

Career Planning Center



Judicial Clerkship Handbook

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MARQUETTE
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JUDICIAL CLERKSHIP HANDBOOK

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I. WHAT IS A JUDICIAL CLERKSHIP AND WHAT DOES A JUDICIAL CLERK DO?

A judicial clerkship is a *post-graduation* position with a judge or a court, in which the law clerk works closely with the judge as an assistant in handling the judge's caseload. Most clerkships are *temporary*, lasting for a term of *one or two years* at the discretion of the judge. In some cases, a clerkship will continue for a longer period, typically in the category of a "career" or "permanent" clerk.

The position of judicial clerk, or law clerk, is unusual in that it defies exact description. The law clerk has no statutorily defined duties. Rather, the clerk serves at the discretion of the judge and performs a broad range of functions that are defined by the needs of the individual judge and will vary depending on the nature and extent of the cases pending before him/her. Typically, clerks

- perform legal research,
- draft bench memoranda for pretrial motions and advise the judge on the resolution of these issues,
- draft orders,
- assist in the drafting of opinions and stipulations and the conducting of conferences, hearings, and trials (*i.e.*, marking exhibits, assembling documents, researching evidentiary issues that may arise during the trial, preparing jury *voir dire* and jury instructions),
- assemble documents, and
- verify citations.

The clerk will also spend an extensive amount of time reviewing documents, motions, and briefs submitted by parties to the cases before the court. Frequently, clerks have responsibility for library maintenance as well. The law clerk generally acts as a liaison between the judge and the attorneys or litigants. As a member of the judge's staff, the clerk must work cooperatively with other staff members as a team to attempt together to carry out the overall philosophy of the court.

II. WHY SHOULD I CONSIDER A JUDICIAL CLERKSHIP?

Considering (i) the preponderance of job opportunities in other segments of the legal market compared with the relatively few judicial clerkship opportunities, (ii) the competition for judicial clerkships generally being very keen, and (iii) salaries for most judicial clerks paling in comparison to those offered new associates in large law firms, many students ask the question, "Why should I consider a judicial clerkship?"

The value of a judicial clerkship is substantial, and benefits last a lifetime. Clerkships are prized from all different perspectives, transcending the distinctions between private practice and the public sector, corporate and litigation. Regardless of your future career path, a judicial clerkship can be a significant asset to your career. It is one of the great experiences you can have in a legal career and probably the single most impressive entry you can have on your résumé.

Below are six reasons why a judicial clerkship after law school in many ways serves as a capstone experience for a student's legal education.

1. A unique perspective on the legal profession.

The opportunity to observe firsthand and be a part of the court system gives judicial clerks a rare and valuable perspective on the American judicial process that will serve them well throughout their careers. A clerkship offers a unique opportunity to glimpse behind the scenes of a courtroom into the practical workings of a judge's chambers. They see many dimensions of the judicial system and gain an appreciation of both its strengths and weaknesses. Clerking provides insight to the process of judicial decision making and exposure to documents, procedures, and functioning of the litigation and appellate processes. Clerks not only assist in the judicial process, but sometimes influence it. Clerking is a once-in-a-lifetime opportunity to gain first-hand knowledge of current legal issues, and to impact the law through the judge's decision-making and opinion writing.

2. Finding a mentor.

A clerkship can provide the ideal mentoring experience. Often the judge will provide the clerk with insight regarding practical aspects of the practice of law and will offer suggestions for additional preparation for the clerk's future career. This role is often an informal one and may consist of critiquing the clerk's analysis, making suggestions regarding writing styles, or discussing the advocacy style of attorneys coming before the court, thereby helping the clerk develop critical thinking skills. Additionally, the judge can offer advice on career options and often assist the clerk in his/her job search. Ultimately, a law clerk might gain a lifelong mentor who will take an interest and assist in the development of future positions for the clerk.

3. Sampling many fields of law and styles of practice.

Clerking not only exposes recent graduates to a variety of lawyers but permits them to appraise what areas of law interest them, what types of law practice appeal to them, and for which lawyers, law firms, or agencies they might like to work. Clerking allows law graduates to learn about areas of the law that they did not have the opportunity to study in law school, and thus rounds out their legal education. Plus, not only do clerks get to know the temperaments and preferences of the judges on a court, they also develop firsthand knowledge of the abilities and strengths of the practitioners in the area where the court is located. Particularly at the state court level, clerks gain exposure to local practice and to the local bar where they might practice. In some instances, as in specialized courts (*i.e.*, Family Court), the clerkship will enable the clerk to develop an area of expertise upon which to build a future practice. A clerkship also can be an excellent bridge between law school and law life. For most students this transition is a difficult one. A clerkship includes components of both worlds, thus helping a new attorney make the adjustment to the world of practice.

4. Mastering legal research, writing and analytical skills.

Judicial clerkships provide a tremendous opportunity to refine analytical skills and legal writing abilities. Law school graduates who want to hone their legal writing skills should seriously consider applying for a clerkship or staff attorney position. The main work of most clerkship and staff attorney programs is the preparation of legal memoranda, opinions, and other written material for judges -- clerks or staff attorneys are usually expected to write every day, and their work is carefully reviewed by senior clerks and judges. This intensive training improves the clerk's writing skills substantially. Note that appellate courts sometimes are said to offer more opportunity to improve research and writing skills than trial courts, while trial courts are said to be more appealing to people who are interested in becoming trial lawyers. These assertions are, at best, a rough approximation of reality. All clerkships are essentially research and writing positions. Although, on average, trial judges write fewer published opinions than appellate court judges, many trial judges are prolific opinion writers. In short, the nature of your clerkship experience will depend more on which judge you work for than on which court.

5. Professional contacts and networking.

The networking opportunities available to clerks are extraordinary. The clerk will establish valuable contacts with judges, other clerks, and attorneys. Most of his/her fellow clerks will become lifelong colleagues. Usually, clerks also get to know a number of judges and court administrators who can subsequently act as references. Trial court clerks in particular meet many practicing attorneys. Finally, the recommendation of a judge known in the legal community will carry a great deal of weight with potential legal employers.

6. Résumé enhancement.

A clerkship carries significant résumé value. Legal employers recognize the benefits of the clerkship experience. The experience of working as a clerk is so valuable that a wide range of legal employers, including major law firms, public interest organizations, and government agencies, look with great favor on clerkship experience when making hiring decisions, considering them heavily. In terms of experience and prestige, a clerkship may well be the best job available to a recent graduate. Clerkships also have special value to attorneys seeking particular jobs. For example, a clerkship with a respected judge is often of considerable help in obtaining a faculty position at a law school.

III. WHAT CREDENTIALS ARE NECESSARY?

A. General.

The academic qualifications required for clerkships vary with individual judges and courts, but for the most part, criteria generally used by other legal employers to evaluate applicants pertain to judicial clerkships as well. Grades, journal membership, work experience, writing skills,

references, and compatibility rank among the most important factors. Past hiring practices and rumors suggest that some judges only consider students on law journal or moot court; others, only students from particular schools. However, there are enough exceptions to these rumored criteria that you should not be dissuaded from testing them. That being said, *research and writing are the common threads of all clerkships*. Anyone considering this option should be confident about his/her abilities in these areas.

B. Law Journal.

Law journal membership is *not* a prerequisite to a clerkship position, although it is certainly desired in most cases as the work product of the courts are written decisions. As a law clerk, you will probably do more writing than the judge, if only in the form of drafts and memoranda. While some judges may require law journal membership and consider nothing less than this credential, many other judges use other means to evaluate your writing skills.

C. Moot Court.

Participation in moot court also is a valuable credential, although it is rarely a prerequisite for a judicial clerkship. As with law journal membership, it can only be beneficial for your candidacy.

D. Judicial Externship/Internship.

Aside from purely academic credentials, probably the best preparation for a job as a law clerk is participation in a judicial externship or internship (the terms are basically interchangeable), essentially a junior clerkship working in a judge's chambers while still a law student. Generally, the positions are unpaid, although some provide academic credit (*i.e.*, via MULS's judicial internship clinical offerings). The optimum time for such an experience is during the summer after the first year of law school or during the second year of law school. Due to time restrictions, student externs usually are assigned research and writing projects on cases before the judge, often on motions; it is difficult to pick up the daily chamber routines or to maintain regular contact with pending cases when working only one or two days a week. Therefore, those who undertake such externships in the summer are likely to have more daily contact with the entire chambers operation as well as with the cases on the judge's calendar. Regardless, the experience is rewarding from the viewpoint of the opportunity to observe proceedings, participate in the decision-making process, and test out whether or not you really want a clerkship that may get your foot in the door to a post-graduate clerkship.

E. Faculty Recommendations.

If your grades are not what you would like them to be and you are not on law review or moot court, a strong letter of recommendation from a member of the law school faculty might get you an interview with a judge. The strength of faculty recommendations can sometimes be decisive. On the other hand, an excellent record can be overshadowed by an unfavorable letter. You should not be afraid to ask in advance whether the professors you select will be able to give you a favorable letter; in most cases, a faculty member will decline to write if s/he cannot give you a good letter.

F. Courses.

One obvious way to prepare for a federal court clerkship is to take courses during your second and third years of law school in areas dealt with by federal courts. The most important and obvious of these are procedural courses in federal jurisdiction, federal civil and criminal procedure, and evidence. These subjects are the oil in the machinery of the courts, and they are referred to daily in litigation. Besides these procedural areas, a federal court handles cases involving the gamut of possible topics of law including patent and trademark law, admiralty and maritime law, securities law, bankruptcy law, civil rights and discrimination, federal criminal law, federal statutory law (ERISA, FELA, FLSA, LHWCA and NEPA, to name a few), as well as state law where the federal court has diversity jurisdiction. This does not mean that all these courses are necessary in law school, but they are topics you will probably encounter as a clerk.

G. Miscellaneous.

Items on a résumé, such as past job experience and extracurricular activities, are important for the prospective employer to get an overall picture of the applicant. Everything that applies to seeking employment in law firms, corporations, or government agencies is equally applicable to judicial clerkships.

IV. CHOOSING A COURT

There are several factors to consider in choosing a court that is best for you. Generally, the first thing to consider is the type of court or courts that are compatible with your background and career goals. These considerations are discussed below.

A. Type of Court: Federal v. State.

A significant factor to consider is whether to apply to federal, state, or local courts, or perhaps a mix of each. In many respects, clerkships in the federal and state systems are quite different. You should consider the following factors:

1. **Subject matter of the courts.** The caseload of federal district courts consists largely of cases arising under federal law, such as copyright law, antitrust law, evidence, and federal statutory and constitutional law. State courts of general jurisdiction primarily consider cases arising under state law, such as tort law, domestic relations law, real estate law, and state constitutional law. Both state and federal court systems also have specialized courts. These specialized courts consider cases that arise in a particular area of the law. If you have a special interest in an area of law, consider which court will present you with disputes in that area.
2. **Positions in the federal court system are more difficult to secure.** As a general rule, federal clerkships are more prestigious and, as a result, competition for federal clerkships is intense. If your academic record is not extremely strong, a state court clerkship might be more realistic. However, this general rule is *not* true in every instance; you should *not* be discouraged from applying for a federal clerkship if you're not at the top of your class.

3. **Clerkships in the federal courts are considered more prestigious.** Greater prestige means a federal clerkship may have greater value for your future career. This general rule is not always true, however. A clerkship with a member of a state supreme or appellate court could have greater future career value than a clerkship with a member of a federal district court, depending on the reputation of the court or judge.
4. **State court clerkships provide valuable exposure to state law.** If you know that you want to practice law in the state in which the court is located, the familiarity you gain with the local laws and procedural rules – and the contacts you make with local attorneys and judges – cannot be surpassed.

B. Level of Court: Appellate v. Trial Court.

1. **Clerking for a trial court.** Trial court clerks tend to be involved with the nitty gritty of daily trial practice, having close contact with the litigation process and gaining tremendous exposure to and participation in every aspect of trial practice and technique. As a result, trial court clerkships involve more human interaction (*i.e.*, there is considerable contact with attorneys and litigants), more time in the courtroom, and a generally heavier caseload. In a trial court, the judicial law clerk typically is involved in decision-making at every stage of the proceeding, assisting with case management, and participating in settlement negotiations and status conferences with the parties. Law clerks participate greatly in the discovery process, playing a role in assisting to resolve discovery disputes by phone, pre-trial conference, and motions. Law clerks also are involved in evidentiary hearings, non-jury and jury trials.
2. **Clerking for an appellate court.** The appellate clerkship is an intensive writing and editing experience, and therefore tends to be more academic and reflective than a trial court clerkship. The law clerk performs exclusively a research kind of function, writing opinions and bench memoranda on the issues of law being appealed. More time is spent on each case, exploring the case law in detail and crafting a somewhat scholarly exposition of the ruling. The facts are limited to those in the trial court record and those in the briefs of the parties; as a result, there is almost no contact with the attorneys. With no courtroom exposure except during the limited times of oral appellate argument, the focus of the work takes place exclusively in chambers or in the library. Even with less court exposure, through observation, a law clerk can gain knowledge of the techniques of oral argument and a greater appreciation for the record.
3. **Appellate court clerkships are more prestigious.** Generally speaking, appellate court clerkships are more highly regarded in the legal community. There are fewer judges, and the positions are more competitive. Note, however, that a federal trial court clerkship usually carries more prestige than a high-level state appellate court clerkship (*i.e.*, state supreme court).

C. Geographic Area.

If you have obligations that limit you based largely on geographic considerations, use this

factor predominantly to shape your application strategy. To increase your flexibility, apply to both the federal and state courts as well as appellate and trial courts of the geographic area. Consider, however, that the clerkship term is a limited one, typically only one or two years, so expanding your search geographically is very strongly recommended to enhance your odds of securing a clerkship. Keep in mind also that a judicial clerkship in a particular locale does *not* obligate you to practice there upon completion of the clerkship. A year or two away from Wisconsin, for instance, will not hurt your chances of returning to Wisconsin to practice law. On the contrary, a successful clerkship, regardless of geographic area, should serve to enhance your chances. Note as well that the more remote the location you choose (*i.e.*, avoiding major urban areas such as New York, San Francisco, and Chicago), generally the less competitive the application process will be for that clerkship. In addition, for the most part, a federal clerkship is a federal clerkship, whether it is in Butte, Montana, Milwaukee, or Washington, DC.

V. CHOOSING A JUDGE

A. Factors to Consider.

There are a variety of considerations in choosing individual judges to whom to apply, including the following: the judge as a person, a mentor, a jurist, a teacher, and a scholar; the relationship between the judge and his law clerks; the judge's approach to cases, whether practical or theoretical, liberal versus conservative. Tools for researching information on courts and judges is addressed in *Appendix 1* of this handbook. For background information of a judge there are many factors to keep in mind. Here are three of the most prominent.

1. **Ideology.** If you are someone who holds strong political ideas and could not possibly work for a judge with whom you have a fundamental disagreement regarding ideological convictions, you will need to shape your list of judges accordingly. Read some opinions to get a feel for a judge's jurisprudence and style. However, you and the judge may have a more interesting experience if you are constantly testing each other's ideas. You might even benefit and grow from being occasionally confronted with the opposing viewpoint, as might the judge. Indeed, many judges deliberately hire clerks with differing philosophical views to enhance debate and the free flow of new ideas within their chambers. More likely than not, you will rarely, if ever, encounter this type of conflict with a judge, as most cases involve legal issues relatively devoid of the glamour and influence of politics. In the daily work in chambers, your opposing points of view may never surface.
2. **Judicial Style/Personality/Atmosphere in Chambers.** Judges differ greatly in their style and personality. These differences are heightened in the closely personal, intensive relationships in chambers and thus may largely shape the success or failure of your clerkship experience. Some judges maintain a business-like, impersonal relationship with their clerks while others play a "parental" role and spend a great deal of time with their clerks. Some personality traits will be ascertainable from feedback from former law clerks and others who may have come into contact with the judge. Regardless, these are aspects to look for during an interview.
3. **Reputation of the Judge/Prestige.** The reputation of the judge will encompass several

dimensions, including his/her status as a person, mentor, judge, teacher, scholar, and employer. Essentially these can be distilled into two main and potentially divergent aspects: quality as a judge, and character as a boss. Some prominent judges treat their law clerks poorly, while some less renowned judges are exceptional jurists who treat their clerks with deference and respect. The best source for this information is other students, professors, practicing attorneys, and law clerks. Former law clerks will be the best source. In addition, the *Almanac of the Federal Judiciary* can provide a lawyer's perspective on most federal judges (although often there is very little information on newer judges).

VI. THE APPLICATION

A. Timing

Unfortunately, there is no single standard hiring time frame for law clerks that all judges follow. In most cases, each judge determines his or her own recruitment and hiring schedule, which often vary widely.

For *federal* judges, pursuant to the Law Clerk Hiring Plan, the application and hiring process does not begin until June *after* a law student's *second* year. For example, for students who entered law school in 2022, the starting date is June 10, 2024, *i.e.*, judges will not accept formal or informal clerkship applications, or seek or accept formal or informal recommendations, before 12:00 p.m. EDT on that date. Note, however, that participation in the Law Clerk Hiring Plan is *not mandatory* for judges; judges can accept applications, interview, and hire graduates on their own schedule.

Many *state* court judges, particularly those at the highest courts (*i.e.*, supreme courts, courts of appeal), similarly recruit during the summer between the 2L and 3L years for the term commencing the following summer, while lower-level courts often recruit in the fall or spring of the 3L year.

If you are uncertain as to a judge's hiring schedule or whether a judge is seeking a law clerk at all, first check to see whether the judge has published his or her hiring information in one or more publicly available resources such as court websites and, for federal clerkships, the [Online System for Clerkship Application and Review](#) (OSCAR) (see paragraph D, below). When in doubt, the best approach is simply to call the chambers of a judge, seeking information as to whether the judge is recruiting for a law clerk and, if so, when that judge is accepting applications and scheduling interviews.

B. Contents of the Application.

The requirements of a clerkship application vary by judge but typically require a *cover letter*, *résumé*, *law school transcript*, *writing sample*, and two or three *letters of recommendation*.

1. **Cover Letter.** Your cover letter should be clear, concise, and generally not longer than one page. As with all elements of your application, there should be no grammatical or typographical errors. The letter should convey the proper level of

formality and professionalism .

- a. Addresses and Salutations. Unless you are directed to another individual, applications for judicial clerkships should be addressed to the judge for whom you are interested in clerking. Regardless, your package should always be addressed to a specific person. Your envelope and cover letter should be addressed to “The Honorable [Judge, Justice, Chief Justice] [judge’s full name]” and the appropriate salutation will be “Dear [Judge, Justice, Chief Justice] [judge’s last name]”. Note that judges on senior status should be referred to as “Judge” (not “Senior Judge”) in the salutation. *Appendix 2*, below, sets forth the proper address and salutation line for various federal and state judges.

- b. Body. There are two schools of thought regarding cover letters for judicial clerkship applications. The first advocates discussing in the cover letter your qualifications relevant to a clerkship (*e.g.*, legal research and writing skills, analytical skills, commitment to social justice), and the applicant’s “fit” with the judge and/or court. If you follow this approach, which the Career Planning Center (CPC) recommends in most cases, focus on what you can do for the judge, *i.e.*, what you will bring to the clerkship. Try to avoid discussing the value of the clerkship to you as well as obvious platitudes and statements that otherwise might be perceived by the judge as not credible or sincere. The CPC’s [*Writing Effective Letters*](#) is an excellent resource for preparing cover letters.

A second school of thought calls for keeping the letter short and nondescript, giving the judge only the most basic information. In this way your letter is essentially a conduit for your application materials. Such a cover letter simply includes the following:

- Your status as a student at Marquette University Law School.
- The term for which you are applying for a clerkship in the judge’s chambers.
- The items that are enclosed (*i.e.*, résumé, transcript, writing sample).
- The names and phone numbers of the people who will be sending letters of recommendations to follow (if not included in your packet), as well as their relationship to you (*i.e.*, a professor for whom you work as a research assistant). As an alternative or in addition, you may prefer to supplement your cover letter and résumé with a separate list of references (being sure to identify it as an enclosure in your cover letter).
- Your contact information (phone number, mailing and email address) as you would welcome the opportunity for an interview.
- If the court is located far from Milwaukee and you plan to be in town at a particular time, do include these dates.
- If you have some genuine geographic connection to this court that is

not readily apparent from your application materials, emphasize that fact directly.

- If you have a personal connection, mention it deftly.
- If you think the judge has not hired law clerks from Marquette in the past -- which is likely if the court is located outside Wisconsin -- and might need extra convincing to consider your application, you may need to demonstrate that something about your academic record and experiences make you exemplary. Do not describe aspects of yourself in glowing terms, but instead briefly discuss your experiences (*i.e.*, highlight a judicial externship or internship with Judge X and how it shaped your desire to apply for a judicial clerkship in the chambers of this judge).
- If you are applying to a specialized court, tailor your letter with your own corresponding qualifications (*i.e.*, for the U.S. Tax Court, an expression of your strong interest in practicing tax law or past experiences in accounting or finance would be appropriate).

2. **Résumé.** A résumé for a judicial clerkship is not much different from a résumé for any other legal employer. Accordingly, you should follow the guidelines provided in the CPC's [Legal Résumé Guide](#). Note that relevant non-legal interests are potentially valuable for judicial clerkships, so be sure to list any interesting or unusual skills, experiences, or activities such as foreign languages, musical proclivities, travel, or community service. Finally, try to avoid tailoring your résumé politically for the clerkship since political ideology typically do not play a factor for the judge in the decision making in chambers.
3. **Law School Transcript.** Unless a judge specifically requests an *official* law school transcript, you may send an *unofficial* transcript as part of your application. You should assume an unofficial transcript is satisfactory unless an "official" transcript is requested specifically. A *photocopy* of an official transcript is considered an unofficial transcript. Guidelines for obtaining both official and unofficial law transcripts are available on the CPC's [Transcripts web page](#).
4. **Writing Sample.** The writing sample is one of the most important elements of the application for a clerkship since research and writing skills of a law clerk are essential. Accordingly, the writing sample must represent the best quality of your legal writing – meticulous, well organized, demonstrating your strong legal research and analytical skills. Some judges will want a writing sample included in the initial packet of materials, while others will prefer to review your other materials first and receive it at the interview, so *check the individual judge's requirements before including a writing sample in your application*.
 - a. **Type.** A paper written in law school or a memorandum, brief or other document prepared for a legal employer are appropriate writing samples. However, if you choose writing material from an experience with an employer, *it must be cleared with the employer* to make sure that it is permissible to use as a writing sample and then *indicate that authorization on*

the writing sample. Names of clients and identifying information will need to be redacted (*i.e.*, substituting fictitious names), and a brief statement included explaining that you have done so. Also, it is generally a good idea to make clear the purpose and context for which the piece was written (*i.e.*, Moot Court brief, law review note, employer memorandum). This information can be provided in a brief cover page (see the CPC's [Writing Samples web page](#) for more information about cover pages, including a sample cover page).

- b. Length. The writing sample should be relatively brief but long enough to allow you to present your analytic ability and organizational skills. There is no precise guideline, but generally a writing sample should be no shorter than 5 pages and no longer than 20 pages.
- c. Unedited. It is fundamental that your writing sample be your original work, *unedited* by anyone but you.

5. **Letters of Recommendation.** References are of critical importance to judges in the application process, so the selection of references should be taken seriously.

- a. Number. Since the number of recommendations that will be required may vary by judge, you should check the requirements for each judge. As a rule of thumb, generally two or three letters of recommendation will be appropriate. If there are no published requirements to the contrary, aim for *three* strong letters.
- b. Who to Choose. Choose as a reference someone who you believe will write a strong letter of recommendation on your behalf. If you are not confident they will rave about you, look for someone else.

Law school faculty are the best source of recommendations for judicial clerkships. Recommendations from law school faculty carry more weight than those from employers. Accordingly, at least one or – ideally – two of your recommendations should be from law school faculty, preferably someone in whose class you excelled. The recommender should know your legal writing well and be able to address your strengths in this regard. An employer or lawyer in practice from a job can also be an appropriate additional reference so long as this person worked closely with you and knows your written work.

- c. When and How to Approach Recommenders. You should approach faculty and other recommenders early in the process, well before you are planning to send out your clerkship applications. *The general guideline is to plan **four (4) weeks** of advance time as a reasonable courtesy.* Your classmates will be soliciting recommendations as well and there may be a limited number of students for whom the faculty member will write letters. From a practical standpoint, you must give your recommenders ample time to prepare the letters on your behalf.

Be sure to ask the prospective recommender if s/he knows your writing well enough to feel comfortable writing a *strong* letter of recommendation on your behalf. Try to ascertain from the response whether the resulting letter will indeed be positive, enthusiastic, and supportive. As helpful background information, you should provide your recommender with a packet containing:

- your résumé and transcript,
 - a list of the judges to whom you are applying (including addresses), and
 - a writing sample.
- d. How to Address Letters of Recommendation. *Letters of recommendation must be personalized with the name and address of each judge.* Letters should **not** be addressed “To Whom It May Concern,” “Dear Sir or Madam,” or even “Dear Judge.” Accordingly, you must provide your recommender with the names and addresses of the judges to whom you are applying. Consider providing the information on a flash drive in mail merge format, especially if you are applying to more than a handful of judges.
- e. How to Submit Letters of Recommendation. Unless a judge specifically requires that letters of recommendation be submitted under separate cover directly from the recommender to the judge, *you should strive to include your letters of recommendation with your other application materials in a single application package.* To demonstrate your integrity and enhance the credibility of the letters, each recommender should provide their letter to you in a sealed envelope with their signature across the seal. If a letter of recommendation is mailed directly to the judge by the recommender, be sure to *include the name of the recommender in your cover letter*, indicating that their letter will be arriving under separate cover.

C. Mark the Envelopes.

When submitting hard-copy applications, you should clearly mark the outside envelopes of the application materials and letters of recommendation with their contents so they do not get mixed in with the regular business of the court.

D. Applying Online for Federal Clerkships: OSCAR

[OSCAR](#), the Online System for Clerkship Application and Review, is a centralized web-based system that streamlines the application process for *federal* judicial clerkships, enabling applicants to search for clerkship positions, select the judges to whom they wish to apply and, for judges who are accepting electronic applications via [OSCAR](#), build and submit their applications online through [OSCAR](#). Applicants upload all required application materials and submit electronic requests for recommendation letters to their recommenders. [OSCAR](#) electronically invites the recommenders to log onto the system and create and upload letters of recommendation on behalf of the applicants. Judges accepting online applications through [OSCAR](#) can log in to the system and review finalized applications submitted by candidates. To

access [OSCAR](https://oscar.uscourts.gov) and create an account, visit <https://oscar.uscourts.gov> and click “REGISTER” in the upper right corner of the page.

VII. INTERVIEWS

A. Overview.

The importance of the interview cannot be overstated. In fact, the interview typically is deemed the most important aspect for a judge in selecting a judicial clerk, surpassing even the importance placed on academic record - although, of course, academic record plays a large role in getting the applicant the interview in the first place.

B. Interview Preparation.

In preparation for a judicial clerkship interview, you should conduct research and gather information concerning (i) the judge’s background, (ii) the judge’s approach to the interview and (iii) cases written by the judge.

1. **Background Information.** There are a variety of sources for background and biographical information on a judge ranging from contact directories with biographical profiles (*i.e.*, *Judicial Staff Directory*, *Judicial Yellow Book*, *The American Bench*, and online sources such as WESTLAW and LEXIS) to commentaries on judicial style and reputation (*i.e.*, *Almanac of the Federal Judiciary*, feedback from former law clerks, other people sources). Tools for research are addressed in greater detail in *Appendix 1*.
2. **Interview Approach.** Interview styles differ from judge to judge. Some judges will take a rigorous tack, grilling you on the substantive law or having you perform writing tasks on the spot. Others will have a more casual approach to gain insight into your personality. Since the expectations and experience of the interview vary greatly, a judge’s interview style is very valuable information to have in advance if possible. Unfortunately, this information typically is not readily obtainable. You may be able to get a sense of the format and approach of this judge in your initial phone conversation with his or her staff to schedule the interview (*i.e.*, you might ask how much time you should expect to allot for the interview, whether you will be meeting with anyone else, or if there is anything special you should bring to the interview) or from former law clerks or fellow or former students who have interviewed with the judge.
3. **Cases.** Read some of the cases written by judge, particularly any prominent ones. A broad LEXIS or WESTLAW search for the most recent cases decided by the judge will help you gain an overview of the range of his or her cases.

C. What to Bring.

Bring to the interview a portfolio that contains additional copies of your application materials, any updated information such as new grades, honors or activities, a list of references, and a quality additional writing sample you may have not included in the application (*i.e.*,

because of length or it was not yet written). Also include a packet of all the information you have gathered on the judge.

D. Dress Code.

Dress professionally, as if you were going to an interview with any other legal employer (see the CPC's [Interviewing Guide](#), pp. 9-10). View the interview as your appearance in court and dress accordingly.

1. **Men.** Men should wear a black, navy, or charcoal business suit, white shirt, conservative tie. *No sport jackets*. Stick with well-shined black or brown lace shoes or dress loafers -- with socks. Make sure your hair is neatly trimmed and combed. Also, your face should be clean shaven, except for a well-trimmed beard or mustache. If you choose to wear after-shave or cologne, a clean and refreshing mild scent is recommended. Since you want to present a professional image, avoid earrings, and keep tattoos covered.
2. **Women.** Women also should wear dark-colored suits. Your suit should fit well, feel comfortable and look professional. If you choose to wear a suit skirt, which is still preferred for formal interviews, avoid short skirts. Practice sitting in various chairs and make sure that the skirt maintains a conservative length. Pant suits are not forbidden, they are just more casual. Wear pants if you would be self-conscious in a skirt. For footwear, opt for leather shoes with a heel height that allows you to walk comfortably. Flats, sandals, and open-toed shoes are not appropriate. Wear flesh-colored hosiery. The "less is more" rule applies to makeup, hairstyle, perfume, and jewelry. You do not want to distract the interviewer from what you are saying. Any tattoos should be covered.

E. Interview Content.

There is no standard format or uniformity in the content of a clerkship interview. Consequently, the length of the interview may range from 15 minutes to two or more hours. All of the general tips as to legal interviewing techniques apply, so you should review the CPC's [Interviewing Guide](#). Nonetheless, the highly personalized nature of the relationship between a judge and law clerk distinguishes a judicial clerkship interview from a traditional legal interview. It is important that you connect with the judge. Toward this end, you will need to be prepared to discuss *you* (*i.e.*, your relevant skills and experiences and interests/motivations, etc.) and *the judge*.

1. **You.** It is not unusual for a judge to ask questions of a personal nature that might be improper for a law firm or other employer to ask, *e.g.*, asking about your political views, and practically anything could come up in an interview, within reason. Personality and fit are crucial, so also you likely will be asked to discuss standard questions about your interests, hobbies and activities.

Judges, like most employers, are impressed with individuals who are able to show some thoughtfulness in their approach to setting and obtaining professional goals.

It is important to be clear before the interview on your motivations for pursuing a judicial clerkship and how the clerkship fits in with your career path or direction. In addition, you should know your strengths and weaknesses and be able to articulate how your accomplishments and past work is relevant to the position of judicial clerk.

2. **The Judge.** The interview may hold a very legal, substantive discussion so you want to gather whatever information you can in advance about the judge, *i.e.*, philosophy, recent or prominent cases and opinions. You need to be prepared in case she or he asks you which of his or her opinions you found most interesting. The most important factor is connecting with the judge, and being prepared to discuss her/his opinions, even mentioning them in casual conversation, is a way to do this. As noted above, you might be asked about your interests, hobbies and activities, so knowing in advance from your research any interests you share with the judge will be beneficial.

F. Sample Interview Questions.

Several potential questions are listed below. Beware of trying to memorize answers to potential questions. The more you rely on memorization, the less natural and more uptight you will be. You also want to avoid sounding over-rehearsed.

Personal Goals & Background

- Why do you want to do a clerkship?
- Why do you want to be a clerk on this court?
- Why do you want to clerk for me in particular?
- What are your post-clerkship career plans?
- What are your professional goals, and how does this clerkship fit within those goals?
- What do you hope to learn from this clerkship?
- What is your philosophy regarding the role of the judiciary?
- Describe your previous work experiences, and what you liked most or least about each position.
- What type of analytical research and writing skills have you demonstrated in your prior work experience and/or in law school?
- What are three issues about which you hold strong opinions?
- What are your hobbies or interests outside of law school?
- Do you prefer a one-year or two-year clerkship?

Substantive and Legal Topics

- Why did you choose this law journal note/article topic and what did you discover in your research and writing?
- What type of law interests you most?
- What is your judicial philosophy?
- What are your views on [ANY TOPIC]? (This might be a topic of a legal nature, a news item, or personal politics.) OR What issues concern you most?

- Who is your favorite U.S. Supreme Court Justice and why?
- What Supreme Court decision do you believe was most correctly decided? Incorrectly decided?

Qualities as a Potential Clerk

- Describe your strengths and weaknesses.
- What qualities do you possess which would make you an outstanding law clerk?
- Are you comfortable under pressure and juggling many different types of tasks?
- What would you do if someone tried to influence you on a decision while I'm not in the chambers?
- What is your writing style?
- How would you describe your leadership qualities?
- If I ask you as a law clerk to write up a decision in a particular way and you disagree with the outcome, what will you do?

Sometimes questions can get a little tricky, as demonstrated by a student who was asked, "What Supreme Court Justice would you sit next to if you were appointed as the 10th Supreme Court Justice?" which could be a test of the candidate's knowledge of Supreme Court protocol, the identities of Supreme Court Justices, or simply a question about which of them you would prefer to sit near. In addition to such questions, you also should be very familiar with your résumé and your writing sample. Many interviewers will draw questions straight from your résumé and, though less frequently, writing sample.

G. Sample Questions to Ask the Judge.

If you are concerned about questions to ask the justice, here are a few samples:

- What is the typical day like for a law clerk?
- How hard do the clerks work and what hours?
- What is the division of labor/cases, including the different types of tasks? What are the primary responsibilities of the law clerk?
- How do opinions get written? Do you or the clerk write the first draft? How many drafts do you usually require?
- Do you work closely with the clerks on cases on an ongoing basis or only periodic, more formal meetings?
- How did you reach the decision in [ANY CASE]?

H. Thank-You Letters and Follow-Up.

As a practical matter, the timing of the hiring process may not give you the opportunity to send a thank-you note or letter before the judge has made a decision. Nonetheless, if possible, *you should adhere to the etiquette of sending a brief thank you very promptly (within 48 hours).* Since judges typically do not send formal letters or emails to candidates providing status updates, you may need to make a follow-up call to chambers to ascertain this information. However, *do not call the chambers repeatedly.*

VIII. OFFER AND ACCEPTANCE

The judicial clerkship application process is unlike the job search for traditional legal positions where you might collect multiple offers, mull over your options for a period – days or sometimes weeks -- before making a final decision. Judges will not give you much time to make a decision if they offer you a clerkship. Indeed, on-the-spot offers with a request for an answer anywhere from immediately to an hour to a day or a few days are not uncommon.

A. “Exploding” Offers.

You are free to ask the judge for more time to think over an offer, usually for the purpose of seeing if you will get other offers from judges with whom you have already interviewed. Be aware, however, that many judges give what is often referred to as an “exploding offer,” *i.e.*, a judge perceiving hesitancy or reluctance on your part might be offended and rescind the offer. Accordingly, you should not apply to a judge unless you fully expect to accept a clerkship from that judge, even if it is the first clerkship offer you receive. This emphasizes the importance of doing your research and investigation of judges in advance and choosing carefully to whom you apply.

This is not to suggest that you could *never* turn down an offer from a judge, but you need to have a *very* good reason to do so, and you should be aware of potential consequences of your action. One can never tell how far the wrath of a judge scorned will extend and exactly what the consequences will be, for you or for others. For example, many judges are acquainted with judges beyond their court, and may communicate with them. At the minimum, if you turn down a judge, you can comfortably assume that you will be *persona non grata* on his or her entire court. While you might not be bothered by such repercussions, keep in mind that how you conduct yourself in this process reflects on Marquette Law School as well as you. You have some institutional obligations because the chances of other Marquette students may be jeopardized by your actions. Thus, *you should not reject an offer unless:*

- the interview convinces you that the job would be unacceptable/intolerable,
- you have interviewed with another judge who has asked you to give him or her a right of first refusal, or
- there are other similarly extenuating circumstances.

B. Etiquette of Acceptance.

If you receive and accept an offer, *you must communicate promptly with all the other judges to whom you have applied, withdrawing your application from consideration.* In addition, you should graciously confirm your acceptance with the judge in writing. You also should inform the CPC and your references.

IX. FINANCIAL CONSIDERATIONS

There are two types of costs involved when seeking a judicial clerkship: the application/interview costs and the opportunity costs.

A. The Application/Interview Costs.

The cost of the application process includes supplies, copying, and postage. Depending on the number of clerkship positions for which you apply, costs for preparing and sending out applications can range from a few dollars to a couple of hundred dollars.

Unlike private law firms, judges do not pay travel expenses incurred by candidates during the interviewing process. Keep in mind that if you are invited to interview, the cost of the experience may include transportation (*e.g.*, airfare, taxi, rental car), meals, and lodging.

B. Opportunity Costs.

The salaries for judicial clerkships generally are considerably lower than those offered by large private law firms (*i.e.*, firms with more than 50 attorneys). The salary for judicial clerkships can range from the low \$50Ks to the upper \$70Ks.

The expenses incurred for seeking a clerking position should be viewed as an investment in your legal career. The short-term financial sacrifice will pan out in the long run and will be far outweighed by the benefits you will reap from a judicial clerkship. A judicial clerkship will virtually guarantee that your legal career gets rolling on a high note. In addition, some law firms pay new associates bonuses for their clerkship experience and others will give credit toward partnership for the time spent clerking.

APPENDICES

- Appendix 1:** Resources for Information on the Judiciary
- Appendix 2:** Proper Addresses and Salutations
- Appendix 3:** Marquette Law Faculty Who Are Former Judicial Law Clerks
- Appendix 4:** U.S. Court of Appeals, Seventh Circuit
- Appendix 5:** U.S. District Court, Eastern District of Wisconsin
- Appendix 6:** U.S. District Court, Western District of Wisconsin
- Appendix 7:** Wisconsin Supreme Court
- Appendix 8:** Wisconsin Court of Appeals, District I
- Appendix 9:** Wisconsin Court of Appeals, District II
- Appendix 10:** Wisconsin Court of Appeals, District III
- Appendix 11:** Wisconsin Court of Appeals, District IV

APPENDIX 1

Resources for Information on the Judiciary

The following is a compilation of the top resources for the judiciary. Although this list is by no means exhaustive, it is a well-rounded picture of the best resources available. Most of these resources are available both in the Law Library and the CPC.

1. Online System for Clerkship Application and Review (OSCAR) [OSCAR](https://oscar.uscourts.gov), which is available at <https://oscar.uscourts.gov>, is a single, centralized online resource for notice of available *federal* clerkships, clerkship application information, and law clerk employment information. [OSCAR](https://oscar.uscourts.gov) provides information about judges who choose to accept clerkship applications electronically via [OSCAR](https://oscar.uscourts.gov), judges who want to receive only paper applications, and judges who do not have a clerkship vacancy.
2. *The American Bench: Judges of the Nation*: This is the only directory which contains biographical information on current state court judges. It also contains entries for federal judges and provides information on each court, including location, jurisdiction, method of selecting judges, and maps of judicial divisions. This two-volume directory is available in the CPC.
3. LEXIS and WESTLAW: These computer databases are also important resources, particularly in terms of finding judicial opinions with relative ease and speed, as they are searchable by judge. These sources also have directories of judges with contact, biographical and application information, such as WESTLAW and LEXIS. You can also search for articles in the news about the judge and any law review articles, in addition to opinions, written by the judge. Profiler on Westlaw (PROFILER-WLD) provides profiles of judges (and attorneys) from West Legal Directory that include links to the full text of state and federal cases from 1990 forward, summaries of settlements and jury verdicts, U.S. Supreme Court and California Supreme Court briefs, and other directories.
4. *Almanac of the Federal Judiciary*: Updated twice a year, this publication provides extensive background information on the federal judiciary, including biographical information, publications, noteworthy rulings, media coverage, and anonymous lawyers' evaluations of every federal circuit and district judge. It is available online at <https://almanacofthefederaljudiciary.com> and through Wolters Kluwer.
5. Various On-line Sources:
 - [National Center for State Courts](http://www.ncsc.org): The NCSC website -- <http://www.ncsc.org> -- contains links to state, federal and international courts, plus various job announcements for state and federal court positions.
 - U.S. Courts of Appeals by Circuit:
 - First -- www.ca1.uscourts.gov
 - Second -- www.ca2.uscourts.gov
 - Third -- www.ca3.uscourts.gov
 - Fourth -- www.ca4.uscourts.gov
 - Fifth -- www.ca5.uscourts.gov

Sixth -- www.ca6.uscourts.gov
Seventh – www.ca7.uscourts.gov
Eighth – www.ca8.uscourts.gov
Ninth – www.ca9.uscourts.gov
Tenth – www.ca10.uscourts.gov
Eleventh – www.ca11.uscourts.gov
District of Columbia – www.cadc.uscourts.gov
Federal Circuit – www.cafc.uscourts.gov

APPENDIX 2

Proper Addresses and Salutations

ADDRESSEE	COVER LETTER & ENVELOPE	SALUTATION
U.S. Supreme Court		
The Chief Justice	The Honorable [full name] Chief Justice of the United States The Supreme Court 1 First Street, NE Washington, DC 20543	Dear Chief Justice [surname]:
Associate Justice	The Honorable [full name] Associate Justice The Supreme Court 1 First Street, NE Washington, DC 20543	Dear Justice [surname]:
U.S. Court of Appeals		
Chief Judge or Senior Judge	Honorable [full name] Chief Judge/Senior Judge United States Court of Appeals for the [number] Circuit Address	Dear Judge [surname]:
Judge	Honorable [full name] United States Court of Appeals for the [number] Circuit Address	Dear Judge [surname]:
U.S. District Court		
Chief Judge or Senior Judge	Honorable [full name] Chief Judge/Senior Judge United States District Court for the [district name] Address	Dear Judge [surname]:
Judge	Honorable Judge [full name] United States District Court for the [district name] Address	Dear Judge [surname]:
U.S. Bankruptcy Court		
Chief Judge	The Honorable Judge [full name] Chief Judge United States Bankruptcy Court for the [district name] Address	Dear Judge [surname]:
Judge	Honorable Judge [full name] United States Bankruptcy Court for the [district name] Address	Dear Judge [surname]:
U.S. Magistrate Court		
Judge	Honorable [full name] United States Magistrate Judge United States District Court for the [district name] Address	Dear Judge [surname]:
State Supreme Court		
Chief Justice	Honorable [full name] Chief Justice Supreme Court for the State/Commonwealth of [state] Address	Dear Justice [surname]:
Justice	Honorable [full name] Supreme Court for the State/Commonwealth of [state] Address	Dear Justice [surname]:
Other State Courts		
Chief Judge	Honorable [full name] Chief Judge Name of Court Address	Dear Judge [surname]:

APPENDIX 3

Marquette Law Faculty Who Are Former Judicial Law Clerks

Associate Professor **Rebecca K. Blemberg:**
The Honorable John W. Reynolds, U.S.
District Court, Eastern District of Wisconsin

Assistant Dean of Students and Adjunct
Assistant Professor **Anna Fodor:**
The Honorable Kermit V. Lipez, U.S. Court
of Appeals, First Circuit

Associate Professor **Melissa L. Koenig:**
The Honorable N. Patrick Crooks, Wisconsin
Supreme Court

Professor **Scott C. Idleman:**
The Honorable Bruce M. Selya, U.S. Court
of Appeals, First Circuit

Professor **Alison E. Julien:**
The Honorable Justin Johnson, Superior
Court of Pennsylvania

Dean and Professor **Joseph D. Kearney:**
The Honorable Antonin Scalia, U.S. Supreme
Court
&
The Honorable Diarmuid F. O'Scannlain,
U.S. Court of Appeals, Ninth Circuit

Assistant Professor **Alexander B. Lemann:**
The Honorable Marsha S. Berzon, U.S. Court
of Appeals, Ninth Circuit
&
The Honorable Denise L. Cote, U.S. District
Court, Southern District of New York

Professor and Associate Dean **Vada Lindsey:**
The Honorable Joel Gerber, U.S. Tax Court

Professor **Alan R. Madry:**
The Honorable John Feikens, U.S. District
Court, Eastern District of Michigan
&
The Honorable Pierce Lively, U.S. Court of
Appeals, Sixth Circuit

Professor **Lisa Mazzie:**
The Honorable Patience Drake Roggensack,
Wisconsin Supreme Court

Professor **Kali N. Murray:**
The Honorable Catherine C. Blake, U.S.
District Court, Northern District of Maryland

Professor **Michael O'Hear:**
The Honorable Janet Bond Arterton, U.S.
District Court, District of Connecticut

Professor **Chad Oldfather:**
The Honorable Jane R. Roth, U.S. Court of
Appeals, Third Circuit

Professor **Peter K. Rofes:**
The Honorable Max Rosenn, U.S. Court of
Appeals, Third Circuit

Professor **Ryan Scoville:**
The Honorable Milan D. Smith, Jr., U.S.
Court of Appeals for the Ninth Circuit
&
The Honorable Neil V. Wake, U.S. District
Court for the District of Arizona

APPENDIX 4

U.S. COURT OF APPEALS, SEVENTH CIRCUIT

Website: <http://www.ca7.uscourts.gov/>

Date of commission is in parentheses.

Diane S. Sykes* (6/24/04)
Chief Judge
716 U.S. Courthouse and Federal Building
517 E. Wisconsin Ave.
Milwaukee, WI 53202
414-727-6988

Frank H. Easterbrook (4/4/85)
Dirksen Federal Building
219 S. Dearborn St., Room 2746
Chicago, IL 60604
312-435-5808

Joel M. Flaum (5/5/83)
Dirksen Federal Building
219 S. Dearborn St., Room 2702
Chicago, IL 60604
312-435-5626

Doris Lenea Pryor (12/9/22)
Birch Bayh Federal Building & U.S. Courthouse
46 E. Ohio Street
Indianapolis, IN 46204
or
Everett McKinley Dirksen United States Courthouse
219 S. Dearborn Street
Chicago, IL 60604
312-435-5850

Kenneth F. Ripple (5/10/85)
Senior Judge
208 Federal Building
204 S. Main St.
South Bend, IN 46601
574-246-8150

John Zihun Lee (9/9/22)
Everett McKinley Dirksen United States Courthouse
219 Dearborn St.
Chicago, IL 60604
312-435-5850

Candace Rae Jackson-Akiwumi (7/1/21)
Everett McKinley Dirksen United States Courthouse
219 S. Dearborn Street
Chicago, IL 60604
312-435-5850

Ilana Diamond Rovner (8/17/92)
Dirksen Federal Building
219 S. Dearborn St., Room 2774
Chicago, IL 60604
312-435-5608

Diane P. Wood (6/30/95)
Dirksen Federal Building
219 S. Dearborn St., Room 2688
Chicago, IL 60604
312-435-5521

David F. Hamilton (11/19/09)
Senior Judge
Indiana University Maurer School of Law
211 S. Indiana Avenue
Bloomington, IN 47405
312-435-5850

Thomas L. Kirsch II (8/2/20)
Dirksen Federal Building
219 S. Dearborn St., Room 2688
Chicago, IL 60604
312-435-5850
or
Hammond Federal Courthouse
5400 Federal Plaza
Hammond, IN 46320

Michael Brian Brennan (5/11/18)
716 U.S. Courthouse and Federal Building
517 E. Wisconsin Ave.
Milwaukee, WI 53202
414-297-3222 or 312-435-5850

Michael Y. Scudder Jr. (5/21/18)
Dirksen Federal Building
219 S. Dearborn St., Room 2688
Chicago, IL 60604
312-435-5850

Amy J. St. Eve (5/23/18)
Dirksen Federal Building
219 S. Dearborn St., Room 2688
Chicago, IL 60604
312-435-5850

* Denotes *MULS alum.*

APPENDIX 5

U.S. DISTRICT COURT, EASTERN WISCONSIN

U.S. District Court Judges - <http://www.wied.uscourts.gov>

Pamela Pepper
Chief Judge
U.S. Courthouse, Chambers 208
517 East Wisconsin Avenue
Milwaukee, WI 53202
414-297-3335

William C. Griesbach*
Senior District Judge
125 S. Jefferson Street, Chambers 203
P.O. Box 22490
Green Bay, WI 54305
920-884-7775

J.P. Stadtmueller*
U.S. Courthouse, Chambers 471
517 East Wisconsin Avenue
Milwaukee, WI 53202
414-297-1122

Lynn Adelman
U.S. Courthouse, Chambers 364
517 East Wisconsin Avenue
Milwaukee, WI 53202
414-297-1285

Brett H. Ludwig
U.S. Courthouse, Chambers 310
517 East Wisconsin Avenue
Milwaukee, WI 53202
414-297-3071

U.S. Magistrate Judges

Nancy Joseph*
U.S. Courthouse, Chambers 249
517 East Wisconsin Avenue
Milwaukee, WI 53202-4507
414-297-4167

William E. Duffin
U.S. Courthouse, Chambers 250
517 East Wisconsin Avenue
Milwaukee, WI 53202
414-297-3128

Stephen C. Dries
U.S. Courthouse, Chambers 296
517 E. Wisconsin Avenue
Milwaukee, WI 53202
414-290-2261

James R. Sickel* (part-time)
125 South Jefferson Street, Courtroom 201
P.O. Box 1626
Green Bay, WI 54305-1626
920-432-7716

Aaron E. Goodstein (recalled)
U.S. Courthouse, Chambers 716
517 East Wisconsin Avenue
Milwaukee, WI 53202
414-297-3963

William E. Callahan, Jr.* (recalled)
U.S. Courthouse, Chambers 716
517 East Wisconsin Avenue
Milwaukee, WI 53202
414-297-1664

U.S. Bankruptcy Judges - <http://www.wieb.uscourts.gov/>

Judge G. Michael Halfenger
Chief Bankruptcy Judge
U.S. Bankruptcy Court, Eastern Wisconsin
140 U.S. Courthouse
517 East Wisconsin Avenue
Milwaukee, WI 53202-4581
414-290-2680

Rachel M. Blise
U.S. Bankruptcy Court, Eastern Wisconsin
140 U.S. Courthouse
517 East Wisconsin Avenue
Milwaukee, WI 53202-4581
414-290-2670

Katherine M. Perhach*
U.S. Bankruptcy Court, Eastern Wisconsin
162 U.S. Courthouse
517 East Wisconsin Avenue
Milwaukee, WI 53202-4581
414-290-2660

Beth E. Hanan*
U.S. Bankruptcy Court, Eastern Wisconsin
162 U.S. Courthouse
517 East Wisconsin Avenue
Milwaukee, WI 53202-4581
414-290-2650

* Denotes *MULS alum.*

APPENDIX 6

U.S. DISTRICT COURT, WESTERN WISCONSIN

District Court Judges - <http://www.wiwd.uscourts.gov/>

James D. Peterson
Chief Judge
U.S. District Court, Western Wisconsin
120 North Henry Street
P.O. Box 432
Madison, WI 53701-0432
608.264-5504

William M. Conley
U.S. District Court, Western Wisconsin
120 N. Henry Street
P.O. Box 432
Madison, WI 53701-0432
608-264-5087

Barbara B. Crabb
Senior District Judge
U.S. District Court, Western Wisconsin
120 North Henry Street
P.O. Box 432
Madison, WI 53701-0432
608-264-5447

U.S. Magistrate Judges:

Stephen L. Crocker
U.S. District Court, Western Wisconsin
120 North Henry Street
P.O. Box 432
Madison, WI 53701
608-264-5153

Peter A. Oppeneer (part-time judge & Clerk of Court)
U.S. District Court, Western Wisconsin
120 North Henry Street
P.O. Box 432
Madison, WI 53701
608-264-5156

U.S. Bankruptcy Judges -- <http://www.wiwb.uscourts.gov/>

Catherine J. Furay
Chief Judge
U.S. Bankruptcy Court, Western District of Wisconsin
120 North Henry Street, Room 340
Madison, WI 54703-2559
608-264-5188

William V. Altenberger
U.S. Bankruptcy Court
Western District of Wisconsin
120 North Henry Street, Room 340
Madison, WI 53703-2559
608-264-5178

APPENDIX 7

WISCONSIN SUPREME COURT

Website: <https://www.wicourts.gov/courts/supreme/justices/index.htm>

Annette K. Ziegler* (8/1/07)
Chief Justice (as of 8/1/23)
Wisconsin Supreme Court
16 East State Capitol
P.O. Box 1688
Madison, WI 53701-1688
608-266-1881

Rebecca Frank Dallet (8/1/18)
Wisconsin Supreme Court
16 East State Street
P.O. Box 1688
Madison, WI 53701-1688
608-266-1884

Brian Hagedorn (8/1/19)
Wisconsin Supreme Court
16 East State Capitol
P.O. Box 1688
Madison, WI 53701-1688
608-266-1885

Jill J. Karofsky (8/1/20)
Wisconsin Supreme Court
16 East State Capitol
P.O. Box 1688
Madison, WI 53701-1688
608-266-1882

Ann Walsh Bradley (8/1/95)
Wisconsin Supreme Court
16 East State Capitol
P.O. Box 1688
Madison, WI 53701-1688
608-266-1886

Janet Protasiewicz* (8/1/23)
Wisconsin Supreme Court
16 East State Capitol
P.O. Box 1688
Madison, WI 53701-1688
608-266-1881

Rebecca G. Bradley (10/1/15)
Wisconsin Supreme Court
16 East State Capitol
P.O. Box 1688
Madison, WI 53701-1688
608-266-1883

* Denotes *MULS alum.*

APPENDIX 8

WISCONSIN COURT OF APPEALS, DISTRICT I

William W. Brash, III*
Chief Judge
Wisconsin Court of Appeals, District I
330 E. Kilbourn Avenue, Suite 1020
Milwaukee, WI 53202-3161
414-227-4683

Maxine Aldridge White*
Wisconsin Court of Appeals, District I
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APPENDIX 9

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APPENDIX 10

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