

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 1/1/2010 are:

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| Law Clerk 1 | (District Court) | \$43,846 |
| Law Clerk 2 | (Court of Appeals) | \$47,944 |
| Law Clerk 3 | (Supreme Court) | \$51,001 |

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

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| 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 |

**Not presently accepting applications

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

FAX: 515-281-3794

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| Judge Gayle N. Vogel | 515-281-7651 |
| Judge Anuradha Vaitheswaran | 515-281-7651 |
| Judge Larry Eisenhauer | 515-281-5223 |
| 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 |

Iowa District Court Administrators:

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| 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 th Floor, Box 372 Council Bluffs, IA 51501 | Phone No. 712-328-5733 Fax No. 712-328-5716 |
| District 5 | Beth J. Baldwin | Polk County Courthouse 5th & Mulberry | Phone No. 515-286-3083 Fax No. 515-286-2141 |

Des Moines, IA 50309

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| District 6 | Carroll R. Edmondson | Linn County Courthouse P.O. Box 5488, Third Ave. Bridge Cedar Rapids, IA 52406-5488 | Phone No. 319-398-3920 (1322) Fax No. 319-398-4054 |
| District 7 | Howard Thomas | Scott County Courthouse 416 West Fourth Street Davenport, IA 52801 | Phone No. 563-326-8783 Fax No. 563-326-8218 |
| District 8 | Deborah Dice | Eighth Judicial District 211 East Fourth, Box 1319 Ottumwa, IA 52501 | Phone No. 641-684-6502 Fax No. 800-342-4496 |