

ALJ Contact Information and Hiring Practices Survey

In conjunction with Panel Presentation:

Beyond Article III –
Clerkships with Administrative Law Judges

NALP Annual Education Conference
Washington, DC, April 2, 2009

Prepared by:

Sheila Driscoll, Director of Judicial Clerkships
The George Washington University Law School

**Administrative Law Judges
(Hiring Survey March 2009)**

<u>Agency</u>	<u>Contact Name</u>	<u>Title</u>	<u>Address</u>	<u>Email</u>	<u>Phone</u>	<u>response</u>
Federal:						
Department of Agriculture	Marc R. Hillson	Chief Administrative Law Judge	South Agriculture Building, 1400 Independence Avenue, SW, Room 1049, Washington, DC 20250	marc.hillson@usda.gov	(202) 720-6383	3/27 said do not have internships
Commodity Futures Trading Commission	Bruce C. Levine	Administrative Law Judge	Three Lafayette Centre, 1155 - 21st Street, NW, Room 4091, Washington, DC 20581-0001	blevine@cftc.gov	(202) 418-5503	
Trademark Trial and Appeal Board, U.S. Patent and Trademark Office, Department of Commerce	J. David Sams	Chief Administrative Trademark Judge	P.O. Box 1451, Alexandria, VA 22314-1451	N/A	(571) 272-8500	
Department of Education	Allan C. Lewis	Chief Administrative Law Judge	470 L'Enfant Plaza East, SW, Room 2128, Washington, DC 20202-4533	allan.lewis@ed.gov	(202) 619-9714	
Environmental Protection Agency	Susan Biro	Chief Administrative Law Judge	1099 14th Street, NW, Room 350-13, Washington, DC 20005	biro.susan@epa.gov	(202) 564-6255	
Federal Communications Commission	Richard L. Sippel	Chief Administrative Law Judge	445 - 12th Street, SW, Room 1-C768, Washington, DC 20554	richard.sippel@fcc.gov	(202) 418-2280	
Federal Energy Regulatory Commission	Curtis L. Wagner, Jr.	Chief Administrative Law Judge	888 First Street, NE, Room 11F-1, Washington, DC 20426	curtis.wagner@ferc.gov	(202) 502-8500	Filled out survey, see Page 1
Federal Labor Relations Authority	Charles Center	Chief Administrative Law Judge	1400 K Street, NW, Washington, DC 20424-0001	ccenter@flra.gov	(202) 218-7918	says does not regularly hire, but did fill out survey, see Page 6
Federal Maritime Commission	Clay G. Guthridge	Administrative Law Judge	800 North Capitol Street, NW, Room 1089, Washington, DC 20573-0001	cguthridge@fmc.gov	(202) 523-5750	do not expect to be hiring any clerks or interns.
Federal Mine Safety and Health Review Commission	Robert J. Lesnick	Chief Administrative Law Judge	601 New Jersey Avenue, NW, Room 8515, Washington, DC 20001-2021	riesnick@fmshrc.gov	(202) 434-9958	
Atomic Safety and Licensing Board Panel, Nuclear Regulatory Commission	E. Roy Hawkins	Chief Administrative Judge and Chairman	Two White Flint North Building, 11545 Rockville Pike, Room 3E19, Rockville, MD 20852	roy.hawkins@nrc.gov	(301) 415-5147	Filled out survey, see Page 11

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Federal Trade Commission	D. Michael Chappell	Chief Administrative Law Judge	600 Pennsylvania Avenue, NW, Room 106, Washington, DC 20580	mchappell@ftc.gov	(202) 326-3637	Filled out survey, see Page 21
Department of Health and Human Services, Departmental Appeals Board	Constance Tobias	Chair	Cohen Building, 330 Independence Avenue, SW, Room G-644, Washington, DC 20201	constance.tobias@hhs.gov	(202) 565-0200	Filled out survey, see Page 26
Department of Health and Human Services, Food and Drug Administration	Daniel J. Davidson	Administrative Law Judge	Parklawn Building, 5600 Fishers Lane, Room 9-57, Rockville, MD 20857	ddavidso@oc.fda.gov	(301) 827-7120	
Department of Health and Human Services, Office of Medicare Hearing and Appeals	Perry J. Rhew	Chief Administrative Law Judge	200 Public Square, Room 1300, Cleveland, OH 44114	perry.rhew@hhs.gov	(216) 615-4000	Filled out survey, see Page 32
Department of Housing and Urban Development	David T. Anderson	Director, Office of Hearings and Appeals	451 Seventh Street, SW, Room B-133, Washington, DC 20410	david.t.anderson@hud.gov	(202) 245-1201	Filled out survey, see Page 37
Department of the Interior	Earl J. Waits	Chief Administrative Law Judge	801 North Quincy Street, Suite 300, Arlington, VA 22203	earl_waits@oha.doi.gov	(703) 235-3800	said will be out of the office until 4/8, but he does not hire interns or clerks, occasionally hires beginning attorneys but does want to start and internship program in the near future
Interior Board of Indian Appeals, Department of the Interior	Steven K. Linscheid	Chief Administrative Judge	801 North Quincy Street, Suite 300, Arlington, VA 22203	steven_linscheid@oha.doi.gov	(703) 235-3816	
Interior Board of Land Appeals, Department of the Interior	H. Barry Holt	Chief Administrative Judge	801 North Quincy Street, Suite 300, Arlington, VA 22203	N/A	(703) 235-3750	
International Trade Commission	Paul J. Luckern	Chief Administrative Law Judge	500 E Street, SW, Room 317A, Washington, DC 20436	pluckern@usitc.gov	(202) 205-2694	Hire through the DOJ office of attorney recruitment and management and to contact that office
Department of Justice, Drug Enforcement Administration	Mary Ellen R. Bittner	Chief Administrative Law Judge	Lincoln Place-East, 600 Army Navy Drive, Room 2129, Arlington, VA 22202	N/A	(202) 307-8188	
Department of Justice, Executive Office for Immigration Review	Michael J. Creppy	Chief Administrative Hearing Officer	Skyline Towers, 5107 Leesburg Pike, Room 2519, Falls Church, VA 22041	michael.creppy@usdoj.gov	(703) 305-0864	

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Department of Labor	John Michael Vittone	Chief Administrative Law Judge	TechWorld, 800 K Street, NW, Room 4148, Washington, DC 20001-8002	vittone.john@dol.gov	(202) 693-7542	Filled out survey, see Page 44
National Labor Relations Board	Robert A. Giannasi	Chief Administrative Law Judge	1099 - 14th Street, NW, Room 5400, Washington, DC 20570	robert.giannasi@nlrb.gov	(202) 501-8800	"We do not anticipate hiring any law clerks this summer for the Washington office of the Division of Judges."
National Transportation Safety Board	William E. Fowler, Jr.	Chief Administrative Law Judge	490 L'Enfant Plaza East, SW, Room 4711, Washington, DC 20594	fowlerw@ntsb.gov	(202) 314-6150	
Occupational Safety and Health Review Commission	Irving Sommer	Chief Administrative Law Judge	One Lafayette Centre, 1120 - 20th Street, NW, 9th Floor, Washington, DC 20036-3457	isommer@oshrc.gov	(202) 606-5405	
Board of Patent Appeals and Interferences, U.S. Patent and Trademark Office, Department of Commerce	Michael R. Fleming	Chief Administrative Patent Judge	Madison Building East, 600 Dulany Street, Suite ME-A974-A, Alexandria, VA 22313	michael.fleming@uspto.gov	(571) 272-9797	Filled out survey, see Page 16
Securities and Exchange Commission	Brenda P. Murray	Chief Administrative Law Judge	100 F Street, NE, Room 2557, Washington, DC 20549	alj@sec.gov	(202) 551-6030	Per email: The SEC's Office of Administrative Law Judges does hire law clerks. They have five at present. It is a two-year appointment, but can stay longer if they are doing well and cannot find something. The Commission mandates that they post on USAJobs and the submissions are done electronically. Applicants have to be members of the bar. We require a writing sample, references, etc.
Small Business Administration	Richard S. Arkow	Administrative Law Judge	409 Third Street, SW, 8th Floor, Washington, DC 20416	richard.arkow@sba.gov	(202) 401-8203	does not regularly hire
Social Security Administration	Frank Cristaudo	Chief Administrative Law Judge	Skyline Towers, 5107 Leesburg Pike, Room 1500, Falls Church, VA 22041	frank.cristaudo@ssa.gov	(703) 605-8500	

Administrative Law Judges (Hiring Survey March 2009)

<u>Agency</u>	<u>Contact Name</u>	<u>Title</u>	<u>Address</u>	<u>Email</u>	<u>Phone</u>	<u>response</u>
Department of Transportation, Office of the Assistant Secretary for Administration	Ronnie A. Yoder	Chief Administrative Law Judge	Columbia Pike & Southgate Road, Room 2060, Arlington, VA 20370	ronnie.yoder@dot.gov	(202) 366-2142	filled out survey, see Page 48
United States Postal Service	Bruce R. Houston	Chief Administrative Law Judge	Colonial Place I, 2101 Wilson Boulevard, Room 600, Arlington, VA 22201-3078	bruce.r.houston@usps.gov	(703) 812-1913	
Federal Regional:						
Atlanta (GA) District Office, Equal Employment Opportunity Commission	Donna Nutter Dawson	Supervisory Administrative Judge	Sam Nunn Federal Center, 100 Alabama Street, SW, Suite 4R30, Atlanta, GA 30303	N/A	(404) 562-6839	
Savannah (GA) Local Office, Atlanta (GA) District Office, Equal Employment Opportunity Commission	Phillip Davi	Administrative Judge	410 Mall Boulevard, Suite G, Savannah, GA 31406	N/A	(912) 652-4399	
Birmingham (AL) District Office, Equal Employment Opportunity Commission	Deiner Franklin Thomas	District Director	Ridge Park Place, 1130 South 22nd Street, Suite 2000, Birmingham, AL 35205	N/A	(205) 212-2089	
New Orleans (LA) Field Office, Houston (TX) District Office, Equal Employment Opportunity Commission	Christopher Juge	Lead Administrative Judge	1555 Poydras Street, Suite 1900, New Orleans, LA 70112-3707	christopher.juge@eeoc.gov	(504) 595-2850	
Detroit (MI) Field Office, Equal Employment Opportunity Commission	Mimi Gendreau	Administrative Judge	Patrick V. McNamara Federal Building, 477 Michigan Avenue, Room 865, Detroit, MI 48226-9704	N/A	(313) 226-4643	
New York (NY) District Office, Equal Employment Opportunity Commission	Kenneth W. Chu	Chief Administrative Judge	33 Whitehall Street, 5th Floor, New York, NY 10004-2112	kenneth.chu@eeoc.gov	(212) 336-3740	

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Dallas (TX) District Office, Equal Employment Opportunity Commission	Dwight Lewis	Chief Administrative Judge	207 South Houston Street, Third Floor, Dallas, TX 75202-4726	dwight.lewis@eeoc.gov	(214) 253-2730	
Department of Homeland Security, State of Indiana	William Teeguarden	Administrative Law Judge	302 West Washington Street, Room E243, Indianapolis, IN 46204	N/A	(317) 233-6426	
Merit Systems Protection Board, Atlanta Regional Office	Thomas J. Lanphear	Chief Administrative Judge	Peachtree Summit Federal Building, 401 West Peachtree Street, NW, Suite 1050, Atlanta, GA 30308-3519	N/A	(404) 730-2755 ext. 1011	
Merit Systems Protection Board, Central Regional Office	Martin W. Baumgaertner	Chief Administrative Judge	230 South Dearborn Street, Room 3100, Chicago, IL 60604-1669	martin.baumgaertner@mspb.gov	(312) 353-2923	Per email: This office does not but the Headquarters office in Washington D.C. does
Merit Systems Protection Board, Dallas Regional Office	Sharon F. Jackson	Regional Director	Earle Cabell Federal Building, 1100 Commerce Street, Room 620, Dallas, TX 75242-9979	sharon.jackson@mspb.gov	(214) 767-0555	filled out survey, see Page 53
Merit Systems Protection Board, Denver Field Office	Maxanne Witkin	Chief Administrative Judge	165 South Union Boulevard, Suite 318, Lakewood, CO 80228	maxanne.witkin@mspb.gov	(303) 969-5109	
Merit Systems Protection Board, New York Field Office	Arthur S. Joseph	Chief Administrative Judge	Jacob K. Javits Federal Building, 26 Federal Plaza, Room 3137A, New York, NY 10278-0022	arthur.joseph@mspb.gov	(212) 264-9372	
Merit Systems Protection Board, Northeastern Regional Office	William L. Boulden	Regional Director	1601 Market Street, Suite 1700, Philadelphia, PA 19103	william.boulden@mspb.gov	(215) 597-9960	
Merit Systems Protection Board, Washington (DC) Regional Office	Jeremiah Cassidy	Chief Administrative Judge	1800 Diagonal Road, Suite 205, Alexandria, VA 22314-2840	N/A	(703) 756-6250	
Merit Systems Protection Board, Western Regional Office	Amy Dunning	Regional Director	201 Mission Street, Suite 2310, San Francisco, CA 94105-1831	amy.dunning@mspb.gov	(415) 904-6772	
National Labor Relations Board, Atlanta Branch Office	William N. Cates	Associate Chief Administrative Law Judge	Peachtree Summit Building, 401 West Peachtree Street, NW, Room 1798, Atlanta, GA 30308	william.cates@nlrb.gov	(404) 331-6652	

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National Labor Relations Board, New York Branch Office	Joel P. Biblowitz	Associate Chief Administrative Law Judge	120 West 45th Street, 11th Floor, New York, NY 10036	joel.biblowitz@nrlb.gov	(212) 944-2941	Per email: said due to budget restraints have not hired in the past 5 years, but hire volunteer law clerks
National Labor Relations Board, San Francisco Branch Office	Mary Miller Cracraft	Associate Chief Administrative Law Judge	901 Market Street, Room 300, San Francisco, CA 94103	mary.cracraft@nrlb.gov	(415) 356-5255	
National Transportation Safety Board, Circuit II	William A. Pope, II	Administrative Law Judge	490 L'Enfant Plaza East, SW, Room 4708, Washington, DC 20594	popew@ntsb.gov	(202) 314-6150	
National Transportation Safety Board, Circuit III	Patrick G. Geraghty	Administrative Law Judge	4760 Oakland Street, Room 500, Denver, CO 80239	geraghp@ntsb.gov	(303) 373-3511	
National Transportation Safety Board, Circuit IV	William R. Mullins	Administrative Law Judge	624 Six Flags Drive, Suite 150, Arlington, TX 76011	mullinw@ntsb.gov	(817) 652-7860	
Boston (MA) Office, Region I, Social Security Administration	Sean Teehan	Chief Administrative Law Judge	One Bowdoin Square, 4th Floor, Boston, MA 02114	sean.teehan@ssa.gov	(617) 523-3213	
Local:						
Office of Administrative Hearings, Administration Department, State of Alaska	Terry Thurbon	Chief Administrative Law Judge	P.O. Box 110231, Juneau, AK 99811-0231	terry.thurbon@aska.gov	(907) 465-1886	
Office of Administrative Hearings, General Services Department, State of California	Ron Diedrich	Director and Chief Administrative Law Judge	2349 Gateway Oaks, Suite 200, Sacramento, CA 95833	ron.diedrich@dg.s.ca.gov	(916) 263-0550	
D.C. Office of Administrative Hearings	Tyrone T. Butler	Chief Administrative Law Judge	825 North Capitol Street, NE, Suite 4150, Washington, DC 20002	tyrone.butler@dc.gov	(202) 478-1421	
Administrative Hearings Office, State of Minnesota	Raymond Krause	Chief Administrative Law Judge	600 North Robert Street, St. Paul, MN 55101	N/A	(651) 361-7830	
State Office of Administrative Hearings, State of Texas	Cathleen Parsley	Chief Administrative Law Judge	P.O. Box 13025, Austin, TX 78711-3025	N/A	(512) 475-1276	

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Office of Administrative Law, Department of Treasury, State of New Jersey	Laura Sanders	Director and Chief Administrative Law Judge	P.O. Box 049, Trenton, NJ 08625-0049	N/A	(609) 588-6501	
Office of Administrative Trials and Hearings, City of New York, New York	Roberto Velez	Chief Administrative Law Judge	40 Rector St., New York, NY 10006-1705	rvelez@oath.nyc.gov	(212) 442-4900	
Board of Claims, Commonwealth of Pennsylvania	Jeffrey F. Smith	Chairman and Chief Administrative Judge	Fulton Building, Suite 700, 200 North Third Street, Harrisburg, PA 17101-1501	N/A	(717) 787-3325	
Commerce Commission, State of Illinois	Mike Wallace	Administrative Law Judge	527 East Capitol Avenue, Springfield, IL 62701	N/A	(217) 785-3803	
Connecticut Supreme Court	Holly T. Sellers	Chief Administrative Officer	75 Elm Street, Hartford, CT 06106	holly.sellers@jud.ct.gov	(860) 757-2145	
New York Office of Court Administration	Judge Ann T. Pfau	Chief Administrative Judge	25 Beaver Street, New York, NY 10004	apfau@courts.state.ny.us	(212) 428-2120	
Bureau of Employment Relations, State of Michigan	Lynn Morison	Administrative Law Judge	P.O. Box 02988, Detroit, MI 48202-2988	lmoris@michigan.gov	(313) 456-3516	
Employment Relations Board, State of Oregon	Wendy L. Greenwald	Administrative Law Judge	528 Cottage Street, NE, Suite 400, Salem, OR 97301-3807	wendy.greenwald@state.or.us	(503) 378-6472	
Finance Department, City of New York, New York	Mary Gotsopoulos	Chief Administrative Law Judge	Municipal Bldg., One Centre Street, Room 500, New York, NY 10007	gotsopolism@finance.nyc.gov	(212) 361-8291	
Human Rights Commission, Office of the City Administrator, District of Columbia	David Simmons	Chief Administrative Law Judge	One Judiciary Square, 441 Fourth Street, NW, Suite 290N, Washington, DC 20001	N/A	(202) 727-0656	
Human Rights Commission, State of Illinois	Michael Evans	Chief Administrative Law Judge	James R. Thompson Center, 100 West Randolph Street, Suite 5-100, Chicago, IL 60601	N/A	(312) 814-6269	
Industrial Commission, State of Arizona	Harriet Turney	Chief Administrative Law Judge	800 West Washington Street, Phoenix, AZ 85007	hturney@ica.state.az.us	(602) 542-5241	

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Department of Labor Workforce Development, State of Nebraska	Steven Chase	Chief Administrative Law Judge	P. O. Box 94600, Lincoln, NE 68509-4600	steven.chase@n ebraska.gov	(402) 471- 9886	
Liquor Control Board, Commonwealth of Pennsylvania	Eileen S. Maunus	Chief Administrative Law Judge	Northwest Office Building, Harrisburg, PA 17124-0001	N/A	(717) 540- 5037	
Public Employees Grievance Board, State of West Virginia	Mark A. Barney	Administrative Law Judge	808 Greenbrier Street, Charleston, WV 25311-1527	N/A	(304) 558- 3361	one of six administrative law judges
Public Employment Relations Board, State of California	Bernard McMonigle	Chief Administrative Law Judge	1031 18th Street, Sacramento, CA 95814-4174	bmcmonigle@pe rb.ca.gov	(916) 324- 0142	
Public Employment Relations Board, State of Iowa	Charles Boldt	Administrative Law Judge	510 East 12th Street, Suite 1B, Des Moines, IA 50319	iaperb@iowa.go v	(515) 281- 4414	one of four administrative law judges
Public Service Commission, State of Alabama	John Garner	Legal Division Director Judge	P. O. Box 304260, Montgomery, AL 36130	john.garner@psc .alabama.gov	(334) 242- 5200	
Public Service Commission, State of Michigan	James N. "Jim" Rigas	Administrative Law Judges Director	P. O. Box 30221, Lansing, MI 48909	rigasj@michigan .gov	(517) 241- 6060	
Public Service Commission, State of New York	Elizabeth Liebschutz	Chief Administrative Law Judge	Three Empire State Plaza, Albany, NY 12223-1350	elizabeth_liebsc hutz@dps.state. ny.us	(518) 474- 4520	
Public Service Commission, State of West Virginia	Melissa K. Marland	Chief Administrative Law Judge	P. O. Box 812, Charleston, WV 25323	mmarland@psc. state.wv.us	(304) 340- 0400	
Public Utilities Commission, State of California	Karen Clopton	Chief Administrative Law Judge	505 Van Ness Avenue, San Francisco, CA 94102-3298	N/A	(415) 703- 2971	
Public Utility Commission, State of Oregon	Mike Grant	Chief Administrative Law Judge	P. O. Box 2148, Salem, OR 97308-2148	michael.grant@s tate.or.us	(503) 378- 6102	
Public Utility Commission, Commonwealth of Pennsylvania	Veronica A. Smith	Administrative Law Judge Office Chief	P. O. Box 3265, Harrisburg, PA 17105-3265	N/A	(717) 787- 1191	

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State and Consumer Services Agency, State of California	Paul Ramsey	Chief Administrative Law Judge	801 Capitol Mall, Sacramento, CA 95814	N/A	(916) 651-3899	
Office of Tax Appeals, Department of Revenue, State of West Virginia	Michele Duncan Bishop	Chief Administrative Law Judge	1012 Kanawha Boulevard, East, Suite 300, Charleston, WV 25301	N/A	(304) 558-1666	
Unemployment Compensation Board of Review, Division of Workforce West Virginia	Marcella Townsend	Chief Administrative Law Judge	1321 Plaza East, Charleston, WV 25301-1400	mtownsen@workforcewv.org	(304) 558-2636	
California Unemployment Insurance Appeals Board, Labor and Workforce Development Agency, State of California	Stephen Tyler	Chief Administrative Law Judge	P.O. Box 944275, Sacramento, CA 94244-2750	N/A	(916) 263-6762	
Workforce Development Department, State of Iowa	Dan Anderson	Chief Administrative Law Judge	1000 East Grand Avenue, Des Moines, IA 50319	daniel.anderson@iwd.iowa.gov	(515) 281-7082	

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone:

Fax:

Website:

E-Mail:

Contact Person:
(Title and
Phone Number)

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

Ours is the Office of Administrative Law Judges. FERC administrative law judges are, in effect, the trial judiciary of that industry. They operate in much the same fashion as Federal District Court Judges presiding over complex civil, non-jury cases. FERC judges preside over all cases set for hearing at FERC, issuing initial decisions on which the Commission bases its final orders. In addition to decisions there are many orders issued on motions, often after oral argument. FERC judges also serve as mediators in many cases.

The normal procedure followed by a judge in working with a law clerk on a decision or order is to discuss the case with the law clerk, advise him/her of the decision and approach to be taken, as well as to discuss the style in which the decision or order is to be written. The law clerk then independently conducts the necessary research and prepares the draft decision or order for the judge's review. Outstanding critical analysis and writing skills are therefore essential. Law clerks will have the opportunity to sit in on parts of trials, oral arguments and mediations.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

Length of Clerkship:

1 Year

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

 (2)

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Interviews are conducted by a panel of judges and the Special Assistant to the Chief Judge. The panel makes recommendations to the Chief Judge, who makes the selection. Normally, there is no second interview.

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

In order to qualify for a GS-11, the applicant must have one or more of the following:

- (1) Top third of law school graduating class.
- (2) Member, Law Review.
- (3) Member, Order of the Coif.
- (4) Winner of moot court competition; member of law school moot court team.
- (5) Full-time or continuous participation in a legal aid program.
- (6) Significant summer law office clerk experience, particularly in the economic or energy regulatory fields.

(7) Other equivalent evidence of superior achievement.

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

US Citizenship is required. All federal employees are required to undergo a complete security investigation.

Compensation:

The starting salary is GS-11, currently \$60,989

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

Additional information about the internship application process:

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone: Fax:

Website:

E-Mail:

Contact Person:
(Title and
Phone Number)

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

Primary function is to adjudicate hearings involving Unfair Labor Practice complaints issued by this agency's General Counsel.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

N/A

Interview Period:

N/A

Hiring Decision Typically Made:

N/A

Length of Clerkship:

1 Year

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

Compensation:

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

Additional information about the internship application process:

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

The FLRA does not hire clerks or interns for ALJs at this time.

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone: Fax:

Website:

E-Mail:

Contact Person: (Title and Phone Number)

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

The Atomic Safety & Licensing Board Panel (ASLBP) is the independent adjudicatory division of the Nuclear Regulatory Commission. It presides over disputes relating to licensing and enforcement of all civilian uses of nuclear materials and nuclear facilities, e.g. nuclear power plants. Detailed information and description can be found at: <http://www.nrc.gov/about-nrc/regulatory/adjudicatory/aslbp-respons.html> Additional information focused solely at our Judicial Law Clerk Program can be found at: www.nrc.gov/about-nrc/employment/judicial-law-clerk.html

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

Length of Clerkship:

1 Year

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

Both U.S. citizenship and Top Secret security clearance are required. Also, we look for candidates that have demonstrated a strong interest and ability in the areas of federal administrative/regulatory law and/or environmental law. Our clerkships are like “residencies” in administrative law and NEPA litigation.

Compensation:

1st year: GS-11, Step 9. 2nd year (w/Bar membership): GS-12, Step 5.

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

Additional information about the internship application process:

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone: Fax:

Website:

E-Mail:

Contact Person:
(Title and
Phone Number)

Where do you
list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge’s responsibilities):

The Board’s two main responsibilities include: (1) the review of ex parte appeals from adverse decisions of examiners in those situations where a written appeal is taken by a dissatisfied patent applicant and (2) the review of interferences to “determine priority” (that is, decide who is the first inventor) whenever an applicant claims the same patentable invention which is already claimed by another applicant or patentee. Each appeal; and interference is heard by a merits panel of at least three members of the Board {Administrative Patent Judges}

Patent Attorneys report directly to an APJ within the BPAI, they review and draft decisions on prior art cases; assist an APJ serving on a panel or an APJ performing interlocutory duties in connection with a prospective of pending interference proceeding; and research and report cases to the APJ, calling attention to any special technical features of the case or any pertinent legal precedent. They are expected to exercise mature judgment and a judicial decision-making attitude while ascertaining the complexities of various scientific and technological fields and their complicating legal problems.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

Established via job announcement.

Interview Period:

Established via job announcement.

Hiring Decision Typically Made:

Established via job announcement.

Length of Clerkship:

1 Year

2 Years

Career/

Permanent X

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

X

Resume:

X

Law School Transcript:

X

Undergraduate Transcript:

X

Writing Sample:

X

References (if yes, please indicate number):

3

Letters of Recommendation (if yes, please indicate number):

N/A

Other:

Established via job announcement.

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Candidates for either position must possess a bachelor's degree in a technical area, as well as comprehensive patent experience in the electrical, business methods, or mechanical fields. A law degree and membership in good standing of the Bar of any state, District of Columbia, Puerto Rico, or any U.S. territory are also required, along with a background investigation. Successful applicants will serve a one-year probationary period.

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

U.S. citizenship is required as well as a background investigation.

Compensation:

Established via job announcement.

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

Additional information about the internship application process:

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone: Fax:

Website:

E-Mail:

Contact Person:
(Title and
Phone Number)

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

Length of Clerkship:

1 Year

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

Compensation:

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

X

Class years of interns:

1Ls (including first and second-year evening students):

X

2Ls and above:

X

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

U.S. Citizen required

Additional information about the internship application process:

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

X

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Law Clerk and Intern Hiring Profile

Today's Date: **March 24, 2009**

Name: Theodore Kim

Title: Special Assistant to the Chair

Agency: United States Department of Health and Human Services Departmental Appeals Board

Mailing Address: Departmental Appeals Board, MS 6127
330 Independence Avenue, S.W.
Cohen Building
Room G-644
Washington, D.C. 20201

Phone: 202-565-0136 Fax: 202-565-0224

Website: <http://www.hhs.gov/dab/intern.html>

E-Mail: theodore.kim@hhs.gov

Contact Person: Theodore Kim
(Title and Phone Number) Special Assistant to the Chair
202-565-0136

Where do you list openings?
USAJOBS, Various local law schools, including GW.

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

The new employee will have the same responsibilities as any other lawyer of the Division in which he/she is hired. In the adjudicatory Divisions, the new employee will perform legal research and writing and will interact directly with the Judges who render the decisions. The new employee may attend hearings, depending on location and budgetary considerations.

Legal writing is key for all new attorneys. In each adjudicatory Division, each attorney is expected to work on a certain number of decisions each fiscal year. The attorney should be self-sufficient and have a good judicial temperament to work with other attorneys, as well as Judges.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

Rolling (if hiring).

Interview Period:

1-2 weeks after close of application deadline

Hiring Decision Typically Made:

2 Weeks

Length of Clerkship:

1 Year

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Interviews occur in person.

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Interest in Health and Administrative Law. Journal experience and some legal work experience a plus.

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

To become hired, U.S. citizenship is required. A full background investigation will occur.

Compensation:

First year hires will be at the GS9 level.

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:	Applications will be received on a rolling basis, and applicants should apply using the following general deadlines: (1) Fall, the prior April 20; (2) Spring, the prior October 31; and (3) for Summer, the prior March 1.
Interview Period:	(1) Fall, the prior April 20; (2) Spring, the prior October 31; and (3) for Summer, the prior March 1.
Hiring Decision Typically Made:	Interview – Rolling Hiring Decision – Within month of interview
U.S. Citizenship Requirement/ Academic Performance Preference (if any):	No U.S. Citizenship requirement for internships

Additional information about the internship application process:

Interest in Health and Administrative Law. Journal experience and some legal work experience a plus.	
--	--

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Compensation for interns, if any:

None. Credit is offered

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Depending on the school semester, the DAB will typically offer four (4) to six (6) unpaid internships to law students. During the Fall and Spring semesters, the DAB will generally offer four unpaid internships to law students attending school within the Washington, D.C. area. Two interns will work for the Civil Remedies Division, and two interns will work in the Medicare Operations Division. The interns will work between 12 to 16 hours per week; however, the hours will be flexible to meet the interns' school schedule.

During the summer, the DAB plans to offer six (6) unpaid internships to law students throughout the United States. Two interns will work for the Civil Remedies Division, two interns will work in the Medicare Operations Division, one intern will work in the Appellate Division, and one intern will work for the Alternative Dispute Resolution Division. The intern will work in the Division to which he/she is assigned throughout the entire summer. DAB's summer internship program is more robust than its Fall and Spring internships, and interns are expected to work a forty (40) hour week.

Although all DAB internships are unpaid, we will work with the intern to help them receive credit if they desire. The DAB also has activities for its interns, such as brownbag lunches and other special events, to ensure that the intern benefits with an educational and enjoyable summer experience. In all semesters, the DAB will assign mentor or "work-buddy" to the intern to ensure that the intern gets the most of his/her experience.

The intern will have the same responsibilities as a first year lawyer, regardless of the Division in which he/she is placed. In the adjudicatory Divisions, the intern will perform legal research and writing and may interact directly with the Judges who render the decisions. Interns may attend hearings, depending on location and budgetary considerations.

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone: Fax:

Website:

E-Mail:

Contact Person:
(Title and
Phone Number)

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

Primary responsibility for adjudication of Medicare appeals across the United States, including all Medicare Parts A, B, C, and D, Entitlement cases, Income Related Monthly Adjustment Amount (IRMAA) claims, and Recovery Audit Contractor (RAC) claims and appeals. Provider appellants are typically represented by counsel and individual beneficiaries are typically unrepresented. On certain cases the Center for Medicare Services will participate as a party to a hearing. Judge has primary responsibility for oversight of a team consisting of an attorney, a paralegal, and a clerk, for development of the record, and for adjudication of the appeal.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

Varies by announcement date.

Interview Period:

Typically within two weeks of the close of an announcement.

Hiring Decision Typically Made:

Within one week of interviews.

Length of Clerkship:

1 Year

2 Years

Career/
Permanent One
year.

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

Compensation:

These are unpaid internships.

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

Additional information about the internship application process:

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Law Clerk and Intern Hiring Profile

Today's
Date:

March 24, 2009

Name:

David T. Anderson

Title:

Director

Agency:

Office of Hearings and Appeals, U.S. Department of Housing and Urban
Development

Mailing
Address:

451 7th street, SW
Room B-133
Washington, DC 20410

Phone:

202-254-0000

Fax:

202-619-7304

Website:

E-Mail:

Contact Person:
(Title and
Phone Number)

David T. Anderson, Director
202-254-0000

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

OFFICE OF HEARINGS AND APPEALS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

MISSION

The Office of Hearings and Appeals (OHA) is an independent adjudicatory office within the Office of the Secretary whose administrative judges conduct hearings and make determinations for the U.S. Department of Housing and Urban Development (HUD) in accordance with existing statutes and Departmental policies, regulations, and procedures. The Secretary of HUD may also delegate any matter in controversy to the OHA requiring findings of fact and conclusions of law, and such other quasi-judicial matters which the Secretary deems appropriate consistent with existing regulations. The OHA is headed by a Director appointed by the Secretary who supervises the administrative judges of the Office of Appeals, the administrative law judges of the Office of Administrative Law Judges, and OHA support staff.

The Administrative judges of the Office of Appeals conduct reviews of proposed administrative wage garnishments and proposed administrative offsets of any Federal payment due to individuals and entities who have defaulted on HUD-insured loans or who are otherwise indebted to HUD. The administrative judges of the Office of Appeals also hold hearings and make determinations in appeals relating to the imposition of administrative sanctions, such as the debarment, suspension, and limited denial of participation of contractors and other participants in HUD programs.

The Administrative law judges of the Office of Administrative Law Judges hear and decide fair housing cases, civil money penalty cases, program fraud civil remedies cases, and reviews of actions of the Mortgagee Review Board. The administrative law judges also have jurisdiction to hear and decide certain cases involving interstate land sales, Departmental sanctions, and community block grants.

The OHA encourages the use of alternative dispute resolution (ADR) procedures, and favors the most suitable location for a hearing in order to accommodate small business and pro se litigants while providing the most convenient and economical forum for witnesses

Law Clerk for the Office of Hearings and Appeals
U.S. Department of Housing and Urban Development

The office of Hearings and Appeals is an organizational unit in the Office of the Secretary and is comprised of the Office of Appeals and the Office of Administrative Law Judges.

The administrative judges of the Office of Appeals conduct reviews of proposed administrative wage garnishments and proposed administrative offset of Federal payments due individuals who have defaulted on HUD-insured loans or who are otherwise indebted to the Department. These reviews involve issues of commercial law, and debtor and creditor rights. In addition, these judges hold hearings and make determinations on behalf of the Secretary in appeals relating to the imposition of administrative sanctions, e.g., the debarment and suspension of contractors, and limited denials of participation.

The Office of Administrative Law Judges is authorized to hold hearings and make determinations in Mortgagee Review Board reviews, fair housing cases, program fraud cases, and civil money penalty cases.

Duties

The position of the law clerk for the HUD Office of Hearings and Appeals is a full-time position, not –to- exceed one year, which requires superior writing skill, the ability to conduct independent legal research, and an ability to analyze and resolve complex legal problems. The law clerk works directly with an administrative judge or administrative law judge, assisting the judge in the preparation of decisions in a variety of cases such as those described above, The incumbent is expected to possess a well-developed proficiency in the examination of legal documents and in the research of statues, regulations, and case law, and is expected to be able to analyze, evaluate, and discuss factual and legal issues with the administrative judge responsible for the issuance of a written decision.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

varies

Interview Period:

varies

Hiring Decision Typically Made:

varies

Length of Clerkship:

1 Year X

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

X

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

X

References (if yes, please indicate number):

Later

Letters of Recommendation (if yes, please indicate number):

No

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

n/a

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

None

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

none

Compensation:

GS-11

If you hire academic year and/or summer interns please complete the following:

Academic Year:
X

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:
X

Application Deadline:

varies

Interview Period:

varies

Hiring Decision Typically Made:

Varies

U.S. Citizenship Requirement/
Academic Performance Preference

none

(if any):

Additional information about the internship application process:

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

X

Resume:

X

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

X

References (if yes, please indicate number):

Later

Letters of Recommendation (if yes, please indicate number):

No

Other:

Compensation for interns, if any:

none

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Judicial Intern: U.S. Department of Housing and Urban Development Office of Hearings and Appeals

The Office of Hearings and Appeals of the U.S. Department of Housing and Urban Development is an independent adjudicatory office within the Office of the Secretary whose administrative judges conduct hearings and appeals for the

Department in accordance with applicable statutes and Departmental regulation. The office of Hearings and Appeals consists of two divisions: the Office of Appeals and the Office of Administrative Law Judges. The administrative judges of the Office of Appeals decide cases relating to the collection of outstanding HUD debts pursuant to the Deficit Reduction Act of 1984 and the Debt Collection Improvement Act of 1996. These cases involve commercial law issues and the rights of debtors and creditors rights under applicable federal and state law. These judges also hear and decided cases relating to the debarment and suspension of participants in HUD programs. The administrative law judges of the Office of Administrative Law Judges are responsible for hearing cases relating to fair housing, civil money penalties, program fraud, and other matters.

The judicial intern will work under the direct supervision of an administrative judge or administrative law judge in drafting orders and ruling and researching legal issues. The successful candidate will possess superior research and writing skills, and will have completed the second year of law school.

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone: Fax:

Website:

E-Mail:

Contact Person:
(Title and
Phone Number)

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

The Office of Administrative Law Judges hears and decides cases arising under more than seventy labor-related federal statutes in compliance with the Administrative Procedure Act. The largest number of cases arise under federal workmen's compensation programs, such as the Black Lung Benefits Act and the Longshore and Harbor Workers Compensation Act. The Judges hear enforcement actions brought by the Department of Labor to address wage and hour violations and government service contract compliance. The Judges also hear cases under the many whistleblower protection provisions, like those found in the Clean Air Act, the Surface Transportation Assistance Act, and Sarbanes-Oxley Act.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

Length of Clerkship:

1 Year

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Only one interview is conducted before an offer is extended.

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

In evaluating candidates, emphasis will be placed on research and writing ability, academic excellence, and demonstrated interest in government service. Applicants should be in the top one-third of their class and should have credentials demonstrating their superior writing ability and academic excellence such as: law review or journal participation, special honors for academic achievement, moot court or mock trial competition, participation in a legal aid program or other clinic, or significant summer work experience.

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

U.S. citizenship is required and those selected must undergo a complete security investigation.

Compensation:

GS 11 Step 1 or approximately \$61,000.00 per annum.

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:

None.

Interview Period:

Throughout the year.

Hiring Decision Typically Made:

Throughout the year.

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

U.S. citizenship required.

Additional information about the internship application process:

Resumes are accepted throughout the year.

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Law Clerk and Intern Hiring Profile

Today's Date:

Name:

Title:

Agency:

Mailing Address:

Phone:
Fax:

Website:

E-Mail:

Contact Person: (Title and Phone Number)

Where do you list openings?

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

Mission. The Office of Hearings is responsible for the conduct and initial disposition of formal proceedings falling within the purview of the Administrative Procedure Act and instituted under legislation vesting executive authority and responsibility in the Secretary of Transportation.

Law students work flexible schedules consistent with their availability and experience about 15-20 hours during the academic year. Students selected by the Chief Administrative Law Judge work for individual judges and generally handle work similar to a full-time attorney-advisor with levels of responsibility dependent upon their abilities, experience, and interests.

Students can gain exposure to administrative law; hazardous materials law; civil penalty cases involving the FAA, FMCSA, and PHMSA; and possibly airport fee commission and aviation enforcement cases (OST).

HIRING INFORMATION:

If you hire post-graduate law clerks please
 complete the following:
 Application Deadline:
 Interview Period: Hiring Decision Typically
 Made:

Length of Clerkship:

1 Year

2 Years

Career/

Permanent - Send the following items as part of your application (please check)
 Cover Letter:

Resume:

Law

School Transcript:

Writing

Undergraduate Transcript:

Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate
 number):

Other:

No current vacancies; see website and/or USA Jobs

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Selections are made after an interview with the Chief Administrative Law Judge,

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Successful Candidates generally have high law school GPAs and/or law-review, law-journal, or judicial clerkship experience; and writing samples that display sound legal reasoning, expressed clearly and concisely, and a firm command of English grammar and usage.

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

DOT Security forms would be e-mailed to interns after selection is made.

GS11-13

Compensation:

academic year and/or

If you hire summer interns please complete the following:

Academic Year:

Summer:

Class _____ years of interns:

1Ls (including first and second-year evening students):

2Ls and _____ above:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference

N/A

(if any):

Additional information about the internship application process:

Volunteer Legal Assistants should have completed at least one year of law school by the time they begin the internship. We cannot accept law school graduates.

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law

School Transcript:

Undergraduate Transcript:

 N/A

Writing

Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Compensation for interns,

Mandatory Volunteer Service Agreement signed by Professor and DOT Supervisor before student can enter on duty.

Law students work flexible schedules consistent with their availability and interest during the school year – usually 30 to 40 hours per week during the summer and 15 to 20 hours during the academic year.

1

Please return this form to: Sheila Driscoll, Director of Judicial Clerkships
2013 G. Street, NW, Washington, DC 20052 - 202-994-9250
sdriscoll@law.gwu.edu

¹ s://Law Clerk and Intern Hiring Profile.doc

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.:

Interns are expected to be proficient in all aspects of legal research and may be called upon to draft legal memoranda, orders and decisions. This includes reading and summarizing the transcript and exhibits; setting out the procedural history of the case, the stipulations, the positions of the parties and a statement of the facts; identification of those factual and legal issues which require resolution; and identification of the applicable law.

Law Clerk and Intern Hiring Profile

Today's Date: **March 26, 2009**

Name: Sharon F. Jackson

Title: Regional Director/Chief Administrative Judge

Agency: U.S. Merit Systems Protection Board

Mailing Address: 1100 Commerce Street, Room 620
Dallas, TX 75242

Phone: 214-767-0555 Fax: 214-767-0102

Website: www.mspb.gov

E-Mail: www.dallas@mspb.gov

Contact Person: Sharon F. Jackson, Regional Director, 214-767-0555
(Title and Phone Number) Patricia A. Perry, Supervisory Paralegal Specialist, 214-767-0555

Where do you list openings?
We generally send the listings to local/regional law school placement offices.

Description of your program (e.g., trial-level adjudicatory body, who may participate in a hearing, judge's responsibilities):

The U.S. Merit Systems Protection Board is an independent, quasi-judicial agency in the Executive branch that serves as the guardian of the Federal merit systems against partisan political and other prohibited personnel practices. MSPB typically handles appeals involving employees removed from their Federal positions because of performance deficiencies or allegations of misconduct, .e.g., illegal drug use, threats in the workplace, falsification, sexual harassment, or absence-related issues. MSPB also adjudicates whistleblower appeals and Federal retirement matters.

The Board's administrative judges adjudicate appeals; conduct hearings, as well as status and prehearing conferences, as necessary; rule on discovery, subpoena, and other motions; and issue written initial decisions, addressing the material facts, issues, and testimony of the parties.

HIRING INFORMATION:

If you hire post-graduate law clerks please complete the following: **N/A**

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

Length of Clerkship:

1 Year

2 Years

Career/
Permanent

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Additional information about the application process: (e.g., interviews are conducted at job fairs, how many interviews are conducted before an offer is given, etc.)

Eligibility Requirements: (e.g., GPA, journal membership, clinic participation, etc.)

Special Criteria: (e.g., U.S. citizenship is required, those selected must undergo a complete security investigation, etc.)

Compensation:

If you hire academic year and/or summer interns please complete the following:

Academic Year:

Summer:

Class years of interns:

1Ls (including first and second-year evening students):

2Ls and above:

Application Deadline:

Interview Period:

Hiring Decision Typically Made:

U.S. Citizenship Requirement/
Academic Performance Preference
(if any):

Additional information about the internship application process:

Following a review of the applicant's resume, the applicant is invited for an interview to discuss their interests and goals, the type work and activities that is anticipated during the summer; and the dates of their availability.

Send the following items as part of your application (please check those you wish to be included):

Cover Letter:

Resume:

Law School Transcript:

Undergraduate Transcript:

Writing Sample:

References (if yes, please indicate number):

Letters of Recommendation (if yes, please indicate number):

Other:

Compensation for interns, if any:

Additional information you would like to provide about the application process, the nature of your position and the work you perform, duties of you clerks of interns, etc.: