



Positions Available  
**Judicial Law Clerk to Justice Elizabeth M. Welch**  
Michigan Supreme Court  
Current Salary Range: \$70,101.64 – 91,350.00

The Michigan Supreme Court is currently seeking qualified candidates to fill a two-year Judicial Law Clerk position in the Chambers of Supreme Court Justice Elizabeth M. Welch to begin in August 2023. 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 the 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 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 AND EXPERIENCE:** 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 Court of Appeals, or other judicial forum is preferred but not required.

**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](mailto:jobapps@courts.mi.gov). Please include, "Clerkship-Justice Welch" in the subject line, and please note in the digital application materials if letters of recommendation need to be mailed directly. If you have already submitted a resume package directly to Justice Welch's office, please send an email letting the Court know you are still interested in this position.

**APPLICATION DEADLINE: Friday, September 9, 2022 at 5:00 p.m.**

AN EQUAL OPPORTUNITY EMPLOYER