

## Iowa Judicial Branch

### Law Clerk (Legal Assistant) Information Sheet

#### Background

Traditionally, each of the seven justices on the Iowa Supreme Court and each of the nine judges on the Iowa Court of Appeals employs a law clerk. The clerks' duties typically include conducting legal research; drafting memoranda, preparing summaries, and reviewing opinions to assist the justice or judge with the disposition of cases.

The eight judicial districts (trial courts) also employ law clerks to assist trial judges. Law clerk duties at the district level may vary from district to district, but generally include legal research and writing.

Work locations of Iowa Supreme Court law clerks are usually split between the courthouse in the justice's home county and the Judicial Branch Building in Des Moines. Law clerks for the Iowa Court of Appeals work at the Judicial Branch Building in Des Moines. Locations vary across the state for district court law clerks.

Law clerks must be law school graduates. Employment is usually for a one-year period, beginning in August. At a judge's discretion, clerks may be offered the opportunity to continue employment for another year or so. Law clerks are eligible for a full range of benefits including health and dental insurance, disability and life insurance, 11 holidays and two weeks vacation. Annual salaries as of 1/1/2013 are:

Law Clerk 1	(District Court)	\$46,300
Law Clerk 2	(Court of Appeals)	\$50,627
Law Clerk 3	(Supreme Court)	\$53,851

#### How To Apply

Apply early. Deadlines vary, but applications for positions start arriving as early as spring of the year prior to commencement of employment. Application criteria vary somewhat according to the individual preferences of the judge or justice. In general, strong writing ability, GPA, class standing, and law review experience are important.

*Supreme Court and Court of Appeals:* Each justice and judges sets his or her own interviewing schedule. Applications should include a resume and cover letter. Some justices or judges may request a law school transcript, recent writing sample and references. Address and send applications to individual justices or judges listed on the attached sheet in care of:

Iowa Supreme Court  
Judicial Branch Building  
1111 E. Court Avenue  
Des Moines, IA 50319

Iowa Court of Appeals  
Judicial Branch Building  
Attention: Dan Marvin  
1111 E. Court Avenue  
Des Moines, IA 50319

Mr. Marvin will make the applications available to judges seeking to fill clerk positions.

*District Court:* Send resume and cover letter to District Court Administrators below.

EQUAL OPPORTUNITY EMPLOYER

**Iowa Supreme Court Justices:** *Supreme Court, 1111 E. Court Ave., Des Moines, IA 50319*

*FAX: 515-281-3043*

Chief Justice Mark Cady	515-281-3952
Justice David S. Wiggins	515-281-5175
Justice Daryl L. Hecht	515-281-5175
Justice Brent R. Appel	515-281-5175
Justice Thomas D. Waterman	515-281-3952
Justice Edward M. Mansfield	515-281-5174
Justice Bruce B. Zager	515-281-5174

**Iowa Court of Appeals Judges:** *Court of Appeals, 1111 E. Court Ave., Des Moines, IA 50319*

*FAX: 515-281-3794*

Judge Gayle N. Vogel	515-281-7651
Judge Anuradha Vaitheswaran	515-281-7651
Judge Amanda Potterfield	515-281-7651
Judge Richard Doyle	515-281-5223
Judge David Danilson	515-281-5223
Judge Mary Tabor	515-281-8277
Judge Michael R. Mullins	515-281-8277
Judge Thomas Bower	515-281-8277
Judge Christopher McDonald	515-281-5223

**Iowa District Court Administrators:**

District 1	Linda Nilges	Black Hawk County Courthouse 316 East Fifth Street Waterloo, IA 50702	Phone No. 319-833-3332 Fax No. 319-833-3270
District 2	Scott Hand	Webster County Courthouse 701 Central Avenue, Box 1057 Fort Dodge, IA 50501	Phone No. 515-576-6336 Fax No. 515-574-3758
District 3	Leesa McNeil	Woodbury County Courthouse 620 Douglas, Room 210 Sioux City, IA 51101	Phone No. 712-279-6035 Fax No. 712-279-6631
District 4	Kent Wirth	Pottawattamie County Courthouse 227 South Sixth, 4 <sup>th</sup> Floor, Box 372 Council Bluffs, IA 51503	Phone No. 712-328-5733 Fax No. 712-328-5716
District 5	Beth J. Baldwin	Polk County Courthouse 5th & Mulberry Des Moines, IA 50309	Phone No. 515-286-3083 Fax No. 515-286-2141

District 6	Carroll R. Edmondson	Linn County Courthouse P.O. Box 1468, Third Ave. Bridge Cedar Rapids, IA 52406-1468	Phone No. 319-398-3920 (1322) Fax No. 319-398-4054
District 7	Kathy Gaylord	Scott County Courthouse 416 West Fourth Street Davenport, IA 52801	Phone No. 563-326-8783 Fax No. 563-326-8218
District 8	Heidi Baker	Eighth Judicial District 211 East Fourth, Box 1319 Ottumwa, IA 52501	Phone No. 641-684-6502, x111 Fax No. 800-342-4496