



Two Positions Available
Law Clerk to Justice Megan K. Cavanagh
State of Michigan Supreme Court

The Michigan Supreme Court is currently seeking qualified applicants for two available clerkships with Justice Megan K. Cavanagh. One begins in January 2020, and the second will begin in September 2020. The positions report directly to the Justice and primary responsibilities include, but are not limited to the following:

- Review applications for leave to appeal and cases scheduled for conference consideration. As necessary, prepare summaries and recommendations for the Justice;
- Review memos prepared by the other Justices' chambers and prepare responsive memos;
- Confer with the Justice on pending matters such as applications for leave to appeal, conference items, opinions, and orders;
- As directed by the Justice, draft memos to the Court advocating her position;
- Prepare bench memos in advance of oral arguments, including reviewing the case record, conducting required legal research, summarizing important facts and arguments, and providing a recommendation on disposition;
- Attend and review transcripts of oral arguments of assigned cases;
- Prepare draft opinions, concurrences, and dissents. Peer review opinions prepared by other clerks. Advocate proposed changes per the Justice's instructions with regard to opinions issued by other chambers;
- Review and analyze administrative agenda items and conduct legal research and follow-up;
- Track current developments in the law, including reading Supreme Court and Court of Appeals opinions, legal periodicals, and other relevant information;
- Assign research projects to and supervise research activities of unpaid legal interns;
- Draft speeches and perform other duties as necessary.

EDUCATION AND EXPERIENCE: Juris Doctor (JD) from an accredited law school. Significant experience involving legal research and writing. Proficiency in Microsoft Word and Windows.

LOCATION: This position will be located at the Hall of Justice in Lansing, Michigan.

TO APPLY: Please send your cover letter, résumé, transcripts (unofficial is acceptable), three professional references, and one writing sample in either Microsoft Word or Adobe Acrobat (.pdf) to jobapps@courts.mi.gov. Please include, "Justice Cavanagh Clerkship" in the subject line. If you are unable to submit applicant materials electronically, please contact Judicial Human Resources at (517) 373-1147.

POSTING DEADLINE: SEPTEMBER 12, 2019
AN EQUAL OPPORTUNITY EMPLOYER