

**FOURTH JUDICIAL CIRCUIT OF VIRGINIA
CIRCUIT COURT OF THE CITY OF NORFOLK**

**Judges' Office, Suite 800
150 St. Paul's Boulevard
Norfolk, Virginia 23510
757-664-4595**

NOTICE

The Circuit Court for the Fourth Judicial Circuit, Norfolk, Virginia, will be hiring four Law Clerks for a period of one year commencing August 1, 2016, through July 31, 2017. The Circuit Court is a trial court of general jurisdiction dealing with civil, criminal, and chancery matters.

We are seeking applicants who have demonstrated high academic aptitude and meaningful extracurricular achievements in college and law school organizations. Part-time employment in law offices or law-related fields during a student's first or second year of law school is considered helpful, but not required. We are looking for research, analytical, and writing skills, particularly law review, moot court, seminar, legal writing, and other law school experiences that tend to hone these skills.

Letters of application should be received no later than **Friday, September 4, 2015**, in order for the Court to review the applications and to arrange interviews before commencement of final exams. Applicants should include:

- (1) **resume;**
- (2) **writing sample;**
- (3) **current law school transcript** (unofficial is acceptable);
- (4) **references** (preferably from judges, law professors, or lawyers). No more than three names and include telephone numbers;
- (5) **letters of recommendations**, directed to us or for other law-related positions, may be enclosed if available.

Please forward the foregoing to:

Sandra B. Claxton, Judicial Court Manager
Norfolk Circuit Court Judges' Office
150 St. Paul's Boulevard, Suite 800
Norfolk, Virginia 23510

The Court will attempt to notify applicants it wishes to interview by **mid/September**.