

# Vermont Judiciary Trial Court Law Clerk Hiring Information

Vermont's centrally organized trial court law clerk program provides law clerk assistance to trial court judges on location throughout Vermont. Law clerks concentrate on research and writing for all judges of the civil, criminal, family, environmental, and probate divisions of the superior court, as assigned, and may participate in other projects. Our environmental law clerks focus primarily on the environmental division. Most non-environmental law clerks will be exposed to all other divisions of the superior court.

Law clerks are hired annually for one-year positions starting in September. Thereafter, second year, senior, and staff attorney positions are possible. Applications are accepted during the March 1 to May 15 period immediately preceding the September in which the clerkship begins. At the time of application, an applicant must be admitted to the bar of any state, in the final year of law school, or a recent law school graduate.

Hiring for environmental division positions is conducted separately from hiring for all other positions. Applicants for *both* environmental and other positions, if selected, will interview twice. Dual applicants should submit two separate sets of application materials, one for each hiring committee. The same recommendation letters may be used for both, in the applicant's discretion.

## MINIMUM APPLICATION MATERIALS

- Short cover letter clearly indicating interest in (a) the environmental division or (b) the non-environmental divisions, collectively.
- Resume with e-mail address, which will be relied upon for correspondence.
- Current law school transcript (may be unofficial).
- Class rank or equivalent (if not reported by school, please explain).
- Two letters of recommendation (may be sent separately from other materials).
- Recent legal writing samples demonstrating aptitude for trial court-level judicial opinion writing. *Writing samples generated outside the academic setting are strongly preferred.*
- Applicants are welcome to submit additional materials as they see fit.

•Please apply according to these instructions only. •Please do not apply directly to any courthouses or judges. •Please do not submit a form "Judicial Branch Employment Application." •Letters may be addressed to Hiring Committee or Robert Hubbard.

**Please e-mail one set of materials per application in PDF format, between March 1 and May 15, 2021 to [jud.recruitment@vermont.gov](mailto:jud.recruitment@vermont.gov).** Applicants for both environmental and non-environmental positions should send applications in separate e-mails. Any materials that must be sent on paper should be addressed to Robert Hubbard, Chief Staff Attorney, Washington Civil Division, 65 State St., Montpelier VT 05602.

A limited number of qualified applicants will be selected to interview in mid-June based on court needs and demonstrated merit.

Vermont Judiciary employment opportunities are posted at  
<https://www.vermontjudiciary.org/employment-opportunities>

THE VERMONT JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER

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