

STATE OF MAINE  
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES  
BUSINESS AND CONSUMER COURT LAW CLERK

The State of Maine Judicial Branch is accepting applications for the Maine Business and Consumer Court Clerkship for the 2023-2024 term, which runs from August 21, 2023 through August 16, 2024. One position is expected to be available in Portland.

Maine's Business and Consumer Court is a specialized docket designed exclusively for business and/or consumer cases drawn from the regular dockets of the District and Superior Courts. It was created for the purpose of providing predictable judicial action in selected cases (1) in which the principal claims involve matters of significance to the transactions, operations, or governance of business entities and/or the rights of consumers, and (2) that require specialized and differentiated judicial management. Jury and non-jury trials are available in the Business and Consumer Court.

The Business and Consumer Court is managed by one Justice and one Judge designated by the Chief Justice of the Supreme Judicial Court. The Law Clerk works with the Judges. The Law Clerk's principal duties involve assisting the Judges in the various areas of the court's jurisdiction, researching and preparing memoranda or draft decisions, and monitoring trials and other proceedings and matters in the Business and Consumer Court.

In selecting a Law Clerk, the Business and Consumer Court Judges will consider academic and class standing; Law Review, Moot Court, and other significant research or writing experience; prior employment; demonstrated writing ability; and faculty, employer, and personal recommendations.

Salary: \$61,027.00 plus fringe benefits.

How to Apply: The application consists of the following documents:

- **Cover letter**
- **Résumé**
- **School-issued law school transcript** (official or unofficial, but not self-prepared)
- **Writing sample:** The writing sample should be no longer than ten pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- **Two letters of recommendation:** The letters of recommendation may be sent separately. The letters of recommendation may be addressed to the Court as a whole and may be emailed separately from the other application materials.

**The above materials must be submitted in .pdf format to Colleen Heal at the following email address: [colleen.heal@courts.maine.gov](mailto:colleen.heal@courts.maine.gov). Applications must be received by July 29, 2022, at 4:00 p.m.**

Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

Interviews will be conducted in mid-September 2022.

Applicants are also encouraged to complete the **Applicant Information Survey** that may be found at <http://www.courts.maine.gov/jobs/clerkships.html> and return it to the following email address: [HR.Team@courts.maine.gov](mailto:HR.Team@courts.maine.gov).

Inquiries may be directed to Colleen Heal at [colleen.heal@courts.maine.gov](mailto:colleen.heal@courts.maine.gov) or 207-822-4269.

*The State of Maine Judicial Branch is an equal opportunity employer.*