

NALP'S JUDICIAL CLERKSHIP SECTION

**FEDERAL ADMINISTRATIVE LAW JUDGES'
POST GRADUATE CLERKSHIP
HIRING INFORMATION**

INTRODUCTION

This Guide summarizes information from various Office of Administrative Law Judges within federal agencies regarding post graduate clerkship hiring. Note that although several agencies may not hire post graduate law clerks, attorney-advisors are hired for similar responsibilities. Accordingly, the Guide is divided into four sections:

- Agencies that hire post graduate law clerks
- Agencies that hire attorney-advisers via Honors Programs
- Agencies that hire attorney-advisers via USAJOBS.GOV
- Agencies that do not hire post-graduate clerks

Thank you to all NALP Judicial Clerkship Section members who have contributed to this Guide. While every effort has been made to insure the accuracy of this information, NALP encourages applicants to contact agencies directly to verify deadlines and other information. If you have related information regarding an agency that should be added, updated or the like, please contact Diane Cross at diane.cross@uc.edu.

Updated: February 2016

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Federal Trade Commission	
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Merit Systems Protection Board	
National Labor Relations Board	
National Transportation Safety Board	
Occupational Safety & Health Review Commission	
Social Security Administration	
U.S. Postal Service	

ATOMIC SAFETY & LICENSING BOARD, NUCLEAR REGULATORY COMMISSION

Atomic Safety & Licensing Board Panel

The office's judicial clerkships are two-year term appointments that begin in early September. Panel law clerks are not assigned permanently to any one judge, but rather they are assigned to cases. This structure allows clerks to work on a variety of projects, issues, and cases and provides clerks with the opportunity to learn a broad range of skills while working closely with a number of legal and technical judges who have varying styles and approaches to Atomic Safety & Licensing Board Panel (ASLBP) adjudications. An ASLBP clerkship is particularly well-suited to those who have an interest in regulatory, environmental, and/or energy law. Applicants must have an overall grade point average (GPA) of 3.25 based on a scale of 4.0. Graduate law students and judicial clerks should not have any significant post-J.D. legal employment. Only United States citizens can be admitted to the Judicial Law Clerk Program, and each person selected for the program must undergo a complete security/background investigation and be granted a security clearance.

Judges:

Chief Administrative Judge (Chairman) E. Roy Hawkens (roy.hawkens@nrc.gov)

Associate Chief Administrative Judge Paul S. Ryerson (paul.ryerson@nrc.gov)

Associate Chief Administrative Judge Michael F. Kennedy (Michael.kennedy@nrc.gov)

Courtroom:

11555 Rockville Pike or
11545 Rockville Pike,
Rockville, MD 20852

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript | Three References

Cover letter should detail your interest in the Judicial Law Clerk Program; your resume which must indicate if you are a U.S. Citizen; your law school transcript indicating your GPA (explaining your school's grading system, if necessary).

Unofficial transcripts will be accepted; the names and contact information for, at least three professional references; and a legal writing sample demonstrating analysis of legal issues or statutory and regulatory interpretation.

Application Timeline: Applications are accepted August 1st - September 30th of 3L year.

How to Apply: Send application materials to Molly Bupp, ASLBP Chief Counsel via email at Margaret.Bupp@nrc.gov and attaching Word or PDF files of the above referenced information.

Other Information: <http://www.nrc.gov/about-nrc/employment/judicial-law-clerk.html>

DEPARTMENT OF AGRICULTURE

Office of Administrative Law Judges

The office hires clerks depending on budget. Clerks are hired for a three year term; the office also hires permanent attorney advisors.

Judges:

Chief Administrative Law Judge Janice Bullard (Janice.bullard@dm.usda.gov)
Judge Jill S. Clifton (jill.clifton@dm.usda.gov)

Courtroom:

1400 Independence Avenue, SW
Stop 9202 Room 1049, South Building
Washington, DC 20250-9202

Application Materials:

Cover Letter | Resume

Other materials may be needed and will be posted on www.usajobs.gov when there is an opening.

Application Timeline:

Job openings are posted on www.usajobs.gov when available, and deadline will be listed per the announcement.

How to Apply:

Apply via www.usajobs.gov.

Other Information: <http://www.oaljdecisions.dm.usda.gov/>

DEPARTMENT OF HEALTH & HUMAN SERVICES, DEPARTMENTAL APPEALS BOARD

The office hires post graduate law clerks when there is an opening. The opportunity will be posted on www.usajobs.gov.

Judges:

Administrative Law Judges

Judge Scott Anderson (scott.anderson@hhs.gov)
Judge Joseph Grow (joseph.grow@hhs.gov)
Judge Carolyn Hughes(carolyn.hughes@hhs.gov)
Senior Judge Steven Kessel (Steven.Kessel@hhs.gov)
Judge Leslie C. Rogall (Leslie.Rogall@hhs.gov)
Judge Keith Sickendick (keith.sickendick@hhs.gov)

Administrative Appeals Judges

Judge Stephen M. Godek
Judge Clausen J. Krzywicki
Judge Gilde B. Morrisson
Judge Stanley I. Osborne
Judge Karen R. Robinson
Judge Deborah S. Samenow

Courtroom:

Department of Health and Human Services
Departmental Appeals Board, Administrative Law Judges
330 Independence Ave., S.W.
Cohen Building - Room G-644
Washington, D.C. 20201

Application Materials & Timeline: Application materials and timeline will be referenced per job posting on www.usajobs.gov when there is an opening.

Other Information: <http://www.hhs.gov/dab/about/personnel/personnel.html>

DEPARTMENT OF LABOR

Administrative law judges from the United States Department of Labor's Office of Administrative Law Judges preside over formal hearings concerning many labor-related matters. Hearings concerning black lung benefits and longshore workers' compensation constitute the largest part of the office's work. The Department's administrative law judges, however, also hear and decide cases arising from over 60 labor-related statutes and regulations, including, for example, such diverse subjects as grants administration relating to training of the unskilled and economically disadvantaged; alien labor certifications and attestations; whistleblower complaints involving corporate fraud, nuclear, environmental, pipeline safety, railway, aviation and commercial trucking statutes; minimum wage disputes; enforcement actions involving the working conditions of migrant farm laborers; disputes involving child labor violations; hearings on mine safety variances; contract disputes; and certain recordkeeping required by ERISA. ***Note the Department of Labor has several offices, with hiring information specific to each office listed below.***

Office of Administrative Law Judges | Cherry Hill, NJ Office

The Cherry Hill office hires three clerks for a two (2) year term.

Judges:

District Chief Judge Adele H. Odegard (odegard.adele@dol.gov)

Judge Lystra A. Harris (harris.lystra@dol.gov)

Judge Scott Richard Morris (morris.scott@dol.gov)

Judge Theresa C. Timlin (timlin.theresa@dol.gov)

Courtroom:

2 Executive Campus, Suite 450
Cherry Hill, NJ 08002-4140

Application Materials: Cover Letter | Resume | Writing Sample | Transcript

Application Timeline: Deadline to apply is October 31st.

How to Apply: Send application materials to District Chief Judge Odegard:

District Chief Judge Adele H. Odegard
U.S. Department of Labor
Office of Administrative Law Judges
2 Executive Campus, Suite 450
Cherry Hill, NJ 08002-4140
Email: odegard.adele@dol.gov
Phone: 856-486-3800
Fax: 856-486-3806

Other Information: <http://www.oalj.dol.gov/>

Office of Administrative Law Judges | Cincinnati, OH Office

The Cincinnati office has six clerks, but rotates hiring. Clerks serve a two (2) year term with potential for a third year. The agency requires that law clerks rank in top 1/3 of class and prefers law review or comparable experience in legal writing.

Judges:

District Chief Judge John Paul Sellers III (sellers.john@dol.gov)
Judge Stephen D. Bell (bell.stephen@dol.gov)
Judge Alice M. Craft (craft.alice@dol.gov)
Judge Joseph E. Kane (kane.joseph@dol.gov)
Judge Peter B. Silvain Jr. (silvain.peter@dol.gov)
Judge Larry A. Temin (temin.larry@dol.gov)

Courtroom:

36 E. 7th St., Suite 2525
Cincinnati, Ohio 45202

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript

Application Timeline:

Deadline to apply is usually in January.

How to Apply:

Send application materials to District Chief John Paul Sellers III:
District Chief Judge John Paul Sellers III
U.S. Department of Labor
Office of Administrative Law Judges
36 E. 7th St., Suite 2525
Cincinnati, Ohio 45202
Email: sellers.john@dol.gov
Phone: 856-486-3800
Fax: 856-486-3806

Other Information: <http://www.oalj.dol.gov/>

Office of Administrative Law Judges | Covington, LA Office

The Covington office hires five to six (5-6) clerks for two year terms, but rotates hiring.

Judges:

District Chief Judge Lee J. Romero (romero.lee@dol.gov)
Judge Tracy Allen Daly (daly.tracy@dol.gov)
Judge Clement J. Kennington (kennington.clement@dol.gov)
Judge Larry W. Price (price.larry@dol.gov)
Judge Patrick Rosenow (rosenow.patrick@dol.gov)

Courtroom:

5100 Village Walk, Suite 200
Covington, LA 70433

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript

Application Timeline:

Application deadline is October 31st.

How to Apply:

Send application materials to Chief District Judge Romero:
Office of Administrative Law Judges
United States Department of Labor
5100 Village Walk, Suite 200
Covington, LA 70433
Email: romero.lee@dol.gov
Phone: (985) 809-5173
Fax: (985) 893-7351

Other Information: <http://www.oalj.dol.gov/>

Office of Administrative Law Judges | Newport News, VA Office

The Newport News office hires three to four (3-4) clerks typically depending on budget approval. The office hires for a one (1) year term with an option to extend for one to two (1-2) years beyond initial term.

Judges:

District Chief Paul C. Johnson, Jr. (Johnson.paul@dol.gov)
Judge Alan L. Bergstrom (bergstrom.alan@dol.gov)
Judge Monica F. Markley (markley.monica@dol.gov)
Judge Dana Rosen (rosen.dana@dol.gov)

Courtroom:

11870 Merchants Walk - Suite 204
Newport News, VA 23606

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript | References

Application Timeline:

Applications are generally due in January/February prior to clerkship term beginning in August. The office will usually issue a notice in December.

How to Apply:

Send **paper** application materials to Chief District Judge Paul C. Johnson, Jr.:
Office of Administrative Law Judges
United States Department of Labor
11870 Merchants Walk - Suite 204
Newport News, VA 23606
Email: Johnson.paul@dol.gov
Phone: 757-591-5140
Fax: 757-591-5150

Other Information: <http://www.oalj.dol.gov/>

Office of Administrative Law Judges | Pittsburgh, PA Office

The Pittsburgh office fluctuates hiring based on the number of judges in the office. Currently, the office has three (3) clerks, with two (2) year appointments with an option to extend. The office requires top 1/3 of class and places emphasis on the writing sample.

Judges:

District Chief Richard A. Morgan (morgan.richard@dol.gov)
Judge Natalie A. Appetta (appetta.natalie@dol.gov)
Judge Drew A. Swank (swank.drew@dol.gov)

Courtroom:

1000 Liberty Avenue, Suite 1800
Pittsburgh, PA 15222

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript

Application Timeline:

Applications are generally due in January/February prior to clerkship term beginning in August. The office does not anticipate hiring until 2017.

How to Apply:

Send application materials to Chief District Judge Richard A. Morgan:
Office of Administrative Law Judges
United States Department of Labor
1000 Liberty Avenue, Suite 1800
Pittsburgh, PA 15222
Email: morgan.richard@dol.gov
Phone: 757-591-5140
Fax: 757-591-5150

Other Information: <http://www.oalj.dol.gov/>

Office of Administrative Law Judges | San Francisco, CA Office

The San Francisco office hires anywhere from 1 to 3 law clerks annually – it depends on how many vacancies need to be filled. As of Fall 2015, the office will be fully staffed with 6 law clerks. The law clerks are generally hired for 2 year terms, but the office now has the option to extend a law clerk for a third year if the law clerk and judge wish to extend the term.

Judges:

District Chief Judge Jennifer Gee (gee.jennifer@dol.gov)

Judge Steven B. Berlin (berlin.steven@dol.gov)

Judge Richard Manuel Clark (clark.richard@dol.gov)

Judge William R. Dorsey (dorsey.william@dol.gov)

Judge William J. King (king.william@dol.gov)

Judge John Christopher Larsen (larsen.john@dol.gov)

Courtrooms:

San Francisco

90 Seventh Street, Suite 4-800

San Francisco, CA 94103-1516

Long Beach

501 West Ocean Blvd, Suite 5150

Long Beach, CA 908002

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript

Application Timeline:

The applications are geared to the Public Interest/Public Sector job fair that the law schools in the San Francisco Bay Area have every fall. October 31 is the last day to apply. The process is such that the current law clerks screen the applicants, conduct some preliminary interviews and narrow down the list of applicants. Then, the judges' hiring committee interviews the applicants. The judges' interviews usually take place in the February time frame.

How to Apply:

Applications should be directed to District Chief Judge Jennifer Gee:

Jennifer Gee

District Chief Judge

Office of Administrative Law Judges

90 Seventh Street, Suite 4-800

San Francisco, CA 94103-1516

Email: gee.jennifer@dol.gov

Phone: 415-625-2200

Fax: 415-625-2201

Other Information: <http://www.oalj.dol.gov/>

Office of Administrative Law Judges | Washington, DC Office (Headquarters)

Judges:

District Chief Judge Stephen R. Henley (Henley.stephen@dol.gov)

Associate Chief Judge William S. Cowell (cowell.william@dol.gov)

Judge Paul R. Almanza (almanza@dol.gov)

Judge Carrie Bland (bland.carrie@dol.gov)

Judge Morris D. Davis (davis.morris@dol.gov)

Judge Christine L. Kirby (Kirby.christine@dol.gov)

Judge Pamela Lakes (lakes.pamela@dol.gov)

Judge Larry S. Merck (merck.larry@dol.gov)

Judge Daniel Solomon (Solomon.daniel@dol.gov)

Courtroom:

Suite 400 North

800 K Street, NW

Washington, DC 20001-8002

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript

Application Timeline:

Application deadline is October 31st.

How to Apply:

Applications should be sent to District Chief Judge Stephen R. Henley:

Stephanie Redfearn

Office of Administrative Law Judges

U.S. Department of Labor

800 K St, NW, Suite 400-N

Washington, DC 20001

202-693-7348

Other Information: <http://www.oalj.dol.gov/>

ENVIRONMENTAL PROTECTION AGENCY

Office of Administrative Law Judges | Washington, D.C.

OALJ does not have any current openings for post-graduate positions. However, due to the rotational nature of our clerk/attorney positions, openings can occur at any time. Therefore, interested applicants (whether graduating students or practicing attorneys) are encouraged to apply if interested and application materials will be reviewed when the office has openings.

Judges:

Chief Judge Susan L. Biro (biro.susan@epa.gov)

Judge Barbara A. Gunning

Judge M. Lisa Buschmann

Judge Christine Donelian Coughlin

Courtroom:

U.S. Environmental Protection Agency

Office of Administrative Law Judges

Mail Code 1900R

1200 Pennsylvania Ave., NW

Washington, DC 20460

Application Materials:

Cover letter | Resume | Unofficial transcript | Brief (5-10 pages) writing sample

How to Apply:

Submit the above applications materials via email to oaljrecruitment@epa.gov, and indicate that you are applying for a post-graduate position in the subject line of your e-mail. PDF or Word attachments are preferred and include your name in the file name of all attachments. Application materials will be archived for review when the office has openings. Vacancies will also be posted via www.usajobs.gov and applications are accepted on a rolling basis.

Other Information:

<http://www2.epa.gov/aboutepa/about-office-administrative-law-judges-oalj>

FEDERAL ENERGY REGULATORY COMMISSION

Office of Administrative Law Judges and Dispute Resolution | Washington, D.C.

The office hires law clerks on an as needed basis. Clerkship terms vary and sometimes offer opportunity for career clerk status. The office anticipates hiring 4 clerks for 2016.

Judges:

Acting Chief Judge Carmen A. Cintron
Judge Philip C. Baten
Judge Michael J. Cianci, Jr.
Judge David H. Coffman
Judge John P. Dring
Judge Steven A. Glazer
Judge Michael J. Haubner
Judge Karen V. Johnson
Judge Dawn E.B. Scholz
Judge Stewart L. Sterner
Judge Jennifer Whang
Judge H. Peter Young

Courtroom:

888 First Street, NE
Washington, DC 20426

Application Materials:

Cover Letter | Resume | Two Writing Samples (5-10 pages each)
Unofficial Law School and Undergraduate Transcripts

Application Timeline:

The office accepts applications typically January through March of the 3L year.

How to Apply:

Applications should be emailed in PDF or WORD format to Martha E. Altamar, Chief of Staff, FERC Office of Administrative Law Judges and Dispute Resolution (OALJDR) at martha.altamar@ferc.gov.

Other Information: <http://www.ferc.gov/about/offices/oaljdr.asp>

FEDERAL MINE SAFETY AND HEALTH REVIEW COMMISSION

Office of Administrative Law Judges | Washington, DC (Headquarters)

The agency hires clerks on an as needed basis. Clerks are hired for a two (2) year term.

Judges:

Chief Administrative Law Judge Robert J. Lesnick (rlesnick@fmschrc.gov)

Judge David Barbour (dbarbour@fmschrc.gov)

Judge Jacqueline Bulluck (jbulluck@fmschrc.gov)

Judge Jerold Feldman (jfeldman@fmschrc.gov)

Judge Zane L. Gill (zgill@fmschrc.gov)

Judge Thomas McCarthy (tmccarthy@fmschrc.gov)

Judge William Moran (wmorgan@fmschrc.gov)

Judge Alan Paez (apaez@fmschrc.gov)

Judge Priscilla Rae (prae@fmschrc.gov)

Courtroom:

1331 Pennsylvania Avenue NW, Suite 520 N

Washington, DC 20004

**Note the agency has satellite offices in Denver and Pittsburgh*

Application Materials:

Cover Letter | Resume | Writing Sample | Transcript

Application Timeline:

Applications typically accepted in spring of the 3L year.

How to Apply:

Applications are accepted via email or mail to:

Michelle Williams

Hearing Office Director

Office of Administrative Law Judges

Federal Mine Safety and Health Review Commission

1331 Pennsylvania Avenue NW, Suite 520 N

Washington, DC 20004

202.434.9950

mwilliams@fmschrc.gov

Other Information: <http://www.fmshrc.gov/about/aljs>

SECURITIES AND EXCHANGE COMMISSION

Office of Administrative Law Judges

The office hires 6-8 law clerks for two (2) year terms. When positions are available they are posted on www.sec.gov and www.usajobs.gov.

Judges:

Chief Administrative Law Judge Brenda P. Murray (murrayb@sec.gov)

Judge Carol Fox Foelak

Judge Cameron Elliot

Judge James E. Grimes

Judge Jason S. Patil

Courtroom:

100 F Street, NE

Washington, DC 20549

Application Materials:

Cover letter | Resume | Writing Sample | Transcript

Application Timeline: Application timeline will be referenced per job posting on www.usajobs.gov and www.sec.gov when there is an opening.

Other Information: <http://www.sec.gov/alj>

AGENCIES THAT HIRE ATTORNEY ADVISORS VIA HONORS PROGRAMS

The following agencies hire attorney advisors via Honors Programs, as budgets allow:

Department of Justice
Drug Enforcement Administration
Executive Office for Immigration Review
Equal Employment Opportunities Commission

The most up-to-date information is available in the *University of Arizona Government Honors & Internship Handbook*. Contact your law school's career services department for access to this guide. Any additional information received in the course of compiling this Guide is included below.

DEPARTMENT OF JUSTICE

Office of Administrative Law Judges | Drug Enforcement Agency

The office hires for one to two (1-2) year terms via the Department of Justice Honors Program. Candidates are to apply and will have the option to indicate an interest in working with the Drug Enforcement Agency.

Judges:

Chief Administrative Law Judge John J. Mulrooney, II
Judge Charles Wm. Dorman
Judge Roxann E. Eline

Courtroom:

Chambers & Courtroom	Office of Administrative Law Judges
1550 Crystal Drive, 9th Floor	8701 Morrisette Drive
Arlington, VA 22202	Springfield, VA 22152

Application Materials:

Cover letter | Resume | Unofficial transcript | References
Visit www.justice.gov/legal-careers/entry-level-attorneys

Application Timeline:

The application opens July 31st and closes early September (day after Labor Day).

Other Information: <http://www.justice.gov/legal-careers/entry-level-attorneys>

Office of Administrative Law Judges | Executive Office for Immigration Review

The office hires for one to two (1-2) year terms via the Department of Justice Honors Program for locations nationwide. Candidates are to apply and will have the option to indicate an interest in working with the Executive Office for Immigration Review.

Judges:

Chief Immigration Judge Print Maggard
Deputy Chief Immigration Judge Edward F. Kelly
Deputy Chief Immigration Judge Michael G. McGoings

**Assistant Chief Immigration Judges' information:*

<http://www.justice.gov/eoir/eoir-immigration-court-listing>

Courtroom:

Office of the Chief Administrative Hearing Officer
5107 Leesburg Pike, Suite 2519
Falls Church, VA 22041

**For contact information per state:*

<http://www.justice.gov/eoir/eoir-immigration-court-listing>

Application Materials:

Cover letter | Resume | Unofficial transcript | References
Visit www.justice.gov/legal-careers/entry-level-attorneys

Application Timeline:

The application opens July 31st and closes early September (day after Labor Day).

Other Information: <http://www.justice.gov/legal-careers/entry-level-attorneys>

AGENCIES THAT HIRE ATTORNEY ADVISORS VIA USAJOBS.GOV

The following agencies hire on an as-needed basis and post vacancies via www.usajobs.gov:

Department of Health & Human Services, Office of Medicare Hearings and Appeals

Department of Housing & Urban Development

Office of Administrative Law Judges

Office of Appeals

Department of the Interior

Board of Land Appeals

Probate hearings Division

Board of Indian Appeals

Departmental Cases Hearings Division

Department of Transportation, Office of the Secretary

Federal Communications Commission

International Trade Commission

Small Business Administration

AGENCIES THAT DO NOT HIRE

The following agencies do not hire:

- Commodity Futures Trading Commission
- Department of Commerce, U.S. Patent and Trademark Office
- Department of Education
- Department of Health & Human Services, Food and Drug Administration
- Department of Homeland Security, U.S. Coast Guard*
- Federal Labor Relations Authority
- Federal Maritime Commission
- Federal Trade Commission
- General Services Administration, Civilian Board of Contracts Appeals
- Merit Systems Protection Board
- National Labor Relations Board
- National Transportation Safety Board
- Occupational Safety & Health Review Commission
- Social Security Administration
- U.S. Postal Service

Any additional information received in the course of compiling this Guide is included below.

SOCIAL SECURITY ADMINISTRATION

SSA ALJs do not hire law clerks. If SSA hires a law student, it will be for a position as a decision writer. They are hired on an as needed basis. When a hearing office within a regional office needs a decision writer, they post the job on USAJOBS.GOV or, in some cases, in local publications of interest to the legal community. From there, the resumes are reviewed by SSA staff at the regional office, but not the ALJ. Decision writers are typically hired at the GS-9 level to start, with the possibility of being promoted all the way to GS-12. When decision writers are hired, it is not a permanent position. It is for a two year term and at the end of it, if both parties agree, it becomes a permanent position. For law students to be hired, they must have graduated and should be in the process of passing the bar.

*Hiring information regarding this agency could not be confirmed.