



Positions Available
Law Clerk to Justice Elizabeth Welch
Michigan Supreme Court
Salary Range: \$67,964.40 - \$88,677.36

The Michigan Supreme Court is currently seeking qualified candidates to fill the position of Law Clerk in the Chambers of Supreme Court Justice Elizabeth Welch to begin in August 2022. The person in this position assists in the evaluation of cases filed with the Court, which includes reviewing Commissioner reports, proposed orders and opinions, and discussion of pending cases with the Justice. Primary responsibilities include, but are not limited to:

- Review applications for leave to appeal and cases scheduled for conference consideration. 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 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;
- 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 the Court of Appeals or other judicial forum is preferred but not required.

LOCATION: A hybrid in-person and remote work schedule is available, but there will be some in-person obligations at the Hall of Justice in Lansing, Michigan.

TO APPLY: Please send your cover letter, résumé, transcripts (unofficial is acceptable), a list of three references, and one writing sample (no longer than 10 pages) in either Microsoft Word or Adobe Acrobat to jobapps@courts.mi.gov. Please include, "Clerkship- Justice Welch" in the subject line.

APPLICATION DEADLINE: November 1, 2021 at 5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER