

LAW CLERK PROMOTION ELIGIBILITY CHECKLIST

Name of Employee	
Appointing Judge & Seat of Court	
Date of Appointment	(mm/dd/yyyy)
Date of Juris Doctor	(mm/dd/yyyy)

BAR INFORMATION

***NOTE:** It is the responsibility of the Law Clerk to notify Human Resources of Bar Admittance* (via email with a copy of the certificate to HR_Department@ctd.uscourts.gov). Retroactive promotions will NOT be processed based on failure to submit a timely notification.*

Signature of Law Clerk

Date Signed

Bar Membership	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Bar which Admitted					
Date of Admittance	(mm/dd/yyyy)				

EMPLOYMENT INFORMATION

Legal work experience after graduation from law school	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Place of Employment					
Dates of Employment	From	(mm/dd/yyyy)	To	(mm/dd/yyyy)	
Hours per week					

*The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judiciary Salary Plan (JSP) grade levels. *Please note that appointment to JSP-12, 13 or 14 requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction. It is your responsibility to notify Human Resources (via email to HR_Department@ctd.uscourts.gov) of when you may be eligible for promotional advancement according to the chart below. Retroactive promotions will NOT be processed based on failure to submit a timely notification.*

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes*
13	2	Yes*
14**	3	Yes*

*** Two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience is required in order to be appointed at or promoted to JSP-14. **Note:** no judge may increase to more than one the number of chambers law clerks at JSP-14 or above.*

Signature of Law Clerk

Date Signed