

Mercer University School of Law

Judicial Clerkship Handbook



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A. REASONS TO CLERK

1. **Educational value.** A clerkship is a unique educational experience. Judicial clerks obtain an inside look at the judicial system from the judge's point of view. This provides valuable insight into what makes a good lawyer, a persuasive brief, and an effective oral argument. Further, since clerks work many types of cases, they are exposed to a wide assortment of legal issues. Clerks participate in all levels of the judicial process. Duties of a clerk may include: researching legal issues; in depth discussion with the judge concerning legal issues; drafting legal memoranda, decisions, orders, jury instructions, letters and other court documents; and performing necessary administrative duties.
2. **Career Benefits.**
 - a. **Transition.** Many law students are unsure about what type of legal career to pursue – private practice (litigation or transactional), government, public interest, etc. A clerkship not only provides you with an extra year or two to consider your choices, but also enables you to make a better informed decision.
 - b. **Prestige.** A clerkship is a highly valued credential in all legal markets. The weight a clerkship carries in the job market is not simply a function of the competitive nature of the selection process. The clerkship experience itself is generally viewed as an intense and unique training experience.
 - c. **Networking.** Clerking (particularly in a federal district court or state trial court) introduces you to many local attorneys. This is especially valuable if you plan to practice in the same city in which you clerk.
3. **Mentor Relationship.**
 - a. A judicial clerkship can be a valuable stepping stone for your legal career. You will be working closely with a distinguished member of the legal profession from whom you can learn a great deal. A judge usually develops a relationship with his or her clerks and is eager to serve as a mentor for years to come. Some judges will provide their clerks with career advice and employment recommendations. Recommendations from judges carry great weight, especially for someone who clerks and then later practices in the same geographical area.
 - b. Many former clerks view their co-clerks, judge and the rest of the judicial staff as a family, with whom they remain personally close for years after the clerkship has ended. It is not unusual for former clerks to gather periodically for dinners with the judge and to stay in touch with one another.
4. **“Short List” of Reasons to Clerk.**
 - a. Sharpen your research, writing and legal skills;
 - b. Develop a relationship with a judge and other court personnel;
 - c. Make contacts in a legal community;
 - d. Gain insight into the legal system and how it works;
 - e. Observe lawyers' styles of practice, including seeing good and bad examples of legal writing and litigating;
 - f. Obtain practical training in trial practice;

- g. Be exposed to a variety of legal issues and areas of law or to a particular area of law (i.e., bankruptcy clerkships);
- h. Transition between law school and law practice;
- i. Build your resume with an impressive credential; and
- j. Have an enjoyable work experience!

B. IMPORTANT CONSIDERATIONS

1. Qualifications & Salary

a. Qualifications

- i. Because each judge functions independently, he or she sets the qualification requirements for law clerks. A judge's specific qualifications for a position are listed in the position announcement available in the **Online System for Clerkship Application and Review (OSCAR)** <https://oscar.symplicity.com/>. There are, however, general requirements for employment as a federal law clerk that must be satisfied by all appointees.
- ii. By the time of appointment to a law clerk position, the candidate must be a law school graduate or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree. As of May 16, 2005, newly hired law clerks must undergo a Federal Bureau of Investigation (FBI) fingerprint check. A judge may also require a new law clerk to undergo a FBI Central Records Systems name check and a credit check. An employment appointment is provisional and contingent upon the satisfactory completion of the required fingerprint check and other checks required by the particular judge. The court will arrange processing the background checks upon notification of an applicant's selection for a position. Pursuant to the Treasury and General Government Appropriations Act, 2000, Public Law No. 106-58, section 605 (September 29, 1969), any judicial employee assigned in the continental United States compensated with federal funds must be a United States citizen or otherwise eligible for federal employment within the United States. A non-citizen of the United States may be employed by the federal judiciary to work for courts located in Puerto Rico, Guam, the Virgin Islands, Northern Mariana Islands and Hawaii.

b. Salary

- i. The salary available to a law clerk depends upon legal work experience subsequent to graduation from law school, bar membership and applicable locality pay adjustments. The federal judiciary uses the same locality rate as the executive branch. Current differential locality rates are available at http://www.uscourts.gov/careers/Pay_Tables/2009_Pay_Tables/Judiciary_Salary_Plan_Pay_Tables/Base_and_Locality_Pay_Tables/JSP00.pdf (also available at <http://www.opm.gov/oca/09tables/indexGS.asp>). The hiring judge, as the appointing authority, certifies a law clerk's actual grade and step, and thus sets the salary, at the time of appointment.
- ii. Most recent law school graduates qualify for an appointment of at least a

grade JSP-11, step 1 (annual base salary of \$49,544.00). One year of post-graduate legal experience and bar membership qualifies the appointee for grade JSP-12, step 1, appointment with an annual base salary of \$59,383.00. If an appointee has one year of post-graduate work experience and one or two years of post-graduate work experience as a federal judicial law clerk or a federal pro se law clerk, plus bar membership, he or she qualifies for appointment at JSP-13 or -14, step 1, with an annual base salary of \$70,615.00 or \$83,445.00, respectively. Additionally, incoming law clerks who have prior federal experience may be eligible to match their highest previous rate of federal pay within the grade for which they qualify. Specific information about salary eligibility can be made available prior to accepting an offer from the employing court's personnel representative.

- iii. 2009 Salary Tables and Related Information:
http://www.uscourts.gov/careers/Pay_Tables/2009_Pay_Tables/Judiciary_Salary_Plan_Pay_Tables/Base_and_Locality_Pay_Tables/JSP00.pdf
(also available at <http://www.opm.gov/oca/09tables/indexGS.asp>).
- iv. Salary Table 2009 GS: <http://www.opm.gov/oca/09tables/indexGS.asp>
- v. Other Salary Considerations
 - 1. Clerkship salaries are lower than the salaries paid for many (but not all) positions for new attorneys. Students with substantial loan obligations should carefully consider a clerkship's duration and compensation to determine whether accepting a clerkship would create an undue financial hardship.
 - 2. However, most large firms will hire a former clerk as a second-year associate at a second-year associate salary, and some firms also offer clerkship bonuses paid when you join the firm.
 - 3. Most members of Mercer's faculty firmly believe that the long term value of a clerkship far exceeds any short term financial loss.

2. Compatibility Issues.

Your enjoyment as well as the professional benefits of a clerkship depends upon the relationship you have with your judge. The judge's personality and work style preferences will set the tone for any clerkship. Consider the judge's personality characteristics as well as your own. Also consider the judge's ideology. If your ideology is extremely different from your judge's, this can lead to conflict. Do your research! This will help you find a judge who is a good match for you.

C. Hiring Criteria

- 1. Judges consider a number of factors when selecting a law clerk, including grades, courses taken, prior work experience, law review membership, recommendations and personality. The exact weight placed on these items differs from judge to judge.
- 2. Admittedly, federal clerkships are the most difficult and require top law school records. While still academically competitive, state court clerkships generally do not have strict academic cut-offs. **HOWEVER, students should NOT self-select out of**

the process because they are unsure that they will make the grade requirement.

3. Many courts, consider grades along with many other factors, including past experience working for a judge (as a volunteer or intern), moot court experience, evidence of adaptability/flexibility, and ties to the area or intentions to practice in the state. They are also searching for candidates with demonstrated maturity, integrity and judgment.
4. **NOTE:** *Neither your Professors nor the Career Services Office can evaluate your chances of securing a particular clerkship given your unique credentials. We have access only to information on the credentials each judge requests – not the credentials each judge may accept. We encourage students to seek advice as to which clerkships are good prospects and which may be beyond reach, but it is up to you to decide where to focus your time, energy, and resources.*

D. APPLICATION PROCEDURES

1. Researching Opportunities

a. Mercer Career Services Judges Database

1. Saved on the X Drive (in the “**Career Services/Judges Database**” folder). All students have access on networked computers.
2. All files are saved in Excel, and can be used to create merge mailings. Computer Services can instruct students on how to perform mail merges.
3. **JUDGES Bankrupt LIST:** A list of bankruptcy judges in the Southeast (AL, FL, GA, NC, SC & TN). ***to be updated summer 2009
5. **JUDGES Dist Mag LIST:** A list of U.S. District & U.S. Magistrate Judges in the Southeast (AL, FL, GA, NC, SC & TN). Also includes 11th Circuit Court of Appeals. ***to be updated summer 2009
6. **JUDGES State Superior LIST:** A list of Superior Court Judges and *full-time* State Court Judges in Georgia. ***updated fall 2008
7. **JUDGES GA Applt LIST:** A list of all State Appellate Court Judges in Georgia. ***updated fall 2008

b. Mercer Binder Containing Responses to Career Services Judicial Survey

1. During the summer, Career Services surveys all federal Judges (U.S. District, U.S. Magistrate & U.S. Bankruptcy) in the Southeast (Alabama, Florida, Georgia, North Carolina, South Carolina & Tennessee). The Binder contains the responses that we received from the surveyed Judges. Responses are divided by the Court (U.S. District, U.S. Magistrate, U.S. Bankruptcy and U.S. 11th Circuit Court of Appeals), and then by State within each Court section.
2. The Binder also contains interesting articles on clerkships, as well as sample cover letters, information on researching Judges, and information on the Online System for Clerkship Application and Review.

c. Mercer Former Clerks Lists

1. Binder contains a list of Mercer graduates from 1993 - 2008 who have served as state or federal judicial law clerks. The binder also contains current employment information, to the extent that such information has been reported to us. Binder is sorted by class year; and for Federal Judges only, by Judge. X Drive version is the MOST CURRENT RESOURCE (updated continuously). ***to be updated summer 2009.
2. Lists are also available on the X Drive ("**Career Services/Judges Database**" folder, then the "**Former Mercer Clerks**" folder). ***to be updated Summer 2009.

d. OSCAR (Online System for Clerkship Application and Review)

1. The Online System for Clerkship Application and Review (OSCAR) is a single, centralized resource for notice of available clerkships, clerkship application information, and law clerk employment information. OSCAR accommodates judges who choose to accept clerkship applications electronically, judges who want to receive only paper applications, and judges who wish to advise applicants that they do not have a clerkship vacancy.
2. For the judges who choose to receive applications electronically, OSCAR streamlines the application process, enabling judges and chambers staff to receive, sort, and screen applications electronically, to print selected application materials, and to communicate with applicants via email. Judges who choose to receive paper applications will use OSCAR to post their clerkship vacancy. For judges who have no vacancies, OSCAR is an effective resource to advise applicants that they do not have a clerkship vacancy.
3. OSCAR enables clerkship applicants to search for clerkship positions, select the federal judges to whom they wish to apply, and build and submit their applications online for judges who are accepting electronic applications. Applicants upload cover letters, resumes, grade sheets, and writing samples and submit electronic requests for recommendation letters to their recommenders. OSCAR electronically invites the recommenders to log onto the system and create and upload letters of recommendation on behalf of the applicants. When the applications are complete, judges log in and begin the hiring process.

Visit: <https://oscar.symplicity.com/>.

This database includes:

1. Searchable clerkship listings for federal judges, including application requirements and contact information.

2. Information about clerkships with the United States Courts, including citizenship requirements, qualifications, salary and benefits.
3. **NOTE:** Do not rely exclusively on the OSCAR website for clerkship openings.

e. More about OSCAR (Online System for Clerkship Application and Review)

<https://oscar.symlicity.com/>

1. OSCAR was a pilot project for the fall 2005 federal judicial clerkship hiring season. It is an internet-based application system that permits applicants to file their federal clerkship application materials online, designating those judges to whom they wish to apply. Federal judges and chambers staff will be able to read, sort, and manage those applications on-screen; they will also be able to download and print those applications.
2. Initially, applicants must use Internet Explorer 5.5 or higher, Netscape Navigator 7.2 or higher, or Firefox (NOT Safari) as their Internet browser when accessing the OSCAR System (Site managers have found that applicants who use an older version of Internet Explorer or Netscape do not see all of the navigation bars/tabs on the OSCAR screens).
3. **Using OSCAR:**
 - a. Clerkship applicants should enter the OSCAR site and register themselves. Enter the *OSCAR system*. Click on the *Applicant Registration* tab. An Applicant's Frequently Asked Questions (FAQs) Guide is available at the OSCAR website at: <http://www.oscar.dcd.uscourts.gov/>. Complete the Applicant Registration form. Once logged into OSCAR, you will have access to the user guides and other helpful links under the Resources tab.
 - b. Applicants should search/browse the list of judges participating in OSCAR.
 1. The only judges accepting electronic applications are OSCAR judges. Students will need to apply to all other federal judges as they have traditionally, by submitting paper copies of materials via U.S. mail.
 2. **Reminder: Do NOT send any applications via U.S. Mail to judges that are participating in OSCAR.**
 - c. If the applicant will be utilizing OSCAR, they should complete a profile and upload documents. Documents may ONLY be uploaded in .PDF format; all other formats are unacceptable. The only exceptions to this are cover letters created in the online editor. OSCAR will store up to 3 resumes, up to 25 cover letters for letters uploaded as a .PDF file, up to 3 writing samples, up to 2 law school grade sheets (for transfer students), up to 3 undergraduate grade sheets, and up to 3 other

grade sheets. All application materials can be saved and revised until they are downloaded by judges on **Tuesday, September 8, 2009**. Uploading resumes, writing samples and cover letters is a straightforward process. Please refer to the User Guide for more information. **PLEASE NOTE:** The 25-cover letter limitation does not mean you may only apply to 25 judges. It just means you may only build and submit 25 applications at a time if you are uploading cover letters as a .PDF file.

1. In order to prevent file corruption within the application packet, OSCAR no longer allows applicants to upload any transcripts. OSCAR now provides a Grade Sheet Form that will convert the entered grades into a .PDF for the applicant. The Grade Sheet Form can be viewed as a .PDF, just as the judge will see it. The form may also be edited and re-saved.
- d. Applicants should contact potential recommenders early and thoroughly notify them about all application plans. If an applicant applies to judges who use OSCAR as well as to judges who do not, recommenders will need to complete both on-line and hard-copy recommendations for applicants. Faculty recommendations for OSCAR judges are housed within the system. Applicants enter the recommender's name and email address when applying to a judge. The recommender receives one "Evite" notifying him/her that an applicant has requested a letter of recommendation (Faculty Clerkship Advisor Dave Oedel is copied on the "Evite"). OSCAR also periodically sends reminder email to recommenders who have pending requests. **IMPORTANT:** When an applicant applies for a clerkship, a warning screen appears that informs the user that they are locking in their recommenders. This "locking recommenders" means that the user will not be able to add, change, or delete the recommender(s) from that point forward.
 - e. Submission of applications. It is extremely important that applicants verify their application choices, verify that all documents are in perfect, error-free condition, and that all recommendations have been received throughout the application time line. Judges will not be able to download any materials until **September 8, 2009**.

f. On-Line Services (See also "Researching Judicial Clerkships" page 46)

Westlaw and Lexis each offer similar information. **Please note:** These resources may contain inaccurate contact information (addresses and telephone numbers). The Mercer Judges Database, OSCAR, and individual court web sites are better sources for accurate contact information. Both Westlaw and Lexis also provide information sessions to help you use these tools effectively.

1. WESTLAW

a. WLD-JUDGE

This database contains court office profiles and profiles of individual full-time judges. A template will automatically be displayed when this database is chosen. Through the template you can search using various fields, including a judge's name, court, location, law or undergraduate school attended. This database is most useful for identifying judges who attended Mercer or your undergraduate school. Each judge's profile also contains the judge's published works, affiliations, honors, significant cases and professional experience. This information can help you select judges and prepare for interviews.

b. WLD-Clerk

This database consists of profiles containing judicial clerkship information and federal and state clerkship opportunities. A template, similar to the template in the WLD-JUDGE directory, is automatically displayed upon selecting this database. You may also search here by judge, court, or location, and you may obtain information about selection criteria, application procedures, and names of past and present clerks. One of the best features of this template is that you can enter Mercer in the "past clerks" field and see which judges have hired Mercer graduates in the past. Because this database is not frequently updated, be aware that some information, especially regarding clerkship openings and application deadlines, may be out-of-date.

c. AFJ (Almanac of the Federal Judiciary)

This resource covers biographical materials, as well as media and attorney assessments of judges. It also has information about publications, past positions, education, noteworthy rulings, and personality characteristics. Search this database by the name of the judge or by the court. This database is most helpful after you have narrowed down your choices and wish to do more in-depth research.

d. CR (Congressional Record)

For judges appointed after July 1985, you may retrieve statements offered by senators during the confirmation process. These statements may include biographical information on your judge that you may not have found elsewhere. Using the terms and connectors query, enter = nomination /s lastname

e. Opinions or Articles by Your Judge

1. For opinions by your judge, choose the court database (e.g., cta11 (for the 11th Circuit), and in the term search menu use the field ju() to search for your judge's opinions [*i.e.*, ju (lastname)].
2. For articles by your judge, enter the TP-ALL directory to search the law review articles and use the field au() to search for articles [e.g., au(lastname)].

2. LEXIS

a. CAREER; JCLERK

Enter the above under Command Searching at the bottom of the LEXIS screen to search the NALP Judicial Clerkship Directory, which contains information on judges who anticipate clerkship openings. Search by the judge's name or by the court. You also may want to search under Mercer or your undergraduate institution to uncover connections that judges and their clerks may have with those schools. Because this directory uses terms and connectors rather than a template, be creative in devising search strings.

b. LEGIS; RECORD (Congressional Record)

See the Congressional Record search under the Westlaw section; search parameters are the same.

C. Opinions/articles by Your Judge

1. For opinions by your judge, search the file of the judge's court and use the written by segment search [e.g., GENFED; 11cir; written by (lastname)].
2. For articles written by your judge, use the Current Law Index database and the written by segment search.

g. Web Sites (See also "Researching Judicial Clerkships" page 46)

1. University of Michigan - Judicial Nominations Database

<http://www.law.umich.edu/currentstudents/careerservices/Pages/nomdb.aspx>

This site includes information on all recent federal nominees and recently confirmed judges. Links are available to nominees sorted by last name, court name, nomination date, and confirmation date. This resource is useful for finding new judges, who may need clerks immediately. We do not know how often this database is updated.

2. Department of Justice – Office of Legal Policy

<http://www.usdoj.gov/olp/judicialnominations.htm>

This site should contain the most current information on nominees.

3. Congressional Record

www.access.gpo.gov

This site can be searched for new nominees using "judicial nominations" as a search term.

4. Federal Court Web Sites

www.uscourts.gov

This site contains a circuit map, links to the web sites for each of the federal courts, and judicial vacancy information.

5. Federal Judicial Center

<http://www.fjc.gov/public/home.nsf>

The Federal Judicial Center is the education and research agency for the federal courts. The site contains links to publications, federal judicial history (including judges' biographies) and other educational materials.

h. Unexpected Openings, Temporary Clerkships, and New Appointees

Clerkship openings come up frequently. Some reasons include:

1. a judge may not have hired during the normal hiring season;
2. new judges are confirmed and need clerks immediately;
3. sometimes students who accepted clerkships must, for health or other reasons, withdraw; and
4. many other reasons.

These are great opportunities because the applicant pool against which you are competing is often much smaller. Print and on-line resources provide little information or assistance. Such openings are rarely entered into a database, but are discovered largely through word of mouth (our alumni or other contacts will call a member of the faculty or call Career Services to inform us of the opportunity; some Judges list openings on OSCAR).

i. Professors, Alumni, Employers, Etc.

1. Faculty

Many members of Mercer's faculty have clerked or have personal or professional relationships with judges. Do not overlook them as a resource.

2. Students and Alumni

The Mercer Former Clerks Lists include the names of students and alumni who will clerk or have clerked for particular judges. These alumni can give you valuable information about the judges for whom they clerked, and probably information about other judges in the jurisdiction in which they clerked.

3. Others

Do not overlook the legal community as you perform your clerkship research. For example, if you intern for a judge, listen and observe. If you are working at a firm, talk to the lawyers about their clerkships or professional experiences with particular judges.

j. Print Resources (See also "Researching Judicial Clerkships" page 46)

The following is a list of useful resources that *may* be available either in the Career Services Library or the Law Library.

1. **Almanac of the Federal Judiciary** (Lawletters, Inc.). This resource covers biographical materials, as well as media and attorney assessments of judges. It also has information about publications, past positions, education, noteworthy rulings, and personality characteristics. Search this database by the name of the judge or by the court. This database is most helpful after you have narrowed down your choices and wish to do more detailed research.

2. **American Bench** (Reginald Bishop, Forster & Associates). A complete directory of state and federal judges including biographical information and addresses. The information is listed alphabetically by state and includes a description of the court system for each state.
3. **BNA's Directory of State and Federal Courts, Judges and Clerks** (BNA). Directory of federal and state judges that includes diagrams of state court structures and explanations of jurisdiction for all federal and state courts.
4. **Chambers Handbook for Judges' Law Clerks and Secretaries** (Federal Judicial Center). Information about the role of law clerks and codes of conduct, as well descriptions of court structure, administration and procedures.
5. **Federal and State Judicial Clerkship Directory** (National Association for Law Placement). Responses to clerkship questionnaires sent to federal and state judges. Listings include application procedures, current clerks, and other information relevant to clerkships.
6. **Federal-State Court Directory** (Went Publishing Co.). Directory information on the federal and state courts. Provides names, addresses, and phone numbers of federal court judges and clerks of court, circuit executives, court librarians, bankruptcy judges, probation officers, U.S. attorneys, U.S. magistrates, state chief justices, and attorneys general. Lists counties in federal districts, state court organization charts and federal court statistics.
7. **The Guide to State Judicial Clerkship Procedures** (Vermont Law School). Directory of state judges and application procedures for all state courts. Listings include addresses, contact people, and salary information.
8. **Judicial Staff Directory** (Staff Directories, Ltd.). Over 11,000 names, job titles, addresses, and telephone numbers as well as 1,800 biographies of the federal judges, magistrates, circuit executives, clerks of court, probation officers, and public defenders.
9. **The Lawyer's Almanac** (Aspen Law & Business). Describes jurisdiction of all federal courts, lists locations of all federal district courts, provides names and addresses of all state court administrators, and lists names and dates of permanent appointments for all federal judges.
10. **The Third Branch** (U.S. Government Printing Office, updated). A monthly publication that includes current federal nominations, confirmations, appointments, elevations, resignations, retirements, and deaths.

2. Types of Judges/Courts to Consider

a. Article III Courts (sometimes called "constitutional courts")

1. U.S. Supreme Court

- a. The United States Supreme Court consists of the Chief Justice of the United States and eight associate justices. At its discretion, and within certain guidelines established by Congress, the Supreme Court each

year hears a limited number of the cases it is asked to decide. Those cases may begin in the federal or state courts, and they usually involve important questions about the Constitution or federal law.

- b. U.S. Supreme Court justices are authorized to hire four clerks each, with the exception of the Chief Justice, who may hire five. Clerks are hired for a single one-year term. Justices usually hire clerks who, by the time they arrive at the Supreme Court, will have clerked for at least one year for another judge, most frequently at the federal appellate level.

2. U.S. Court of Appeals

- a. There are thirteen judicial circuits, each with a court of appeals (the Court of Appeals for the Federal Circuit, which has jurisdiction over certain types of cases, and twelve regional courts, which have jurisdiction over certain geographic areas). Circuits One through Eleven each comprise three or more states; the District of Columbia Circuit hears cases arising in the District of Columbia. A list of the states that compose each circuit may be found in 28 U.S.C. ' 41; the number of judgeships in each circuit is set forth in 28 U.S.C. ' 44.
- b. Active judges generally hire three or four law clerks, depending on the number of secretaries (two or one, respectively) they choose to have. Chief judges may hire four or five clerks, and senior (retired) judges may have from one to three, depending on the size of the caseload they elect to maintain. Some federal judges (both circuit and district), however, have begun hiring career or permanent clerks to fill one slot, which reduces their need for temporary clerks.
- c. Appellate clerks generally have no contact with the attorneys or parties in cases before the court. Typical duties for a clerk include reading the briefs and the record of a case scheduled for argument and preparing a bench memorandum prior to oral argument

3. U.S. District Courts

- a. There are 89 districts in the 50 states, which are listed in 28 U.S.C. " 81-144. District courts also exist in Puerto Rico, the Virgin Islands, the District of Columbia, Guam, and the Northern Mariana Islands, making a total of 94 district courts. Some states, such as Alaska, are composed of a single judicial district; others, such as California, are composed of multiple judicial districts. The number of active judgeships allotted to each district is set forth in 28 U.S.C. ' 133.
- b. District judges typically hire two recent law school graduates as law clerks. Most district judges offer only two-year clerkships, while some offer one-year terms.
- c. District courts are trial courts, and clerks are exposed to a variety of legal issues. Clerks are typically in daily contact with attorneys and pro se litigants.

4. U.S. Court of International Trade

- a. In the Customs Court Act of 1980, Congress created the U.S. Court of

International Trade within the judicial branch, to deal with cases involving international trade and customs duties.

- b. Located in New York City, and formerly called the U.S. Customs Court, this court has the same powers in law and equity as the district courts. Most of its cases concern the classification and valuation of imported merchandise, customs duties, and unfair import practices.

b. Article I Courts (sometimes called “legislative courts”)

1. Bankruptcy Courts

- a. A bankruptcy judge is an officer of the U.S. district court, appointed to exercise jurisdiction over bankruptcy matters. Bankruptcy judges are appointed for fourteen-year terms.
- b. Bankruptcy courts are trial courts and expose clerks to a variety of adversarial issues.

2. Magistrate Courts

- a. A U.S. magistrate judge is an officer of the district court and is appointed by majority vote of the active district judges of the court. Magistrate judges handle a variety of matters, including civil consent cases, misdemeanor trials, preliminary hearings, and pre-trial motions.
- b. Magistrate judges serve eight-year terms, and generally have one law clerk. Some hire term law clerks and others hire career clerks.

3. Specialty Courts

- a. The United States Tax Court, located in Washington, DC, hears disputes involving the Internal Revenue Service and deficiencies or overpayment of taxes, plus some other federal tax issues.
- b. The United States Court of Federal Claims, located in Washington, DC, which has nationwide jurisdiction over civil claims (those other than tort claims) against the federal government (i.e., government contract disputes, eminent domain, military pay, and patent/copyright violations by the government). The Court also has jurisdiction over claims brought by Native American tribes, and other matters.
- c. The United States Court of Appeals for the Armed Forces, located in Washington, DC.
- d. The United States Court of Appeals for Veteran Claims (f/k/a U.S. Court of Veteran Appeals), located in Washington, DC.

c. Miscellaneous Courts

1. Staff Attorney Positions

- a. Law clerks who serve many judges or an entire court are commonly referred to as staff attorneys, staff counsel, or pro se law clerks.
- b. The duties and responsibilities of a staff attorney vary by court, but may include reviewing appeals and correspondence, preparing memoranda, and assisting in case management and settlement procedures. The length of service for these positions varies by court.

2. Administrative Law Judges (ALJs)

- a. Administrative Law Judges preside over formal administrative

hearings. Over 30 U.S. government departments and agencies employ ALJs (i.e., Food and Drug Administration, National Labor Relations Board, Federal Energy Regulatory Commission, Federal Trade Commission, Securities and Exchange Commission, Department of Education, and others).

- b. Some Administrative Law Judges hire recent law school graduates as law clerks.

3. THE APPLICATION PROCESS

a. General Considerations

The good news is that there are thousands of clerkship opportunities available each year. The bad news is that there are also thousands of clerkship applicants each year. In fact, the typical federal district court judge receives from 200-500+ clerkship applications each year. Federal appellate court judges receive even more applications.

b. Timing of Applications

1. Federal Courts

The majority of federal and state judges have agreed to focus law clerk hiring on third year students and law graduates. This means that clerkships scheduled to begin Fall 2005 and beyond, hiring will not commence earlier than the fall of a students' third year of law school. **For federal clerkships that will begin in Fall 2010, applications should be sent no earlier than September 8, 2009.** Individual judges and/or courts may have application periods after this date so it is always beneficial to check with the individual jurisdiction to which you are considering applying. Additional information on deadlines for individual federal judges may be available via the Online System for Clerkship Application and Review. Applicants should also consult the Binder of Survey Responses in the Career Services Library. A chart of key dates appears below.

2009 CRITICAL DATES FOR GRADUATING LAW STUDENTS

Sept. 8, 2009 (day after Labor Day)	First date when applications and recommendations may be received
Sept. 11, 2009 (10:00 am ET)	First date judges may contact applicants to schedule interviews
Sept. 17, 2009 (8:00 a.m. ET)	First date judges may conduct interviews and extend offers

2. STATE LEVEL COURTS

For **state court** clerkships, follow the application timetable for the jurisdiction(s) in which you are interested. Feel free to contact the judge's chambers, court

administrator, current or former law clerks, your faculty advisor, and the Career Services Office for more information. There is no fixed hiring schedule, which means that there is no “absolute deadline” for all applications. Although some judges may review applications during the summer, most will hire later, generally in the Spring. Due to the generally later application timing, many students apply for federal clerkships first, leaving state level clerkships as a Plan B if they are unable to secure a federal clerkship.

3. What 2Ls can do to Prepare NOW for the Application Process.

While students cannot apply for clerkships until their third year, second year students should use their second year to improve their grades, develop or improve a writing sample, improve their resume (i.e., with moot court, extra curricular activities or work experience), and develop relationships with the faculty whom they may want to ask to be recommenders. Second year students should also use this time to think about which *type* of clerkship best suits your individual goals and interests. Finally, use the time available during your second year to research the judges to whom you may be interested in applying.

c. APPLICATION MATERIALS

1. GENERAL CONSIDERATIONS

Historically, the method of applying for clerkships has been to mail a hard copy of the application materials to the judge’s chambers. However, judges are increasingly beginning to accept applications electronically. Applicants should check the Online System for Clerkship Application and Review first at <https://oscar.symplicity.com> for specific instructions on how to apply to each judge.

2. COVER LETTER

a. General Considerations

Your cover letter is the first example of your writing that the judge will see. It should be clear, concise, error-free, and, in general, not longer than one page.

b. Format

1. The *first paragraph* should be used to identify yourself and what position you are seeking. “I am a third year law student at Mercer University School of Law, and I would like to be considered for a clerkship in your chambers beginning in the fall of 2010.” If applicable, tell the judge how you heard about the judicial clerkship. If you were referred to the judge by someone the judge may know, tell them this information in the first paragraph. Identify the materials that accompany your application and identify the individuals who will be providing letters of recommendation for you and that their letters will be sent under separate cover (in the alternative, this information may be placed in the second to last paragraph of the letter). “I have enclosed my resume, law school transcript, and writing sample for your review. “ “Professors Smith and Jones of Mercer University School of Law, and [attorney] of [firm name], will be sending letters of recommendation under separate cover.”
2. The *second paragraph* should emphasize your qualifications and

accomplishments that make your application especially attractive to this judge. Emphasize your research and writing skills (including law review and moot court experience), publications (if applicable), work experience, community service involvement and any connection that you may have to the geographic area. Amplify specific points in your resume which you feel are your strengths and would be of particular interest to this judge. Also provide any information not included on your resume that would be helpful to the judge, such as your desire to work in a given area, the fact that the judge is your first choice, etc.

3. The *last paragraph* should pave the way for the next contact. Include an explicit request for an interview and indicate when you are available for an interview or a telephone call. Letters sent to out-of-town judges should let them know if you will be in the area during the interview season.
4. See Appendix 3 for Sample Cover Letters.

c. Salutations and Addressing Judges

The following is the proper way to address judges in your cover letters. [Please Note: this information is applicable only once a nominee has been confirmed.]

State Courts

Chief Justice/Judge, State Supreme Court

Salutation: Dear Chief [Justice/Judge] [Last Name]:

Address: The Honorable [Full Name]

Chief [Justice/Judge]

Supreme Court for the [State/Commonwealth] of [State Name]

[Address, with zip code]

Justice/Judge, State Supreme Court

Salutation: Dear [Justice/Judge] [Last Name]:

Address: The Honorable [Full Name]

Supreme Court for the [State/Commonwealth] of [State Name]

[Address, with zip code]

Chief Judge, State Court of Appeals

Salutation: Dear Judge [Last Name]:

Address: The Honorable [Full Name]

Chief Judge

Court of Appeals for the [State/Commonwealth] of [State Name]

[Address, with zip code]

Judge, State Court of Appeals

Salutation: Dear Judge [Last Name]:

Address: The Honorable [Full Name]

Court of Appeals for the [State/Commonwealth] of [State Name]

[Address, with zip code]

Federal Courts

Chief Judge, Courts of Appeals

Salutation: Dear Judge [Last Name]:

Address: The Honorable [Full Name]

Chief Judge

United States Court of Appeals for the [Nth] Circuit

[Address, with zip code]

Judge or Senior Judge, Courts of Appeals

Salutation: Dear Judge [Last Name]:

Address: The Honorable [Full Name]

United States Court of Appeals for the [Nth] Circuit

[Address, with zip code]

Chief Judge, District Courts

Salutation: Dear Judge [Last Name]:

Address: The Honorable [Full Name], Chief Judge

United States District Court for the [Southern, etc.] District of [State]

[Address, with zip code]

Judge or Senior Judge, District Courts

Salutation: Dear Judge [Last Name]:

Address: The Honorable [Full Name]

United States District Court for the [Southern, etc.] District of [State]

[Address, with zip code]

Magistrate Judge, District Courts

Salutation: Dear Judge [Last Name]:

Address: The Honorable [Full Name]

United States Magistrate Judge

United States District Court for the [Southern, etc.] District of [State]

[Address, with zip code]

3. RESUME

Make sure your resume is updated and current. The resume should cover academic background, outside activities (including membership in student groups and community service work), employment experience (including where you worked during your second summer), unique skills (including foreign language), publications, and any other information that might help a judge make his or her decision. If you have any experience working with a judge through an internship, it should be clearly described on the resume. Always include your GPA and rank, if it is missing, the judge will assume the worst. Include a section of interests or hobbies. It is very important to the judges that clerks “fit” with their personalities and those of their staffs

4. TRANSCRIPTS

An unofficial copy of your law school transcript should be included with your application materials. You must use a grade sheet form if the application is submitted via OSCAR. Occasionally a judge will ask you to provide an official copy of your transcript. It is a good idea to check with the judge's chambers if the information is not listed on the OSCAR or within the Job Posting. Official Transcripts must be requested from the Registrar's Office (24 hour waiting period). Some judges also like to see undergraduate transcripts, so be prepared and request a copy from your undergraduate institution sufficiently in advance. Further, judges will be pleased to see that you are taking classes that are helpful to preparing for a clerkship, such as evidence, administrative law, jurisdiction, or federal courts.

5. WRITING SAMPLE

- a. Check OSCAR or NALP form to see what the judge requires. A writing sample should be fairly short (less than 20 pages) and in **perfect** condition—make sure that it is error-free and have someone else read it for clarity, accuracy and usefulness. Choose the sample that best showcases your legal research, analysis, and writing talents. Read your sample repeatedly, polish it, and excerpt it if necessary to reduce the length.
- b. If the sample is work product, you must receive permission from the employer to claim and use it as a sample of your work. This permission should be noted on the cover page. If you have worked as a judicial intern, you may not use any work product prepared for your judge unless you get permission. Again, note this permission on the cover, and be sure to call it a DRAFT. Some judges will frown on receiving a judicial opinion as a writing sample, because within judicial chambers, the judge is always the author, regardless of who assisted him or her with the opinion.

6. LETTERS OF RECOMMENDATION

a. Whom to Ask

1. Generally, students ask two or three law professors to write letters of recommendation for them. Recommendations from legal employers may also be useful. If you have previously interned for a judge, even better. Recommendations from non-lawyers, or lawyers who know you only on a personal basis, are usually not helpful, except in rare circumstances. However, letters from a previous employer can be helpful if they can speak to your oral or writing abilities, personal work ethic or character.
2. Generally, those professors who have given you your best grades are most likely to be willing to write a letter of recommendation for you, and can often write the strongest letters. However, a professor who has gotten to know you well and appreciates your talents, or one for whom you have worked, may be able to write a stronger letter than a professor who gave you a higher grade,

but does not know you as well. A letter that says only that you received X grade in a large class is not a very impressive addition to your application – even if the grade was an A.

3. If you haven't become well acquainted with any of your professors, you should make an appointment to meet with your potential recommenders to discuss your background and career goals. Provide them with your resume, transcript, and a writing sample. Consider giving them a one page personal statement that includes information about you that may not appear on your resume. Perhaps even provide them with a preliminary list of the judges you have selected. This can help him or her write a more effective letter.
4. In choosing a recommender, the most important consideration is how well the recommender knows you and what he or she thinks of you.

b. How to Ask

1. When asking a professor to write a letter of recommendation, you should provide the professor with a copy of your resume and transcript, remind the professor of which of his or her classes you took and your grades in those classes, and MOST IMPORTANTLY, ask the professor if he or she would be able to write a *positive and specific letter*. If you are concerned that the professor does not know you well, offer to provide him or her with additional information about your background.
2. Many students prefer to send an email to a professor initially to ask for the recommendation letter. However, if you do not hear a response, you should definitely follow up in person. Do NOT assume that a failure to respond is a refusal.
3. If a professor appears willing, but does not appear enthusiastic about writing a letter of recommendation, you may want to reconsider. A vague, neutral letter could actually be a negative for you.

c. Refusals

1. Some professors may refuse to send letters of recommendation to more than a certain number of judges, or they may be willing to recommend only a small number of students to each judge. This is their choice. A letter of recommendation is a favor, not an entitlement. Those professors who limit the number of letters that they will send usually do so because they feel that they can write more effectively if their letters are directed personally to the particular judge(s), and that they cannot give strong recommendations for a large number of students applying to the same judge.
2. If a faculty member refuses to provide all of the letters you request, or is discouraging about your chances of obtaining a clerkship, consider whether you should adjust your application strategy in light of his or her advice. HOWEVER, prior to giving up on clerking all together, please seek a second opinion from Career Services or another faculty member.

d. Content

Letters of recommendation should ideally include information on the following student attributes:

1. Intellectual ability;

2. Research and writing skills;
3. Recognition and ability to analyze legal issues;
4. Oral skills;
5. Time management skills;
6. Ability to work as a team player and to get along well with others;
7. Ability and willingness to articulate and defend your positions;
8. Ability to work well under pressure, and
9. Ability to respect and observe rules of confidentiality.

e. Administrative Considerations

1. Feel free to copy the Mercer Judges Database from the X Drive and provide that to the secretaries of the faculty member(s) that you chose. Be sure to delete the judges to whom you are not applying.
2. Letters should be personalized to each judge. No general or generic recommendations (i.e., "Dear Federal Judge").
3. If the Judge does not participate in OSCAR, check with the Judge's chambers to determine if Letters of Recommendation should be sent separately or with your application packet (If your recommenders are sending letters directly to each judge, it is *your responsibility* to make sure that your letters are sent in a timely fashion). You should also make certain that your basic application materials are sent prior to your recommendations if the Judge does not participate in the OSCAR process.

4. THE INTERVIEW PROCESS

a. Preparation

Many of the resources listed above in the "Researching Opportunities" section are also helpful in preparing for the interview. **DO NOT ARRIVE AT YOUR INTERVIEW without being prepared.**

b. THE INTERVIEW

1. Scheduling

- a. When you receive calls from judges for interviews, timing is an important consideration. Remember, the clerkship hiring process is not like law firm hiring. As a general rule, judges do not interview everyone, make offers, and then wait indefinitely for students to decide which offer they will take. Many will hire as they interview, thus eliminating you as a candidate if you wait too long to schedule an interview. In terms of offers, some judges might ask you to decide on the spot while others may give you a short amount of time to make a decision. Many will not permit you to "shop" your offer by telling other judges that you have received it. In fact, they may ask you not to disclose your offer to anyone.
- b. Therefore, you should have an idea about your preferences well before judges are likely to call to set up interviews, i.e., upon applying. Unfortunately, you cannot control which judges will call or when, but you can try to schedule your interviews in order of your preferences. But, this can be tricky. For example, if you get a call from your third choice, and schedule that interview for a week

away, hoping that your first or second choice judge will call you in the interim, you run the risk that your first and second choices will not call, and that your third choice might make an offer to someone prior to your interview, and then cancel your interview. If, on the other hand, you schedule your third choice immediately and he makes you an offer, you are likely going to have to accept or reject that offer before hearing from your first and second choice judges.

- c. If you are applying to several judges in the same geographic area, and one judge calls you for an interview, you might consider contacting the others to ask whether they might be interested in talking with you, too. You have nothing to lose. In fact, they may give your resume a second look just because the other judge is interviewing you.

2. Conducting Yourself

In an interview, the judge is primarily interested in determining whether you are the sort of person with whom he or she would like to work. Remember, the judge is choosing a companion, not simply an employee. Further, you should assume that anyone you meet in the judge's chambers, not just the law clerks (who often have considerable influence over the selection), but also the judge's bailiff, secretary, and the court reporter, is also involved in the interview process. Do not treat secretaries and other support staff disrespectfully. This is extremely IMPORTANT. If a judge's secretary or law clerk disapproves of you, most judges will not hire you.

3. Travel Expenses

As a general rule, applicants are responsible for their own travel expenses. If you are applying to clerkships that are outside of Georgia, interviewing with judges can become quite expensive, so please keep this in mind.

4. Send a Thank You letter.

Immediately after the interview, write a thank you letter to the judge and to the law clerks that interviewed you.

C. INTERVIEW QUESTIONS

1. Questions a Judge Might Ask a Judicial Clerkship Applicant

- a. Why do you want to clerk?
- b. Why this particular court?
- c. What do you hope to learn from a clerkship?
- d. Why do you want to clerk for me?
- e. Why do you want to clerk in this city (state, region)?
- f. What do you consider to be your greatest strengths? Weaknesses?
- g. What qualities do you have that might make you a valuable law clerk?
- h. What are your short and long range legal career goals?
- i. Where do you hope to practice after your clerkship?
- j. What type of law interests you most?
- k. Describe your work experience.
- l. Describe the work you have completed for your law journal.
- m. Tell me about the courses (grades, professors) you had in law school.
- n. To which judges (courts) have you applied?

- o. How would you approach this particular issue, case, problem?
- p. Do you prefer to work with others, independently?
- q. How do you view the long hours and low pay associated with a judicial clerkship?
- r. If you and I disagree about a certain issue, would you have a problem drafting an opinion incorporating my viewpoint?
- s. What interests do you have outside of law school?
- t. What questions do you have for me? NOTE: Be sure to have questions!!

2. Questions an Applicant Might ask the Current Clerk

- a. Describe a typical day as a clerk in this court.
- b. What responsibilities do you have?
- c. Describe your relationship with the judge.
- d. What are the judge's greatest strengths, weaknesses?
- e. What contact do you have with the other clerks (with practicing attorneys in the area)?
- f. Tell me about this city (state, region) as a place to live.
- g. How has this clerkship affected your job search?
- h. How has this clerkship affected your career goals?
- i. What percentage of time do you spend in court, conducting research, drafting opinions, interacting with the judge?
- j. What criteria seem to affect the judge's selection of a clerk?

3. Questions an Applicant Might want to ask a Judge

- a. What criteria do you use in selecting a clerk?
- b. What will be the scope of my responsibilities?
- c. What is the nature of your docket?
- d. Could we discuss the issues you had to reconcile in your recent decision of *Doe v. Smith*? (Do not pick a controversial case where the judge has been criticized for the opinion)
- e. What is your timetable for making a decision?
- f. Do your clerks have contact with local attorneys?
- g. Describe your legal philosophy.
- h. What do you see as the primary role of this court?
- i. What percentage of my time would I spend in court, conducting research, drafting opinions?
- j. When do you prefer your clerks to look for jobs?
- k. Do you allow your clerks to accept with a firm before the clerkship period is completed?

From Gonzaga University

D. OFFERS

1. Offer Timing

The time frame for responses varies as much as the application deadlines. Some judges will make an offer in the course of an interview. You should be prepared for this occurrence and be ready to respond. For others, an offer may come within a few days or two weeks. Some will take months. Typically, when a judge contacts you with the offer, you should be prepared to accept without hesitation. Some judges will take offense to a request for additional time to make a decision. A twenty-four hour consideration period is often the best you can hope for.

2. Declining Offers

There are conflicting opinions about accepting or declining offers. Some feel that you should not turn down any offer. Basically, they believe that the first offer you receive is the one you take. Others feel that it is acceptable to thank the judge for the offer, but decline it with a complimentary and polite response. The situation will vary with judges' personalities and applicants should contemplate their tactics carefully. If you turn down an offer, you could be blacklisted from other clerkships, depending on the judge. If you rescind an offer after acceptance, you could be blacklisted, as well as future Mercer Law applicants. In sum, you should not apply for a clerkship unless you are prepared to accept an offer.

3. Considerations Regarding Future Employment

If you are interested in pursuing employment with law firms after your clerkship, you should speak with the judge to determine his or her policy on the matter. Some judges will allow you to apply as your clerkship draws to a close, while others will prohibit you from applying for any position until after your clerkship has ended. If and when you accept a position in private practice, inform the judge, as you will need to remove yourself from any cases in which your future firm may be involved.

E. WITHDRAWING APPLICATIONS

If you accept a clerkship or other employment offer, you must withdraw all pending applications immediately. If you have not had an interview, it is appropriate to send a letter to the judge withdrawing yourself from consideration. If you did interview with the judge, you should call the judge's chambers, thank them for considering you, and let them know that you have accepted another offer. These calls should be made promptly.

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**APPENDIX ONE
(MERCER CLERKS LIST, BY GRADUATING YEAR)**

<u>Class</u>	<u>Student Name</u>	<u>Judge/Court</u>	<u>City, State</u>
<u>2008</u>	Laura Anthony	Judge Clay D. Land Middle District of Georgia	Columbus, GA
	Jenna Stuart Blackwell	Judge David Roper Superior Court	Augusta, GA
	Lara Thomas Carswell	Houston County Superior Court	Perry, GA
	Matthew Matson	Augusta Judicial Circuit	Augusta, GA
	Jennifer Mullins	Judge Douglas Pullen Chattahoochee Judicial Circuit	Columbus, GA
	Adam Nagel	Ocmulgee Judicial Circuit	Monticello, GA
	Kevin Patrick	Judge John H. Bailey, Jr. Superior Court	Elberton, GA
	Cynthia Robertson	Macon Judicial Circuit	Macon, GA
	Daniel Seelos	Judge Adele Grubb Superior Court	Marietta, GA
	Michael D. Smith	Judge Kathy Palmer and Judge Bobby Reeves Middle Judicial Circuit	Swainsboro, GA

2007

Amanda Bell	Judge Clinton E. Averitte U.S. Magistrate Court	Amarillo, TX
LeToyia Brooks	Honorable James Spencer Eastern District of Virginia	Richmond, VA
Leslie Cadle	Judge Phillip Brown Bibb County Superior Court	Macon, GA
William Cannon	State Court of Forsyth County	Cumming, GA
Darl Champion	Honorable Hugh Lawson Middle District of Georgia	Macon, GA
Elizabeth Dees	Honorable Kristi K. Dubose Southern District of Alabama	Mobile, AL
Samantha Dipolito	Honorable Lisa Godbey Wood U.S. District Court	Augusta, GA
Kathryn Elmore	Honorable Adele Grubbs Cobb County Superior Court	Marietta, GA
William Fleenor	Judge Edward Lukemire Houston County Superior Court	Perry, GA
Leah Garland	South Carolina Judicial Dept	Columbia, SC
Caralyn Henderson	Judge Edward Lukemire Council of Superior Courts of Ga	Perry, GA
April Herbert	Brunswick Judicial Court	Brunswick, GA
Jason Redmond	Cordele Judicial Circuit	Cordele, GA
		Columbus, GA

2006

Mason Bryan	Judge Phillip Brown Bibb Superior Court	Macon, GA
Jason Deweese	Hon. Douglas Pullen	Columbus, GA
Vivian Hudson	Honorable David Durden	Marietta, GA
Jordan Ray	Judge Edward Lukemire Houston County Superior Court	Perry, GA
Christina Schnizler	11 th Circuit Court of Appeals	Atlanta, GA
Sarah Upshaw	11 th Circuit Court of Appeals	Atlanta, GA

2005
2004

Amanda Harrison Boyd	Chief Judge Thomas Wilson - Superior Court	Forsyth, GA
Susannah Brown	Judge Tom Rawlings	Sandersville, GA
Matthew Creech	Judge Perry Buckner - 14th Judicial	Waltersboro, SC
Steven Epps	Honorable Mark Hayes - State	Spartanburg, SC
Kevin Hales	Judge James Lockemy - Dillon County Courthouse	Dillon, SC
Katie Kelley	Judge John Ott - Superior Court	Covington, GA
Darlene Mann	Judge Steven Phillips (State Level Clerkship)	Denver, CO
Amanda Morris	Judge Phillip West & Judge Frederick Mullis Oconee Judicial Circuit	Eastman, GA
Brandon Peak	Honorable Robert L. Vining - U.S. District Court, ND of GA	Rome, GA
Stuart Walker	Chief Judge Duross Fitzpatrick - U.S. District Court, MD of GA	Macon, GA
S. Elizabeth Wilson	Judge John T. Laney, III - U.S. Bankruptcy Court, MD of GA	Columbus, GA

2003

Carrol Fleming	Honorable Charles A. Pannell - U.S. District Court, ND of GA	Atlanta, GA
Chad Franks	U.S. 11th Circuit Court of Appeals	Atlanta, GA

2002

Kate Cook	Honorable Clay Land - U.S. District Court, MD of GA	Columbus, GA
Margaret Geer	Judges G. Johnson & John D. Allen - Superior Court	Columbus, GA
Chris Hall	Superior Court - Southern Judicial Circuit	Valdosta, GA
Jeffrey Johnston	Judges Carlisle Overstreet & Carl Brown - Superior Court	Augusta, GA

Erin Lang	Honorable James E. Graham - U.S. Magistrate Court	Brunswick, GA
Ryan Mandell	Honorable Robert McQuaid	Reno, NV
Jeff Rentz	Judge Amanda Williams Brunswick Superior Court	Brunswick, GA
Jennifer Roberts	Honorable Ashley Royal - U.S. District Court, MD of GA	Macon, GA
Rebecca Tydings	Judge Edward Lukemire - Houston Superior Court	Perry, GA

2001

James W. Bryant	Honorable Carlisle Overstreet - Superior Court	Augusta, GA
Amy Kathryn Buchanan	Honorable Claude Hicks - U.S. Magistrate Court	Macon, GA
Stephanie Diane Burton	Honorable Phillip R. West - Oconee Superior Court	Eastman, GA
Frances Louise Clay	Honorable Ashley Royal - U.S. District Court, MD of GA	Macon, GA
Keith Edwards	Honorable John B. Wood - Superior Court, Lookout Mountain Circuit	Lafayette, GA
Tanya Davis Jeffords	Honorable Louis Sands - U.S. District Court, MD of GA	Albany, GA
John Hamilton Garner	Judge Whitfield R. Forrester - Cordele Judicial Circuit	Cordele, GA
Jody La	Judges Nunn & Lukemire - Houston County Superior Court	Perry, GA
Jackson Lancaster	Chief Judge Penn McWhorter - Superior Court, Piedmont Judicial Circuit	Winder, GA
Anna Magdalene Lokey	Judge Richard Porter - South Georgia Judicial Circuit	Cairo, GA
Matthew Thor McKee	Honorable J. Rich Leonard - U.S. Bankruptcy Court	Wilson, NC
William Patrick Miles, Jr.	Judge James Graham - U.S. District Court	Brunswick, GA
Garna Denise Miller	Superior Court - Southern Judicial Circuit	Valdosta, GA
Amber Lynne Nickell	Judge James D. Walker - U.S. Bankruptcy Court, MD of GA	Macon, GA
Robert Andrew Renjel	Honorable Marion Cummings - Superior Court, Tallapoosa Circuit	Dallas, GA
Carl Schluter	Honorable Duncan Wheale - Superior Court, Augusta Judicial Circuit	Augusta, GA
Robert Pate Turner	Honorable Frank Jordan - Chattahoochee Superior Court	Columbus, GA

Susan Joan Warren	Honorable Hugh Lawson - U.S. District Court, MD of GA	Macon, GA
Sandra Nadeau Wisenbaker	Judge Bonnie Oliver - Superior Court	Gainesville, GA

2000

Jacob Daly	Chief Judge Duross Fitzpatrick - U.S. District Court, MD of GA	Macon, GA
Cristen Freeman	Judge Wilbur D. Owens - U.S. District Court, MD of GA	Macon, GA
Alicia Grant	Honorable William H. Craig - Superior Court, Flint Circuit	McDonough, GA
Daniel Greenfield	Chief Judge David L. Carpenter - Liberty County Superior Court	Hinesville, GA
Matthew Hall	Houston County Superior Court	Perry, GA
Leigh McEwen	Judge John F. Salter - Dougherty County Superior Court	Albany, GA
Jared Milbury	Judge Rowland Barnes - Fulton County Superior Court	Atlanta, GA
Kim Minix	Honorable John Laney	Columbus, GA
Mary Mitchell	Judge F. Larry Salmon - Floyd Superior Court, Rome Judicial Circuit	Rome, GA
William Noland	Chief Judge Whitfield Forrester - Cordele Judicial Circuit	Cordele, GA
James O'Neill	Honorable Richard Mills - U.S. District Court, CD of Illinois	Springfield, IL
Amy Reeder	Hon. Anthony Alaimo - U.S. District Court, SD of GA	Brunswick, GA
Richard Sizemore	Judge Jack T. Camp, U.S. District Court, ND of GA	Atlanta, GA
Brian Treby	Judge Joel Gerber, U.S. Tax Court	Washington, DC
Sara Trent	Alaska Superior Court	Juneau, AK
Richard Weller	Honorable Thomas G. Wilson - U.S. Magistrate Court	Tampa, FL

1999

Lottie Bash	Hon. James T. Trimble - U.S. District Court	Lake Charles, LA
Adam Blank	11th Cir. Court of Appeals - Staff Attorneys Office	Atlanta, GA
Veronica Brinson	Judge W. Louis Sands - U.S. District Court, MD of GA	Albany, GA
K. Todd Butler	Judge James D. Walker - U.S. Bankruptcy Court, MD of GA	Macon, GA

Jeremy Dantin	Honorable Michael C. Roach - Canton Municipal Court	Canton, GA
Bryan Frost	Chief Judge Whitfield Forrester - Cordele Judicial Circuit	Cordele, GA
Kirby Geraghty	Judge James E. Graham, U.S. District Court	Brunswick, GA
James Cameron Halford	Honorable Paul Short, Jr. - South Carolina, Sixth Judicial Circuit	Chester, SC
Christopher Kessinger	Judge J. Richard Porter, III - South Georgia Judicial Circuit	Cairo, GA
Jennifer Motos-Anderson	Honorable Robert L. Vining - U.S. District Court, ND of GA	Rome, GA
Bryan Ramos	Houston Judicial Circuit	Perry, GA
Elizabeth Reynolds	Tallapoosa Judicial Circuit	
Catherine Rudder-Leek	Honorable Phillip R. West - Oconee Superior Court	Eastman, GA

1998

Chae An	Judge E.H. Woods - Superior Court, Mountain Judicial Circuit	Clarksville, GA
Eddie Baylor Basset	Judge Smith & Judge Pullen - Chattahoochee Judicial Circuit	Columbus, GA
Mark Beatty	Augusta Judicial Circuit	Augusta, GA
Jennifer Lewis Bingham	Honorable Walter J. Clarke - Gwinnett Justice and Administration Center	Lawrenceville, GA
Jarome Gautreaux	U.S. District Court	Springfield, IL
Neil Halvorson	Bibb County Superior Courts	Macon, GA
Melissa Heifferon	Honorable Phillip R. West - Oconee Superior Court	Eastman, GA
Sarah Hoffman	Clarke County Superior Court	Athens, GA
Robin Kreider	Honorable E. Byron Smith - Flint Judicial Circuit	Barnesville, GA
Renee L'Eplattenier	State Court of Clayton County	Jonesboro, GA
Meng Lim	Chief Judge Arthur W. Fudge - Paulding County	Dallas, GA
William Meetze	Judge James E. Brogdon, Jr.	Marion, SC
Jeremy Moeser	Judge William T. Moore, Jr. - U.S. District Court, SD of GA	Savannah, GA
Elizabeth Norman	Hon. Anthony Alaimo - U.S. District Court, SD of GA	Brunswick, GA

Justin Perry	Judge Wilbur D. Owens - U.S. District Court, MD of GA	Macon, GA
Keith Rivers	Judge Norma McGee Ogle - Tennessee Court of Criminal Appeals	Knoxville, TN
Allyson Russell-Blair	Bibb County Superior Courts	Macon, GA
Robert Smith	Brunswick Judicial Circuit - Glynn County Courthouse	Brunswick, GA
Joe Stroud, IV	Judge James D. Walker - U.S. Bankruptcy Court, MD of GA	Macon, GA
Anthony Verner	Scott County Circuit Court - Honorable J.C. Cantrill	Georgetown, KY
Alyssa Wardup-Ross	Judge John T. Laney, III - U.S. Bankruptcy Court, MD of GA	Columbus, GA
John Wingate	Chief Judge Hugh W. Stone - Enotah Judicial Circuit	Blairsville, GA

1997

Tara Adyanthaya	11th Cir. Court of Appeals	Atlanta, GA
Richard Hull	Judge James R. Tuten, Jr. - Superior Court, Brunswick Judicial Circuit	Brunswick, GA
Eugene Hatcher, Jr.	Judge John Ott - Superior Court	Covington, GA
Laura Rice	Judge William A. Prior - Ocmulgee Judicial Circuit	Madison, GA
Laura Sawyer	Hon. Anthony Alaimo - U.S. District Court, SD of GA	Brunswick, GA
Elizabeth Sneed-White	Judge J. Richard Porter, III - South Georgia Judicial Circuit	Cairo, GA
Brett Steele	Judge Hugh Lawson - U.S. District Court, MD of GA	Macon, GA
Sandra Vinueza-Foster	Houston Judicial Circuit	Perry, GA

1996

Brian Causey	Judge James R. Tuten, Jr. - Superior Court, Brunswick Judicial Circuit	Brunswick, GA
William Cummings	Houston Superior Court	Perry, GA
Stephanie Deal	Judge William F. Grant	Elberton, GA
Fred Monroe	Chief Judge Jerald Arnold - North Carolina Court of Appeals	Raleigh, NC
Stephen Tyde	Judge James Graham - U.S. Magistrate	Brunswick, GA

Jason Watson	Judge John T. Laney, III - U.S. Bankruptcy Court, MD of GA	Columbus, GA
James Weston	Superior Court - Augusta Judicial Circuit	Augusta, GA

1995

Richard Foster	Judge S. Lark Ingram - Cobb County Superior Court	Marietta, GA
T. Shawn Lanier	Judge Robert Vining - U.S. District Court, ND of GA	Rome, GA
Meredith Ragains	Judge Tommy Wilcox & Martha Christian - Bibb County Superior Court; Chief Judge Ernest Tidwell	Macon, GA; Atlanta, GA
Rachael Blenstroub Schell	Judges Phillip West H. Frederick Mullis, & Judge Hugh Lawson (now U.S. District Court, Middle District	Eastman, GA

1994

John Archer	Judge Alex Howard - U.S. Courthouse	Mobile, AL
Paul Bader	U.S. District Court, SD of NY	New York, NY
Mae Charles Barnes	Judge Duross Fitzpatrick - U.S. District Court, MD of GA	Macon, GA
Kristin Bennett	Supreme Court of Ohio	Columbus, OH
Dean Copelan	Judge Tommy Day Wilcox - Superior Court, Bibb County	Macon, GA
Laura Forehand-Wright	Judge Ira Dement - U.S. District Court	Montgomery, AL
Roland Hall	Judge Roger Vinson - Federal Courthouse	Pensacola, FL
Lynne Moore	Judge Pamela Alexander - Hennepin County Government Center	Minneapolis, MN
Leslie Schwartz	Judicial Clerk	Dallas, TX
Jennifer Tobin	Judge Elizabeth Kovachivich	Tampa, FL
Frank Turner, Jr.	Augusta Judicial Circuit	Augusta, GA
Robert Weber, Jr.	Judge Wilbur Owens - U.S. District Court, MD of GA	Macon, GA

1993

Victoria Spear Darrisaw	U.S. District Court, MD of GA	Albany, GA
Deena Plaire-Haas	Magistrate Judge - U.S. District Court	Brunswick, GA
Deron Hicks	U.S. District Court, MD of GA	Macon, GA
Elizabeth Rutrough Nicholas White	Superior Court- Laurens County Oconee Judicial Circuit	Dublin, GA

**APPENDIX TWO
(MERCER FEDERAL CLERKS LIST, BY JUDGE)**

Hon. Anthony Alaimo
U.S. District Court, Southern Dist. Of GA
P.O. Box 944
Brunswick, GA 31512
912-265-1800
Prior Clerks
2000- Amy Reeder
1998- Elizabeth Norman
1997- Laura Sawyer

Alaska Superior Court
Juneau, AK
Prior Clerks
2000- Sara Trent

Judges John Allen & G. Johnson
Superior Court
Columbus, GA
Prior Clerks
2002- Margaret Geer

Judge Pamela Alexander
Hennepin County Government Center
Minneapolis, MN
Prior Clerks
1994- Lynne Moore

Judge Jerald Arnold
North Carolina Court of Appeals
Raleigh, NC
Prior Clerks
1996- Fred Monroe

Augusta Judicial Circuit
Prior Clerks
2008- Matthew Matson
1998- Mark Beatty
1996- James Weston
1994- Frank Turner, Jr.

Hon. Clinton E. Averitte
U.S. Magistrate Court
Amarillo, TX
Prior Clerks
2007-Amanda Bell

Hon. John H. Bailey, Jr
Prior Clerks
2008- Kevin Patrick

Honorable Rowland Barnes
Fulton County Superior Court
Prior Clerks
2000- Jared Milbury

Bibb County Superior Courts
Prior Clerks
2008- Cynthia Robertson
1998- Neil Halvorson
1998- Allyson Russell-Blair
1995- Meredith Ragains

Judge James E. Brogdon, Jr.
South Carolina
Prior Clerks
1998- William Meetze

Judge Carl Brown
Augusta Judicial Circuit
530 Greene St.
Augusta, GA 30911
706-821-2347
Prior Clerks
2002- Jeffrey Johnston

Judge Phillip Brown
Macon Judicial Circuit
Superior Court
Prior Clerks
2007-Leslie Cadle
2006-Mason Bryan

Brunswick Judicial Circuit
Brunswick, GA
Prior Clerks
2007- April Herbert
1998- Robert Smith

Judge Perry Buckner
14th Judicial Circuit of South Carolina
Waltersboro, SC

Prior Clerks

2004- Matthew Creech

Judge Jack T. Camp

U.S. District Court

75 Spring St., S.W. 2142 U.S. Courthouse

Atlanta, GA 30303

404-215-1520

Prior Clerks

2000- Richard Sizemore

Honorable J.C. Cantrill

Scott County Circuit Court

Georgetown, KY

Prior Clerks

1998- Anthony Verner

Honorable Walter J. Clarke

Gwinnett Justice and Administration Center

Prior Clerks

1998- Jennifer Lewis Bingham

Clarke County Superior Court

Prior Clerks

1998- Sarah Hoffman

State Court of Clayton County

Prior Clerks

1998- Renee L'Eplattenier

Cordele Judicial Circuit

Prior Clerks

2007- Jason Redmond

Honorable William H. Craig

Flint Judicial Circuit

Prior Clerks

2000- Alicia Grant

Honorable Marion Cummings

Tallapoosa Circuit

Prior Clerks

2001- Robert Andrew Renjel

Judge Ira Dement

U.S. District Court

15 Lee Street

Montgomery, AL 36104

334-223-7655

Prior Clerks

1994-Laura Forehand

Honorable Kristi K. Dubose

U.S. District Court, S.D. of AL

113 Saint Joseph Street

Mobile, AL 36602

Prior Clerks

2007-Elizabeth Dees

Honorable David Durden

Prior Clerks

2006- Vivian Hudson

Chief Judge Duross Fitzpatrick

U. S. District Court, Middle Dist. Of GA

P.O. Box 1014

Macon, GA 31202

478-752-3500

Prior Clerks

2004- Stuart Walker

2000-Jacob Daly

1994- Mae Charles Babb

Judge Whitfield R. Forrester

Cordele Judicial Circuit

Prior Clerks

2001- John Hamilton Garner

2000- William Noland

1999- Bryan Frost

State Court of Forsyth County

Prior Clerks

2007- William Cannon

Honorable Arthur W. Fudge

Paulding County

Prior Clerks

1998- Meng Lim

U.S. District Court

Middle District of GA

Prior Clerks

1993- Victoria Spear Darrisaw

1993- Deron Hicks

Judge Joel Gerber

United States Tax Court

Washington, DC 20217

202-606-8841

Prior Clerks

2000- Brian Treby

Judge James Graham

U.S. District Court

P.O. Box 250

Macon, GA 31202
478-280-1360
Prior Clerks
2002- Erin Lang
2001- William Patrick Miles, Jr.
1999- Kirby Geraghty
1996- Stephen Tyde

Judge William F. Grant
Elberton, GA
Prior Clerks
1996- Stephanie Deal

Judge Adele Grubb
Cobb County Superior Court
30 Waddell Street
Marietta, GA 30090
770-528-1826
Prior Clerks
2008- Daniel Seelos
2007- Kathryn Elmore

Judge Mark Hayes
Spartanburg, SC
Prior Clerks
2004- Steven Epps

Honorable Claude Hicks
U.S. Magistrate Court
P.O. Box 48
Macon, GA 31202
478-752-8125
Prior Clerks
2001- Amy Kathryn Buchanan

Judge Alex Howard
U.S. Courthouse
Mobile, AL
Prior Clerks
1994- John Archer

Houston County Superior Court
Prior Clerks
2008- Lara Thomas Carswell
2000- Matthew Hall
1999- Bryan Ramos
1997- Sandra Vinueza-Foster
1996- William Cummings

Judge S. Lark Ingram
Cobb County Superior Court
30 Waddell St.
Marietta, GA 30090

770-528-1831
Prior Clerks
1995- Richard Foster

Honorable Frank Jordan
Chattahoochee Superior Court
PO Box 1340
Columbus, GA 31902
706-653-4667
Prior Clerks
2001- Robert Pate Turner

Judge Elizabeth Kovachivich
Tampa, FL
Prior Clerks
1994- Jennifer Tobin

Honorable Clay Land
U.S. District Court
P.O. Box 124
Columbus, GA 31902
706-649-7812
Prior Clerks
2008- Laura Anthony
2007- Mary Weeks
2002- Kate Cook
2001- Amy Kathryn Buchanan

Judge John T. Laney, III
US Bankruptcy Court
Middle District of Georgia
P.O. Box 1540
Columbus, GA 31902
706-649-7240
Prior Clerks
2005- Walter Jones
2004- S. Elizabeth Wilson
2000- Kim Minix
1998- Alyssa Wardrup-Ross
1996- Jason Watson

Laurens County Superior Court
Dublin, GA
Prior Clerks
1993- Elizabeth Rutrough

Judge Hugh Lawson
U.S. District Court, M.D. of GA
P.O. Box 838
Macon, GA 31202-0838
478-752-3591
Prior Clerks

2007- Darl Champion
2005-Sarah Sessoms
2001-Susan Joan Warren
1997-Brett Steele
1995- Rachael Blenstroub Schell (when Judge
Lawson was serving as a Superior Court Judge)

Honorable J. Rich Leonard
U.S. Bankruptcy Court
P.O. Drawer 2807
Wilson, NC 27894-2807
252-237-0248
Prior Clerks
2001-Mathew McKee

Judge James Lockemy
Dillon County Courthouse
Dillon, SC
Prior Clerks
2004- Kevin Hales

Honorable Edward Lukemire
Houston County Superior Court
201 N. Perry Parkway
Perry, GA 31069
478-218-4850
Prior Clerks
2007- William Fleenor
2007- Caralyn Henderson
2006- Jordan Ray
2002- Rebecca Tydings
2001- Jody La

Hon. Robert McQuaid
405 U. S. Courthouse
400 South Virginia Street
Reno, NV 89501
Prior Clerks
2002 Ryan Mandell

Judge Penn McWhorter
Piedmont Judicial Circuit
Prior Clerks
2001- Jackson Lancaster

Honorable Richard Mills
U.S. District Court, C. D. of Illinois
600 East Monroe St., Room 117
Springfield, IL 62701
217-492-4340
Prior Clerks
2000- James O'Neil

Honorable William T. Moore, Jr.
U.S. District Court, Southern District of GA
Prior Clerks
1998- Jeremy Moeser

Judge Frederick Mullis
Oconee Judicial Circuit
PO Box 4248
Eastman, GA 31023
478-374-9800
Prior Clerks
2004- Amanda Morris

U.S. District Court
Southern District of New York
New York, NY
Prior Clerks
1994- Paul Bader

Oconee Judicial Circuit
Prior Clerks
1993- Nicholas White

Ocmulgee Judicial Circuit
Prior Clerks
2008-Adam Nagel

Judge Norma McGee Ogle
Tennessee Court of Criminal Appeals
Prior Clerks
1998- Keith Rivers

Supreme Court of Ohio
Columbus, OH
Prior Clerks
1994- Kristin Bennett

Judge Bonnie Oliver
Northeastern Judicial Circuit
PO Box 409
Gainesville, GA 30503
770-297-2333
Prior Clerks
2001- Sandra Nadeau Wisenbaker

Judge John Ott
Alcovy Judicial Circuit
Suite 221
303 S. Hammond Dr.
Monroe, GA 30655
770-266-1635
Prior Clerks
2004- Katie Kelley

1997- Eugene Hatcher, Jr.

Honorable Carlisle Overstreet

Augusta Judicial Circuit

320 City-County Building

530 Greene St.

Augusta, GA 30911

706-821-2444

Prior Clerks

2002- Jeffrey Johnston

2001- James W. Bryant

Honorable Wilbur Owens

U.S. District Court

475 Mulberry Street

Macon, GA 31201

478-477-9053

Prior Clerks

2001- Frances Louise Clay

2000- Cristen Freedman

1998- Justin Perry

1996- Robert Weber, Jr.

Honorable Kathy Palmer

Middle Judicial Circuit

P.O. Box 330

Swainsboro, GA 30401

478-237-3260

Prior Clerks

2008 – Michael D. Smith

Honorable Charles Pannell

U.S. District Court

75 Spring Street, 2367 U.S. Courthouse

Atlanta, GA 30303

Prior Clerks

2003- Carrol Fleming

Judge Steven Phillips

Denver, CO

Prior Clerks

2004- Darlene Mann

Judge Richard Porter

South Georgia Judicial Circuit

PO Box 729

Cairo, GA 39828

229-377-7349

Prior Clerks

2001- Anna Magdalene Lokey

1999- Christopher Kessinger

1997- Elizabeth Sneed-White

Judge William A. Prior

Ocmulgee Judicial Circuit

PO Box 728

Madison, GA 30650

706-342-0672

Prior Clerks

1997- Laura Rice

Honorable Douglas Pullen

Chattahoochee Judicial Circuit

PO Box 1340

Columbus, GA 31902

706-653-4273

Prior Clerks

2008- Jennifer Mullins

2006- Jason Deweese

1998- Eddie Baylor Basset

Judge Tom Rawlings

Prior Clerks

2004- Susannah Brown

Honorable Bobby Reeves

Middle Judicial Circuit

P.O. Box 1347

Swainsboro, GA 30401

478-237-6191

Prior Clerks

2008 – Michael D. Smith

Honorable Michael C. Roach

Canton Municipal Court

Prior Clerks

1999- Jeremy Dantin

Honorable David Roper

Augusta Judicial Circuit

Prior Clerks

2008- Jenna Stuart Blackwell

Hon. Ashley Royal

U.S. Middle District, Middle District of GA

PO Box 129

Macon, GA 31202

478-752-3445

Prior Clerks

2002-Jennifer Roberts

2001- Frances Louise Clay

Honorable F. Larry Salmon

Rome Judicial Circuit

312 Floyd County Courthouse

Three Government Plaza

Rome, GA 30161
706-291-5121
Prior Clerks
2000-Mary Mitchell

Honorable John F. Salter
Dougherty Judicial Circuit
Prior Clerks
2000- Leigh McEwen

Honorable W. Louis Sands
U.S. District Court
P.O. Box 1705
Albany, GA 31702
229-430-8553
Prior Clerks
2001-Tanya D. Davis
1999-Veronica Brinson
1993- David Grindle (clerking 2001-present)

Honorable Paul Short, Jr.
South Carolina, Sixth Judicial Circuit
Prior Clerks
1999- James Cameron Halford

Honorable E. Byron Smith
Flint Judicial Circuit
Prior Clerks
1998- Robin Kreider

Southern Judicial Circuit
Prior Clerks
2002- Chris Hall
2001- Garna Denise Miller

South Carolina Judicial Department
Prior Clerks
2007- Leah Garland

Honorable James Spencer
Eastern District of Virginia
2400 West Avenue
Newport News, VA 23607
Prior Clerks
2007-LeToyia Brooks

Judge Hugh Stone
Enotah Judicial Circuit
Blairsville, GA
Prior Clerks
1998- John Wingate

Tallapoosa Judicial Circuit
Prior Clerks
1999- Elizabeth Reynolds

Honorable James T. Trimble
U.S. District Court
611 Broad St., Suite 237
Lake Charles, LA 70601
318-437-3884
Prior Clerks
1999-Lottie Bash

Judge James R. Tuten, Jr.
Brunswick Judicial Circuit
PO Box 1473
Brunswick, GA 31521
912-554-7372
Prior Clerks
1997- Richard Hull
1996- Brian Causey

U.S. District Court
Prior Clerks
1998- Jarome Gautreaux

Honorable Robert L. Vining
U.S. District Court, N.D. of GA
P.O. Box 6226
Rome, GA 30162
Prior Clerks
2004- Brandon Peak
2000- James O'Neill
1999- Jennifer Motos
1995- T. Shawn Lanier

Judge Roger Vinson
Federal Courthouse
Pensacola, FL
Prior Clerks
1994-Roland Hall

Judge James D. Walker, Jr.
U.S. Bankruptcy Court, M.D. of GA
433 Cherry Street, P.O. Box 1957
Macon, GA 31202
478-752-3506
Prior Clerks
2001-Amber Lynne Nickell
1999-Kevin Butler
1998-Joe Stroud, IV

Judge Phillip West
Oconee Judicial Circuit
PO Box 1058
Eastman, GA 31023
478-374-7731
2004- Amanda Morris
2001- Stephanie Diane Burton
1999- Catherine Rudder- Leek
1998- Melissa Heifferon

Honorable Duncan Wheale
Augusta Judicial Circuit
312 City-County Building
530 Greene Street
Augusta, GA 30911
706-821-2835
Prior Clerks
2001- Carl Schluter

Judge Tommy Wilcox
Bibb County Superior Court
Macon, GA
Prior Clerks
1994- Dean Copelan

Judge Amanda Williams
Brunswick Superior Court
Glynn County Courthouse, Box 202
701 H Street
Brunswick, GA 31521
912-554-7364
Prior Clerks
2002- Jeff Rentz

Honorable Thomas G. Wilson
U.S. Magistrate Court
801 N. Florida Ave. Suite, 1232

Tampa, Fl 33062
Prior Clerks
2000- Richard Weller

Honorable E.H. Woods
Mountain Judicial Circuit
PO Box 485
Clarkesville, GA 30523
706-754-6274
Prior Clerks
1998- Chae An

Judge John B. Wood
Superior Court, Lookout Mountain Circuit
PO Box 1185
LaFayette, GA 30728
706-638-1650
2001- Keith Edwards

Honorable Lisa Godbey Wood
U.S. District Court, S.D.
P.O. Box 2017
August, GA 30903
Prior Clerks
2007-Samantha Dipolito

11th Circuit Court of Appeals
56 Forsyth Street
Atlanta, GA 30331
Prior Clerks
2006- Christina Scnzler
2005-Sarah Upshaw
Larry Pope
2003- Chad Franks
1999-Adam Blank
1997- Tara Adyanthaya

APPENDIX THREE (SAMPLE COVER LETTERS)

Student Name
Mailing Address
City, State Zip
Phone #
Email Address

Month Day, Year

The Honorable John Doe, Chief Judge
United States District Court for the X-ern District of Georgia
P.O. Box
City, State Zip

Dear Judge Doe:

I am writing to express my interest in obtaining a clerkship position beginning after I graduate in May 2xxx. As a Georgia native intending to practice law in Georgia, I am particularly interested in a clerkship with Your Honor so that I may most effectively utilize my research and writing talents in a setting that will best prepare me for my legal career.

My skills, interests, and experience uniquely qualify me for a federal district court clerkship. Throughout my education at Mercer, I have emphasized the development of my research and writing skills because I consider those skills to be of paramount importance to an attorney. Legal research and writing receives special attention at Mercer, and during the two required courses in this subject I have researched and composed multiple legal memoranda and briefs. I received high grades in both courses and the Faculty Award for Outstanding Achievement in Legal Writing. Moreover, I am currently enrolled in Advanced Legal Research, a course which focuses on developing strategies for researching in federal and state primary and secondary materials.

Outside the classroom, I have gained valuable research and writing skills as a member of the *Mercer Law Review* by editing manuscripts and writing a casenote based on *CASE NAME*, a Supreme Court case involving the power of federal district courts to exercise supplemental jurisdiction over state law claims that require deferential review of local administrative agency decisions. In fact, next year I will serve as a Managing Editor of the law review. Furthermore, my research, writing, and oral advocacy skills will be further enhanced by representing Mercer next October at the National Criminal Procedure Moot Court Competition sponsored by the University of San Diego School of Law.

Importantly, not all of my skills and abilities have been acquired in law school. The four years between my graduation from the University of X and my matriculation at Mercer were very significant years of my life. During that time I learned that dogged persistence is the key to success. My community service involvement taught me that different perspectives on the same subject are invaluable. These lessons characterize me today and are the primary reason for my success in law school.

The Honorable John Doe, Chief Judge
Month Day, Year
Page 2

Last summer, I worked for Spring & Kepperling <*FIRM NAME*> in Atlanta, where I conducted research and wrote extensively in areas such as Product Liability, General Commercial Litigation, Toxic Torts, and Intellectual Property & Technology. This experience, combined with my experience prior to law school and the skills I have developed in law school, will prepare me to excel as a judicial clerk.

Enclosed is my resume, law school transcript, three letters of recommendation, and a writing sample. The writing sample I selected is my casenote, which will be published later this year in the *Mercer Law Review* after completion of the editing process.

I welcome the opportunity to meet with you to discuss your needs in a clerk and my qualifications for the position. Thank you for your consideration and please contact me if you need any further information.

Sincerely,

Signature

Name

Enclosures

Beatrice R. Bush
3500 Bass Rd. Apt. 250
Macon, GA 31210
Phone
Email

Month 2, 2xxx

The Honorable William Fremming Nielsen
The United States District Court for the Eastern District of Washington
Address
Spokane, Washington 99201

Dear Judge Nielsen:

I am writing to express my interest in a judicial clerkship position for the fall of 2xxx. I am currently completing my second year at Mercer Law School in Macon, Georgia. I am well aware that a successful judicial clerk necessitates a personal commitment, talent, and hard work. Through my academic and professional experience, I believe that I have demonstrated these qualities.

My professional experience to date has afforded me an opportunity to refine my research and writing skills. For example, as an undergraduate at X University, I catalogued governmental documents and ordered legal publications. As a legal assistant, I performed basic factual and legal research by obtaining information from clients and by researching in law libraries, public libraries, and on the internet. Also, last summer working for Judge Doe of the X County Superior Court, I not only drafted orders and memorandum, but also assisted at trial by obtaining recent law in various areas and drafting opinions in administrative appeals proceedings. I also went beyond the job description by outlining the elements of specific legal issues, creating a catalogue for legal issues, and compiling information so that it could be used in a manageable way.

My interest is in litigation. Because I am interested in a clerkship with a district court judge, I obtained a research position assisting Professor X. As part of this position, I analyze law reviews, journals, and cases to assist Professor X, who is preparing an article discussing transnational insolvency and business issues. Also, I have structured my curriculum to include several federal courses including criminal procedure, federal evidence, and civil procedure. I have tried hard to take advantage of all opportunities presented to me. For instance, I was offered a position on a moot court competition team because of my ability to effectively analyze issues and write well. In an effort to perfect my writing style, I am participating in the Writing Certificate Program. The program consists of both drafting courses and advanced research courses. By enhancing my writing skills through this program and moot court, I believe that I will be better prepared for a clerkship position.

Throughout my professional and academic career, I have demonstrated a commitment to my community. For example, when I joined a sorority as an undergraduate freshman, I worked hard to assist the executive officers in the development of service programs. During my tenure we expanded a program involving the tutoring of disabled children in the community. Currently, as Secretary of the Association of Women Law Students, I am working closely with the President to organize a charity auction. The proceeds will be used to aid women in a local shelter. By being a conscientious organizer and arduous worker, my time with these organizations has been successful and very personally rewarding.

As a clerk, I will expand my knowledge both substantively and procedurally and refine my organizational abilities. Having the experience of analyzing legal issues first hand will enhance my already well-developed writing skills. Furthermore, working closely with complex litigation matters in a judicial setting will prepare me to be an ethical and productive member of the bar.

I welcome the opportunity to speak with you. I have spent the past three summers in the Northwest and would like to settle in the Northwest permanently. Please contact me at the above number or address. Thank you for your time and consideration.

Sincerely,

Signature

Beatrice R. Bush

Enclosures

RESEARCHING JUDICIAL CLERKSHIPS

Mercer University Law School Library
March 2009

General Information About Clerkships

Selected Periodical Articles:

Aldisert, Ruggero J., Ryan C. Kilpatrick & James R. Stevens, *Rat Race: Insider Advice on Landing Judicial Clerkships*, 110 Penn St. L. Rev. 835 (Spring 2006).

Avery, Christopher, Christine Jolls, Richard A. Posner & Alvin E. Roth, *The New Market for Federal Judicial Law Clerks*, 74 U. Chi. L. Rev. 447 (Spring 2007).

Bigelow, Brandon, *The Lowdown on Landing a Judicial Clerkship*, 29 Student Lawyer 36 (October 2000).

Bowman, Nicole, *To be or not to be... What could Judicial Clerkship do for your Future Legal Career?* 24 Student Lawyer 18 (May 1996).

Cudahy, Richard D., *Judge Clueless Hires a Law Clerk*, 60 Ohio St. L. J. 2017. (1999).

Edelman, Paul H., *Law Clerks, Law Reviews & Some Modest Proposals*, 7 Green Bag 2d 335 (2004).

Peppers, Todd C., Micheal W. Giles & Bridget Tainer-Parkins, *Inside Judicial Chambers: How Federal District Court Judges Select and Use their Law Clerks*, 71 Alb. L. Rev. 623 (2008)

Pletcher, Mark & Ludovic C. Guesquiere, *In Restraint of Trade: The Judicial Law Clerk Hiring Plan*, 78 U. Colo. L. Rev. 147 (Winter 2007).

Priest, George L., *Reexamining the Market for Judicial Clerks & Other Assortative Matching Markets*, 22 Yale J. on Reg. 123 (2005).

Schneider, Deborah, *Judicial Clerkships for Everyone* 35 Student Lawyer 10 (Oct. 2006). <http://www.abanet.org/lsd/studentlawyer/oct06/clerkships.shtml>

The National Jurist. Monthly law student magazine. Features occasional articles and tips for aspiring judicial clerks. In the Law Library's periodical collection, and distributed free in the law student lounge area. Available online: <http://www.nationaljurist.com> .

Electronic Searching for Periodical Articles:

Besides Lexis and Westlaw, use Wilson's *Index to Legal Periodicals* on the Web, and HeinOnline's *Law Journal Library* to find more articles discussing legal clerkships. Both sources can be accessed from the Law Library's main page: <http://www.law.mercer.edu/library>. Search by subject - for "law clerks," or do a keyword search for:

judicial and clerk* ; federal and clerk* ; or law and clerk*

Books:

Best, *Law Clerks, Support Personnel, & the Decline of Consensual Norms on the United States Supreme Court, 1935-1995* (2002), KF8742 .B473, (Law Library).

Chipchase, Calvert G., *Federal District Court Law Clerk Handbook* (2007), KF8807 .C48, (Law Library – on reserve).

Federal Judicial Center, *Chambers Handbook for Judges' Law Clerks and Secretaries* (1995), KF8771. D54, (Career Services Library & Law Library – on reserve) available online:

[http://www.fjc.gov/public/pdf.nsf/lookup/chambers.pdf/\\$file/chambers.pdf](http://www.fjc.gov/public/pdf.nsf/lookup/chambers.pdf/$file/chambers.pdf)

Lemon, Joseph L. Jr., *Federal Appellate Court Law Clerk Handbook* (2007). On reserve in the Law Library, KF8807 .R86, (Law Library – on reserve).

National Association for Law Placement (NALP), *Courting the Clerkship : Perspectives on the Opportunities & Obstacles for Judicial Clerkships* (2000) KF 8771 .C68, (Career Services Library).

Oakley & Thompson, *Law Clerks and the Judicial Process: Perceptions of the Qualities and Function of Law Clerks in American Courts* (1980), KF8771.O2, (Law Library – on reserve).

Sirico, Louis Jr., ed., *Judging : A Book for Student Clerks* (2002), KF8807.J94, (Law Library – on reserve).

Sobel, Sylvan, *Law Clerk Handbook: A Handbook for Law Clerks to Federal Judges*, (2d ed., 2007, Federal Judicial Center) full-text available in .pdf at: <http://tinyurl.com/62ke9d> .

Straus, Debra, *Behind the Bench: The Guide to Judicial Clerkships* (2002), KF 8771 .S82, (Career Services Library).

Vermont Law School, *Guide to State Judicial Clerkship Procedures*

KF8771 .G8. (Updated annually) (Career Services Library) - 2009 edition online at: <http://www.law.virginia.edu/pdf/judclerkguide2009.pdf> .

Websites:

2007-2008 Judicial Clerkship Handbook, Brigham Young University Law School Career Services Office: http://www.law2.byu.edu/Judicial_Clerkship
Straightforward guidance on judicial clerkship hunting. Includes sample resumes for both federal and state applicants.

Federal Judges Law Clerk Hiring Plan 2009:

<http://www.cadc.uscourts.gov/internet/lawclerk.nsf/Home?OpenForm>

Voluntary hiring plan for federal judges. Developed by the Ad Hoc Committee on Federal Clerk Hiring (composed of federal judges).

Greedy Clerks web forum:

<http://www.infirmation.com/bboard/clubs.tcl?topic=Greedy%20Clerks>

A forum for law clerks to discuss clerkships, judicial politics, and anything else of interest. Very tongue-in-check, similar to “Greedy Associates” web forum.

Indiana University School of Law Career Services Office:

<http://www.iulaw.indy.indiana.edu/career/judicialclerkship.htm>

Contains FAQs about necessary qualifications, job descriptions, information on applying and interviewing for clerkship positions (updated in 2009).

Judicial Clerkships.com: Your Clerkship Source,

<http://www.judicialclerkships.com> Website maintained by Debra Straus, author of *Behind the Bench: The Guide to Judicial Clerkships* (see under “Books,” above).

General clerkship information & advice – includes forums and links to other clerkship websites.

George Washington University Law School, *The Judicial Clerkship Handbook:*

http://www.law.gwu.edu/Careers/clerkships/Documents/0809Spg_Judicial_Clerkship_Handbook.pdf (2008-2009) Useful clerking information and procedures for applying.

Northeastern University School of Law, Office of Career Services, *Judicial*

Clerkship Handbook, (2008): <http://www.northeastern.edu/law/pdfs/career-services/handbk-clerkship.pdf> How-to handbook on judicial clerkships. Includes sample interview questions and cover letters.

National Association for Law Placement (NALP), Judicial Clerkship Resources:

<http://www.nalp.org/judicialclerkships>. Advice on clerkship hunting from NALP’s Judicial Clerkship Committee.

University of Michigan Law School, Office of Career Services, *Judicial*

Clerkship Handbook 2009:

<http://www.law.umich.edu/currentstudents/careerservices/Documents/ClerkshipManual2008-09.pdf> Practical advice for the clerkship application process.

Information about Courts and Judges

Almanac of the Federal Judiciary

Reference/KF8700.A19 A4 (updated 2008); Also on Westlaw (AFJ database)
Contains basic directory and biographical information about federal judges, including bankruptcy and magistrate judges. For appellate and district court judges, also contains noteworthy rulings and evaluations from bar members. (Evaluations not on Westlaw, however.)

On Westlaw, select the AFJ database

- To find the entry for a particular judge: *ju(john /3 laney)*
- To find the entries for all the judges in a judicial district:
co("southern district" /3 florida)

The American Bench: Judges of the Nation (2006)

Reference /KF8775. A95

Gives directory and biographical information on over 18,000 judges from all levels of federal and state courts arranged by jurisdiction. Includes a personal name index.

Biographical Directory of Federal Judges, Federal Judicial Center.

<http://www.fjc.gov/public/home.nsf/hisj>. Biographies of all federal judges who have served since 1789 to present day.

BNA's Directory of State and Federal Courts, Judges, and Clerks (2009). Reference KF 8700 .A19 B15

Has contact information for state and federal judges with a personal name index. Includes diagrams of court organization systems.

Directory of Federal Court Guidelines

Reserve/KF8816 .D57 (Updated 2008)

Includes biographical data and pictures of federal district court judges. Divided into sections according to federal circuit. Judicial status changes in the front of each section. Updated biannually.

Georgia Bench Book (2005-06)

Reference/KFG529.A22 Contains directory information for Georgia state and federal courts. Includes biographies and questionnaires of state court judges.

Georgia Courts Directory (2008-09)
Reference/KFG508.A19 G4
Contact information for Georgia state court judges.

Judicial Staff Directory (2009 winter)
Reference KF8700 .A19 J8
Contains contact information for federal judges and state appellate judges with many staff listings. Includes biographies of selected judges and key personnel. Updated annually. Available online: <http://library.cqpress.com/jsd/index.php> (from a Mercer-networked computer).

The Third Branch – The Newsletter of the Federal Courts (monthly periodical)
Published by the U.S. Administrative Office of the Courts. Contains latest news on the federal judiciary, case load statistics, and management of the court system. In Law Library's periodical collection in the Mulberry Wing. Also, articles since 1995 can be found online at: <http://www.uscourts.gov/ttb/index.html>.

Want's Federal State Court Directory (2009)
Reference/KF8700 .A19 W32
Easy-to-use source containing contact information, diagrams of court structures and glossary of terms.

West Legal Directory – Judges, Westlaw (WLD-JUDGE)
Gives contact and biographical information about state and federal judges.

Current Listings of Available Court Positions

OSCAR (Online System for Clerkship Application & Review), <http://oscar.dcd.uscourts.gov> .Web-based platform for notice of available clerkships, clerkship application information, and law clerk employment information. Not mandatory, but used by 1,273 judges in 2008. Read overview first: (<http://oscar.dcd.uscourts.gov/Overview>) Free registration required.

Westlaw, *Law Student Jobs Online*, <http://tinyurl.com/ce3454> .Can search by geographical area. Updated daily.

National Center for State Courts (NCSC), Links to State court websites: http://www.ncsonline.org/D_KIS/info_court_web_sites.html . Some State court sites will list clerkship opportunities.

Federal Judicial Appointments

Federal Judiciary Homepage: <http://www.uscourts.gov/vacancies/judgevacancy.htm>
Identifies nominees and vacancies (both present and future).

Committee on the Judiciary, United States Senate:

<http://judiciary.senate.gov/nominations.cfm>

Lists nominations for the Supreme Court, Court of Appeals and U.S. District Courts and other federal courts. Shows confirmed nominees and pending nominations with dates.

Judicial Nominations and Confirmations Database, University of Michigan Law School, Office of Career Services.

<http://www.law.umich.edu/currentstudents/careerservices/Pages/nomdb.aspx>

Lists recent appointments to the federal judiciary (including contact information).

Judicial Nominations and Vacancies Database, U.S. Department of Justice, Office of Legal Policy. <http://www.usdoj.gov/olp/judicialnominations.htm>.

OLP works with the Attorney General in advising the President on nominations for Article III judgeships. Database includes statistical information on vacancies, confirmations, and hearings.