



Positions Available
Judicial Law Clerk to Justice Elizabeth M. Welch
Michigan Supreme Court
Current Salary Range: \$73,236.80 – \$95,555.20

The Michigan Supreme Court is currently seeking qualified candidates to fill a Judicial Law Clerk position in the Chambers of Supreme Court Justice Elizabeth M. Welch. The clerkship will begin in August or September 2024 and will last for two years. The person in this position reports to the Justice and her Senior Law Clerk and assists with evaluating cases filed with the Court and administrative matters within the Court's jurisdiction. Primary responsibilities include, but are not limited to:

- Review applications for leave to appeal, commissioner reports, and briefs filed in cases scheduled for conference consideration or oral argument. As necessary, prepare summaries and recommendations for the Justice;
- Review memos prepared by the other Justices' chambers and prepare responsive memos;
- Confer with the Justice on pending matters such as applications for leave to appeal, conference items, opinions, and orders;
- As directed by the Justice, draft memos to the Court advocating her position;
- Prepare bench memos in advance of oral arguments, including reviewing the case record, conducting required legal research, summarizing important facts and arguments, and providing a recommendation on disposition;
- Attend and review transcripts of oral arguments of assigned cases;
- Prepare draft opinions, concurrences, and dissents. Peer review opinions prepared by other clerks. Advocate for proposed changes per Justice's instructions with regard to opinions issued by other chambers;
- Review and analyze administrative agenda items and conduct legal research and follow-up;
- Track current developments in the law, including reading Supreme Court and Michigan Court of Appeals opinions, legal periodicals, and other relevant information;
- Assign research projects to and supervise research activities of legal interns/externs;
- Draft speeches and perform other duties as necessary.

EDUCATION, EXPERIENCE, COMPENSATION: Juris Doctor (JD) from an accredited law school. Significant experience involving legal research and writing. Proficiency in Microsoft Word and Windows. Prior experience with a law firm, the Michigan Court of Appeals, or another judicial forum is preferred but not required. Starting salary will be commensurate with experience.

LOCATION: This position will be located at the Hall of Justice in Lansing, Michigan. In-person or hybrid (in-person/remote) work schedules are available.

TO APPLY: Please send your cover letter, résumé, transcripts (unofficial is acceptable), two to three letters of recommendation, and one writing sample (no longer than 10 pages) as a single PDF file to jobapps@courts.mi.gov. Please include "Clerkship-Justice Welch 2024-2026" and the term you are applying for in the subject line.

POSITION DEADLINE: Open Until Filled.

The first review of applications and rolling interviews may begin after May 31, 2023

AN EQUAL-OPPORTUNITY EMPLOYER