



# Application for Clerkships

SUPREME COURT | APPELLATE COURT | SUPERIOR COURT







## THE MISSION OF THE JUDICIAL BRANCH

To serve the interests of justice and the public by resolving matters brought before it in a fair, timely, efficient and open manner.



# Application for Clerkships with the Supreme Court of Connecticut

## NOTICE TO STUDENTS GRADUATING IN 2016

The Chief Justice and Associate Justices of the Connecticut Supreme Court will appoint seven law clerks for the 2016-2017 court year. Please refer to the Judicial Branch website for information about the Supreme Court including a list of the Supreme Court Justices.

The annual salary of each law clerk is \$65,048.29, to be paid semi-monthly, and the term of service is for a period of twelve working months. The law clerks start work on Tuesday, May 31, 2016, and continue through the month of June. After their service in June, the new clerks will not report again for work until Thursday, September 1, 2016. Law clerks may take four personal leave days with pay during their term of service and they will have a bank of twelve sick days. Otherwise, there are no paid vacation days. Employment will terminate on Monday, July 31, 2017.

No applications should be submitted before May 4, 2015. Interested persons are encouraged to apply as soon after that date as feasible. All applications must be received no later than June 12, 2015. Interviews will be scheduled by each individual Justice.

Each of the Justices endorses the principle of affording equal employment opportunity to qualified applicants. It must be emphasized, however, that each Justice, in selecting a law clerk, will be making an individual decision after weighing the credentials that are felt to be most relevant.

Each of the Justices determines what tasks to assign to his or her law clerks. Law clerks are generally expected to do research, write memoranda, review draft opinions and assist in preparing preliminary draft opinions.

### **Application packets should contain the following items:**

1. A cover letter;
2. A biographical resume;
3. A certified transcript of grades achieved in law school, for four semesters, including, if available, information about class standing;

4. A copy of any relevant scholarly writing;
5. At least two letters of recommendation from faculty members with whom the student has studied. A letter of recommendation from a clerkship committee may also be sent if available. Letters of recommendation may be sent separately from the letter of application; and
6. A statement of when the applicant will be available for a personal interview in Hartford.

Applicants should normally expect to graduate in the first quarter of their class and have demonstrated a substantial proficiency in legal research and writing. Law Review experience, or its equivalent, is highly desirable.

Applicants usually plan to take the Connecticut bar examination during the month of July after they commence their clerkships. This practice is for the convenience of the law clerks. Law clerks are not required to be members of the Bar of Connecticut or any other state.

Applicants wishing to apply for a clerkship should e-mail an application packet to the following address: [SCLawclerkApplication@connapp.jud.ct.gov](mailto:SCLawclerkApplication@connapp.jud.ct.gov). The e-mail should list each Justice to whom they wish to apply.

After the Justices have reviewed the letters and resumes, a reasonable number of candidates will be selected for personal interview in Hartford at the applicant's expense.

Candidates for clerkships should understand that although they are hired by individual Justices, if such Justice becomes unavailable due to illness, retirement, or movement to another court, the clerk will be assigned to work for another Justice during the term of his or her clerkship.

# Application for Clerkships with the Appellate Court of Connecticut

## NOTICE TO STUDENTS GRADUATING IN 2016

Approximately seventeen law clerks will be appointed for the 2016-2017 court year for the Connecticut Appellate Court, which sits as an intermediate appellate court. Nine law clerks will be appointed for the active judges of the court, including the Chief Judge. The remainder will be hired to work for the retired judges and justices who sit by designation on the court, or to work on motions filed with the court.

The annual salary of each law clerk will be in the range of \$60,848.70 - \$61,618.94, depending on the classification of the position, to be paid semi-monthly. The term of service is for a period of twelve working months starting on Tuesday, May 31, 2016. During June, the new law clerks will be working with the clerks whose places they will be taking for the next court year. After their service in June, the new clerks will not report for work again until Thursday, September 1, 2016. Law clerks may take four personal leave days with pay during their term of service and they will have a bank of twelve sick days. Otherwise, there are no paid vacation days. Employment will terminate on July 31, 2017.

Applications should be addressed to the Honorable Alexandra D. DiPentima, Chief Judge of the Appellate Court, and e-mailed to [ACLawclerkApplication@connapp.jud.ct.gov](mailto:ACLawclerkApplication@connapp.jud.ct.gov).

No applications should be submitted before July 1, 2015. Interested persons are encouraged to apply as soon after that date as possible and all applications must be received no later than August 7, 2015. Interviews will be held on September 30 and October 1, 2015.

The judges endorse the principle of affording equal employment opportunities to qualified applicants. The basic qualifications for the position of law clerk are set forth in this notice. It must be emphasized, however, that each judge, in selecting a law clerk, will make an individual decision weighing those credentials that are felt to be most relevant.

Each of the judges determines what tasks to assign to his or her law clerks. Law clerks are generally expected to do

research, write memoranda, review draft opinions and assist in preparing preliminary draft opinions.

### Application packets should contain the following items:

1. A cover letter;
2. A chronological resume;
3. A certified transcript of grades achieved in law school, including, if available, information about class standing;
4. A copy of any relevant scholarly writing; and
5. At least two letters of recommendation from a faculty member with whom the student has studied or a letter of recommendation from a clerkship committee, or both. Letters of recommendation may be sent separately from the letter of application.

Applicants should expect to graduate in the first third of their class and have demonstrated proficiency in legal research and writing. Law Review experience, or its equivalent, is highly desirable.

Applicants usually plan to take the Connecticut bar examination during the July after they commence their clerkships. Law clerks are not required to be members of the Bar of Connecticut or of any other state.

Candidates for clerkships should understand that although they are hired by individual judges, if such judge becomes unavailable due to illness, retirement, or elevation to another court, the clerk will be assigned to work for another judge or judges during the term of his or her clerkship.

The judges will review the applications and decide which candidates will be selected for personal interview in Hartford at the applicant's expense.

**Law clerk application information may also be found at:** <http://www.jud.ct.gov/external/supapp/lawclerkapps.html#Appellate>



# Application for Clerkships with the Superior Court of Connecticut

Law clerks provide legal research and writing assistance to Connecticut trial level judges on pending matters and are assigned to work for the Legal Research Office in courthouses throughout the state.

## Appointment

The appointment as a law clerk to the Superior Court is for a period of 52 weeks. Positions open in August, September, and October of 2016. Students graduating in 2016, or before, may apply for these positions after September 1, 2015. Hiring decisions will be finalized in March of 2016.

## Salary

The salary for the 2016-2017 term is the bi-weekly equivalent of an annual salary of \$55,285.11.

## Qualifications

Applicants should expect to graduate with high academic standing from a law school approved by the Connecticut Bar Examining Committee and should have a demonstrated interest and proficiency in legal research and writing. Law clerks are not required to be members of the Bar of Connecticut or of any other state.

## Application Process

**I. Applicants who attend law schools that participate in campus and consortium interview programs with this office must contact their Career Services Offices for further instructions and interview dates.**

They should submit, through Career Services:

1. A copy of grades achieved in law school, including, if available, class standing; and
2. A resume.

After the campus or consortium interview, the following items should be mailed, by the applicant, directly to the Legal Research Office:

3. A brief, unedited writing sample;
4. Two letters of recommendation from individuals who can speak to the applicant's research and writing abilities;
5. An **official** undergraduate transcript; and
6. An **official** law school transcript.

**II. Applicants who attend law schools that do not participate in interview programs with this office, as well as individuals who have already graduated, may apply directly to the Legal Research Office, between September 1 and October 31, 2015:**

These applications should include items 2-6, as listed above.

**Interviews for direct applicants, as well as second interviews for applicants initially interviewed at an on-campus or consortium event, will take place in New Haven in January and February of 2016. A final component of the application process is a writing assignment, administered to all applicants who interview in New Haven, at the time of the interview.**

Additionally, as vacancies can occur at any time during a term, qualified law school graduates available for **immediate** employment may submit applications, to include items 2-6, directly to the Legal Research Office at any time.

Please submit all applications to:

John Weikart, Attorney at Law  
Deputy Director, Legal Research  
121 Elm Street – Room 34  
New Haven, Connecticut 06510  
Telephone: 203-773-6738







[www.jud.ct.gov](http://www.jud.ct.gov)

© 2015 State of Connecticut Judicial Branch

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact an ADA contact person listed at [www.jud.ct.gov/ADA/](http://www.jud.ct.gov/ADA/).