



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

Judge Jill A. Otake is hiring a law clerk for a flexible term of not less than one year and not more than 18 months, but with a mandatory start date of April 22, 2024. Judge Otake only accepts applications through OSCAR (www.oscar.uscourts.gov), and the application deadline is March 1, 2024.

Judge Otake's chambers consists of three law clerks and a judge. Primary duties of the position include traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting and editing legal memoranda and orders, attending court proceedings, and assisting with traditional judicial assistant tasks. Additional duties include overseeing the daily operations of the Judge's chambers, interacting with chambers staff, court personnel, litigants, and/or the public, and generally providing trusted legal support to the Judge. Successful candidates must exhibit the highest standards of excellence, humility, and integrity, and display, at all times and to all persons, a courteous, professional, and cooperative attitude.

Judge Otake values a diverse workplace and encourages all qualified applicants from a wide range of backgrounds to apply. During her 5 years on the federal bench, she has hired graduates of the following law schools:

University of California at Los Angeles
George Mason University
George Washington University
Harvard
University of Hawai'i
University of Texas
Washington University in St. Louis

Judge Otake strongly prefers candidates who have at least two years of civil litigation experience or one year of federal clerkship experience. Applicants must submit a cover letter, resume, writing sample, and three references. If you utilized AI in drafting any of the items submitted, please indicate as much. Your cover letter should describe: (1) your professional goals; (2) your ties to Hawai'i, and if you don't have any, why you want to clerk in this district; and (3) if applicable, any challenges you faced that might have impacted your law school or career performance to date. Your writing sample should not be a law review article. If you graduated from law school more than two years ago, Judge Otake prefers that you submit a sample that is not a law school assignment. Please indicate on a cover sheet to your writing sample whether it was edited by anyone other than you, and if so, the degree of such edits. Please indicate on your list of references whether you want Judge Otake to contact you before she reaches out to any of your references.

Judge Otake will review applications and schedule interviews on a rolling basis. This means that she may select a candidate and close the vacancy before March 1, 2024. The interview process may be held remotely and tiered, requiring more than one interview. Judge Otake involves her chambers in the hiring process, so applicants may be asked to sit for interviews with her law clerks. Judge Otake's law clerks are subject to the Leave Act. After a minimum of two months of in-person work, Judge Otake evaluates whether to allow her term clerks to work remotely one day per week. If you are selected, you will be required to fill out and sign an AO-78 (Judicial Branch Federal Employment application), which is available at www.hid.uscourts.gov under FORMS and "Miscellaneous" or on the employment page.