NORTH CAROLINA COURT OF APPEALS
HIRING INFORMATION FOR JUDICIAL CLERKS

Chief Judge John C. Martin
Updated March 2014
Application Deadline: There is no official application deadline.
Timeline for application: Applications are accepted during the fall semester.
Required Documents:
- Resume
- Cover Letter
- Transcript
- Writing Sample
- 2-3 Letters of Recommendation
- You should mail hard copies of all application materials to:
  The Honorable John C. Martin
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

Interview Timeline: There is no established interview timeline. Applications will be acknowledged with letter indicating positions, if any, and will contact if interview is in order.

Length of Clerkship: One, possibly two years
Number of Clerks Hired: 3

Special Notes:
Justice Martin has 3 clerks. He does not necessarily hire a new clerk each year. He will usually make the decision to hire a new clerk in the spring.

Judge Mark Davis
Updated March 2014
Application deadline: No deadline has been established.
Timeline for Application: No timeline established
Required Documents:
- Resume
- Cover Letter
- Transcript
- Writing Sample
- You should mail hard copies of all application materials to:
  The Honorable Mark Davis
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

Interview Timeline: No interview schedule has been established.
Length of Clerkship: Varies
Number of Clerks Hired: 2

Special Notes:
Judge Davis was appointed to NCCOA by Governor Beverly Perdue to replace Cheri Beasley, Judge Davis’ term expires November 2014. His current clerks will serve him through the November 2014 election. He is not currently planning to hire, but is accepting applications.
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Judge Wanda G. Bryant
Updated March 2014
Application deadline: There is no official application deadline.
Timeline for Application: Applications are accepted in the fall months and held on file until needed. Applications will not be reviewed before January 2014.
Required Documents: - Resume
- Cover Letter
- Transcript
- Writing Sample
- You should mail hard copies of all application materials to:
  The Honorable Wanda G. Bryant
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602
Interview timeline: Applicants are called in for interviews as the need arises.
Length of Clerkship: Usually two (2) years
Number of clerks hired: TBD – Judge Bryant typically allows her clerks to stay until they have another position. She does not know if there is an opening for August 2014.

Special Notes:
Justice Bryant relies heavily on the writing sample to make her decision. She is looking for an excellent writing sample, concise and to the point, usually about 6 pages long. Judge Bryant will request letters of recommendation when she calls you in for an interview. [Judge Bryant does not require that her clerk pass the bar before they begin their clerkship. However, most judges do not want their clerks to study “on the job” or leave to take the exam.]

Judge Ann M. Calabria
Updated March 2014
Application deadline: There is no official application deadline and no immediate opening.
Timeline for Application: Applications are accepted in the fall months and held on file until needed.
Required Documents: - Resume
- Cover Letter
- Transcript
- Writing Sample
- 3 letters of recommendation
- You should mail hard copies of all application materials to:
  The Honorable Ann M. Calabria
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602
Interview timeline: Applicants are called in for interviews as the need arises.
Length of Clerkship: 1-2 years

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Number of clerks hired: 2

Judge Richard Elmore
Updated March 2014
Application deadline: No application deadline.
Timeline for Application: Applications are accepted during the summer months until September. Judge Elmore will start to review applications in the fall, as determined by his need for a new clerk.
Required Documents:
- Resume
- Cover Letter
- Transcript
- 2-3 letters of recommendation
- You should mail hard copies of all application materials to:
  The Honorable Richard Elmore
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602
Interview timeline: Applicants are called in for interviews as the need arises.
Length of Clerkship: 1-2 years
Number of clerks hired: 1 clerk hired at a time; always have 2 clerks, with overlap for training.
Special Notes:
Judge Elmore does not require a writing sample and the letters of recommendation are optional. Writing sample may be required after the interview.

Judge Sam Ervin, IV
Updated March 2014
Application deadline: September 30
Timeline for Application: Applications are accepted during the summer, through September.
Required Documents:
- Resume
- Cover Letter
- Transcript
- Recent Writing Sample of up to 15 pages that has not been contributed to or edited by anyone other than the applicant.
- Either letters of recommendation or a list of references including address and telephone numbers
- You should mail hard copies of all application materials to:
  The Honorable Sam Ervin, IV
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602
Interview Timeline: Applicants may be called for interviews as early as November, or as late as January - March, depending on court schedules.
Length of Clerkship: 1 - 2 years
Number of Clerks Hired: 2 clerks, rotated, to have one new clerk per year.

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**Judge Martha A. Geer**
Updated March 2014
Application deadline: October 30th
Timeline for Application: Applications are accepted in the summer and fall months and held on file until needed. Judge Geer will start to review applications from October through January.
Required Documents:
- Resume
- Cover Letter
- Transcript
- Writing Sample (from the current year)
- 2-3 letters of recommendation
- You should mail *hard copies* of all application materials to:
  The Honorable Martha A. Geer
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602
Interview timeline: Applicants are called in for interviews as the need arises.
Length of Clerkship: 1 year, with a possible opportunity to extend to a second year.
Number of clerks hired: 1

**Judge Robert C. Hunter** (Not hiring, he will be retiring this year)
Updated March 2014
Application deadline: No application deadline.
Timeline for Application: Applications are accepted in the fall – suggest sending before January.
Required Documents:
- Resume
- Cover Letter
- Transcript
- Writing Sample
- 2-3 Letters of Recommendation
- You should mail *hard copies* of all application materials to:
  The Honorable Robert C. Hunter
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 7602
Interview Timeline: Interviews are scheduled in early spring.
Length of Clerkship: 1 - 2 years
Number of Clerks Hired: 2 clerks every term

**Judge Robert N. Hunter, Jr.**
Updated March 2014
Application deadline: There is no application deadline.
Timeline for Application: Applications are accepted in the fall months and held on file until needed. For clerkship beginning August, apply by December.

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Required Documents:
- Resume
- Cover Letter
- Transcript
- Writing Sample (from the current year)
- 3 letters of recommendation
- You should mail hard copies of all application materials to:
  The Honorable Robert N. Hunter, Jr.
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

Interview timeline: Applicants are called in for interviews as the need arises.
Length of Clerkship: 1 year
Number of clerks hired: Hires 2 new clerks every term.

Special Note:
His current clerk observes that Judge Hunter may have a preference toward an applicant he has worked with previously. (He has hired 4 Elon Law Judicial Clerks who previously completed an internship or externship in his chambers.) Judge Hunter plans to run for the NC Supreme Court in November 2014. If he is not elected to the NC Supreme Court, he will maintain his seat on the Court of Appeals until 2016.

Judge John D. McCullough (retiring in 4 years)
Updated March 2014
Application deadline: There is no official application deadline.
Timeline for Application: Applications are accepted on a rolling basis
Required Documents:
- Resume
- Cover Letter
- Transcript
- Writing Sample
- List of 2 references or 2 letters of recommendation
- You should mail hard copies of all application materials to:
  The Honorable John D. McCullough
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

Interview Timeline: If there is an opening, applicants may be called for interviews in April and May 2014.
Length of Clerkship: 2 years
Number of Clerks Hired: 2 clerk
Special Notes: Judge McCullough was elected to the court in January 2011 for an 8 year term. He will likely serve out his term and retire.

Judge Linda M. McGee
Updated March 2014
Application deadline: There is no official application deadline.
Timeline for Application: Applications are accepted in the early fall 2013.
Required Documents:
- Resume
- Cover Letter

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- Transcript
- 2-3 Letters of Recommendation
- You should mail hard copies of all application materials to:
  The Honorable Linda M. McGee
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

Interview Timeline: Interviews will be scheduled before Thanksgiving.
Length of Clerkship: 1 year, with an option to renew
Number of Clerks Hired: 1-2 clerks, based on hiring need.

Special Notes:
Please note that Justice McGee does not require a writing sample with the application. She normally has two clerks who will each stay for one year, so she normally hires two clerks each year. Occasionally a clerk will extend their term to two years, so Judge McGee will not know if she is hiring until the spring of each year. She does not follow any deadlines – so it’s probably advisable to send your materials in the fall and wait to see what her needs are in the spring.

Judge Sanford L. Steelman, Jr.
Updated March 2014
Application deadline: There is no official application deadline.
Timeline for Application: Applications are accepted in the September and October 2013, but you can submit anytime.
Required Documents:
- Resume
- Cover Letter
- Transcript (law school)
- Writing Sample
- You should mail hard copies of all application materials to:
  The Honorable Sandford L. Steelman, Jr.
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

Interview Timeline: Applicants may be called for interviews as early as November 2013 or as late as January and February 2014, depending on his need for a clerk
Length of Clerkship: 2 years
Number of Clerks Hired: as needed

Special Notes:
All documents must be signed by the applicant in order to be reviewed by Judge Steelman. He will require the recommendations if applicant gets selected for an interview. Judge Steelman highly values class rank and GPA in his selection process, but he encourages anyone to apply.

Judge Linda Stephens
Updated March 2014
Application deadline: There is no official application deadline.

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Timeline for Application: Application packets will be accepted in October and November 2013 for clerkship beginning August 2014.

Required Documents: 
- Resume
- Cover Letter
- Transcript
- Writing Sample
- 2-3 Letters of Recommendation

You should mail hard copies of all application materials to:
The Honorable Linda Stephens
North Carolina Court of Appeals
P.O. Box 888
Raleigh, NC 27602

Interview Timeline: Interviews are scheduled in January. Judge Stephens likes to make decisions by February.

Length of Clerkship: 1 year, but clerks may have the option to stay 2 years.
Number of Clerks Hired: 2

Special Notes:
Research and writing skills are valued. She is not currently planning on hiring for 2014, but suggests anyone interested apply.

Judge Donna S. Stroud
Updated March 2014
Next opening 2016
Application deadline: March
Timeline for Application: Applications due in March for August clerkship.
Required Documents: 
- Resume
- Cover Letter addressed to:
The Honorable Linda Stephens
North Carolina Court of Appeals
P.O. Box 888
Raleigh, NC 27602
- Transcript (law school and undergraduate)
- You should e-mail copies of all application materials to:
  Kathy Taylor, Executive Assistant
  Kat@coa.state.nc.us

Interview Timeline: Interviews are conducted in March
Length of Clerkship: 2 years
Number of Clerks Hired: 2

Judge Robert C. Dillon
Updated March 2014
Currently hiring for 2014.
Application deadline: There is no application deadline.

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Timeline for Application: Will accept application materials in November and December 2013.

Required Documents:
- Resume
- Cover Letter
- Transcript
- Writing Sample
- 2-3 Letters of Recommendation
- You should mail hard copies of all application materials to:
  The Honorable Chris Dillon
  North Carolina Court of Appeals
  P.O. Box 888
  Raleigh, NC 27602

Interview Timeline: Will review for clerks as needed.

Length of Clerkship: 2 years

Number of Clerks Hired: 2