

LAW CLERK HIRING INFORMATION
John G. Koeltl, United States District Judge

Chambers Contact Information:

United States District Court
Southern District of New York
500 Pearl Street, Room 1030
New York, NY 10007
(212) 805-0222
Koeltl_Clerkship@nysd.uscourts.gov

Positions: Judge Koeltl is currently accepting clerkship applications from applicants for the 2018 term or beyond.

Applicants: Judge Koeltl will adhere to the following schedule in considering students who have completed at least their third semester of law school for judicial law clerk positions:

Application Timing: Candidates may submit applications at any time. However, as noted, candidates must have completed at least their third semester of law school before applying. Therefore, law students should not submit applications until they have completed their third semester.

Application Contents: Applicants should submit a cover letter, resume, law school transcript, undergraduate transcript, short writing sample edited only by you, and three letters of recommendation.

Application Process: Judge Koeltl prefers to receive applications by mail to chambers, but will also review applications submitted by e-mail. If submitting an application via e-mail, please attach these items as a single PDF and format the subject line of the e-mail as follows: "Clerkship Application_YourName."

Letters of Recommendation: Letters of recommendation may be submitted separately, either by e-mail or by post. If your recommenders are submitting by e-mail, please ask them to format the subject line of their e-mails as follows: "Clerkship Recommendation_YourName."

Interviews & Offers: Judge Koeltl is no longer participating in the Federal Law Clerk Hiring Plan. Therefore, Judge Koeltl will conduct interviews and extend offers on a rolling basis.

Applicants should visit the Court's website (<http://nysd.uscourts.gov/judge/Koeltl>) or Judge Koeltl's profile on OSCAR for updated information regarding vacancies and other hiring information.