



Position Available
Law Clerk
Michigan Court of Appeals
Judge Karen Fort Hood
Salary Range \$55,144 - \$71,681

The Michigan Court of Appeals is currently seeking qualified applicants for the position of Law Clerk to Judge Karen Fort Hood. The position reports directly to the Judge. Primary responsibilities include:

- Assist in drafting opinions, orders, and memoranda on motion docket and case call appeals. Read appellate briefs and Research Division reports and review lower court records, as necessary, in cases assigned to case calls and motion dockets.
- Provide advice to the Judge on problem areas, complex legal issues, recommended outcomes for individual issues and disposition of appeals. Conduct electronic research on the Court's database, online and print research, and off-site library research, as necessary.
- Review, analyze, proof, cite check, and, as necessary, revise or rewrite proposed opinions received from the Research Division, including senior research, before release. Verify accuracy of quotations and citations used in opinions.
- Review editorial suggestions and proposed syllabi and headnotes from the Reporter of Decisions for published opinions. Modify opinions, syllabi, and headnotes, as necessary, to conform to judicially approved editorial revisions for transmission back to the Reporter of Decisions.
- Review and stay apprised of recent published decisions of the Michigan Court of Appeals, Michigan Supreme Court, and United States Supreme Court and of revisions to statutes and court rules.
- Assure compliance and consistency of opinions with the Michigan Supreme Court Opinion Manual.

EDUCATION AND EXPERIENCE: Juris Doctor (JD) from an accredited law school. One year of appellate practice experience preferred.

WORK LOCATION: Cadillac Place, 3020 West Grand Boulevard, Detroit, MI.

TO APPLY: Please send your cover letter, resume, law school transcript, and writing sample in Word or Adobe.pdf format to jobapps@courts.mi.gov. If you prefer to mail your materials, please send them to: Michigan Court of Appeals, Human Resources Department, Attn: Judge Hood Law Clerk, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: May 2, 2014
AN EQUAL OPPORTUNITY EMPLOYER