

Duquesne University School of Law Judicial Clerkship Survey

Judge _____

Address _____

Phone _____ Fax _____

Email _____

Thank you for taking the time to return this survey for our files. Your response will be used to inform applicants seeking judicial clerkships with the various Pennsylvania courts of your hiring practices. Your judicial biography and additional descriptive information pertinent to your court would also be greatly appreciated. The Duquesne University School of Law looks forward to assisting you in meeting your hiring needs.

Please mail this survey to: Career Services Office, Duquesne University School of Law, 900 Locust Street, 209 Hanley Hall, Pittsburgh, PA 15282 or fax it to 412-396-6598. The form can also be completed online at www.law.duq.edu/career/judicialclerkshipsurvey.doc and emailed to lawcareers@duq.edu.

JUDICIAL CLERKS

- I. Total on staff _____ Commitment time frame _____
Do you have one or more positions available each year? Yes No Number _____
- II. Do you use your Court Administrator to assist in your staffing requirements? Yes No
- III. Employment applications should initially include: Resumes Writing Sample Professional References Other _____
- IV. What is the most opportune time for your court to review resumes of applicants?

- V. What is your preferred method of receiving resumes? Mail Email Fax Other _____
- VI. How long do you retain resumes? _____
- VII. What professional and academic qualities do you seek in candidates? _____

EXTERNSHIPS (unpaid)

- I. Summer Yes No Total _____ Fall Yes No Total _____ Spring Yes No Total _____
- II. If you presently do not utilize non-paying interns, would you like us to contact you for more information?
 Yes No Contact person _____ Phone _____
Would you prefer a personal visit? Yes No
- III. Do you ever have paid internship opportunities? Yes No

If time permits, please identify your past and present Law Clerks from Duquesne University School of Law:

