
Judicial Law Clerk Resume

Job Objective

To obtain a Judicial Law Clerk position in a company that will allow me to grow with the company.

Work Experience:

Judicial Law Clerk, May 2004 – Present
Georgetown University, Elkhart, IN

- Prepared and summarized case files in advance of hearings and monitor cases under advisement.
- Attended court sessions to hear oral arguments and records necessary case information.
- Prepared briefs, legal memoranda and statement of issues involved, including appropriate suggestions or recommendations to the judge.
- Compiled references on laws and decisions necessary for legal determinations.
- Conferred with judge concerning legal questions, construction of documents and granting of orders.
- Reviewed, studied, researched, and annotated laws, court decisions, documents, opinions, briefs and related legal authorities.

Judicial Law Clerk, March 2002– April 2004
Federal Judiciary, Elkhart, IN

- Drafted memoranda and jury instructions.
 - Observed court proceedings and learn at firsthand.
 - Managed significant interaction with judges, attorneys, law clerks and other chambers staff.
-

Summary of Qualifications:

- Knowledge of court practices and procedures
 - Knowledge of legal terminology and concepts
 - Ability to communicate clearly and concisely both orally and in writing
 - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
 - Uncommon passion for law
 - Ability to perform duties such as filing, typing, faxing and answering phone
 - Deep knowledge of legal terminology
 - Typing speed of 50 W.P.M
 - Good oral and written communication skills
-

Education:

Associate Degree in Paralegal Studies, Wayne County Community College, Detroit, MI

[Build your Resume Now](#)