



## **THIRTEENTH JUDICIAL DISTRICT COURT**

**CIBOLA, SANDOVAL, and VALENCIA COUNTIES**

### **SOLICIATION FOR LETTERS OF INTEREST LAW CLERK FOR HONORABLE JOHN F. DAVIS**

The Thirteenth Judicial District Court solicits letters of interest from attorneys, and second or third year law students to serve as a law clerk to the Honorable John F. Davis in Sandoval County. Judge Davis hears primarily civil cases. The law clerk would have a flexible, part-time schedule as agreed upon with the judge.

The successful candidate will, among other things:

- Work with the judge on assigned cases, perform legal research, analysis, writing, and editing.
- Attend court hearings and meetings.
- Coordinate with counsel and self-represented parties.
- Possess general knowledge of substantive and procedural law, and demonstrate high proficiency in legal research and writing.

This solicitation is for one contract or non-benefits eligible temporary position with the court under the direct supervision of the judge. Interested persons should send a letter of interest, one writing sample of their own work of no more than five pages, and a copy of their resume.

Send letters and accompanying documentation by 4:00 p.m., December 6, 2018 to:

Suzanne Torres, Human Resources Administrator

[lludsxt@nmcourts.gov](mailto:lludsxt@nmcourts.gov)

ph: (505) 865-2421

fax: (505) 865-0969

<https://thirteenthdistrictcourt.nmcourts.gov>