

## **Circuit Court for Baltimore City Family Magistrate Law Clerk**

Family Magistrate Claire Costantino of the Family Division in the Circuit Court for Baltimore City is seeking a judicial law clerk for the 2024-2025 term. The law clerk would commence in **late September/early October 2024** and continue until the conclusion of the term in late August 2025.

### **Clerkship responsibilities include:**

- Preparing domestic case files by reviewing the pleadings, summarizing key facts and legal issues, and alerting the Magistrate to procedural problems;
- Managing all aspects of daily courtroom operations such as checking in parties, fielding questions from attorneys, controlling the Court Smart recording software, swearing in witnesses, and marking exhibits during hearings;
- Handling incoming correspondence and calls, providing timely responses to inquiries from litigants and attorneys;
- Coordinating with court staff to schedule hearings through the assignment office, obtain child support records, and request updates on education and mediation services;
- Drafting and revising Judgments, Orders, and Magistrate's Reports and Recommendations as they relate to uncontested divorces; *pendente lite* relief; contempt issues; and modifications of custody, visitation, and child support.

### **Qualifications:**

- Has obtained a juris doctorate degree from an ABA-accredited law school
- Excellent legal writing and research skills
- An interest in family law and/or the litigation process
- Knowledge of general office work, strong organizational and time management skills
- Ability to perform legal research, read and comprehend legal pleadings
- Ability to apply policies, procedures, regulations, and laws as required

### **Compensation:**

This is a full-time position with benefits. The annual salary is \$49,924.

### **To apply:**

Please forward a cover letter, resume, writing sample of no more than 10 pages, a law school transcript (unofficial is acceptable), and a list of 3 references with the name, phone number, and email address by the close of business on **August 2, 2024** to:

Ms. Jacqueline Hale, Human Resources  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202

[Jacqueline.Hale@mdcourts.gov](mailto:Jacqueline.Hale@mdcourts.gov); [www.baltimorecity.gov](http://www.baltimorecity.gov); TTY 396-4930

\*\*No phone calls please\*\*

**A Criminal Background Check will be conducted as a condition of employment.**

**AN EQUAL OPPORTUNITY EMPLOYER**

