



MINNESOTA COURT OF APPEALS

CLERKSHIP OVERVIEW

2009 – 2010 TERM

Below are a few basics about the Court of Appeals clerkship process:

Number of Judges:	19
Number of Positions:	16 (approximately)
Position Duties:	Legal research, analysis, writing and cite checking; Judge's administrative clerk
Length of Term:	1 year, August 2009 through August 2010
Annual Salary:	\$50,467, anticipated
Benefits Package:	Excellent State of MN benefits package including: low-cost medical, dental, life insurance; pension plan; holiday pay; vacation/sick pay; and low-cost parking.
Graduation From Accredited Law School:	Required at time of employment
Bar Admission Required:	No
Academic Minimum Requirement to Apply:	Second-year law student
Application Requirements:	<ul style="list-style-type: none">▪ Application and Resume▪ Official law school transcript(s) <i>including</i> class rank, and an explanation of the grading system - <u>must be mailed directly from the Registrar's Office</u>▪ Legal writing sample▪ Recommendation letters (optional)
Application Deadline:	August 20, 2008
Interviews:	September 22 and September 26, 2007 (Applicants are responsible for own travel expenses.)

Please Direct Inquiries and Applications to:

Minnesota Judicial Center
Human Resources Department, Rm. G27
25 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155
651-297-3430

STATE OF MINNESOTA COURT OF APPEALS

TO APPLICANTS SEEKING A POSITION AS A LAW CLERK AT THE MINNESOTA COURT OF APPEALS FOR THE 2009-2010 TERM

The Minnesota Court of Appeals reviews cases appealed from district courts and administrative agencies. Nineteen judges serve on the Court of Appeals, which is divided into five rotating panels of three judges each, hearing oral arguments throughout the year. The court is located in the Minnesota Judicial Center in St. Paul, Minnesota.

Approximately 16 clerkships will be offered in October 2008 for the term August 2009 through August 2010. Some judges may use the candidate pool for hiring clerks later in the year.

DUTIES: The primary duties of a law clerk are to analyze and research cases on appeal. A law clerk's typical responsibilities include close review of the record and transcripts from the district court, evaluating conflicting briefs, supplementing the legal research submitted in the briefs, and assisting the judge in accurately synthesizing the facts and the law through preparation of bench memoranda and providing further assistance in opinion preparation.

QUALIFICATIONS: The minimum academic requirement for application is enrollment as a second-year law student; graduation from an accredited law school is required to begin employment. Professional skills and scholastic proficiency are both considered. Strong writing and research skills are essential; writing for the law review, for a law journal, or for moot court is very helpful. Selection of law clerks is made after applications have been reviewed and personal interviews have been conducted by the court.

SALARY AND BENEFITS: The anticipated salary for the 2009-10 term is \$50,467. Excellent State of Minnesota benefits package and low-cost parking. Visit www.doer.state.mn.us for current benefit information.

TO APPLY: Submit completed application, resume, legal writing sample and official transcript with class rank (must be mailed directly from the Registrar's Office). You may download the application from www.mncourts.gov, or call 651-297-3430, and mail it to the undersigned **by August 20, 2008**.

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THE COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER