAT:
  • Cover letter
  • Résumé
• WHEN: Deadline is October 1 of 3L.
• WHERE: Send application materials to:
  
  The Honorable ____________
  Idaho Supreme Court
  P.O. Box 83720
  Boise, ID 83720-0101
  (208) 334-2246

MID-LEVEL APPELLATE COURT: Idaho Court of Appeals

INFO
• 1-2 year clerkship begins summer after graduation
• Salary (for 2011-2012)
  ▪ $46,452 (first year)
  ▪ $50,108 (second year)
  ▪ $52,113 (third year)
• Website (Judge list and bios): http://www.isc.idaho.gov/

APPLY
• WHO: Apply directly to individual judge(s).
• WHAT: Same as Supreme Court.
IDAHO— cont.

• WHEN: 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
  • Résumé
  • Letters of recommendation
  • Transcript
  • Writing sample

• WHEN: Deadline varies.

• WHERE:

First Judicial District
Karlene Behringer
Trial Court Administrator
PO Box 9000
Coeur d’Alene, ID 83816-9000
(208) 446-1221
(208) 446-1224
$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
IDAHO – cont.

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
First year: $48,750
Second year: $51,250
Third year: $53,750

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 – $46,000 (second year)
Contact the Human Resources Manager in the Administrative Office of Courts at the following address:

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

For an overview of the Idaho Court System, go to: http://www.isc.idaho.gov/
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Illinois

HIGHEST COURT: Illinois Supreme Court

INFO
• Salary:
  ▪ Senior Clerk: $86,911 (subject to change)
  ▪ Junior Clerk: $82,876 (subject to change)
• Website (link to justice bios):
  http://www.state.il.us/court/SupremeCourt/meetsupremecourt.asp

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

• WHAT
  • Cover letter
  • Résumé
  • 2 letters of recommendation
  • Unofficial law school transcript
  • Writing sample
  • Please verify application requirements with each justice

• WHEN: Varies. Please check with each justice for deadlines.

• WHERE: Contact the Court Clerk’s Office for the justices’ contact information.

Clerk’s Office – Springfield          Clerk’s Office – Chicago
Supreme Court Building               Michael A. Bilandic Building
200 Capitol Avenue                   160 North LaSalle Street
Springfield, IL 62701                Chicago, IL 60601
(217) 782-2035                       (312) 793-1332

MID-LEVEL APPELLATE COURT: Appellate Court

INFO
• There are 5 districts and 54 individual judges
• Salary: $78,834 (subject to change)
• Website (judges’ bios):
  http://www.state.il.us/court/AppellateCourt/JudgesDefault.asp
ILLINOIS – cont.

APPLY

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

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

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

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

TRIAL COURTS: Circuit Court

INFO

• Check directly with the circuit court judges regarding application requirements and deadline dates.

• Website (judge bios): [http://www.state.il.us/court/CircuitCourt/default.asp](http://www.state.il.us/court/CircuitCourt/default.asp)

ADDITIONAL INFO

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

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

STATE: Indiana

HIGHEST COURT: Indiana Supreme Court

INFO

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

APPLY

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

WHEN: Varies

WHERE: Send to: the individual Justice. Contact information can be found at [http://www.in.gov/judiciary/supreme/clerkship.html](http://www.in.gov/judiciary/supreme/clerkship.html)

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO:

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

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

• **WHAT:** Varies. Generally, at a minimum:
  • Résumé
  • Cover letter
  • Transcript of grades achieved in law school
  • Information about class standing, if available
  • Letter of recommendation from facility member

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

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

TRIAL COURTS: Circuit and Superior Courts

INFO:
• Law clerk hiring is handled on a county by county basis and salaries vary.
• 1 year clerkship begins in fall following 3L.
• Website (individual court links with judge lists): [http://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
  • Résumé
  • 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

HIGHEST COURT:  Iowa Supreme Court

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

APPLY
• WHO:  Directly to individual justice(s).

• WHAT:  Confirm requirements with each justice. Generally:
  • Cover letter
  • Résumé
  • Law school transcript
  • Recent writing sample
  • References

• WHEN:  Deadline in the early spring of 2L. Confirm with each justice.

• WHERE:
  The Honorable ________________________________
  Iowa Supreme Court
  Iowa Judicial Branch Building
  1111 East Court Avenue
  Des Moines, IA 50319

MID-LEVEL APPELLATE COURT:  Court of Appeals

INFO
• Salary: Law Clerk (Legal Assistant II)$47,944.00
• Traditionally, each of the nine judges on the Iowa Court of Appeals employs a law clerk.
• Website (judge list/bios):  http://www.iowacourts.gov/Court_of_Appeals/Judges/
IOWA – Cont.

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

- **WHAT:** Same as Supreme Court.

- **WHEN:** Varies with each judge. Most start hiring in the fall.

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

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

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

**TRIAL COURTS: District Courts**

**INFO**
- Generally, vacancies posted at [http://www.iowacourts.gov/Administration/Career_Opportunities/](http://www.iowacourts.gov/Administration/Career_Opportunities/)
- **Salary:** Law Clerk (Legal Assistant I): Approximately $43,846.40
- See also [http://www.iowacourts.gov/](http://www.iowacourts.gov/)

**APPLY**
- **WHO:** Apply to District Court Administrator, below.

- **WHAT:** Varies. Confirm with each court. Generally:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- **WHEN:** Varies. For specific deadlines, see the website.

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

  **District One**  
  Linda Nilges  
  District Court Administrator  
  Black Hawk County Courthouse  
  316 East 5th Street  
  Waterloo, IA 50704-9500  
  (319) 833-3272  
  (319) 833-3270 (fax)  
  Linda.Nilges@iowacourts.gov

  **District Two**  
  Scott Hand  
  District Court Administrator  
  220 North Washington Ave.  
  Mason City, IA 50401  
  (641) 494-3611  
  (515) 574-3758 (fax)  
  Scott.Hand@iowacourts.gov

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

  **District Four**  
  Kent V. Wirth  
  District Court Administrator  
  Pottawattamie County Courthouse  
  P.O. Box 935, 227 S. 6th St., 4th floor  
  Council Bluffs, IA 51501  
  (712) 328-5733  
  (712) 328-5716 (fax)

  **District Five**  
  Elizabeth J. Baldwin  
  District Court Administrator  
  Polk County Courthouse  
  500 Mulberry Street, Room 411  
  Des Moines, IA 50309  
  (515) 286-2074  
  (515) 286-2141  
  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. 1100)  
  (319) 398-4054 (fax)  
  Carroll.Edmondson@iowacourts.gov

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

  **District Eight**  
  Deborah M. Dice  
  District Court Administrator  
  P.O. Box 1319  
  211 East 4th Street  
  Ottumwa, IA 52501  
  (641) 684-6502  
  (641) 682-1315 (fax)  
  Deb.Dice@iowacourts.gov
IOWA – Cont.

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

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

STATE: Kansas

HIGHEST COURT: Kansas Supreme Court

INFO:
• 2 year 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
  • Résumé
  • References
  • Unofficial law school transcript
  • Writing sample

• WHEN: Deadline is generally in the summer after 2L, but confirm with each justice

• WHERE:
The Honorable ___________________
Kansas Supreme Court
301 S.W. 10th 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

APPLY:
• WHO: Apply directly to individual judge(s)
• WHAT:
  • Cover letter
  • Résumé
  • References
  • Unofficial law school transcript
• Writing sample

• WHEN: Deadline is in the summer after 2L. Confirm with each judge. Deadline is early fall for Staff Attorneys.

• WHERE:
  • Law Clerks
    The Honorable __________
    Kansas Court of Appeals
    301 S.W. 10th Avenue
    Topeka, KS 66612
  
  • Staff Attorneys
    Terri Bezek
    Director of Central Research
    301 S.W. 10th 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 10th Avenue 
Topeka, KS 66612 
(785) 296-2639 
(785) 296-7079 (fax) 
bezekt@kscourts.org

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

STATE: Kentucky

HIGHEST COURT: Kentucky Supreme Court

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

APPLY
• WHO: Apply centrally for clerkship

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

• WHEN: Deadline is early spring of 2L

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

MID-LEVEL APPELLATE COURT: Court of Appeals

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

APPLY
- **WHO:** To individual judge(s) or centrally for any vacancy among 14 judges.
- **WHAT:**
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- **WHEN:** No set deadline
- **WHERE:**
  - If applying directly, send to:
    
    The Honorable ____________
    Kentucky Court of Appeals
    [Contact information for each judge on website.]
  - 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
  - Click on “Circuit Court” to see what circuit a county is in.
  - Some Circuit Courts have their own websites, accessible from main site.
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Louisiana

HIGHEST COURT: Louisiana Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 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 judge may offer the student a position as a regular employee of his/her staff.
- Note: The First Circuit does not generally hire for a 1 year clerkship; hiring is for a probationary period with the intent to make a regular employee appointment with satisfactory performance during probation.
- Salary: $43,537 - $46,264, depending upon experience, class rank and academic honors.
- Websites (links to courts of appeal websites): http://www.lasc.org/Links.asp
**APPLY**

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

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

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

- **WHERE:**

  **First Circuit Court of Appeal**
  
  Hon. Christine L. Crow  
  Clerk of Court  
  P.O. Box 4408  
  Baton Rouge, LA 70821-4408  
  (225) 382-3008

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

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

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

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

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

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

ADDITIONAL INFO
Contact the court administrator's office:

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

STATE: Maine

HIGHEST COURT: Maine Supreme Judicial Court

INFO
- The 2012 -13 Law Clerk term runs from August 20, 2012 through August 19, 2013
- 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.
- Applicants should be familiar with the Maine geography, and must indicate in the cover letter where they are willing to be located.
- Several locations may be available, including Bangor, Augusta, and Portland.
- Salary: $42,588 plus benefits (subject to change)
- Website (includes justice list): http://www.courts.state.me.us/maine_courts/supreme/index.shtml

APPLY
- WHO: Apply centrally for a clerkship with 1 of the 7 justices.
- WHAT: Send one set of the following:
  - Cover letter *must* include statement of where applicant can be located
  - Résumé
  - 2 letters of recommendation from law school faculty
  - 1 letter of recommendation from summer 2011 or most recent work experience
  - Law school transcript
  - Writing sample
- WHEN: Applications must be received by August 31, 2011, at 4 P.M.
- WHERE: Send one set of application materials to:
  Christie L. Clifford, Director
  Office of Law Clerk Recruitment
  Maine Supreme Judicial Court
  205 Newbury Street, Room 139
  Portland, ME 04101-4125
MAINE – Cont.

(207) 822-4227
(207) 822-4145 (fax)
christie.l.clifford@courts.maine.gov

Note: Hand-delivered applications may be hand delivered to:
Office of the Clerk of the Supreme Judicial Court
205 Newbury Street, Room 139
Portland, ME 04101-4125

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court

INFO
• 1 year clerkship term begins August 20, 2012.
• 5 positions are expected to be available. Law clerks are based in Portland, Augusta, and Bangor.
• There are 17 justices, and each law clerk will be assigned to work primarily with several justices.
• In selecting law clerks for 2012-2013, members of the Committee will consider academic standing; law review and moot court participation; other significant research and writing experience; and faculty and employer recommendations. (Maine bar is not required.)
• Salary: $42,588.00 (subject to change)
• Website: http://www.courts.state.me.us/maine_courts/superior/index.shtml

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

• WHAT: Send one original plus 3 copies, collated, of the following:
  • Cover letter (must identify location(s) willing to accept)
  • Résumé
  • 2 letters of recommendation
  • Law school transcript
  • 2 writing samples (double spaced, no longer than 10 pages)

• WHEN: Deadline is September 2, 2011 at 4 P.M. Early applications are encouraged.
• **WHERE:**
  Send *one original and three copies, collated*, of application materials to:

  Tina Hamilton, Judicial/Administrative Secretary  
  Law Clerk Recruitment  
  Maine Superior Court  
  205 Newbury Street, Room A260  
  Portland, ME 04101

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

**District Court:**

**INFO**

- District courts handle criminal, civil and family matters (without jury). There are 36 district court judges.
- 1-year clerkship begins August 20, 2012
- 2 positions are expected to be available. Law clerks are based in Portland, Lewiston and/or Bangor.
- Salary: $42,588.00 plus fringe benefits

**APPLY**

- **WHO:** Apply centrally for a clerkship with the District Court
- **WHAT:**
  - Cover letter (must identify location(s) willing to accept)
  - Résumé
  - 2 letters of recommendation
  - Law school transcript
  - 2 writing samples (double spaced, no longer than 10 pages)
  - Optional self-identification form

- **WHEN:** Applications must be received by September 2, 2011 at 4 P.M.
MAINE – Cont.

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

  Sandra Lewis  
  Law Clerk Recruitment  
  Office of the Chief Judge  
  163 State House Station  
  Augusta, ME 04333

**ADDITIONAL INFO:**

Contact the State Court Administrator:

State Court Administrator  
P.O. Box 4820  
Portland, ME 04112-4820  
(207) 822-0762
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Maryland

HIGHEST COURT: Maryland Court of Appeals

INFO
- 1 year clerkship begins following graduation in August
- Salary: $43,762 (subject to change)
- Website (judge list with mailing addresses and bios):
  http://www.mdcourts.gov/coappeals/coajudges.html

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

MID-LEVEL APPELLATE COURT: Court of Special Appeals

INFO
- Salary: $43,762 (subject to change)
- Website (judge lists/bios):
  http://www.courts.state.md.us/cosappeals/index.html

APPLY
- WHO: Apply directly to individual judge(s).
- WHAT: Same as Court of Appeals. Confirm with each judge.
- WHEN: Same as Court of Appeals. Confirm with each judge.
- WHERE:
  The Honorable ____________
  Court of Special Appeals
  Robert C. Murphy Courts of Appeal Building
  361 Rowe Boulevard
  Annapolis, MD 21401
MARYLAND – Cont.

TRIAL COURTS: Circuit Courts and District Courts

CIRCUIT COURT

INFO

- 1 year clerkship begins in August following graduation
- Salary:
  - $37,008 non-Bar Member
  - $42,105 Maryland Bar Member
- Website (judge lists and addresses for each Circuit): http://www.mdcourts.gov/circuit/directory.html

APPLY

- WHO: Apply directly to individual judge(s).
- WHAT: Varies. Generally:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
  - Confirm with individual judge(s)
- WHEN: Varies. Generally in the spring of 2L 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: $16.34/hr law school graduate; $14.84/hr law school student.
- Website: http://www.mdcourts.gov/district/index.html

APPLY

- WHO: Directly to the Administrative Judge in each district.
- WHAT:
  - Résumé
  - Writing sample
MARYLAND – Cont.

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

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

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

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

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

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

**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

**ADDITIONAL INFO:** [http://www.mdcourts.gov/hr/lawclerks/index.html](http://www.mdcourts.gov/hr/lawclerks/index.html)

Contact the Administrative Office of Courts:
Frank Broccolina, State Court Administrator
Administrative Office of Courts
Maryland Judicial Center
580 Taylor Avenue, A-2
Annapolis, MD 21401
(410) 260-1295
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Massachusetts

HIGHEST COURT: Supreme Judicial Court

INFO
• The clerkship will begin on or about August 29, 2012
• Salary: $63,175.86
• Website: (justice bios): http://www.mass.gov/courts/sjc/ justices/index.html

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

• WHAT:
  • Cover letter [addressed to the Justice(s)]
  • Résumé
  • 2 letters of recommendation 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 22, 2011. Deadline is September 26, 2011. Candidates are encouraged to apply as soon as possible as offers are made on a rolling basis beginning on September 12, 2011.

• WHERE: Send one packet of application materials to:

  Pamela B. Lyons, Esq., Hiring Coordinator
  Massachusetts Supreme Judicial Court
  John Adams Courthouse, Suite 2500
  One Pemberton Square
  Boston, MA 02108
  (617) 557-1071
  (617) 557-1091 (fax)
  pamela.lyons@sjc.state.ma.us
MID-LEVEL APPELLATE COURT: Appeals Court

INFO
- The clerkship will begin September 1, 2012.
- Interviews are conducted on a rolling basis in September and October. Final selections are usually made in November.
- Salary: Approximately $53,713.

APPLY
- WHO: Apply centrally for a clerkship.

- WHAT:
  - Cover letter
  - Résumé
  - Unofficial transcript
  - At least 2 letters of recommendation (letters from employers are recommended) which can be and often are sent under separate cover
  - Writing sample is not necessary for initial application
  - Include your email address
  - Trial Court application (can be found at www.mass.gov/courts/admin/hr/application.pdf

- WHEN: Must be postmarked or submitted between August 15 and September 30, 2011.

- 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
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)

APPLY

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

- **WHAT:** Briefly, applicants must submit:
  - Cover letter
  - Résumé
  - Official law school transcript
  - 2 writing samples (unedited by others)
  - 2 letters of recommendation
  - Completed Trial Court application ([www.mass.gov/courts/admin/hr/application.pdf](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 for the 2012-13 term due to a hiring freeze.

- **WHERE:** Inquires may be directed to:

  Romeo Camba
  Acting Manager of Legal Research Services
  Superior Court Administrative Office
  Suffolk Superior Courthouse
  3 Pemberton Square, 13th Floor
  Boston, MA  02108
  (617) 788-8130
  (617) 788-7396 (fax)
  [romeo.camba@jud.state.ma.us](mailto:romeo.camba@jud.state.ma.us)
Obtain a Probate and Family Court Position Description and Application, which includes 3 factual scenarios that are necessary to complete the required writing sample for this Court’s application. Packet of material is available directly from the Court’s Administrative Office or may be downloaded from the Court’s website. Many law schools will also have a copy of the materials.

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

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

**APPLY**

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

- **WHAT:** Submit 4 copies of the following:
  - Cover letter (include whether you are applying for a position in Eastern or Western Massachusetts)
  - Résumé
  - 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 [http://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
  John Adams Courthouse Mezzanine
  Boston, MA  02108
  [denise.fitzgerald1@jud.state.ma.us](mailto:denise.fitzgerald1@jud.state.ma.us)
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

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 résumé
  • Unofficial transcript
  • Writing sample not edited by another
  • 4 letters of recommendation (at least 2 from law school faculty members)
  • If an offer of employment is made and accepted, the candidate must arrange to have the law school send an official transcript directly to the hiring justice
• WHEN: Candidates may submit applications at any time during the year.
• WHERE: Send a separate package to each justice at:
  
  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.
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)
  - Résumé (indicating GPA)
  - Transcript
  - 2 writing samples
- **WHEN:** Accepting applications for the 2012-2013 term beginning in late August and running through late October.
- **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
  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
APPLY

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

• **WHAT:**
  • Cover letter
  • Résumé
  • Unofficial law school transcript
  • Brief writing sample

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

• **WHERE:** Check with each court.

INFO

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

STATE: Minnesota

HIGHEST COURT: Minnesota Supreme Court

INFO
• 1 year clerkship, August 2012-July 2013
• Approximately 8 positions anticipated. Salary: $47,931 and benefits. Visit http://www.mmb.state.mn.us/ for current benefit information
• Website (justice list/bios): http://www.mncourts.gov/

APPLY
• WHO: Apply centrally for a clerkship
• WHAT:
  • Students must complete an online application (downloadable from www.mncourts.gov, or they can call 651-215-9486)
  • Official law school transcript, including class rank and an explanation of the grading system (must be mailed directly from Registrar’s office)
  • Résumé (attach to online application)
  • Legal writing sample (attach to online application)
  • Candidates may also include letters of recommendation
• WHEN: Deadline is August 1, 2011
  Interviews will be held on week of September 12, 2011 (actual dates to be determined)
• WHERE: Apply online at: http://www.mncourts.gov/

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
• 1 year clerkship begins August 2012.
• Approximately 16 positions anticipated. Offers made in October, 2011.
• Salary: $50,467
• Website (justice bios): http://www.mncourts.gov/

APPLY
• WHO: Apply centrally for clerkship
• **WHAT:**
  - Apply online at [http://www.mncourts.gov/](http://www.mncourts.gov/)
  - Official law school transcript including class rank and explanation of the grading system (must be sent directly from law school)
  - Résumé (attach to online application)
  - Legal writing sample (attach to online application)
  - Recommendation letters optional

• **WHEN:** Deadline is August 19, 2011
  Interviews in September 2011 (exact dates TBD)

• **WHERE:** Apply online at [http://www.mncourts.gov/](http://www.mncourts.gov/)

**TRIAL COURTS: District Court**

**INFO**

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

**ADDITIONAL INFO**

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

STATE: Mississippi

HIGHEST COURT: Mississippi Supreme Court

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

APPLY
- WHO: Apply centrally for clerkship
- WHAT:
  - Cover letter
  - Résumé
  - 3 letters of recommendation
  - Certified copy of law school transcript
  - Writing sample
  - Must also complete an application provided by the Court
- WHEN: Early fall of 3L
- WHERE:
  Hubbard T. Saunders, IV
  Court Administrator
  Supreme Court of Mississippi
  P.O. Box 117
  Jackson, MS 39205
  hsaunders@mssc.state.ms.us
  (601) 359-2183
  (601) 359-2443 (fax)

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

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

- Website (judges’ bios):
  http://www.mssc.state.ms.us/appellate_courts/coa/coa.html

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

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

Hubbard T. Saunders, IV  
Court Administrator  
Supreme Court of Mississippi  
P.O. Box 117  
Jackson, MS 39205
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Missouri

HIGHEST COURT: Missouri Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- WHEN: Contact chambers directly for deadlines. Justices hire throughout the year as vacancies arise (students can request that their applications be kept on file).
- WHERE:
  The Honorable ________________
  Supreme Court of Missouri
  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): http://www.courts.mo.gov/page.jsp?id=261

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

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

The Honorable _____________  The Honorable _______________
Eastern District Court of Appeals  Southern District Court of Appeals
One Post Office Square   300 Hammons Parkway
815 Olive Street    Springfield, MO 65806
St. Louis, MO 63101

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:  Southern District:
Laura Thielmeier Roy  Sandra L. Skinner
Clerk of Court  Clerk of Court
Court of Appeals  Court of Appeals
Eastern District  Southern District
815 Olive Street  300 Hammons Parkway
St. Louis, MO 63101  Springfield, MO 65806
(314) 539-4300  (417) 895-6811
(314) 539-4324 (fax)  (417) 895-6817 (fax)
Laura.Roy@courts.mo.gov  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

HIGHEST COURT: Montana Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Short writing sample
- WHEN: Deadline for applications 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
- Vacancies announced on state website: http://www.mt.gov/
- Length of the clerkship is one year.
- Salary: $19.56/hour
MONTANA – Cont.

APPLY

• **WHO:** Apply to the Human Resources Division when vacancy is listed on website.

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

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

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

ADDITIONAL INFO

For District Court information:

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

-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

HIGHEST COURT: Nebraska Supreme Court

INFO
- 1 year clerkship (with a 2nd year possible), begins summer following graduation
- Salary: Approximately $45,926
- Website (justice list):

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT: Generally include:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- WHEN: Varies. Contact chambers directly for application timing. Early applications are generally kept on file until all are considered.
- WHERE:
  The Honorable ____________
  Nebraska Supreme Court
  P.O. Box 98910
  Lincoln, NE 68509-8910

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- Salary: Approximately $45,926
- Website (judge list):

APPLY
- WHO: Apply directly to individual judge(s)
- WHAT: Generally include:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
NEBRASKA – Cont.

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

• **WHERE:**

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

**TRIAL COURTS:** District Courts

**INFO**

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

**ADDITIONAL INFO**

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

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Nevada

HIGHEST COURT: Nevada Supreme Court

INFO
- Most clerkships run for 1 year, beginning in September following graduation. Some positions require a 2 year commitment.
- Salary: $62,186.00
- Website (justice list): http://www.nevadajudiciary.us/index.php/thejustices

APPLY
- WHO: Administrative Office of the Courts
- WHAT:
  - Concise cover letter that will be given substantial weight
  - Supreme Court of Nevada Employment Application (available at www.nevadajudiciary.us)
  - Résumé
  - At least 3 references
  - Official law school transcript
  - 2 short unedited writing samples
- WHEN: Due by June 1, 2011 for 2012 Clerkship.
- 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.
APPLY

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

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

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

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

**ADDITIONAL INFO**

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

STATE: New Hampshire

HIGHEST COURT: New Hampshire Supreme Court

INFO
- 1 year clerkship begins in late August 2012.
- Successful candidates will demonstrate an excellent writing and research background.
- Salary: $51,624
- Website (justice list): http://www.courts.state.nh.us/supreme/justices.htm

APPLY
- WHO: Apply centrally for a clerkship.

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

- WHEN: Deadline is August 1, 2011. Applicants are encouraged to file early. Interviews will be held in early September, 2011.

- 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
  (603) 271-2646

  ALERT: No electronic applications will be accepted.

MID-LEVEL APPELLATE COURT: None
NEW HAMPSHIRE – Cont.

TRIAL COURTS: Superior Court

INFO
- Clerkships require a 2 year commitment and a car, as travel may be required.
- Clerkship begins August 2012.
- Salary: $48,043 (first year); $50,391 (second year), plus benefits
- Website (justice list):
  http://www.courts.state.nh.us/superior/sulawclerkprogram.htm

APPLY
- **WHO:** Apply centrally at address below

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

- **WHEN:** Applications accepted from May 1 through August 15, 2011

- **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

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

HIGHEST COURT: New Jersey Supreme Court

INFO
- New Jersey Judiciary seeks recent law school graduates to fill approximately 480 one-year judicial clerkship that will commence in early September 2012 and end August 2013.
- Salary: $57,090
- Website (judge bios):
  http://www.judiciary.state.nj.us/directory/judgebiographies.pdf
- (Students should see links to “Courts” which will list the different levels of the Courts)

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

1. Direct Application: Apply directly to individual justices and judges. Send a cover letter and résumé directly to their chambers. You may also include a transcript, writing sample, and/or letters of recommendation/list of references, or state that these will be provided upon request. It is recommended that these be sent with the initial application package for the higher level courts. The cover letter and résumé should emphasize skills (legal research, writing, analytical, and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

   It is highly recommended that applicants apply early in the process, beginning approximately the first week in September 2011, to increase the likelihood of securing interviews.

   http://www.judiciary.state.nj.us/lawclerks/index.htm has most up to date information for preparing direct application materials (including judicial court/county assignments and chambers addresses).

2. Centralized Electronic Application – You may also email one copy of a cover letter and résumé to Lawclerkresumes.mailbox@judiciary.state.nj.us. (Do not send a writing sample, transcripts, or references.) Résumés received through the centralized electronic application process will be uploaded into an electric system for judges to search and review.

   Cover letter should be formal but address generally (i.e. “Dear Your Honor”) because both the cover letter and résumé will be available for viewing by all
justices and judges throughout the state that have an appointment to make. In email, specify any court, division and geographic preferences if applicable.

MID-LEVEL APPELLATE COURT: Appellate Division of Superior Court

INFO
- Salary: $52,125
- Website (judge bios): http://www.judiciary.state.nj.us/directory/judgebiographies.pdf
  (Students should see links to “Courts” which will list the different levels of the courts)

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

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

INFO
- Salary:
  - $43,437 if assigned to Law Division (Criminal and Civil), Chancery Division (Family), or Tax Court.
  - $47,782 if assigned to Chancery Division (General Equity) or Assignment Judges
- Website (courts and judge lists): 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 B. Douglas, Esq.
(609) 984-9361
kimberly.douglas@judiciary.state.nj.us

Contact info for individual judges’ chambers is at http://www.judiciary.state.nj.us/directories.htm
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: New Mexico

HIGHEST COURT: New Mexico Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Short writing sample
- WHEN: Varies. Generally spring of 2L. 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 Charles W. Daniels
Justice Patricio M. Serna
Justice Petra Jimenez Maes
Justice Richard C. Bosson
Justice Edward L. Chavez
NEW MEXICO – Cont.

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- Court of Appeals: 10 judges preside, sitting in panels of 3.
- The Court has offices in Santa Fe and Albuquerque.
- Most judges hire for a one or two-year term, which begins in early September.
- Salary: $52,802.88
- 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

Judge Cynthia A. Fry     Judge Roderick Kennedy
Judge James J. Wechsler    Judge Michael E. Vigil
Judge Michael D. Bustamante    Judge Robert E. Robles
Judge Jonathan B. Sutin    Judge Linda M. Vanzi
Chief Judge Celia Foy Castillo    Judge Timothy L. Garcia

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

Kathleen Jo Gibson                  Gina M. Maestas
Chief Clerk of Court              Chief Appellate Court Clerk
Supreme Court of New Mexico      New Mexico Court of Appeals
Office of the Clerk, Room 104       PO Box 2008
P.O. Box 848                        Santa Fe, NM 87504
Santa Fe, NM 87504-0848          (505) 827-4925
(505) 827-4860                      (505) 827-4946 (fax)
(505) 827-4837 (fax)
TRIAL COURTS: District Court

INFO
- Due to budget cuts, there is no law clerk position in FY2012 (July 1, 2011 – June 30, 2012) available in 5th District.
- Occasionally, law clerk positions are available in 11th District. However, due to budget cuts, there is no position available for FY 2012 (July 1, 2011 – June 30, 2012).
- Salary: $47,058 (subject to change).
- Websites:
  - Fifth District: http://www.fifthdistrictcourt.com/
  - 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 5th District

Bee J. Clem
Court Executive Officer
5th Judicial District Court
PO Box 1776
Roswell, NM  88202-1776
(505) 622-2565 Ext. 127
(505) 624-9506 (fax)
rosdbjc@nmcourts.gov

For 11th District:

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

STATE: New York

HIGHEST COURT: New York Court of Appeals

INFO
- The Court of Appeals offers 2 types of clerkship opportunities.
  - Clerkship with the court’s Central Legal Research Staff. 5-6 positions, hired for 2 year clerkships beginning in August, 2012.
  - Clerkship as a personal clerk to a judge.
- Salary: $76,195 (first year); eligible for merit-based raise in second year to $89,506.
- Website (judges’ bios): http://www.courts.state.ny.us/ctapps/

APPLY

Central Staff clerkships
- **WHO:** Chief Court Attorney
- **WHAT:**
  - Cover letter
  - Résumé
  - 2 letters of recommendation from law school professors (if you have been practicing law, letters from legal employers may be substituted)
  - Law school transcript
  - All undergraduate and graduate transcripts (unofficial copies will suffice)
  - Unedited writing sample
- **WHEN:** File between July 1, 2011 and September 15, 2011
- **WHERE:**
  - Paul McGrath, Esq.
  - Chief Court Attorney
  - Central Legal Research Staff
  - Court of Appeals Hall
  - 20 Eagle Street
  - Albany, NY 12207-1095

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

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

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

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

**ADDITIONAL INFO**
Regarding personal law clerk positions:
Lisa M. Cleary
(518) 455-7757

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

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

**COURT WEBSITE:** [www.courts.state.ny.us/courts/appellatedivisions.shtml](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
NEW YORK – Cont.

- Résumé
- 2 letters of recommendation
- Writing sample

- 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:
  Susanna Rojas, 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 $64,834

APPLY
- WHO: Apply centrally to Clerk of Court

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

• **WHEN:** No set deadline exists. Applications accepted year round. When there is a vacancy, current applicants are contacted.

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

• **WHERE:**

  Matthew G. Kiernan, Esq.
  Clerk of Court, Appellate Division
  2nd Judicial Department
  45 Monroe Place
  Brooklyn, NY 11201
  (718) 875-1300

Third Judicial Department:

**INFO**

- Justices in this Department generally have permanent personal law clerks and do not hire regularly.
- Central legal staff regularly hires approximately 10 clerks each fall for a 1 year term.
- Clerkships begin August, 2012.
- Salary: Approximately $64,834 ($76,195 upon admission to the NYS bar)

**APPLY**

• **WHO:** Apply to the Chief Appellate Court Attorney

• **WHAT:**

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

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

• **WHERE:**

  Sean M. Morton, Esq.
  Chief Appellate Court Attorney
  Appellate Division, 3rd Judicial Department
  Box 7288, Capitol Station
  Albany, NY 12224
  (518) 471-4803
  smorton@courts.state.ny.us
• **NOTE:** The Court will be transitioning to a web-based application process during the fall 2011 recruitment process. As such, please check [http://www.nycourts.gov/ad3/employmentopportunities.htm](http://www.nycourts.gov/ad3/employmentopportunities.htm) or contact the court’s recruiters at ad3-lr-recruiting@nycourts.gov prior to submitting your application.

**Fourth Judicial Department:**

**INFO**

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

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

**APPLY**

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

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

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

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

TRIAL COURTS: Supreme and County Courts

INFO
- Supreme and County Courts hire individual clerks and “pool” clerks.
- Salary: Approximately $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.

ADDITIONAL INFO:

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

GENERAL INFO:

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

-or-

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

STATE: North Carolina

HIGHEST COURT: Supreme Court of North Carolina

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT: Varies. Contact individual justice(s)
- WHEN: Deadlines vary. Contact individual justices. Some justices hire as early as early spring of 2L
- 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 (2012): subject to legislative increase
  - 1st Year - $46,170
  - 2nd Year - $48,552
- Website (judge list/bios):
  www.nccourts.org/Courts/Appellate/Appeal/Biographies/Judges.asp

APPLY
- WHO: Apply directly to the individual judge(s)
- WHAT: Varies. Contact chambers directly for exact requirements.
- WHEN: Varies. Contact chambers directly to determine deadlines.
• 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. John Smith, Director
Administrative Office of the Courts
P.O. Box 2448
Raleigh, NC 27602
(919) 890-1000
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: North Dakota

HIGHEST COURT: North Dakota Supreme Court

INFO
- 2Ls may apply for 1 year appointment as law clerk
- An individual selected to serve as a Supreme Court law clerk must be legally authorized to work in the United States, must successfully complete his/her law school education, take a bar examination of his/her choice before beginning the clerkship, and commit to completing a full 1 year term
- Salary: $54,116
- Website (justice list/bios): [http://www.ndcourts.gov/Court/COURT.HTM](http://www.ndcourts.gov/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 letters of recommendation, including at least 1 member of the law school faculty
  - Any other information the applicant believes would bear upon the applicant’s qualifications as a law clerk.
  - Copy of undergraduate transcript
  - Copy of LSAT score report
  - Copy of law school application for admission
  - Copy of law school transcript to date of application (law school authorities must mail official final transcript indicating spring grades directly to Justice Maring, when available)
  - Writing sample that has been edited only by the applicant

- **WHEN:** July 8, 2011
WHERE: Send 5 copies of application packet to:

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

MID-LEVEL APPELLATE COURT: Court of Appeals

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

TRIAL COURTS: District Court

INFO
- Each of the 7 districts has at least 1 law clerk
- There is no set term (as with the Supreme Court) for district court law clerks.
- Salary: $52,020
- Website (judge list/bios): http://www.ndcourts.gov/Court/Districts/Judges.htm
- For more information, contact State Court Administrator at (701) 328-4216

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

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

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

TERRITORY: Commonwealth of the Northern Mariana Islands

HIGHEST COURT: Supreme Court

INFO
- The Supreme Court is composed of a Chief Justice and 2 Associate Justices.
- Clerkships ordinarily begin in mid-August to early September.
- At the commencement of employment, applicants must be admitted to a bar in any U.S. jurisdiction, or awaiting their bar exam results.
- Applicants must be able to work both independently and with others. Strong legal research and writing skills are essential.
- Salary: Annual salary approximately $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
  - Résumé
  - Law school transcript
  - Writing sample
  - List of 3 references
- WHEN: Applications are accepted year-round
- WHERE:
  Clerk of the Supreme Court
  Supreme Court of the Northern Mariana Islands
  P.O. Box 502165
  Saipan, MP 96950
  United States of America
  Telephone: (670) 236-9800
  Fax: (670) 236-9702
  Email: supreme.court@saipan.com

MID-LEVEL APPELLATE COURT: None

TRIAL COURT: Superior Court
Applicants for Supreme Court clerkships who would also be interested in clerking for the Superior Court should specify this in their cover letter.
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Ohio

HIGHEST COURT: Ohio Supreme Court

INFO
- 1-3 year clerkship begins summer following graduation
- Salary:
  - 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.supremecourt.ohio.gov/sco/justices

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

MID-LEVEL APPELLATE COURT: Court of Appeals

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

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, 7th Floor
Columbus, OH 43215-3431
(614) 387-9470
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Oklahoma

HIGHEST COURT: Oklahoma Supreme Court

INFO
- State judicial clerkships are career positions. Thus, clerkships are not frequently available. Interested students should inquire periodically as to any openings.
- Salary: Depends on experience
- Website (justice list): 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 Civil Appeals
Court of Criminal Appeals

INFO
- The application process for clerkships with the Court of Civil Appeals is the same as that for the Supreme Court.
- For clerkship openings posted by the Court of Criminal Appeals, send cover letter and Résumé to:
  Court of Criminal Appeals
  Attn: Chief Judge
  230 State Capitol Building
  Oklahoma City, OK 73105
- Salary: Depends on experience
- Websites (judge lists/bios):
  - Court of Criminal Appeals: http://www.okcca.net/
  - Court of Civil Appeals: http://www.oscn.net/oscn/schome/civilappeals.htm

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

HIGHEST COURT: Oregon Supreme Court

INFO
• See job announcement for details at http://courts.oregon.gov/OJD/jobs/index.page.
• 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): http://courts.oregon.gov/Supreme/Judges.page?

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://courts.oregon.gov/OJD/jobs/index.page.
• 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): http://courts.oregon.gov/COA/Judges.page?

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.

**TRIAL COURTS**

• The trial courts occasionally hire law clerks. Openings may be found at [http://courts.oregon.gov/OJD/jobs/index.page](http://courts.oregon.gov/OJD/jobs/index.page)

**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](mailto:michael.p.barnum@OJD.state.or.us)
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Pennsylvania

HIGHEST COURT: Pennsylvania Supreme Court

INFO
• 1-3 year clerkship begins summer following graduation
• Salary (2010):
  ▪ 1st Year - $53,461
  ▪ 2nd Year - $60,482
  ▪ 3rd Year - $63,057
• Website: http://www.pacourts.us/default.htm

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

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

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

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

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

The Honorable Seamus P. McCaffery
Pennsylvania Supreme Court, Centre Square W, Ste 4110
Philadelphia, PA 19102
The Honorable Debra Todd  
Pennsylvania Supreme Court  
One Oxford Center, Suite 3130, 301 Grant Street  
Pittsburgh, PA 15219

The Honorable Jane Cutler Greenspan  
Pennsylvania Supreme Court  
1818 Market Street  
Suite 3710  
Philadelphia, PA 19103

MID-LEVEL APPELLATE COURT: Superior Court  
Commonwealth Court

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

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

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

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

INFO
- Full-time judicial law clerk positions, either as personal clerks for a judge or pool position (not working directly for a judge), is available to graduates of accredited law schools when vacancies occur.
- Judges may contact Human Resources when looking for clerks. Applicants should submit materials to Human Resources to be included in “eligibility file” and also apply directly with the hiring judge.
- Pool positions, when available, are posted at http://courts.phila.gov (click on “Employment” for vacancies and an application form).
- Temporary internships are available in the fall, spring, and summer as 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 of Pennsylvania
  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

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

STATE: Puerto Rico

HIGHEST COURT: Puerto Rico Supreme Court

INFO
• Clerkship begins October and may run for more than 1 year.
• Applicants must be able to speak and write Spanish.
• Admission to Puerto Rico Bar is required.
• Salary: $30,564 - $56,964
• Website: http://www.ramajudicial.pr/info-para/listado-de-jueces.htm

APPLY
• WHO: Apply directly to the Chief Justice and request that application is forwarded to the 6 Associate Justices.

• WHAT:
  • Cover letter
  • Résumé
  • 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: $30,564 - $56,964
APPLY

- **WHO:** Apply to Judge Carlos Rivera Martinez

- **WHAT:**
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript including 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  
  Tel. (787) 474-3776

**TRIAL COURTS:** Superior Court

**INFO**

- Applicants must be able to speak and write Spanish.
- Admission to the Puerto Rico Bar is required.
- Salary: $27,092 - $47,424

**APPLY**

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

- **WHAT:**
  - Cover letter
  - Résumé
  - 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
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
sonia.velez@ramajudicial.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

HIGHEST COURT: Rhode Island Supreme Court

INFO
- Salary was in the mid-forties in 2010, but changes annually. Clerks are required to pay a cost share of the health insurance premium of either an individual or family plan.
- Website (list of justices): http://www.courts.ri.gov/PDF/JudicialRoster.pdf

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
- A department of fifteen law clerks serves the Superior, the District and the Family Courts and the Rhode Island Traffic Tribunal.
- Specific duties include preparing research and motion calendar memoranda, writing draft decisions, and drafting jury instructions
- Ten law clerks are based in Providence, and five law clerks are assigned among the county courthouses and the Garrahy Judicial Complex.
- Salary: Changes yearly with 6 month step increase (pending cost of living increases); Health, Dental, and Vision Plan; Pension.
- Website (list of judges): www.courts.RI.gov
- Term changes yearly, but generally begins in late August
- You will be contacted if you have been selected for an interview.
APPLY

• **WHO:** Rhode Island Supreme Court

• **WHAT:**
  - Cover letter (indicate you are applying for a Trial Court Clerkship)
  - Résumé
  - 2 letters of recommendation (at least one from a law school professor who can comment on your writing and academic skills)
  - 2 writing samples (one designated as primary and one as secondary) both minimally edited, if at all
  - Law school transcript (official or unofficial) issued by your law school; transcript can be supplemented at time of interview, if invitation extended

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

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

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

For additional information or questions regarding the application requirements, email cfargnoli@courts.ri.gov
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: South Carolina

HIGHEST COURT: South Carolina Supreme Court

INFO
- The Supreme Court hires both judicial law clerks and central staff attorneys. Individuals interested in judicial clerkships should contact the justices directly.
- Judicial clerks are hired for 1-2 year term beginning in the late summer following graduation.
- Staff attorneys are hired in the fall of 3L for 2 year term beginning in the late summer following graduation.
- Salary: $46,597
- Website: http://www.sccourts.org/

APPLY

For Judicial Clerkship

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

For Staff Attorney Position:

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

Betsy Goodale  
Chief Staff Attorney  
Supreme Court of South Carolina  
P.O. Box 1133  
Columbia, SC 29211  
(803) 734-1160  
bgoodale@sccourts.org
MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
- The Court of Appeals hires both judicial law clerks and central staff attorneys.
- Salary: $46,597
- Website (judge lists/bios): [http://www.sccourts.org](http://www.sccourts.org)
- Hire in the fall, but often have openings throughout the year for central staff attorneys.

APPLY

For Judicial Clerkships:

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

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

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

Melina Mann
Chief Staff Attorney
South Carolina Court of Appeals
P.O. Box 11629
Columbia, SC 29211
(803) 734-1890
memann@sccourts.org

TRIAL COURTS: Circuit Court Family Court

INFO

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

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](http://www.sccourts.org/mastersCourt/MIEJudgeListPF.cfm) (judge list)
SOUTH CAROLINA - cont.

Family Court

- Family Court judges do not hire law clerks.

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
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: South Dakota

HIGHEST COURT: South Dakota Supreme Court

INFO
- 1-2 year clerkship begins August following graduation
- Salary: $47,016.53
- Website (justice list/bios): http://ujs.sd.gov/sc/default.aspx

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

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Circuit Court

INFO
- 7 judicial circuits. List of circuits on website
- Salary: $41,271.85
- Website: http://ujs.sd.gov/cc/circuithome.aspx
SOUTH DAKOTA - cont.

APPLY

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

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

ADDITIONAL INFO : Contact Beth Urban at the address above.
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Tennessee

HIGHEST COURT: Tennessee Supreme Court

INFO
- 1 year clerkship begins summer following graduation
- Salary: $50,220
- Website: http://www.tsc.state.tn.us/courts/supreme-court/justices

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample
- WHEN: Deadline is in the late summer prior to 3L
- WHERE: The Honorable ______________
  Nashville Supreme Court Building
  401 Seventh Avenue North
  Nashville, TN 37219-1407

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

INFO
- Salary: $48,492
- Website: http://www.tsc.state.tn.us/courts/court-appeals/judges

APPLY
- WHO: Apply directly to individual appellate judge(s)
- WHAT: Same as Supreme Court
- WHEN: Same as Supreme Court
- WHERE: See website
TENNESSEE - cont.

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: [http://www.tsc.state.tn.us/courts/circuit-criminal-chancery-courts/judges](http://www.tsc.state.tn.us/courts/circuit-criminal-chancery-courts/judges)

APPLY

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

STATE: Texas

HIGHEST COURT: Texas Supreme Court
Court of Criminal Appeals

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

1) Supreme Court

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

APPLY
• WHO: Apply directly to individual justice(s) via U.S. mail, or via the Symplicity web service

• WHAT:
  • Cover letter
  • Résumé
  • Law school transcript
  • Writing sample
  • Letters of recommendation are not required but most justices prefer them, sent along with the application packet

• WHEN: The Supreme Court of Texas follows the Federal Judges Law Clerk hiring plan, but will accept materials prior to September 6, 2011.

• WHERE:
  The Honorable ___________________
  Supreme Court of Texas
  P.O. Box 12248
  Austin, TX 78711
2) Court of Criminal Appeals

INFO
- 1 year clerkship begins summer following graduation
- Salary: $48,000

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

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

MID-LEVEL APPELLATE COURT: Court of Appeals

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

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

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

**TRIAL COURTS:** District Courts

**INFO**
- Website (court locations and links to judge info):

**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

STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Utah

HIGHEST COURT: Utah Supreme Court

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

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

MID-LEVEL APPELLATE COURT: Court of Appeals

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

- Website (judge list/bios):

APPLY

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

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

TRIAL COURTS:  

District Courts

INFO

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

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-

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

STATE: Vermont

HIGHEST COURT: Vermont Supreme Court

INFO
- Chief Justice Paul L. Reiber, Associate Justice John A. Dooley, Associate Justice Marilyn S. Skoglund, and Associate Justice Brian L. Burgess are considering applications for a one-year judicial clerkship from August 13, 2012 to August 9, 2013. (Applicants will also be considered for a clerkship in the chambers of an Associate Justice who will be hired in the near future. The timing of interviews for this Justice may vary from the dates below depending on when the Associate Justice position is filled.)
- Salary: $44,033 (excludes one day per month furlough - 21.17/hour)
- Website: http://www.vermontjudiciary.org/GTC/Supreme/JusticesBios.aspx (list and bios of justices)

APPLY
- WHO: Submit one application by email in PDF format to Monica Bombard: monica.bombard@state.vt.us.
- WHAT:
  - Cover letter addressed to: “Dear Honorable Justices”
  - Résumé
  - Unofficial law school transcript indicating academic standing if available
  - Sample of legal writing
  - 2 or more letters of recommendation from present or former employers or law professors addressed to: “Dear Honorable Justices” (may be sent separately from other materials)
- WHEN: Deadline is September 1, 2011, at 8:00AM. Applications currently being accepted. Interviews to be held September 6 and September 7, 2011.
- WHERE: Submit by email in PDF format to monica.bombard@state.vt.us.

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

   Attn: Monica Bombard
   Vermont Supreme Court
   109 State Street
   Montpelier, VT 05609-0801
For more information contact Monica Bombard at 802-828-4784 or by email.

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Superior Court
               Family Court
               District Court
               Environmental Court

INFO
- 1 year clerkships begin in September 2012. Thereafter, 2nd year, senior, and staff attorney positions are possible.
- Applications are accepted annually from September 1 through October 5.
- Applicants must be a 3L, recent graduate, or be admitted to the bar of any state. Both students and experienced practitioners are considered desirable applicants.
- Hiring for environmental division positions is conducted separately from hiring for all other trial court positions. Applicants for both environmental and other positions, if selected, will be interviewed twice. Such applicants should submit two separate sets of application materials, one for each hiring committee.
- A limited number of qualified applicants will be selected for in-person interviews. Interviews will be in November 2011. Websites:
  - Superior Court: http://www.vermontjudiciary.org/GTC/criminal/default.aspx
  - District Court: http://www.vermontjudiciary.org/GTC/civil/default.aspx
  - Family Court: http://www.vermontjudiciary.org/GTC/family/default.aspx
  - Environmental Court: http://www.vermontjudiciary.org/GTC/environmental/default.aspx

APPLY
- WHO: Email one set of application material per application in pdf form. Do NOT apply directly to any courts or judges.
- WHAT: MINIMUM APPLICATION REQUIREMENTS include:
  - Short cover letter (indicating interest in (1) the environmental division or (2) positions focusing on all other divisions) addressed “Dear Hiring Committee”
  - Résumé with email address (which will be relied upon for correspondence)
  - Current law school transcript
  - Official class rank, or the equivalent (if not reported by school, explain in detail)
  - 2 letters of recommendation (may be sent separately from other materials)
  - Recent legal writing sample demonstrating aptitude for trial court level opinion writing
• Do NOT submit a form “Judicial Branch Employment Application”

• **WHEN:** Applications must be emailed between September 1, 2011 and October 5, 2011, inclusive.

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

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

**ADDITIONAL INFO**

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

• For further information or inquiries, contact:

  Robert B. Hubbard  
  Chief Staff Attorney  
  Robert.hubbard@state.vt.us or 802-828-3207
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: Virginia

HIGHEST COURT: Virginia Supreme Court

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

APPLY
- WHO: Apply directly to individual justice(s)
- WHAT:
  - Cover letter
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample that has not been edited by others
- WHEN: Deadline is in early spring of 2L
- WHERE:
  The Honorable ____________
  Supreme Court of Virginia
  100 North 9th Street, 4th Floor
  Richmond, VA 23219

MID-LEVEL APPELLATE COURT: Court of Appeals

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

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

- **WHEN:** Deadline is in early spring of 2L
- **WHERE:**
  
  The Honorable ____________
  
  Court of Appeals of Virginia
  
  109 North 8th Street
  
  Richmond, VA 23219

**TRIAL COURTS:** Circuit Courts

**INFO**

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

**APPLY**

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

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

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

STATE: Washington

HIGHEST COURT: Washington Supreme Court

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

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

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

MID-LEVEL APPELLATE COURT: Court of Appeals

DIVISION I:
- 1-2 year clerkship
- Salary: TBD

APPLY
- WHO: Apply to directly to individual judge(s)
• WHAT:
  • Cover letter
  • Résumé
  • Law school transcript
  • List of references or letters of recommendation
  • Writing sample

• WHEN: Applications are accepted all year long. It is preferred that applicants begin the process during 2L for a position upon graduation.

• WHERE: Send application materials to:

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

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

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

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

• WHEN: Prefer to receive applications by September of 3L

• WHERE:
  The Honorable _______________
  Washington Court of Appeals, Division II
  950 Broadway, Suite 300
  Tacoma, WA 98402-4454
  (253) 593-2970
DIVISION III:
- Generally 2 year clerkship
- Salary: TBD
- Website: [http://www.courts.wa.gov/appellate_trial_courts/](http://www.courts.wa.gov/appellate_trial_courts/) (has helpful links to judge bios and clerkship application procedures for each Division)

APPLY
- **WHO:** Apply directly to individual judge(s) or commissioner(s)
- **WHAT:**
  - Cover letter
  - Résumé
  - Law school transcript
  - 3 letters of recommendation
  - Self edited writing sample
- **WHEN:** Applications are accepted all year long. It is preferred that applicants begin the process during 2L for a position upon graduation.
- **WHERE:** The Honorable___________
  Washington Court of Appeals, Division III
  500 N. Cedar St.
  Spokane, WA 99201-1905
  (509) 456-3082

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

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

- **WHEN:** Varies but generally consistent with other courts in the state.
- **WHERE:** See website for addresses.

MORE INFO

For more information on clerkships in Washington, go to:
[http://www.courts.wa.gov/employ/?fa=employ.current](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](mailto:Erica.Munro@courts.wa.gov)
STATE COURT JUDICIAL CLERKSHIP INFORMATION

STATE: West Virginia

HIGHEST COURT: Supreme Court of Appeals of West Virginia

INFO

1) Supreme Court of Appeals of West Virginia Justices' Personal and Per Curiam Law Clerks:
   - Justices of the WV Supreme Court of Appeals are elected to 12-year terms.
   - Typically, each justice has two personal law clerks and one or two per curiam law clerks.
   - Justices often retain their personal and per curiam law clerks for several years, if not the entire 12-year term, and potentially longer, if a justice is elected to more than one term.
   - When a justice needs to hire either a personal or per curiam law clerk, s/he has own recruiting method.
   - To find out if either personal or per curiam clerks are currently being recruited, go to the Supreme Court’s webpage http://www.state.wv.us/wvsca/jobann/jobs2.htm
   - Salaries of the personal clerks and the per curiam clerks are set by each particular justice. The employment benefits, including health insurance, are uniform and are the same as those provided to other full-time employees of the Supreme Court.
   - The Supreme Court provides each clerk with office space, a computer with Internet and research capabilities, and pays the clerks’ annual West Virginia bar dues.
   - Website (justice list/bios): http://www.state.wv.us/wvsca/justices.htm
   - For more information, contact:
     Steven D. Canterbury
     Administrative Director of the Courts
     West Virginia Supreme Court of Appeals
     State Capitol, Building 1, Room E-100
     Charleston, WV 25305-0830
     Phone: (304) 558-0145
     Fax: (304) 558-1212

2) West Virginia Supreme Court of Appeals General Writ Clerks:
   - The Supreme Court of Appeals typically employs a supervising general writ clerk and two general writ clerks.
   - The general writ clerks work under the supervision of the Chief Counsel and are responsible for assisting the justices in their initial consideration of appeals and original jurisdiction cases.
WEST VIRGINIA - cont.

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

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

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

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

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

MID-LEVEL APPELLATE COURT: None

TRIAL COURTS: Circuit Courts

INFO
• The circuit courts are West Virginia’s only trial courts of record.
• West Virginia’s 55 counties are divided into 31 circuits with 70 circuit judges. The circuits range in size from one with seven judges to 9 with one judge.
• Clerks are hired directly by the circuit judge(s) from either the pool of qualified candidates screened by the Administrative Office or from outside the pool, provided that the candidate is first approved by the Administrative Office.
• The minimum GPA for these positions is 2.2. Candidates being considered will be subject to a criminal background check.
• All circuit judge law clerks must sit for the West Virginia Bar Examination each time that it is offered during their clerkships. Failure to pass the examination after two consecutive attempts will result in loss of employment. Examination failures predating judicial employment count toward the two attempts.
• Salary: $45,504, plus benefits. The benefits, including health insurance, are
uniform and are the same as those provided to other full-time employees of the Supreme Court. The Supreme Court provides each clerk with a laptop computer with Internet and research capabilities, a printer, and it pays the clerks’ annual West Virginia bar dues.

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

**APPLY**

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

- **WHAT:** Vary. Listed on job announcements.

- **WHEN:** The majority of clerks will be hired during the fall and early winter. Positions open year-round.

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

**MORE INFO**

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

-or-

Steven D. Canterbury
Administrative Director of the Courts
Phone: (304) 558-0145
Fax: (304) 558-1212
INFO
• There are 7 justices, each of whom personally appoints a law clerk.
• There are 2 anticipated vacancies for clerkships beginning August 1, 2012, one with Justice N. Patrick Cooks and one with Justice Michael J. Gableman. See website for details.
• Salary: Approximately $54,000
• Websites:
  ▪ For list and bio of justices: 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
  • Résumé
  • 2-3 letters of recommendation (may be set separately)
  • Unofficial law school transcript
  • Unedited writing sample

• WHEN: Deadline is different for each justice. Generally range is from April of 2L to September of 3L. Deadline for applications to the Chief Justice was mid-September in 2010. See website for details.

• WHERE: Please mail applications to:

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

MID-LEVEL APPELLATE COURT: Court of Appeals

INFO
• The Court of Appeals is composed of 16 judges in 4 districts.
• Each judge personally appoints a law clerk to serve a minimum of 1 year
beginning approximately August 1 following graduation.
• Recruitment and selection activities vary with the individual judge. See website for specific information.
• Salary: Approximately $54,000.
• Websites: Same as Supreme Court above.

**APPLY**

• **WHO:** Varies by district

• **WHAT:**
  • Cover letter
  • Résumé
  • 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): [http://www.wicourts.gov/contact/docs/circuit.pdf](http://www.wicourts.gov/contact/docs/circuit.pdf)
• For volunteer law student internship programs, see: [http://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
  • Résumé
  • 2 letters of recommendation
  • Unofficial law school transcript
WISCONSIN - cont.

- Writing sample
  - 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

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
  - Résumé
  - 2 letters of recommendation
  - Unofficial law school transcript
  - Writing sample

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

- 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.
In addition, district judges travel to other districts when necessary to assist other judges with the workload of the district.

Salary: Varies
Website: [http://courts.state.wy.us/DistrictCourtDirectory.aspx](http://courts.state.wy.us/DistrictCourtDirectory.aspx)

**APPLY**
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)