

Law Clerks Notice of Appointment and Interview Record Form

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Robert D. Lipscher
Administrative Director

The Supreme Court requires that all law clerks be recent graduates of ABA approved law schools and that they be appointed to serve for a period of one year, to commence in September of each year.

The Affirmative Action Office will be distributing resumes to you as they are received from those qualified applicants who meet the above criteria. Please contact directly those applicants whom you wish to interview and record those contacts on the attached Interview Record Form. This form should be forwarded to the Affirmative Action Office on a regular basis until a final selection has been made.

Upon selection of a law clerk, please complete the Notice of Appointment Form and submit it to you Presiding Judge for review and signature. He or she will then forward the form to the Personnel Office for submission to the Supreme Court for approval.

EDITOR-S NOTE

A reference to the inclusion of a Notice of Appointment form has been deleted.