



**LAW CLERK
INFORMATION
BROCHURE**

**CIRCUIT COURT for the CITY of NORFOLK
4TH JUDICIAL CIRCUIT – COMMONWEALTH of VIRGINIA**

Law Clerks

In the Circuit Court of the City of Norfolk

Nine judges serve the Court and four law clerks assist them in their legal duties. Of the four law clerks, three are normally assigned to work primarily with two judges and the fourth with three judges. All of the law clerks assist each other to ensure that no one of them is disproportionately tasked with work.

Law clerks are attorneys. The Court treats them as attorneys and expects them to comport themselves as attorneys. They receive case assignments from the judges, identify issues presented, perform necessary research, prepare memoranda for the judges to consider, discuss the cases with the judges, and assist in writing opinion letters. Because their work assists the judges in reaching well-reasoned decisions, the law clerks' work is most important. Each judge utilizes law clerks differently and some judges rely on law clerks to a greater degree than others, but all the judges place great confidence in their law clerks. The position description for the law clerk follows.

JUDICIAL LAW CLERK

NATURE OF WORK

This is professional work.

Work involves conducting legal research, preparing legal memoranda, briefs and opinions. The work is performed under the close supervision of a judge.

ILLUSTRATIVE EXAMPLES OF WORK

Performs traditional and computerized legal research on a wide range of issues and subjects.

Renders verbal and written legal opinions based upon research.

Prepares legal memoranda based upon research, setting forth the nature and content of the research and conclusions reached.

Assists judges preparing for trial.

Performs related work as required.

REQUIREMENTS OF WORK

Graduation from an accredited four-year college or university with a bachelor's degree; graduation from an accredited law school.

Knowledge of federal, state and local laws.

Knowledge of principles of legal research methodology.

Ability to perform traditional and computerized legal research.

Ability to prepare legal briefs, memoranda and opinions.

Ability to perform the physical aspects of this classification.

Although most of our Law Clerks are from Virginia law schools, following table shows that Law Clerks come from many schools outside the Commonwealth.

LAW SCHOOLS FROM WHICH OUR LAW CLERKS HAVE COME

LAW SCHOOL	NUMBER OF LAW CLERKS
American University School of Law	1
Appalachian School of Law	1
The Catholic University of America – Columbus School of Law	1
College of William and Mary (Marshall-Wythe School of Law)	16
Duke University School of Law	3
Emory University School of Law	1
George Mason University School of Law	7
Georgetown University Law Center	3
George Washington University School of Law	1
North Carolina Central University School of Law	1
Pennsylvania State University (Dickinson School of Law)	1
Pepperdine University School of Law	1
University of Akron School of Law	1
University of North Carolina School of Law	3
University of Richmond (T.C. Williams School of Law)	13
University of Vermont School of Law	1
University of Virginia School of Law	9
Wake Forest University Law School	1
Washington & Lee University School of Law	18

Geographical Locations of Former Law Clerks

The majority of our law clerks accept employment in the Commonwealth. Many of them pursue their careers elsewhere, often in several locations during their careers.

California

San Francisco

District of Columbia

Washington

Georgia

Atlanta

McDonough

Florida

Orange Park

Hawaii

Honolulu

Illinois

Chicago

Indiana

Indianapolis

Sellersburg

Maryland

Baltimore

Chevy Chase

Rockville

Massachusetts

Springfield

New York

New York City

Utica

North Carolina

Charlotte

Durham

Trinity

Washington

Winston-Salem

Ohio

Columbus

South Carolina

Columbia

Virginia

Alexandria

Arlington

Blacksburg

Charlottesville

Chesapeake

Chesterfield

Danville

Fairfax

Glen Allen

Halifax

Hampton

Henrico

Herndon

Lawrenceville

Louisa

McLean

Midlothian

Newport News

Norfolk

Portsmouth

Reston

Richmond

Roanoke

Springfield

Suffolk

Vienna

Virginia Beach

Yorktown

Texas

Austin

Houston

Washington

Ft. Lewis
Redmond

Canada

Hamilton, Ontario

Italy

Naples

The following table shows the states and nations in which former law clerks have worked and the number of former law clerks in each location.

STATE or NATION	NUMBER OF FORMER LAW CLERKS LOCATED THERE
California	1
Canada (Ontario)	1
District of Columbia	9
Florida	1
Georgia	1
Hawaii	0
Illinois	1
Indiana	1
Italy (Naples)	1
Maryland	2
Massachusetts	1
New York	2
North Carolina	4
Ohio	1
South Carolina	1
Texas	1
Virginia	48

The following table shows the localities in Virginia in which former law clerks have worked and the number of former law clerks in each location.

LOCALITY	NUMBER OF FORMER LAW CLERKS LOCATED THERE
Alexandria	1
Arlington	2
Charlottesville	1
Chersapeake	2
Chesterfield	1

Fairfax	2
Fort Lee	1
Halifax	1
Hampton	2
Henrico	1
Herndon	1
Lawrenceville	1
Louisa	1
McLean	1
Norfolk	14
Portsmouth	1
Reston	1
Richmond	8
Roanoke	2
Virginia Beach	4

**OUR FORMER LAW CLERKS HAVE BEEN EMPLOYED
BY THE FOLLOWING FIRMS AND AGENCIES**

Our former law clerks tend to accept positions with private law firms, although a significant number have chosen to practice in the public sector. A listing of law firms, governmental agencies, corporations, and educational institutions that have employed former law clerks from our court follows

Civic and Charitable Organizations

- Chamber of Commerce, Hamilton, Ontario
- Hamilton 24, Hamilton, Ontario
- Innovation Factory, Hamilton, Ontario

Corporations

- Amerigroup Corporaton, Virginia Beach, Virginia
- Bank of America Legal Department, Charlotte, North Carolina

GE Capital Healthcare Financial Services, Chevy Chase, Maryland
Guardian Life Insurance Company, New York, New York
IBM Corporation, Research Triangle Park, Durham County, North Carolina
Krispy Kreme Doughnut Corporation, Winston-Salem, North Carolina
Norfolk Southern Corporation, Norfolk, Virginia
Sealy, Inc. (Legal Department), Trinity, N.C.

Educational Institutions

George Mason University School of Law, Arlington, Virginia
Ivy Tech Community College, Sellersburg, Indiana
Virginia Tech, Office of Legal Counsel, Blacksburg, Virginia

Government Agencies

Attorney General of Virginia, Richmond, Virginia
Circuit Court of the City of Chesapeake, Virginia
Commonwealth's Attorney of the City of Hampton, Virginia
Commonwealth's Attorney of Brunswick County, Lawrenceville, Virginia
Commonwealth's Attorney of Chesterfield County, Chesterfield, Virginia
Commonwealth's Attorney of Louisa County, Louisa, Virginia
Commonwealth's Attorney of the City of Newport News, Virginia
Commonwealth's Attorney of the City of Norfolk, Virginia
Commonwealth's Attorney of the City of Portsmouth, Virginia
Commonwealth's Attorney of the City of Suffolk, Virginia
District Attorney's Office, Beaufort County, North Carolina
Fairfax County Attorney's Office, Fairfax, Virginia
Henrico County Attorney's Office, Richmond, Virginia
National Aeronautics and Space Administration, Langley Research Center,
Hampton, Virginia
Prosecutor's Office, Hamilton County, Indiana
Public Defender's Office of the City of Chesapeake, Virginia
Public Defender's Office of the City of Norfolk, Virginia

State of Hawaii, Local State Court, Honolulu, Hawaii
State of Ohio, Tenth District Court of Appeals
State of Ohio, Franklin County Probate Court, Columbus , Ohio
Supreme Court of Virginia, Office of the Chief Staff Attorney, Richmond, Virginia
Supreme Court of Virginia, Office of the Executive Secretary, Richmond, Virginia
United States Court of Appeals for the Fourth Circuit, Richmond, Virginia
United States Court of Appeals for the Eleventh Circuit, Atlanta, Georgia
United States Department of Agriculture, Washington, D.C.
United States Department of the Army, Judge Advocate General's Corps
United States Department of Health and Human Services, Washington, D.C.
United States Department of Justice, Washington, D.C.
United States Department of the Navy
 Naples, Italy
 Washington, D.C.
United States District Court for the Western District of Virginia, Chambers of the
 Honorable Jackson L. Kiser, Judge
United States General Services Administration, Washington, D.C.
United States Merit Systems Protection Board, Washington, D.C.
United States Nuclear Regulatory Commission, Washington, D.C.
United States Securities Exchange Commission, Washington, D.C.
Virginia Department of Health Professions, Henrico, Virginia

Law Firms

Abbott & Cone, McDonough, Georgia
Akin, Gump, Strauss, Hauer & Feld, Washington, D.C.
Arent Fox, Washington, D.C.
Becker, Hadeed, Kellogg & Berry, P.C., Springfield, Virginia
Bennett & Morrison, PLC, Halifax, Virginia
Berenzweig Leonard, McLean, Virginia
Bowman, Green, Hampton & Kelly, Chesapeake, Virginia
Bulkley, Richardson & Gelinas, LLP, Springfield, Massachusetts
Caulkins & Bruce, Arlington, Virginia

Christian & Barton, LLP, Richmond, Virginia
Clarke, Dolph, Rapaport, Hull, Brunick & Garriott, P.L.C., Norfolk, Virginia
Cohen, Gettings & Caulkins, P.C., Arlington, Virginia
Colston Jones Law Office, Norfolk, Virginia
Cranfill, Sumner & Hertzog, LLP, Charlotte, North Carolina
Crenshaw, Ware & Martin, Norfolk, Virginia
Davey & Brogan PC, Norfolk, Virginia
Decker Carden Thomas Weintraub & Neskis, Norfolk, Virginia
Dickstein, Shapiro, Morin & Oshinsky, LLP, Washington, D.C.
Dozier Internet Law, Glen Allen, Virginia
Foly Burks, Norfolk, Virginia
Fram & Fiorella, PC, Norfolk, Virginia
Franklin & Prokopic, Herndon, Virginia
Frith Anderson & Peake, PC, Roanoke, Virginia
Fulbright & Jaworski, Austin, Texas
Getnick Livingston Atkinson & Priore LLP, Utica, New York
Goodman, Allen & Filetti, PLLC, Norfolk, Virginia
Greenberg Trauris, Chicago, Illinois
Hancock, Daniel, Johnson & Nagle, Glen Allen, Virginia
Harman, Claytor, Corrigan & Wellman, P.C., Richmond, Virginia
Heilig, McKenry, Fram & Lollar, Norfolk, Virginia
Hirschler Fletcher, Richmond, Virginia
Jean Luscomb, LLC, Yorktown, Virginia
Kaufman & Canoles
 Newport News, Virginia
 Norfolk, Virginia
K & L Gates LLP (formerly Kirkpatrick Lockhart Nicholson Graham, LLP),
 Washington, D.C.
Kevin Shea Law Office, Hampton, Virginia
LeClair Ryan, P.C.
 Alexandria, Virginia
 Norfolk, Virginia
 Richmond, Virginia

Virginia Beach, Virginia
Washington, D.C.

Magee, Foster, Goldstein & Seyers, Roanoke, Virginia

Marbury Law Group, Reston, Virginia

MartinWren, Charlottesville, Virginia

McDermott, Will & Emory, Washington, D.C,

McGuire Woods
Baltimore, Maryland
McLean, Virginia
Norfolk, Virginia
Richmond, Virginia

McKenna & Cuneo, LLP, Washington, D.C.

McKool Smith, Washington, D.C.

MercerTrigiani, Alexandria, Virginia

Michie, Hamlett, Lowry, Rasmussen & Tweel, Charlottesville, Virginia

Moran, Reeves & Conn, P.C., Richmond, Virginia

Morgan Lewis
San Francisco, California
Washington, DC

Much Shelist, Chicago, Illinois

Oast & Taylor, Portsmouth, Virginia

Parker, Pollard & Brown, P.C., Richmond, Virginia

Pircher, Nichols & Meek, Chicago, Illinois

Poole Mahoney, Virginia Beach, Virginia

Proskauer Rose, Washington, D.C,

Protogyrou & Rigney, Norfolk, Virginia

Quigley & Associates, Richmond, Virginia

Rutter Mills, Norfolk, Virginia

Saunders, Babineau & Brewbaker, LLC., Suffolk, Virginia

Schottenstein, Zox & Dunn, Columbus, Ohio

Semmes, Bowen & Semmes, Vienna, Virginia

Seyfarth Shaw, LLP, Washington, D.C.

Sinnott, Nuckols & Logan, P.C., Midlothian, Virginia

Sonnenschein, Nath & Rosenthal, San Francisco, California
Stallings, Bush & Randall, Virginia Beach, Virginia
Taylor Walker, P.C., Norfolk, Virginia
Thompson & Hine, Washington, D.C.
Tiller Law Group, Richmond, Virginia
Tracy L. Quackenbush, P.C., Halifax, Virginia
Troutman Sanders, Virginia Beach, Virginia
Vandeventer Black, Richmond, Virginia
Vorys, Sater, Seymour & Pease, LLP, Columbus, Ohio
Watt, Tieder, Hofler & Fitzgerald, LLP, McLean, Virginia
Willcox & Savage, Norfolk, Virginia
Williams Mullen
 Richmond, Virginia
 Virginia Beach, Virginia
Wilson & McIntyre, Norfolk, Virginia
Wilson Elser, San Francisco, California
Wolcott, Rivers, Wheary, Basnight & Kelly, Virginia Beach, Virginia
Womble, Carlyle, Sandridge & Rice
 Charlotte, North Carolina
 Winston-Salem, North Carolina
Woods Rogers, Roanoke, Virginia
Wooten & Shaddock, Chesapeake, Virginia
W.W. Bennett, Jr., P.C., Halifax, Virginia

Professional Organizations

National College of District Attorneys
National District Attorneys' Association