

**LAW CLERK HIRING INFORMATION**  
**John G. Koeltl, United States District Judge**  
May 7, 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:** Judge Koeltl is currently accepting clerkship applications from applicants for the 2021 and 2022 terms. The specific job descriptions are posted on OSCAR.

**Application Timing:** Candidates may submit applications at any time. Candidates must have completed at least two semesters of law school before applying.

**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.

*Applicants should visit the Court's website (<http://nysd.uscourts.gov/judge/Koeltl>) or Judge Koeltl's profile on OSCAR for updated information regarding vacancies and other hiring information.*