

Hon. John G. Koeltl	
United States District Judge	
Daniel Patrick Moynihan United States Courthouse 500 Pearl St. New York, NY 10007-1312	Courtroom: 12B Chambers Phone: (212) 805-0222 Deputy Phone: (212) 805-0107
Employment Protocols - June 22nd, 2017	
Individual Rules of Practice - April 6th, 2017	
Law Clerk Hiring Information - November 3rd, 2015 <i>OCTOBER 25, 2017</i>	
<small>Information contained in this site, such as Judges's Individual Practices, is made available for the convenience of the bar and litigants and is accurate as of each judge's last submitted update.</small>	
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LAW CLERK HIRING INFORMATION
John G. Koeltl, United States District Judge

Chambers Contact Information:

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Southern District of New York
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Positions: Judge Koeltl is currently accepting clerkship applications from applicants for the 2020 term or beyond.

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 prefers to receive applications by mail to chambers, but will also review applications submitted by e-mail. If submitting an application via e-mail, please attach these items 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 by post. 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 is no longer participating in the Federal Law Clerk Hiring Plan. Therefore, 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.