

Clerkship and Internship Information for Associate Judge John P. Howard III

Updated April 3, 2024

Clerkships

Judge Howard is now accepting applications for two 2025-2026 term law clerks starting in late August or early September 2025. If you have graduated from law school or are graduating in the Class of 2024, your application will be reviewed on a rolling basis on Friday, April 12, 2024. If you are graduating in the Class of 2025, and consistent with the federal hiring plan, your application will be reviewed after 12:00 p.m. on June 10, 2024. Applications for future terms will not be considered at this time.

As a law clerk, your tasks will include conducting legal research and reviews of factual records in appeals before the court; evaluating appeals; cite- and record-checking proposed decisions; drafting proposed decisions; and assisting with intern management and case/chambers management.

Judge Howard is interested in candidates with diverse backgrounds and experiences, including candidates with employment experience before or after law school. He values and welcomes applications from members of communities that have been traditionally underrepresented in the legal profession. Candidates are encouraged to identify their preferred pronouns and/or honorifics in their materials.

Candidates should submit the following materials:

- Cover letter: In your cover letter, please address any valuable skills, perspectives, or experiences you may bring to your work as a clerk.
- Resume
- Law school transcript: Unofficial transcripts are acceptable. If you do not have grades available when you apply, please note so in your cover letter and, when grades become available, send an updated transcript to the email address below.
- Writing sample: Please provide one writing sample with a cover sheet explaining the extent to which you received feedback or edits from anyone.
- Letters of recommendation: Please provide three letters of recommendation. When applying, please provide a page separate from your cover letter with the name, email address, phone number, title, and your relationship to the recommender (e.g., “former supervisor,” “administrative law professor”). Letters may be included with your application or sent separately.

Applications should be submitted via [Court Opportunity Recruitment for All \(CORA\)](#) or emailed to HowardJAA@dcappeals.gov with the subject line “**2025-2026 Clerkship Application [First and Last Name].**”

Applications may also be mailed to the attention of Ms. Sandra Strawder, Judge Howard’s Judicial Administrative Assistant:

Attn: Ms. Sandra Strawder
District of Columbia Court of Appeals
Chambers of Judge Howard
430 E Street NW
Washington, D.C. 20001

Note that the compensation of judicial law clerks is established by the District of Columbia Courts. Law clerks with no prior legal experience will receive pay at a grade 11, step 1. Law clerks with prior legal experience are not eligible to start at a higher grade, but may be eligible to receive pay at a grade 11, with additional steps.

Internships

Judge Howard is now accepting internship applications from law students who will be second- or third-year law students in fall 2024. Applications will be reviewed on a rolling basis starting on Friday, April 12, 2024. Applications submitted before April 12 will not be considered until that date.

Interns will work primarily under the supervision of Judge Howard's law clerks. As an intern, your tasks may include: conducting legal research and reviews of factual records in appeals before the court; evaluating appeals; cite- and record-checking proposed decisions; and assisting in preparation for oral arguments. Subject to timing, you may have the opportunity to draft a portion of a proposed decision.

Internships are unpaid, but chambers staff will coordinate with students who have funding through fellowship programs, public interest scholarship programs, or other outside sources to meet any program requirements. Applicants must be currently enrolled in an accredited J.D. or L.L.M. program.

Judge Howard is interested in candidates with diverse backgrounds and experiences, including candidates with employment experience before or after law school. He values and welcomes applications from members of communities that have been traditionally underrepresented in the legal profession. Candidates are encouraged to

identify their preferred pronouns and/or honorifics in their materials.

Candidates should submit the following materials:

- Cover letter: In your cover letter, please address (1) any valuable skills, perspectives, or experiences you may bring to your work as an intern, (2) if you are pursuing the internship for academic credit and any requirements for you to receive credit, and (3) any start or end dates or date ranges you are available.
- Resume
- Law school transcript: Unofficial transcripts are acceptable. If you do not have grades available when you apply, please note so in your cover letter and, when grades become available, send an updated transcript to the email address below.
- Writing sample: Please provide one writing sample with a cover sheet explaining the extent to which you received feedback or edits from anyone.
- References: Please provide two references. For each reference, please include a name, email address, phone number, title, and your relationship to the reference (e.g., “former supervisor,” “administrative law professor”).

Applications should be submitted via [Court Opportunity Recruitment for All \(CORA\)](#) or emailed to HowardJAA@dcappeals.gov with the subject line “**Fall 2024 Internship Application [First and Last Name].**”

Applications may also be mailed to the attention of Ms. Sandra Strawder, Judge Howard’s Judicial Administrative Assistant:

Attn: Ms. Sandra Strawder
District of Columbia Court of Appeals
Chambers of Judge Howard
430 E Street NW
Washington, D.C. 20001