



**ALASKA COURT SYSTEM**  
**GUIDE FOR PROSPECTIVE LAW CLERKS**

Effective July 1, 2023

## General Information for Prospective Law Clerks – Effective July 1, 2023

### INTRODUCTION

This handbook provides an outline of basic benefits and general information for applicants or appointees to the Alaska Court System Law Clerk Program. It contains the following information:

Introduction	Mandatory Supplemental Benefits System
General Information	Optional Benefits
Recruitment and Appointment	Transportation and Relocation Expenses
Salary	Appendix 1: Salary Schedule
Basic Benefits Package	Appendix 2: Request to Share Application

PLEASE NOTE that although information in this handbook is current as of the date of publication, the salary, benefit levels, and other conditions of employment are subject to change without notice. This handbook does not constitute an offer of employment or a guarantee of current salary and benefit levels.

Employment can only be offered subject to legislative funding. The Alaska Court System Human Resources Department will confirm the salary and benefit level authorized for the current fiscal year (July 1 - June 30).

If further information is required, please contact the Human Resources Department at (907) 264-8242, or write to:

Alaska Court System  
Human Resources Department  
820 West 4th Avenue  
Anchorage, AK 99501-2005

For more information on the Alaska Court System, please visit our website at <http://www.courts.alaska.gov>. This edition supersedes previously published editions of the Alaska Court System Law Clerk Handbook.

### GENERAL INFORMATION

Alaska has a unified, centrally administered, and totally state-funded judicial system. Alaska has no city, county, or borough courts. There are four levels of courts in Alaska, each with different powers, duties, and responsibilities.

The Alaska Court System is comprised of the **Supreme Court**, the **Court of Appeals**, the **Superior Court**, and the **District Court**. The Supreme Court and the Superior Court were established in the Alaska Constitution. The District Court was established by state statute

in 1959. The Court of Appeals was established by state statute in 1980. Jurisdiction and other areas of judicial responsibility for each level of court are set out in Title 22 of the Alaska Statutes.

Law clerks are presently employed at all four levels of the court system. Law clerks are normally hired for a 12-month appointment. The 12-month appointment usually begins in August or September. Law clerk positions are classified as exempt, "at-will" positions. Upon appointment, law clerks will be required to sign an Oath of Office and provide proof of U.S. citizenship or employment authorization. Law clerks appointed to Superior and District Court clerkships will be required to undergo a criminal background check.

Generally, law clerks perform legal research and preparation of memoranda of law for a justice or judge. However, the use of the court's services has expanded and the duties of the law clerk have grown in diversity. Therefore, all persons who are selected to work for the Alaska Court System must be prepared to effectively handle a varied and heavy workload. This may include, with their judge's approval, providing intermittent assistance in the courtroom by monitoring the recording equipment and taking minutes of court proceedings. On occasion, a law clerk may be appointed as a deputy magistrate and assigned limited judicial duties. No additional compensation will be given during the performance of deputy magistrate duties.

No employee of the Alaska Court System shall engage directly or indirectly in the practice of law in any of the courts in this State. Personnel Rule PX5.17 requires a law clerk to seek approval from their judge or justice and the Human Resources Director before engaging in any outside employment.

In accordance with Alaska Court System Personnel Rule PX9.09 no person may be employed in a position within the Alaska Court System who is the spouse or close relative of the chief justice, the administrative director, or the human resources director. A law clerk who is related to a judicial officer (other than the chief justice) or to any other employee of the Alaska Court System (other than another law clerk) may be hired and employed as long as the administrative director approves, after considering the nature of the relationship, the court location, and whether the employment will have an impact on court operations.

A law clerk who is the spouse or a close relative of any other law clerk employed by the Alaska Court System may be hired and employed without prior approval of the administrative director, as long as the relationship is disclosed to the law clerk's supervising judicial officer at the time of hiring.

For purposes of Personnel Rule 9, "spouse" includes any person with whom the law clerk maintains a shared household and conjugal relations.

## **RECRUITMENT AND APPOINTMENT**

Prospective law clerks should apply to each court according to the guidelines set forth below. Clerkships in all levels of court are for a one-year term, beginning in late August or early September. Prospective law clerks should submit their applications in the summer or autumn preceding their anticipated clerkship year.

The Supreme Court and the Court of Appeals generally begin extending clerkship offers in late September or early October for the following year.

Applications for Supreme Court law clerk positions for the 2024-2025 clerkship should be received no later than September 15, 2023 to be reviewed in time for the formal selection process; however, applications received after that time may also be reviewed by individual justices who have not yet made their selections. The court may make offers to some applicants before the application period closes.

Applications for Court of Appeals law clerk positions for the 2024-2025 clerkship should be received no later than September 15, 2023. The court may make offers to some applicants before the application period closes. For this reason, we urge you to submit your application early in the fall semester.

Applications for law clerk positions with the Superior Court should be received no later than November 1, 2023. Applicants should be aware that individual judges may make job offers before that date.

Applications for law clerk positions with the Anchorage District Court should be received no later than November 1, 2023. Applicants should be aware that the hiring committee may make job offers before that date.

All law clerks must have received an LL.B. or a J.D. degree from a law school accredited by the American Bar Association by the time they commence their service. An applicant's failure to graduate from an accredited law school will require a rescission of that applicant's offer of employment with the Alaska Court System. Law clerks need not be members of the Alaska Bar Association.

## **SUPREME COURT**

The Supreme Court is the appellate court of final authority in Alaska. There are five Supreme Court Justices. Three justices are currently located in Anchorage; one justice is currently located in Fairbanks; and one justice is currently located in Juneau. Each justice employs three law clerks. Each spring or fall a justice travels to the nation's leading law schools to interview applicants. Selections are usually made by December for the following year.

To apply for positions in the Supreme Court, the applicant must submit: a cover letter, resume, a copy of all law school transcripts, a writing sample which was not substantially edited by someone else, and three letters of recommendation from law professors or employers. The entire package should be addressed to the justice for whom the applicant is interested in clerking:

For the Justices in Anchorage

Alaska Court System  
Alaska Supreme Court  
303 K Street  
Anchorage, AK 99501

For the Justice in Fairbanks

Alaska Court System  
Alaska Supreme Court  
101 Lacey Street  
Fairbanks, AK 99701

For the Justice in Juneau

Alaska Court System  
Alaska Supreme Court  
P. O. Box 114100  
Juneau, AK 99811-4100

Each year the justices of the Alaska Supreme Court hire 15 law clerks. The justices are often asked to share the applications of other qualified individuals with judges of the court of appeals, and the superior and district courts. An individual who would like to have the application shared with judges for clerkships in the Court of Appeals or the trial courts should complete the form in Appendix 2 and submit with the application.

**COURT OF APPEALS**

The Court of Appeals hears appeals in criminal and quasi-criminal cases (such as juvenile delinquency cases). There are four appellate judges. Three judges are currently located in Anchorage; one judge is currently located in Fairbanks. Each judge employs up to two law clerks. To apply for positions in the Court of Appeals, applicants must submit: a cover letter, resume, a copy of all law school transcripts, a writing sample which was not substantially edited by someone else, and two or three letters of recommendation from law professors or employers. The entire package should be addressed to the judge for whom the applicant is interested in clerking:

For the Judges in Anchorage

Alaska Court System  
Court of Appeals  
303 K Street, Rm. 419  
Anchorage, AK 99501

For the Judge in Fairbanks

Alaska Court System  
Court of Appeals  
101 Lacey Street  
Fairbanks, AK 99701

## **SUPERIOR COURT**

The Superior Court is the trial court of general jurisdiction, which also has appellate jurisdiction over the District Court appeals. There are 44 Superior Court judgeships throughout Alaska. Selections are usually made in the fall and winter of each year for the succeeding fall. Each superior court judge may employ one law clerk. To apply for positions in the Superior Court, applicants must submit: a cover letter, resume, a copy of all law school transcripts, a writing sample which was not substantially edited by someone else, two or three letters of recommendation from law professors or employers, and a completed background check authorization form. The Background Check form is available at <https://public.courts.alaska.gov/web/hr/docs/bcf.pdf>.

To apply for clerkships in the Superior Court of the First Judicial District, send the completed package to the Area Court Administrator. Please indicate in the cover letter the communities in which you are interested in working.

To apply for clerkships in the Superior Court of the Second Judicial District, send the completed package to one or more specific judges directly. A list of judges and their addresses is listed in the court directory at <http://courts.alaska.gov/courtdir/index.htm>

To apply for clerkships in the Superior Court of the Third Judicial District, the applicant may do either of the following:

1. Send the completed package to one or more specific judges directly. A list of judges and their addresses is listed in the court directory at <http://courts.alaska.gov/courtdir/index.htm>.
2. Send the completed package to the Area Court Administrator. Please indicate in your cover letter the communities in which you are interested in working. Copies of your application will be available to judges throughout the Third Judicial District.

To apply for clerkships in the Superior Court of the Fourth Judicial District, send the completed package to the Area Court Administrator. Please indicate in the cover letter the communities in which you are interested in working.

### **First Judicial District**

*(This District offers clerkships in Juneau, Ketchikan, and Sitka with six Superior Court Judges).*

Alaska Court System  
Area Court Administrator  
First Judicial District  
P. O. Box 114100  
Juneau, AK 99811-4100

**Second Judicial District**

*(This District offers clerkships in Nome, Kotzebue, and Utqiagvik with three Superior Court Judges).*

Send applications directly to the judge at each court location.

**Third Judicial District**

*(This District offers clerkships in Anchorage, Dillingham, Homer, Kenai, Kodiak, and Palmer with twenty-eight Superior Court Judges).*

Alaska Court System  
Area Court Administrator  
Third Judicial District  
825 W. Fourth Avenue  
Anchorage, AK 99501-2004

**Fourth Judicial District**

*(This District offers clerkships in Fairbanks and Bethel with eight Superior Court Judges).*

Alaska Court System  
Area Court Administrator  
Fourth Judicial District  
101 Lacey Street  
Fairbanks, AK 99701

**DISTRICT COURT**

The Anchorage District Court has limited civil and criminal jurisdiction. The 10 judges of the Anchorage District Court share two law clerks. To apply for positions with the Anchorage District Court, applicants must submit: a cover letter, resume, a copy of all law school transcripts, a writing sample which was not substantially edited by someone else, two or three letters of recommendation from law professors or employers, and a completed background check authorization form. The form is available at <https://public.courts.alaska.gov/web/hr/docs/bcf.pdf>.

The entire package should be sent to:

Deputy Presiding Judge  
Anchorage District Court  
820 W. 4th Avenue  
Anchorage, AK 99501

Applicants for Anchorage District Court clerkships should submit a **single** application packet to the Deputy Presiding Judge. It is not necessary to send an application to each judge on the court.

## **SALARY**

Salaries for law clerks differ depending on the classification level of the law clerk. It is important to note that the base salaries listed below are adjusted upward to compensate for geographic pay differentials in most communities outside Anchorage.

The Law Clerk 1 classification applies to persons working in District and Superior Court. The bi-weekly base salary is \$2,238.75.

The Law Clerk 2 classification applies to persons working in the Court of Appeals. The bi-weekly base salary is \$2,396.25.

The Law Clerk 3 classification applies to persons working in the Supreme Court. The bi-weekly base salary is \$2,564.25.

**NOTE:** These base salary rates are effective October 31, 2022. The salary at each court location is listed in Appendix 1. Salaries are paid bi-weekly. Payroll warrants are issued approximately two weeks after the end of the pay period. In some cases, the first pay warrant will not be received until one month after a law clerk starts work.

## **BASIC BENEFITS PACKAGE**

As of the date of publication of this pamphlet, the basic benefits package for law clerks includes medical and dental coverage for the law clerk and eligible dependents, personal (vacation and sick) leave, 11 paid holidays, and the option to purchase life, disability, survivor, dependent care, and health care reimbursement benefits through the AlaskaCare health insurance plan. **This package is subject to change. Please confirm the terms of your proposed employment with the Human Resources Department before you commence work.**

During the 12-month appointment, law clerks are **not** eligible to participate in the Public Employee Retirement System (PERS). Employees of the State of Alaska do not participate in the Social Security System and instead participate in the Alaska Supplemental Annuity (SBS) System.

## **HEALTH INSURANCE**

The basic health insurance package for law clerks and eligible dependents is provided through the *AlaskaCare* health insurance plan. The benefit year begins January 1 and ends December 31.



An employee must elect coverage within 30 days of the hire date; failure to make a selection within the first 30 days will result in the default plan. The default plan consists of the economy medical and preventive dental options. Employees are required to pay a portion of the monthly premium for medical and dental coverage. Rates are subject to change. An employee may waive coverage in the plan if they can provide proof that they have coverage under another medical plan.

Employees and their qualified dependents become eligible for health insurance coverage under *AlaskaCare* on the 31<sup>st</sup> consecutive calendar day of employment. Leave without pay taken during the first 30 days of employment may postpone coverage until 30 consecutive days have been met. (Law clerks are not eligible for paid leave during the first 30 days of employment).

*AlaskaCare* is a flexible benefits program, which provides an opportunity for the law clerk to select from several health plans and levels of coverage based on individual needs.

*AlaskaCare* health insurance options may be purchased with benefits credit and, if necessary, through pre-tax payroll deductions.

Law clerks are required to participate in both the medical plan and the dental plan; however, an employee may waive coverage in the plan if they have coverage under another medical plan. Vision coverage is optional.

Law clerks will be provided an opportunity to elect, change, or delete health coverage for qualified changes in status or during open enrollment, which normally occurs in November of each year. Changes made during open enrollment are effective for the next benefit year beginning January 1.

Upon separation from state service, law clerks may elect continued medical, dental and/or vision coverage for the law clerk and eligible dependents through the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) health continuation plan. Coverage so elected must be the same or lesser than the level of coverage in effect at the time of separation. Full responsibility for payment of the monthly premium lies with the law clerk.

## **LEAVE**

Law clerks are provided personal leave during their 12-month appointment. Personal leave will accrue at the rate of 6 hours for each full bi-weekly pay period that the law clerk is in pay status.

Law clerks are not eligible to take personal leave until completion of 30 calendar days of full-time continuous service after appointment. Law clerks must receive prior approval from the supervising judge before leave is used.

Accrual of personal leave will be reduced on a pro-rated basis for any bi-weekly pay period during which leave without pay occurs. Other benefits such as health insurance coverage may be affected by periods of leave without pay.

Any unused personal leave will be paid at the time of separation from state service in a payment that equals the cash value of the law clerk's personal leave at the time the leave was accrued.

## **HOLIDAYS**

Law clerks are provided 11 paid holidays in which the court system will close for business in observance of the holiday.

The holiday formally known as Lincoln's Birthday is treated as a floating holiday. On the date of the holiday, law clerks will have one additional day of leave credited to their personal leave account. The court system will remain open for business on the day recognized as Lincoln's Birthday.

Law clerks are entitled to, and compensated for, holidays provided the law clerk is in pay status on the regular work day immediately preceding the holiday and in pay status on the regular work day immediately following the holiday. If the law clerk is in leave without pay status for the entire day of work, either before or following a holiday, the law clerk is considered to be in leave without pay for the holiday.

## **MANDATORY SUPPLEMENTAL BENEFITS SYSTEM**

In 1980, the State of Alaska withdrew from the Social Security System and instituted the Supplemental Benefits System (SBS). A mandatory 12.26% of each law clerk's gross bi-weekly wage is contributed to SBS. One-half of this amount is paid by the employer and one-half is deducted from the law clerk's salary. The entire amount is deposited into the law clerk's annuity account.

The SBS annuity is pre-tax money. Law clerks may choose to invest this account in a variety of funds. The rate of return will depend on the investment fund chosen. Within 30 days after the date of hire, law clerks will receive a packet of information in the mail about the available SBS investment funds and enrollment instructions.

After separation from state service, law clerks may elect to defer the annuity account until age 70½ or select from one of the following disbursements: lump sum, five-year certain, ten-year certain, fifteen-year certain, single life annuity, life with ten years certain, life with fifteen years certain, or one of two "joint and survivor" annuities. Payments may begin after the law clerk has been terminated for 60 days. Under federal law, there may be an additional federal early withdrawal penalty tax on any disbursement other than a lifetime annuity, single life, or a joint and survivor annuity. Additionally, 20% income tax withholding (which is NOT a penalty) will be enforced. Contact the Internal Revenue Service or your tax advisor for further information or advice on this plan.

## OPTIONAL BENEFITS

Certain optional benefits described below are available and may be purchased through the *Select Benefits System*. Complete and detailed information on options will be provided to each law clerk at the time of appointment or during law clerk orientation. The premiums for these optional benefits are deducted from the law clerk's pay.

**Life Insurance Benefits:** Law clerks may select life insurance in varying amounts. Life insurance covers the law clerk only. Cost depends on the amount of coverage selected. Accidental Death and Dismemberment may also be purchased for the law clerk and/or family. Again, the cost depends on the coverage selected.

**Disability Benefits:** The disability insurance pays the law clerk when a total disability occurs. Three plans are available. The cost depends on the coverage selected.

**Survivor Benefits:** The survivor life insurance benefit pays monthly for a selected period of time instead of in a lump sum. Law Clerks may choose the number of years for designated beneficiaries to receive benefits. The number of years selected determines the monthly benefit amount. Cost depends on the age of the law clerk.

**Dependent Care Assistance Plan (DCAP):** Law clerks may designate an amount to be placed in a reimbursement account whereby the law clerk can be reimbursed with pre-tax dollars for care of elderly parents, a handicapped spouse or child care. **NOTE:** Currently the Internal Revenue Service allows a tax credit for dependent care. However, expenses reimbursed by this plan are **NOT** eligible for the tax credit. The Internal Revenue Service requires forfeiture of any monies remaining in DCAP after all eligible expenses for the benefit year have been paid. Law clerks should give careful consideration to the relative financial benefits of these options. The professional advice of a tax advisor would be very helpful in deciding which option to select.

**Health Flexible Spending Account (HFSA):** HFSA is designed to cover some, but not all, health expenses. Law clerks may contribute pre-tax dollars each month into an individual plan account for reimbursement of health expenses not otherwise covered by the health insurance plan. **NOTE:** The Internal Revenue Service requires forfeiture of any monies remaining in HFSA after all qualified claims for the benefit year have been paid. Law clerks should give careful consideration to the relative financial benefits of HFSA.

## TRANSPORTATION AND RELOCATION EXPENSES

Transportation and relocation allowances apply to full-year law clerks only. If you have any questions regarding travel and relocation expenses, please contact the Fiscal Operations Department at (907) 264-8221 or [travel\\_desk@akcourts.gov](mailto:travel_desk@akcourts.gov).

## ELIGIBILITY

Law clerks living outside Alaska will be eligible to receive a set moving allowance for transportation and relocation expenses incurred from their place of hire to the assigned court location. The Chief Financial Officer may approve transportation and relocation expenses from a location other than the place of hire if expenses to relocate from the alternative site do not exceed costs to relocate from the place of hire.

Law clerks hired within Alaska, but not in the assigned court location, are eligible for a transportation and relocation allowance for intra-state travel. Law clerks residing in the assigned court location are not eligible for transportation and relocation expenses.

## PAYMENT OF MOVING ALLOWANCE

Law clerks that are relocating from outside of Alaska will be offered a set moving allowance. Law clerks will not be paid the allowance for transportation and relocation expenses prior to being placed on the Alaska Court System payroll. Law clerks will be paid the allowance as additional compensation through their paycheck. This additional compensation is subject to the usual payroll taxes. Law clerks may want to retain receipts for transportation and moving expenses, which *may* be deductible for income tax filing purposes. It is the responsibility of the law clerk to plan accordingly.

### I. SET MOVING ALLOWANCE FOR RELOCATION TO ALASKA

The allowance to be paid is dependent upon the travel “zone” from which the law clerk is relocating. The law clerk is considered to be relocating from the place where the law clerk was hired, which is usually the state where their law school is located. The following table reflects the zones applicable for each state:

<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>	<b>Zone 4</b>
California	Arizona	Arkansas	Alabama
Nevada	Colorado	Illinois	Connecticut
Oregon	Idaho	Iowa	Delaware
Washington	Montana	Kansas	Florida
	New Mexico	Louisiana	Georgia
	Utah	Minnesota	Indiana
	Wyoming	Missouri	Kentucky
		Nebraska	Maine
		North Dakota	Maryland
		Oklahoma	Massachusetts
		South Dakota	Michigan
		Texas	Mississippi
		Wisconsin	New Hampshire
			New Jersey
			New York
			North Carolina
			Ohio
			Pennsylvania
			Rhode Island
			South Carolina

			Tennessee
			Vermont
			Virginia
			West Virginia
			Outside USA

The following table lists the set moving allowance that will be paid based on the zone of the state where the law clerk was hired. This is the total set moving allowance; it factors in the cost of airfare as well as shipping expenses.

### Moving Allowance for Law Clerk (No Dependents)

<b>Moving Allowance for:</b>	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>	<b>Zone 4</b>
Anchorage	\$900	\$1,000	\$950	\$1,125
Bethel	\$1,075	\$1,175	\$1,125	\$1,300
Dillingham	\$1,125	\$1,225	\$1,175	\$1,350
Fairbanks	\$1,025	\$1,125	\$1,075	\$1,250
Juneau	\$900	\$1,175	\$1,125	\$1,300
Kenai	\$1,000	\$1,100	\$1,050	\$1,225
Ketchikan	\$1,075	\$1,225	\$1,175	\$1,350
Kodiak	\$1,075	\$1,175	\$1,125	\$1,300
Kotzebue	\$1,075	\$1,175	\$1,125	\$1,300
Nome	\$1,125	\$1,225	\$1,175	\$1,350
Palmer	\$900	\$1,000	\$950	\$1,125
Sitka	\$1,025	\$1,275	\$1,175	\$1,350
Utqiagvik	\$1,200	\$1,300	\$1,250	\$1,425

### Moving Allowance for Law Clerk Traveling with One Dependent

<b>Moving Allowance for:</b>	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>	<b>Zone 4</b>
Anchorage	\$1,300	\$1,500	\$1,400	\$1,750
Bethel	\$1,650	\$1,850	\$1,750	\$2,100
Dillingham	\$1,750	\$1,950	\$1,850	\$2,200
Fairbanks	\$1,550	\$1,750	\$1,650	\$2,000
Juneau	\$1,300	\$1,850	\$1,750	\$2,100
Kenai	\$1,500	\$1,700	\$1,600	\$1,950
Ketchikan	\$1,650	\$1,950	\$1,850	\$2,200
Kodiak	\$1,650	\$1,850	\$1,750	\$2,100
Kotzebue	\$1,650	\$1,850	\$1,750	\$2,100
Nome	\$1,750	\$1,950	\$1,850	\$2,200
Palmer	\$1,300	\$1,500	\$1,400	\$1,750
Sitka	\$1,550	\$1,950	\$1,850	\$2,200
Utqiagvik	\$1,900	\$2,100	\$2,000	\$2,350

### **Moving Allowance for Law Clerk Traveling with Two or More Dependents**

<b>Moving Allowance for:</b>	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>	<b>Zone 4</b>
Anchorage	\$1,700	\$2,000	\$1,850	\$2,375
Bethel	\$2,225	\$2,525	\$2,375	\$2,900
Dillingham	\$2,375	\$2,675	\$2,525	\$3,050
Fairbanks	\$2,075	\$2,375	\$2,225	\$2,750
Juneau	\$1,700	\$2,525	\$2,375	\$2,900
Kenai	\$2,000	\$2,300	\$2,150	\$2,675
Ketchikan	\$2,225	\$2,675	\$2,525	\$3,050
Kodiak	\$2,225	\$2,525	\$2,375	\$2,900
Kotzebue	\$2,225	\$2,525	\$2,375	\$2,900
Nome	\$2,375	\$2,675	\$2,525	\$3,050
Palmer	\$1,700	\$2,000	\$1,850	\$2,375
Sitka	\$2,075	\$2,675	\$2,525	\$3,050
Utqiagvik	\$2,600	\$2,900	\$2,750	\$3,275

### **CURRENT LAW CLERKS APPOINTED FOR ADDITIONAL ASSIGNMENTS**

Law clerks working for the Alaska Court System and appointed to an additional period of service as a law clerk in an alternate court location are eligible for court-paid, one-way airfare for the law clerk and up to two dependents from the location of the current clerkship to the location of the additional clerkship. Law clerks driving between locations are eligible for the lesser of one-way airfare or mileage reimbursement. The law clerk is also eligible to receive a \$500 allowance for shipping costs. Arrangements for air transportation should be coordinated through the [travel\\_desk@akcourts.gov](mailto:travel_desk@akcourts.gov).

### **OVERLAP DAY BETWEEN OUTGOING AND INCOMING LAW CLERKS**

A one-day overlap is allowed between an outgoing law clerk and an incoming law clerk for the same judge or justice for the purpose of training and orienting the incoming law clerk. Any exception must be requested in advance by the supervising judge or justice to the Human Resources Director.

### **LESS THAN FULL-YEAR LAW CLERKS**

Law clerks appointed for less than a full year will receive one-way airfare and receive a proportional relocation allowance as determined by the Chief Financial Officer.

### **INCOME TAX REPORTING**

The Alaska Court System is required to comply with Internal Revenue Service regulations applicable to reporting employer-paid transportation and relocation

expenses when directly reimbursed. Amounts paid to law clerks electing a set moving allowance will be reported as compensation, which is subject to the usual payroll taxes. Law clerks should retain **copies** of receipts for their tax records or for tax filing purposes.

## **REIMBURSEMENT AGREEMENT**

Those accepting employment with the Alaska Court System are required to sign a reimbursement agreement prior to employment. The agreement stipulates that the law clerk will reimburse the Alaska Court System for all or part of expenditures made by the Alaska Court System in connection with the move in the event the law clerk voluntarily leaves the Alaska Court System before the completion of one year of employment.

Reimbursement will be taken from the law clerk's final paycheck. If this amount does not cover the total reimbursement, the law clerk will be required to pay the difference. The following schedule will apply:

100% of the cost of the set moving allowance paid to the law clerk if the law clerk voluntarily leaves the Alaska Court System before completing 3 months;

75% of the cost of the set moving allowance paid to the law clerk if the law clerk voluntarily leaves the Alaska Court System after completing 3 months, but before completing 6 months;

50% of the cost of the set moving allowance paid to the law clerk if the law clerk voluntarily leaves the Alaska Court System after completing 6 months, but before completing 9 months;

25% of the cost of the set moving allowance paid to the law clerk if the law clerk voluntarily leaves the Alaska Court System after completing 9 months, but before completing 11 months;

0% of the cost of the set moving allowance paid to the law clerk if the law clerk voluntarily leaves the Alaska Court System after 11 months or more are completed.

Questions regarding the information contained in this handbook may be directed to the Human Resources Department at (907) 264-8242.

## APPENDIX 1

Law Clerk Salary Schedule  
Bi-weekly Salaries  
Effective October 31, 2022

### Supreme Court – Law Clerk 3

Anchorage	\$2,564.25
Fairbanks	\$2,641.50

### Court of Appeals – Law Clerk 2

Anchorage	\$2,396.25
Fairbanks	\$2,468.25

### Superior Court – Law Clerk 1

Anchorage	\$2,238.75
Bethel	\$3,358.50
Dillingham	\$3,066.75
Fairbanks	\$2,306.25
Juneau	\$2,350.50
Kenai	\$2,238.75
Ketchikan	\$2,238.75
Kodiak	\$2,484.75
Kotzebue	\$3,582.00
Nome	\$3,066.75
Palmer	\$2,238.75
Sitka	\$2,350.50
Utqiagvik	\$3,358.50

### District Court – Law Clerk 1

Anchorage	\$2,238.75
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**APPENDIX 2**

**Request to Share Law Clerk Application**

Each year the justices of the Alaska Supreme Court hire 15 law clerks. The justices are often asked to share the applications of other qualified individuals with judges of the Court of Appeals, and superior and district courts. Individuals who would like to have their applications shared with judges for clerkships in these courts should complete this form and submit with the application.

If not selected for a law clerk position with the Alaska Supreme Court, please share my application with judges of the other courts. I am willing to work in the following court locations:

**Alaska Court of Appeals**

- Court of Appeals (Anchorage)       Court of Appeals (Fairbanks)

**Trial Courts**

**First Judicial District**

- Juneau  
 Ketchikan  
 Sitka

**Third Judicial District**

- Anchorage  
 Dillingham  
 Homer  
 Kenai  
 Kodiak  
 Palmer

**Second Judicial District**

- Kotzebue  
 Nome  
 Utqiagvik

**Fourth Judicial District**

- Bethel  
 Fairbanks

Name: \_\_\_\_\_