

NALP

JUDICIAL CLERKSHIP SECTION

STATE COURT GROUP

**INSIGHT AND INSIDE
INFORMATION**

**FOR SELECT STATE COURT
CLERKSHIPS**

This document was compiled based on information provided by Career Services Office representatives from law schools all over the country. Their contributions are acknowledged and appreciated. This document should be read in conjunction with [The Guide to State Court Judicial Clerkships](#), published by The Vermont Law School. A PDF of the most current version of this document is available in the Judicial Clerkships Section of the NALP website.

MAY 2010

COLORADO

COLORADO SUPREME COURT

Application requirements for the seven justices of the Colorado Supreme Court are available at: http://www.courts.state.co.us/Courts/Supreme_Court/Applicants.cfm. It is best to follow the specific application requirements for each justice as there are minor variations between them.

While the website identifies a specific time frame during which some justices accept and review applications, it does not provide this information for all of them. Some justices conduct interviews as early as the summer between the 2L and 3L year. Most justices complete their hiring in September or October. Therefore, to maximize consideration by all justices, it is best to apply for these clerkships in the summer after the second year of law school, as soon as possible after receiving second year grades and class rank.

Like most other judges, the Colorado Supreme Court justices tend to seek clerks with strong writing skills. In addition to featuring traditional legal writing experience on the resume (e.g. Law Review; Moot Court; Legal Writing Competitions, etc.) applicants should consider listing any significant non-legal writing experience on their resumes.

COLORADO COURT OF APPEALS

The Colorado Court of Appeals consists of 22 judges, most of whom post their judicial clerkship application requirements at http://www.courts.state.co.us/Courts/Court_of_Appeals/Applicants.cfm. It is best to follow the specific application requirements for each judge as there are significant variations between them. Where the website does not provide specific information on a judge's application requirements, applicants should send a standard application packet consisting of a cover letter, resume, transcript, writing sample, and three letters of recommendation.

The website identifies a specific application time frame for some judges, but it does not provide this information for all them. While most judges complete their hiring during the fall, in recent years, some judges have hired as early as July while others have waited until spring. Given the wide variability among the judges in the timing of their law clerk hiring, it is recommended that students apply to each judge as early as possible in the time frames set forth in their individual hiring procedures on the website. For judges who do not publish their hiring procedures on the website, it is recommended that students apply in the late summer to early fall of their third year.

Colorado Court of Appeals judges also vary in the way they staff their chambers with law clerks. Judges may choose to have one or two law clerks. Those who opt to have one law clerk typically choose to have an administrative assistant in lieu of a second clerk. Judges who have two law clerks can opt to have permanent clerks or term law clerks. Some judges have one permanent clerk and one term clerk, while others opt for

two term clerks. As of summer 2009, all judges have at least one term clerk. Most term clerk positions are for one year; however, at least two judges require a two-year term.

Finally, some Colorado Court of Appeals judges require candidates to perform a substantive research and writing exercise as part of the interview process. Examples have included post-interview legal writing assignments and asking interviewees to come to the interview prepared to discuss a particular legal issue.

COLORADO TRIAL COURTS

The Colorado trial courts are organized into twenty judicial districts, each covering one or more counties. A list of the trial courts is available at <http://www.courts.state.co.us/Courts/Index.cfm>. Colorado district court judges post their clerkship positions at <http://www.courts.state.co.us/Careers/Index.cfm>.

In general, Colorado District Courts do not have a uniform clerkship cycle. Most judges post positions when they receive notice that their current clerk is leaving and will typically seek to fill the positions as soon as possible after a vacancy occurs. Accordingly, students interested in these positions should check the website regularly and apply as soon as possible after a position is posted. While an opening could occur at any time, most openings tend to appear between April and September. As a result, most clerks obtain these positions over the summer after graduating from law school.

Unlike the other Colorado District Courts, the Twentieth Judicial District, which covers Boulder County, has a uniform clerkship cycle. Clerks on this court typically start work in September and complete their clerkships in a year. Positions are typically posted sometime between November and January in the student's third year of law school and hiring for the positions usually occurs in the spring.

The Colorado State Judicial Branch requires applicants for trial court clerkships to submit a Colorado Judicial Department Employment Application, which is available at <http://www.courts.state.co.us/Careers/Index.cfm>. Individual job postings may not specify what other materials are required, but it is generally a good idea to submit a cover letter, resume, writing sample, transcript, and a list of 3 to 5 references.

Depending on the court, judges may be assigned to civil, criminal, domestic, juvenile, or probate dockets. Larger courts, such as the Denver District Court (2nd Judicial District) will often assign judges to a docket handling specific types of cases (e.g. criminal or civil). The judges on courts with specialized dockets often rotate from one type of docket to another on a periodic basis. Other courts assign judges to "mixed" dockets, meaning that each judge will preside over different types of cases. Frequently, law clerk job postings do not identify the judge or the docket associated with the law clerk position. Therefore, applicants may want to call the court's district administrator or clerk's office before applying. This information is available on the State Judicial Branch Website.

Very few, if any, Colorado state court judges require applicants to take the Colorado Bar Examination.

CONNECTICUT

SUPREME COURT

Most of the judges on this court now have one permanent clerk and one term clerk.

The court opens its application process in July and typically has a stated application deadline in early September. Some of the Justices have, however, been known to conduct interviews in late August. To ensure full consideration by all of the justices, applicants should be encouraged to submit their materials by mid-August.

Most interviews are held in early to mid-September. Applicants should plan to be available on short notice as interview dates/times are often set only a few days in advance.

The court will finish its clerkship hiring by the end of September. If an applicant does not hear something from the court by October, they can assume that they are no longer being considered.

APPELLATE COURT

The court hires clerks for its current judges as well as for the pool of Judge Trial Referees (retired judges and justices who are sitting on a reduced schedule). Typically each of the current judges will hire one term clerk. Clerks who are hired by the Judge Trial Referees (JTRs) will often work with two or three JTRs.

The court opens its application cycle in July. It continues to accept applications generally until the end of August. There is no particular advantage to getting materials submitted early in the process as the court does not review applications or extend interview offers until late September.

Interviews are not scheduled until after the Connecticut Supreme Court concludes its hiring process.

Interview dates are set and announced before the court begins accepting applications. Typically interviews are planned for a Thursday and Friday in early October. Applicants will generally not receive more than a week's notice of their selection for interviews. Thus, applicants should plan to be available on the set interview days.

The court will notify selected candidates of their interview schedules by email. As all of the interviews are centrally scheduled by the court, an applicant will receive a full schedule if he/she has secured more than one interview. The court attempts to schedule multiple interviews for candidates all on one day to reduce the need for candidates to be at the court for multiple days.

Candidates who receive interviews with the JTRs will often interview with two or three judges at once. These will be the judges who will “share” the clerk. It will be clear from the interview schedule if the candidate will be meeting with multiple judges.

Once interviews are completed, successful candidates will often hear back quickly from judges who are extending them offers. The court generally completes its hiring process by the end of October.

CONNECTICUT JUDICIAL BRANCH – OFFICE OF LEGAL RESEARCH (TRIAL COURT)

The Judicial Branch participates in a number of fall job fairs and a variety of on-campus recruiting programs. If their representatives come to your school’s on-campus recruiting program, students are strongly encouraged (almost required) to submit their materials for consideration through that process. Students who do not participate in that process often seem to be disadvantaged in the process. If the Judicial Branch does not come to your campus, and your students cannot interview with their representatives at a job fair in the fall, they can submit their materials directly to the Judicial Branch.

The initial on-campus/job fair interview is a largely informational interview. Interviewers will describe the Judicial Branch’s clerkship program as well as detail the next steps in the application process. Interviewers want to leave the initial interview knowing that applicants are interested in dedicating their clerkship to legal research and writing and that they understand they will not be assigned to a judge.

Following the initial interview, applicants will be required to submit a complete application packet, typically by the end of October.

Second round (on-site) interviews are usually scheduled during December and January. Applicants will be given a packet of materials to review in advance of the interview and asked to complete a one hour writing exercise based on those materials during the interview. Applicants will also meet with Judicial Branch attorneys for a formal interview. The whole process usually lasts about two hours.

The Judicial Branch will make its hiring decisions in late March or early April. Applicants are clearly told at the conclusion of their on-site interview not to contact the Judicial Branch about decisions. No information will be available until hiring decisions are made and those decisions cannot be made outside of the pre-established process (regardless of what other offers an applicant may have pending).

When an offer is made, it is a general offer. Selected candidates are not promised a court location or a precise start date. Candidates are asked to indicate their preferences as to location and start date. Those preferences are accommodated where possible, with candidates typically getting one of their top two choices.

It is very important for applicants to understand that they are making a one-year commitment. The Judicial Branch looks very unfavorably on individuals who do not take this requirement seriously (i.e., ask to leave early for another job). If an applicant is considering a clerkship with the Judicial Branch, he/she should be prepared to plan the next steps in his/her career around the one-year commitment that he/she is making to the Judicial Branch.

GEORGIA

GEORGIA SUPREME COURT AND GEORGIA APPELLATE COURT

The justices and judges at each of these courts now have career staff attorneys/law clerks. The judges on each court require applicants to have some practical legal experience prior to serving as staff attorneys or law clerks. Applicants must be admitted to the Georgia state bar prior to submitting their applications.

While vacancies don't happen with regularity, it is important when positions are available for applicants to demonstrate a connection to the state and/or a concrete reason for their interest in working in Georgia. Being able to show that connection through a resume and/or a cover letter is critical. It is not enough to be able to speak to the connection during the interview process.

Applicants should give careful consideration to what they submit as a writing sample. Justices and judges on these two courts tend to prefer a more practical writing sample over more academic pieces. Applicants should be encouraged to select a writing sample that they have drafted from their prior legal experience (a brief, etc.) rather than a publication style piece (note, article, etc.).

Applicants interested specifically in the Georgia Appellate Court should note that the court has a central staff attorney pool in addition to those staff attorneys hired by individual judges. These staff attorneys work for the court as a whole, but offer another viable opportunity to secure a clerkship position.

GEORGIA SUPERIOR COURT

Many of the judges on the Superior Court level share law clerks, meaning that one clerk will likely work with a few judges simultaneously during their clerkship. While the hiring is done on a very ad hoc basis, interested applicants must begin regularly checking the court's website at www.georgiacourts.org/courts for position openings early in the spring of their second year (or third year for students in part-time/four-year programs). When posting their clerkship openings, judges will often post well in advance.

These clerkships are more traditional one-year positions. It is, however, important to note that not all clerks are hired directly by an individual judge. In some circuits (generally smaller circuits), clerks are hired by the superior court to serve all judges sitting within that circuit.

Applicants should be sure to highlight their connections (if any) to the area in which they are applying for a clerkship. This is particularly important for applicants whose resumes may not readily demonstrate their connection to the state of Georgia. Judges want to know that the applicant has a well-thought out reason for applying and/or a connection to the area.

Note: Georgia also has clerkship opportunities at its State Courts. These courts are county level courts with jurisdiction over misdemeanor criminal cases and unlimited jurisdiction over civil matters. Applicants interested in these opportunities should apply directly to the individual judges and should be encouraged to apply broadly in order to secure a clerkship position.

ILLINOIS

ILLINOIS SUPREME COURT

The Supreme Court Justices almost universally have career law clerks. Applicants interested in securing a clerkship should have a demonstrated connection to the area as well as some practical post-graduate legal experience. It seems as though some justices consistently hire from particular law schools.

ILLINOIS APPELLATE COURT

The Appellate Court is divided into Districts. Generally, there are no term clerk positions as most judges have career clerks. These judges seem to prefer applicants with some post-graduate legal experience over recent graduates. Increasingly, there seems to be a trend to hire law clerks that have served (or are currently serving) on the court as Staff Attorneys. Applicants should do a bit of research - beyond mere geography - before applying to any particular appellate district. The first and second appellate districts tend to be the most active districts and engage staff attorneys in more matters. This additional experience can be helpful to the candidate who ultimately wants to transition into a law clerk position on the court.

ILLINOIS CIRCUIT COURT

The Circuit Courts encourage applicants to check with individual judges regarding their clerkship requirements. It seems, however, that the only Circuit that hires with any regularity is Cook County. The individual judges in Cook County will consider recent law school graduates for clerkships. Applicants should demonstrate their connection to the area in their cover letter and/or resume.

IOWA

SUPREME COURT

Traditionally, each of the seven justices on the Iowa Supreme Court and each of the nine judges on the Iowa Court of Appeals employs a law clerk. The clerks' duties typically include conducting legal research, drafting memoranda, preparing summaries, and reviewing opinions to assist the justice or judge with the disposition of cases. The eight judicial districts (trial courts) also employ law clerks to assist trial judges. Law clerk duties at the district level may vary from district to district, but generally include legal research and writing.

Work locations of Iowa Supreme Court law clerks are usually split between the courthouse in the justice's home county and the Judicial Branch Building in Des Moines. Law clerks for the Iowa Court of Appeals work at the Judicial Branch Building in Des Moines. Locations vary across the state for district court law clerks.

Law clerks must be law school graduates. Employment is usually for a one-year period, beginning in August. At a judge's discretion, clerks may be offered the opportunity to continue employment for another year or so. Law clerks are eligible for a full range of benefits including health and dental insurance, disability and life insurance, 11 holidays and two weeks vacation.

Application deadlines vary, but applications for positions start arriving as early as spring of the year prior to commencement of employment. Application criteria vary somewhat according to the individual preferences of the judge or justice. In general, strong writing ability, GPA, class standing, and law review experience are important.

Each justice and judges sets his or her own interviewing schedule. Applications should include a resume and cover letter. Some justices or judges may request a law school transcript, recent writing sample and references. Address and send applications to individual justices or judges in care of:

Iowa Supreme Court
Judicial Branch Building
1111 E. Court Avenue
Des Moines, IA 50319

Iowa Court of Appeals
Judicial Branch Building
Attention: Dan Marvin
1111 E. Court Avenue
Des Moines, IA 50319

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

DISTRICT COURT

Send resume and cover letter to District Court Administrators as directed in the Vermont Law School guide.

MARYLAND

The www.courts.state.md.us website is helpful for biographies of judges, links to county court websites, information about judicial nominations, and job postings other than clerkships in the court system.

Circuit Court Judges

In most counties, the judges do their interviewing and hiring individually, so students need to call each chambers and ask for application information and deadlines. Some of judges look at applications as early as the summer before third year, although that is a small number of judges. Many begin receiving the bulk of their applications in September and make a decision between October and December. Then, there are some who do not hire until the winter or spring. It is always helpful to apply early, as these application deadlines are rolling, and judges can make decisions at any time.

In smaller counties, usually those judges hire individually, too; however, there are a few counties where they accept applications as a group through the chief administrative judge; in past years, Wicomico and Harford counties operated in this way. While the law clerks work for individual judges, the hiring process is streamlined, and applicants send applications to the administrative judge. In Baltimore City, the Retired and Visiting Judges share a law clerk, so applicants apply to them as a whole.

In some of the larger counties, judges are assigned to specific dockets for a period of time. In the smaller counties, they may hear a variety of cases. To find out a judge's docket for your clerkship year, you can call the chambers to ask or ask a judge during the interview. The Circuit Court for Baltimore City posts the docket rotation on its website. Also, there are specialized dockets, such as the Business and Technology Docket or a Drug Treatment Court, so students could investigate those areas of interest.

Circuit Court Masters

Masters also hire law clerks. In Baltimore City, individual masters have law clerks. The General Master's Office in the city hires staff attorneys from time to time when there are available positions. It is best to call each master's chambers directly to find out application information.

Orphans' Courts

In Baltimore City, the Orphans' Court judges hire and share a law clerk. Baltimore County, Montgomery county, and Prince George's County Orphans' Courts hire clerks, so applicants should call to find out specific information.

District Courts

Some of the district courts hire law clerks. Applicants should call those courts in the fall for application information. Hiring decisions could be made in the fall and winter. Send applications to the chief administrative judge for each district court, because that judge is the point of contact for the hiring process. Those clerks work for more than one judge at a time, and some of the larger counties hire two clerks. The state Administrative Office of the Courts in Annapolis can inform applicants what information to send to the various district courts and by when, and a list of the judges is on the Maryland court website.

NEW JERSEY

New Jersey is a rich source of judicial clerkships, as each justice and judge hires recent law school graduates, resulting in approximately 480 openings. Although the appellate level clerkships are generally filled early, many trial division judges do not complete their hiring until the spring. To identify the judges who are still hiring in the spring, the best course of action is to call chambers directly. You may also obtain a list of the judges who have not yet hired clerks from the HR office of the judiciary. See the website referenced below for the most up to date contact information. The HR Office updates that list upon receipt of the personnel paperwork from the newly hired clerks. Because of the lag time between the judge's hiring of a clerk, and the paperwork being received in the HR office, the best source of information is to call the judge's chambers directly.

NEW JERSEY SUPREME COURT

The Supreme Court of the State of New Jersey is an excellent bench, and positions there are highly sought after. Each justice has three clerks, almost all of whom are hired directly out of law school. Students typically apply around the same time as federal clerkship application cycle, although candidates may apply earlier. If a student is strongly interested in this court, it is recommended that they apply as soon as all 2L grades are received. Applications for the Supreme Court should include letters of recommendation, writing sample and transcripts. Justices may inquire as to candidates' connection with New Jersey, but do not have an expectation that they will sit for the New Jersey bar examination.

Although there is a method for centralized applications, as described in the Vermont Law School guide and at www.judiciary.state.nj.us, applicants for Supreme Court clerkships ought to apply directly to each justice.

NEW JERSEY SUPERIOR COURT – APPELLATE DIVISION

Procedures are similar to the New Jersey Supreme Court.

NEW JERSEY SUPERIOR COURT – TRIAL DIVISION

Judges in the NJ trial courts are divided into those hearing civil, criminal, family and equity matters. Candidates should apply directly to the judges in those areas in which they have an interest. Trial courts are divided into vicinages which correspond to a county or counties. Look for the "General Assignment Order" on the New Jersey Judiciary website to identify judges in each location.

NEW JERSEY TAX COURT

New Jersey Tax Court judges sit in throughout the state. Application procedures are similar to that stated above.

OREGON

OREGON SUPREME COURT

The Oregon Supreme Court consists of seven justices, elected statewide. Since 1977, its primary function has been the discretionary review of Court of Appeals' decisions. It also decides direct appeals in death penalty, Tax Court, bar disciplinary, and certain other cases, and has original jurisdiction over mandamus, habeas corpus, and other special proceedings. This court sits regularly in Salem and occasionally in other cities in Oregon.

Each Supreme Court justice employs one law clerk to work directly with the justice. The Supreme Court has three additional clerks who work on a rotating basis for all seven justices. Law clerks in the Supreme Court generally are hired for a two-year period. Occasionally, clerks are hired for a one-year period. Renewal beyond the two-year period is at the hiring justice's discretion.

OREGON COURT OF APPEALS

The Oregon Court of Appeals, the intermediate appellate court, was established by statute in 1969 and now consists of ten judges, elected statewide. It is the court for first appeal by right from Oregon trial courts and most administrative agencies.

Each of the three Presiding Judges of the Court of Appeals has one law clerk. Other judges have two law clerks, with the exception of the Chief Judge, who does not have any law clerks. Law clerks in the Court of Appeals are generally hired for a two-year period. Occasionally, and only by the express agreement of the hiring judge, clerks are hired for a one-year period.

OREGON TAX COURT

The Oregon Tax Court was established by statute in 1961 and consists of one judge and four magistrates. The Tax Court has exclusive jurisdiction over all questions of law or fact arising under the state tax laws.

The Tax Court employs two law clerks, one of whom works directly with the judge of the Regular Division and one whom works primarily with the four magistrates. The Regular Division clerk is generally hired for a two-year period.

CLERKSHIP APPLICATION PROCESS

The posting for Oregon Appellate Court Clerkships, which include the Oregon Supreme Court, Oregon Court of Appeals and the Oregon Tax Court usually come out in late January. Applications are accepted through mid-April. At this time, the courts hire from the current 2L law school class for positions which will begin the fall after graduation

one year later. Most all judges/justices have term law clerks with staggered-year start dates. There is also a "petitions" clerk position with the Oregon Supreme Court, as part of the floater clerks mentioned below.

You may specify in your cover letter specific judges for whom you want to work. However, in all cases, letters, applications, or telephone inquiries should be directed only to the Personnel Division at the address listed. Do not apply directly to individual judges. If you do not state a preference, your application will be circulated to all judges who interview. Please submit only one set of application materials.

Michael Barnum
Oregon Judicial Department
Personnel Division
1163 State Street
Salem OR 97301-2563
(In person: 1241 State Street, 2R)
Telephone: 503-986-5513

E-mail: michael.p.barnum@OJD.state.or.us

Please do not send letters, applications, or other materials directly to the judges. Please do not telephone the judges directly.

Applications must include:

1. A cover letter with:
 - a) mailing address, telephone number, and e-mail address (If your contact information should change during this recruitment process, please inform the person listed above);
 - b) an indication as to whether or not you intend to take the Oregon bar examination (these positions do not require bar membership)
 - c) a specific notation as to which court(s) and/or judge(s) for whom you are interested in working (if you do not state a preference, your application will be circulated to all hiring judges); and,
 - d) a brief response to this question: "Why are you interested in working as a law clerk for the Oregon Supreme Court, the Oregon Court of appeals, or the Oregon Tax Court?"
2. A resume, including academic highlights, honors, and extracurricular activities in college and law school. Also include grade point average and class rank for college and law school (please indicate if your school does not rank).
3. An undergraduate transcript.
4. A law school transcript, complete to the time of your application.

5. LSAT score.

6. At least three letters of recommendation.

7. A writing sample, single-sided and not to exceed 15 pages, that you certify to be your own work.

All the required information must be submitted by the close date in order to be considered for an interview. Only one copy should be submitted.

The selection process includes a criminal history check. Felony convictions may be an automatic bar to employment. Misdemeanor convictions will be reviewed on a case-by-case basis and may be a bar to employment if the circumstances of the crime are directly related to the duties and responsibilities of the position for which application is made.

Applications are normally due mid-April of each year. You will be notified by the end of May if you have been scheduled for an interview. Interviews will normally be conducted between the last two weeks of June. If an applicant has multiple interviews with judges, those are centrally coordinated by the Court Administrator. Each judge conducts their own individual interview; there are no panels of judges interviewing. Because of this, interviews can vary widely between the judges. Students often find it is imperative to read about the judge, their opinions, any on-line court information etc., for which the judge might be a contributor. The current judicial clerk is often involved in screening applications for the judge, as well as participating with their own interview of the candidate.

Applicants are told the specific date which ALL judges/justices who are hiring will be making offer calls to applicants. The student is told this date at the interview and encouraged to be by the phone all that day as they “go down the list” making calls with offers.

PENNSYLVANIA

Almost all judges in Pennsylvania have a career or permanent clerk. Very few hire term clerks.

PENNSYLVANIA SUPREME COURT

At the Supreme Court level, individual justices have chambers in different cities around the state, then travel to hear matters at courthouses in Pittsburgh, Harrisburg and Philadelphia. Pennsylvania Supreme Court justices have five to six clerks each. A few of the justices (Castille, Saylor, Eakin, Baer) have two or three of those positions for term clerks, and the rest are career. Some are two year terms and some are one year terms with the possibility of extension. The Supreme Court justices will accept applications in spring of 2L year, through fall of the 3L year, and may call applicants for interviews at any time throughout the fall.

PENNSYLVANIA SUPERIOR COURT, PENNSYLVANIA COMMONWEALTH COURT, PENNSYLVANIA COURT OF COMMON PLEAS

Openings at the intermediate appellate courts and the trial courts are sporadic. When courts or judges have openings, especially in the rural counties, they tend to send vacancy announcements to all Pennsylvania law schools.

The Philadelphia Court of Common Pleas Human Resources Office maintains a file of applications for law clerk positions, and judges have been known to review those files when searching for a new law clerk. Applications should be directed to:

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

RHODE ISLAND

RHODE ISLAND SUPREME COURT

Justices at the Supreme Court all have their own individual application requirements and timelines. Not all of the justices hire law clerks each year. Interested applicants should contact each individual chambers early in the summer prior to graduation in order to determine which justices will be hiring, what their timelines will be for the upcoming hiring cycle and what application materials are required. The best way to find out about the justices' plans for the upcoming hiring cycle is to call their chambers directly. Typically, those justices who are hiring will accept materials beginning in July or August and will often start interviewing in mid-August or early September. Applicants should be prepared to address their connection to or interest in working in Rhode Island in both their application materials and their interviews.

Each justice conducts his/her interviews differently. Some justices interview very few applicants while others seem to interview a very large number of applicants. Those justices who tend to interview large numbers of applicants will generally hold off on making any clerkship offers until later in the hiring process. Those justices have, in the past, been known to end interviews by telling candidates to stay in touch and asking candidates to contact them before accepting another clerkship offer. This should be viewed as a genuine statement of interest in the candidate. In some instances, when a candidate then is able to contact the justice to inform him/her that another offer has been extended, the justice will extend the candidate an offer over the phone. If applying to the court, applicants should be aware that such a situation may arise and know how to handle the situation professionally.

TEXAS

TEXAS SUPREME COURT

There are nine justices who sit on this court in Austin, TX. It is the highest appellate court and hears all civil and juvenile cases. Each justice has their own discretion to hire a term clerk, commonly known as a briefing attorney, or a career clerk. Typically, about half of the justices take a briefing attorney; sometimes more than one per justice. The best way to find out specific information about the hiring needs of each of the justices is to call chambers in April. They will accept applications in August and early September of the 3L year. Interviews are usually conducted in early September and hiring decisions are made no later than the end of September.

TEXAS COURT OF CRIMINAL APPEALS

There are nine justices on this court which sits in Austin. It is the highest appellate court hearing criminal, including death penalty, cases. Their hiring practices are the same as the Texas Supreme Court.

TEXAS COURT OF APPEALS (FIRST THROUGH FOURTEENTH)

There are 14 appellate courts throughout the state with approximately 80 justices. These courts hear civil and criminal appeals, except for criminal cases involving the death penalty. Some of the justices take term clerks, known as briefing attorneys, and some have career clerks and do not hire clerks for terms. This varies by court and you need to contact the courts around April to determine who will be accepting applications for briefing attorneys. Applications should be sent in August or September of the 3L year. Interviews are conducted in early September and decisions are made at the end of September.

TEXAS TRIAL COURTS

The Texas Trial courts do not hire full time clerks after graduation, but many do take judicial interns throughout the fall, spring and summer. The district courts, county-level courts, justice courts and municipal courts all have interns but no full time term clerks.

VIRGINIA

SUPREME COURT

All of the justices on this court hire term clerks, for terms lasting one to two years. Some also have career clerks. The opening of the application process varies among the seven justices, but most begin accepting applications in the spring of students' second year. All justices require a cover letter, resume, transcript, writing sample and at least two letters of recommendation. Some justices provide email notification to candidates once their application has been received.

Application deadlines also vary, but it is best to apply before September, as most interviews are held in late summer or early fall. Candidates are notified of interviews by email or letter.

The majority of justices prefer candidates to sit for the bar exam in Virginia. Justice's chambers are located in various areas around the state. The justices ask that candidates be certain they are willing to live in or commute to the area prior to applying for the clerkship.

VIRGINIA COURT OF APPEALS

All of the judges on this court hire term clerks, for terms lasting one to two years. Some also have career clerks. For most judges, the application process is conducted on a rolling basis and remains open until the positions are filled. For this reason, it is best to apply as early as possible. All judges require a cover letter and writing sample. Some also request a transcript and letters of recommendation.

Most interviews are held in the fall; however, some judges choose to interview whenever they receive a candidate's application. Candidates are notified of interviews by telephone, email or letter.

Prospective applicants are encouraged to hone their writing skills. The majority of judges on this court require that candidates take a two to three hour writing test, if called in for an interview. A candidate's writing ability is often weighted more heavily than the substance of their resume or interview.

Since the clerks will be analyzing Virginia law, the Judges on this court prefer that candidates sit for the bar exam in Virginia, although it is not required by all.

VIRGINIA CIRCUIT COURTS

There is a circuit court in each city and county in Virginia (31 circuits and 120 courts). Some of the circuit courts hire clerks for terms of one year, while some maintain career clerks. Circuit courts that hire term clerks generally begin accepting applications in late summer and early fall of an applicant's third year of law school.

The required application materials range from a cover letter and resume only to cover letter, resume, transcript, writing sample, multiple recommendation letters, and a city or county government employment application form. Some circuit courts also require successful candidates to sit for the Virginia bar exam.

Some circuit courts begin conducting interviews in the fall of a candidate's third year, while others wait until the spring semester of to begin conducting interviews. Candidates may be notified of interviews by telephone, email or letter.

WASHINGTON D.C.

DISTRICT OF COLUMBIA COURT OF APPEALS

This is the highest court in the District of Columbia, there is no intermediate appellate court. The court currently consists of nine active judges (including one Chief Judge) and 12 senior judges. There are two types of clerks, Judicial Clerks and Court Clerks (who serve all the judges). For the Judicial Clerks, each of the judges hires two law clerks, except for the senior judges who share clerks.

Most of the judges hire 3Ls directly from law school, but in recent years several judges have hired law clerks with one or two years of experience. The clerkships are typically for a one year term. The judges typically hire very close to the federal law clerk hiring plan deadlines, so students should apply by late August/early September. The senior judges tend to hire slightly later in October. For those judges who have hired alumni, some judges have interviewed over the summer in July/August in the year before the clerkship term. Most interviews are held in early to mid-September through October.

Although most judges follow this time frame, one or two judges have sometimes waited until later in the year to hire, as late as March or April. Students should follow up directly with the court to see if there are any openings after the fall hiring season.

For Court Clerks, applicants need only send one application to Staff Counsel Rosanna M. Mason. E-mail: rmason@dcca.state.dc.us, (202) 879-2718, Fax: (202) 626-8840 at the courthouse, and the deadline is typically in early December of students' third year.

SUPERIOR COURT FOR THE DISTRICT OF COLUMBIA

The Superior Court handles all local trial matters, including civil, criminal, family court, probate, tax, landlord-tenant, small claims, and traffic. The court consists of a chief judge and 61 associate judges. The court is assisted by the service of 24 magistrate judges as well as retired judges who have been recommended and approved as senior judges. Each associate judge hires one law clerk, and the magistrate judges typically share clerks. Students should apply individually to each associate judge and magistrate judge. The Senior Judges on each floor share clerks, the judges are on the 3rd and 5th floor and students can send applications to "Senior Judges, x floor" For more Information, they can contact April Whitaker at 202 879 4816 (3rd Floor) and Anna Scanlon at 202 879 1172 (5th Floor).

The judges are organized into divisions (Family, Civil, Criminal, Probate & Tax, and Domestic Violence) and then assignments within those divisions. The assignments are updated yearly in January, but judges typically stay at least two to three years in any particular division before rotating to another one.

The associate judges typically hire graduating 3Ls for one year terms. Some judges have hired more experienced attorneys who serve for longer than one year, and judges are usually flexible if clerks would like to stay for longer than a year. Some judges hire in September/October of students' third year of law school, some wait until November/December, and some make decisions in January/February. By March, most of the judges have hired, but a few may still be accepting applications. Students can submit applications to all judges as early as September, but may need to follow up with judges in January if they still have not heard.

Most judges request a cover letter, resume, law school transcript, writing sample, and at least two letters of recommendation. Letters of recommendation are often optional, and applicants can submit a list of references instead. Cover letters should highlight the applicants' relevant experience and background.