

**LAW CLERK HIRING INFORMATION**  
**John G. Koeltl, United States District Judge**  
July 23, 2020

**Chambers Contact Information:**

United States District Court  
Southern District of New York  
500 Pearl Street, Room 1330  
New York, NY 10007  
(212) 805-0222  
Koeltl\_Clerkship@nysd.uscourts.gov

**Positions:** Applicants should visit Judge Koeltl's profile on OSCAR for updated information regarding vacancies and other hiring information.

**Application Timing:** Judge Koeltl follows the Federal Law Clerk Hiring Plan and, accordingly, accepts applications from candidates after their completion of the second year of law school, starting on the date relevant for each graduating class published on OSCAR.

**Application Contents:** Applicants should submit a cover letter, resume, law school transcript, undergraduate transcript, short writing sample edited only by you, and three letters of recommendation.

**Application Process:** Judge Koeltl will no longer review applications by mail to chambers. Applications should be submitted by e-mail or OSCAR. If submitting an application via e-mail, please attach the application documents as a single PDF and format the subject line of the e-mail as follows: "Clerkship Application\_YourName."

**Letters of Recommendation:** Letters of recommendation may be submitted separately, either by e-mail or OSCAR. If your recommenders are submitting by e-mail, please ask them to format the subject line of their e-mails as follows: "Clerkship Recommendation\_YourName."

**Interviews & Offers:** Judge Koeltl will conduct interviews and extend offers on a rolling basis.