

STATE OF MAINE  
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

**LAW CLERK – MAINE SUPERIOR COURT**

The State of Maine Judicial Branch is accepting applications for clerkship positions with the Maine Superior Court for the 2026-2027 term, which runs from August 17, 2026, through August 13, 2027. Law Clerks are based in Biddeford, Portland, Auburn, Augusta, and Bangor. Up to eight positions are expected to be available.

The Superior Court is the trial court of general jurisdiction in Maine, with jurisdiction extending to all criminal matters in the Unified Criminal Docket, including murder and felonies; all major civil and equitable matters; and appeals from state agencies, municipalities, and courts of limited jurisdiction. Civil jury trials are available only in the Superior Court. The eighteen justices of the Superior Court have statewide jurisdiction.

Each Law Clerk works for the entire Superior Court but will be assigned to work primarily with several justices. Assignments are based on geography and expected workload. Law Clerk duties include, but are not limited to, assisting the justices in the various areas of the court's jurisdiction, researching and drafting memoranda or decisions, and monitoring trials and other proceedings. Some Law Clerks may also assist District Court judges.

Qualified candidates have a degree in law or expect to obtain a degree in law before July 2026. Selection criteria include academic performance and class standing; law review, moot court, journal experience, or other significant research or writing experience; faculty and employment recommendations; and strong work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$67,891.20 plus fringe benefits.

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

- **Cover letter:** Applicants must identify in their cover letter the location or locations (Biddeford, Portland, Auburn, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment.
- **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 Court will accept the materials in .pdf format by email to Colleen Heal at the following email address: SuperiorCourt.clerkship@courts.maine.gov. Full applications must be received by July 25, 2025, at 4 p.m.**

Interviews will be conducted in September 2025. Part of the interview process includes completion of a timed writing exercise which will be assigned prior to interviews.

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

Applicants are also encouraged to complete the **Applicant Information Survey** that may be found at <https://www.courts.maine.gov/about/clerkships.html> and return it via email to: HR.Help@courts.maine.gov.

Inquiries may be directed to Colleen Heal at SuperiorCourt.clerkship@courts.maine.gov.

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