

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 and for the Iowa Court of Appeals law clerks are 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)	\$47,340
Law Clerk 2	(Court of Appeals)	\$51,771
Law Clerk 3	(Supreme Court)	\$55,057

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 judge 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.

Supreme Court:

Address and send applications to individual justices listed on the attached sheet in care of:

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

Court of Appeals:

Please send all application materials for Court of Appeals in PDF format via email to sandee.lyons@iowacourts.gov

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

Ms. Lyons 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: 515-281-8371

Judge Gayle N. Vogel	515-281-5223
Judge Anuradha Vaitheswaran	515-281-5223
Judge Amanda Potterfield	515-281-5223
Judge Richard Doyle	515-281-5223
Judge David Danilson	515-281-5221
Judge Mary Tabor	515-281-5223
Judge Michael R. Mullins	515-281-5221
Judge Thomas Bower	515-281-5221
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	Phone No. 712-328-5733

227 South Sixth, 4th Floor, Box 372
Council Bluffs, IA 51503

Fax No. 712-328-5716

District 5 Christopher Patterson 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
333 North Court Street
Ottumwa, IA 52501
Phone No. 641-684-6502, x111
Fax No. 800-342-4496