

Superior Court of Guam Law Clerk Application Procedure

The Superior Court of Guam welcomes applicants with demonstrated excellence in research and writing and outstanding academic records to fill vacancies for a Law Clerk position.

Duties: A law clerk at the Superior Court of Guam examines the relevant legal issues arising from cases brought before his or her Judge. Daily duties involve researching and writing, preparing bench memoranda, trial preparation, drafting decisions and orders, proofreading and editing orders, as well as verifying citations and authorities for form and substantive accuracy.

Salary and Benefits: The law clerk position is a full-time (40 hours per week) position. The term of the position may vary from one (1) year or two (2) years, to be renewed at the discretion of the assigned Judge. Although a law school graduate may begin employment as a law clerk and receive salary commensurate to his or her education, upon licensure as an attorney, the salary is governed by statute.

Benefits include accrual of sick and vacation leave. In addition, law clerks may participate in several benefit programs offered to judiciary employees, such as health, dental and life insurance coverage, retirement benefits, and judiciary supplemental benefit programs.

Guam is a beautiful tropical island strategically located in the heart of the Pacific. Law clerks will have numerous opportunities to travel throughout Asia and the Pacific, and enjoy the island's beautiful beaches, superb scuba diving, and hospitable culture.

Qualifications: Minimum qualifications include a J.D. degree from an ABA-approved law school or a student completing his or her third year of law school. Excellent writing and analytical skills are essential. Applicants should be proficient in the citation forms found in the 21st Edition of the Blue Book: A Uniform System of Citation (2020).

Application Procedure:

To apply for a Law Clerk position, the following materials must be submitted:

1. A current resume;
2. A cover letter, indicating the applicant's interest in the position;
3. Current transcript;
4. Letters of recommendation, at least one but not more than three, preferably from a faculty member from whom the student has studied; and
5. Two writing samples, no longer than ten (10) pages.

Please email application materials to:

Suzane Santiago-Hinkle, Staff Attorney
Judiciary of Guam
Email: sshinkle@guamcourts.org

The Superior Court of Guam is an equal opportunity employer. No applicant will be refused employment because of race, color, ethnic background, religion, creed, sex, sexual orientation, marital status, age, or any other similar consideration. Requests for accommodations should be made to the Staff Attorney at (671) 300-9282 or sshinkle@guamcourts.org.