

LAW CLERK I APPLICATION INSTRUCTION GUIDE

Thank you for your interest in working as a Law Clerk I for the Arizona Court of Appeals, Division One. Please follow the instructions below when submitting your application materials.

For each judge you wish to apply with, please upload the following materials in **one combined PDF**:

- Cover Letter
- Resume
- Law School Transcript
- Writing Sample (no more than five pages; excerpts permitted)
- Two or Three Letters of Recommendation

***PLEASE NOTE: If you delete a document from your application, it will be removed from your profile and any previous applications you have submitted.**

DOCUMENT UPLOADS

It is preferred that application materials to be submitted as one document upload (per judge) using the Resume document type. Your document should be titled as follows:

YourLastName_Judge'sName_APPLICATIONPACKAGE (EXAMPLE: Smith_JudgeThomas_APPLICATIONPACKAGE)

If you are **not** able to submit one application package, please follow the instructions below:

1. Submit ONE resume
2. Submit one separate cover letter for each judge you wish to apply with (if applying for multiple judges, you will have multiple uploads under the Cover Letter document type. **PLEASE NOTE: If you delete a document from your application, it will be removed from your profile and any previous applications you have submitted.**)
3. Submit ONE transcript using the Additional Items document type.
4. Submit ONE writing sample using the Additional Items document type.
5. Letters of Recommendation should be submitted using the Additional Items document type.
PLEASE NOTE: If your recommenders would like to submit the letters separately, please provide the following email address: hr@appeals.az.gov

Reminder: If you are submitting an application to more than one judge, DO NOT delete any documents you have included with other applications. Doing so will remove them from your profile and any other applications you have submitted.

Naming Conventions for Each Document Type (when submitting documents separately)

RESUME

YourLastName_RESUME (Example: Smith_Resume)

COVER LETTER(S)

YourLastName_Judge'sName_COVER LETTER (Example: Smith_Judge Thomas_COVERLETTER)

ADDITIONAL ITEMS

Transcript

YourLastName_TRANSCRIPT (Example: Smith_TRANSCRIPT) NOTE: if you have a transcript from more than one school, please include the school's name in your document title.

Writing Sample

YourLastName_WRITINGSAMPLE (Example: Smith_WRITINGSAMPLE)

Letters of Recommendation

YourLastName_Judge name_LOR_Recommender (Example: Smith_Judge Thomas_LOR_Gates)