



## UNIVERSITY OF MINNESOTA LAW SCHOOL CAREER CENTER

### Minnesota Supreme Court Clerkship Application Process

The Minnesota Supreme Court hires judicial clerks for a one-year term. Interviews will be conducted on June 23 and 24, 2025, for judicial clerkships beginning in Fall 2026. The application process outlined below includes the application materials and timelines to apply for a judicial clerkship with the Minnesota Supreme Court.

Please submit your [Intent to Apply](#) by **March 21, 2025**.

#### Application Process

In order to apply to the Minnesota Supreme Court, you must complete the online application (<https://fa-exco-saasfaprodi1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/MinnesotaJudicialBranch/requisitions/preview/732/?lastSelectedFacet=CATEGORIES&selectedCategoriesFacet=300000005500042>). The application deadline is **11:59pm on April 13, 2025**. Materials required to complete the application include:

1. **Resume & Cover Letter** - Attach to online application. Only one cover letter is needed to apply to all members of the court. Your cover letter should include the salutation “Dear Justices.” Sample clerkship resumes and cover letters can be found on the [Judicial Clerkship Website](#). Work with your career counselor or the Judicial Clerkship Advisor, Joy Wang (wang4025@umn.edu), to make your materials chambers-ready. For formatting purposes, the Court address is:  
Minnesota Supreme Court  
Human Resources Department, Rm. Go8  
25 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155
2. **Legal writing sample** - Attach to online application. A [sample cover page for your writing sample](#) and [tips on selecting and editing your writing sample](#) can be found on the [Career Center Google Site](#).
3. **Transcript** – Attach to online application. An unofficial copy would be sufficient. You can find instructions on how to obtain an unofficial transcript [here](#).
4. **Class Rank** – Provide this information in your resume if you’d like. You can request release of your class rank [here](#) using the form under “Class Ranks & Percentiles.” Important note: students are not allowed to obtain or share class rank information except for in limited situations, e.g., for a judicial clerkship application.
5. **Letters of Recommendation** – At least two but no more than four letters of recommendation are expected. The Law School will deliver letters of recommendation to the Minnesota Supreme Court on your behalf. **You must notify the Career Center by Friday, March 21, 2025, of your intent to apply for Minnesota Supreme Court Clerkships via the [Intent to Apply Google Form](#).** Faculty letters of recommendation submitted on your behalf are due to [clerkadm@umn.edu](mailto:clerkadm@umn.edu) by **April 2**

and will **not** be processed without providing intent information. Letters of recommendation from non-law school faculty recommenders are due to [clerkadm@umn.edu](mailto:clerkadm@umn.edu) by **April 9**.

### MINNESOTA SUPREME COURT APPLICATION TIMELINE AT-A-GLANCE

<b>February - Early March</b>	Contact 2-4 potential recommenders to request they write a letter of recommendation on your behalf. The Career Center recommends a combination of letters of recommendation from law school faculty members and work supervisors who know your academic, research and writing abilities well. Please submit your Intent to Apply after you confirm your recommenders.
<b>Tuesday, February 25</b>	Justices, judges and current clerks from the Minnesota Supreme Court, Minnesota Court of Appeals and Minnesota District Court will offer an information session to discuss the clerkship application process and working in their chambers. RSVP <a href="#">here</a> .
<b>Friday, March 22</b>	Deadline to submit your Intent to Apply via <a href="#">Google Form</a> .
<b>Wednesday, April 2</b>	Faculty letters of recommendation for the Minnesota Supreme Court are due to <a href="mailto:clerkadm@umn.edu">clerkadm@umn.edu</a> for processing.
<b>Wednesday, April 9</b>	Non-faculty letters of recommendation are due to <a href="mailto:clerkadm@umn.edu">clerkadm@umn.edu</a> .
<b>Sunday, April 13</b>	Application Deadline for Minnesota Supreme Court. <b>After submitting your application on the <a href="https://mncourts.gov">MNCourts.gov</a> website, please send a final copy of your application materials to <a href="mailto:clerkadm@umn.edu">clerkadm@umn.edu</a> for potential mock interview purposes.</b>
<b>Monday and Tuesday, June 23 and 24</b>	Minnesota Supreme Court interviews

Still having questions? Please take a look at [the FAQ sheet](#) that has been compiled and/or send your questions to [clerkadm@umn.edu](mailto:clerkadm@umn.edu). Feel free to reach out to your career counselor or Joy Wang ([wang4025@umn.edu](mailto:wang4025@umn.edu)), the Judicial Clerkship Advisor, for more assistance!