

Christopher Burke**Clerkship**

Status:	Available
Clerkship Type:	Term Law Clerk-Chambers
Clerkship Term:	1 Year
Open Date:	January 2, 2014
Close Date:	March 31, 2014
Term Start:	September 2, 2014
Term End:	August 28, 2015
Interview Dates:	Candidates will be contacted via telephone sometime after January 2, 2013 to schedule an interview.

The Term Law Clerk provides information, guidance and advice to the U.S. Magistrate Judge in connection with pending civil and criminal litigation. Knowledge of and/or interest in patent litigation is helpful, though not required, due to the significant number of patent cases on the Court's docket.

The Term Law Clerk works in a team atmosphere to assist the Magistrate Judge and other Chambers Staff members to ensure that cases proceed smoothly and efficiently through the Court. As part of that work the Term Law Clerk:

- Drafts appropriate recommendations and orders for the Court's signature.

- Reviews complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief.

- Performs research as required.

- Serves as liaison between the Court and litigants; corresponds with other court officials.

Description:

- Evaluates procedures.

- Reviews docket of pending litigation to assure proper progress and keeps Judge advised of those cases where action is appropriate.

- Compiles statistics and prepares periodic reports, as required.

- Identifies problem areas, makes recommendations, and offers solutions, as required.

- Keeps abreast of changes in the law to aid the Judge in adjusting to new legislation.

- Advises appropriate personnel on status of particular cases.

- Attends court sessions and assists with the orderly flow of proceedings.

- Performs other duties as assigned.

Renewable:	No
City:	Wilmington
State:	Delaware
Cover Letter Required?:	Yes

Resume Required?:	Yes
Writing Sample Required?:	Yes a. Number of Writing Samples Required: 1
Law Grade Sheet Required?:	Yes
Undergraduate Grade Sheet Required?:	No
Other Grade Sheet Required?:	No
Number of References Required:	3
Law Review Preferred?:	Yes
Other Journal Preferred?:	Yes
Moot Court Participation Preferred?:	No
Bar Membership Preferred?:	No
Specialized Work Experience Preferred?:	No
Class Standing Preferred:	10%