



ALASKA COURT SYSTEM
GUIDE FOR PROSPECTIVE LAW CLERKS

Effective July 1, 2025

Serving as a judicial law clerk in Alaska is an unparalleled opportunity to grow professionally while experiencing the natural and cultural richness of the Last Frontier. It's a role that blends legal rigor with adventure and personal growth.



Geographic and Environmental Factors:

- **Remote Locations:** Many courts are located in remote and rural areas, providing clerks with opportunities to work on cases that involve unique local issues.
- **Scenic Beauty:** Working in Alaska means being surrounded by stunning natural landscapes, from majestic mountains and rugged coastal areas to expansive wilderness and wildlife.

Legal and Cultural Diversity:

- **Diverse Case Types:** Judicial clerks in Alaska deal with a wide array of legal issues, many of which are matters of first impression.
- **Cultural Competency:** Given Alaska's diverse population, including a significant Alaska Native community, clerks gain experience in cases requiring sensitivity to cultural differences and traditions.

Professional Development:

- **Hands-On Experience:** Clerks receive direct mentorship and substantial responsibilities, fostering rapid professional growth.
- **Networking Opportunities:** Due to the smaller size of the legal community, working closely with judges, attorneys, and other legal professionals provides invaluable networking opportunities in a close-knit community.

Unique Legal Challenges:

- **Climate and Accessibility:** The extreme weather conditions and geographical challenges can impact court operations and case management, adding a layer of complexity to the work but spurring an innovative culture to address challenges.
- **State-Specific Legal Issues:** Clerks may work on legal matters that are unique to Alaska, such as issues related to indigenous sovereignty, fishing rights, and remote community services.

I. 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. If selected a formal offer letter will be presented.

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, email recruitment@akcourts.gov, 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.

II. 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 supreme court, the court of appeals, the superior court, and the district court.

The supreme court was established by the Alaska Constitution and is the appellate court of final authority in Alaska on all matters. There are five supreme court Justices. Currently, two justices are located in Anchorage, two are in Fairbanks, and one is in Juneau. Each justice employs three law clerks.

The court of appeals was established by statute in 1980 and has jurisdiction to hear appeals in cases involving criminal prosecutions, post-conviction relief, juvenile delinquency, extradition, habeas corpus, probation and parole, bail, and the excessiveness or leniency of a sentence. There are four judges on the court of appeals. Currently, three judges are

located in Anchorage, and one is located in Fairbanks. Each judge on the court of appeals employs two law clerks.

The superior court was established by the Alaska Constitution and is the trial court of general jurisdiction with authority to hear all cases, both civil and criminal. There are 45 superior court judges located throughout the state. Typically, each superior court judge employs one law clerk.

The district court was established by state statute in 1959 and is a trial court of limited jurisdiction. Its powers are narrower than those of the superior court. The ten judges on the Anchorage district court share two law clerks.

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 late August or early 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 will be required to undergo a criminal background check after offers have been made and accepted.

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.

III. RECRUITMENT AND APPOINTMENT

Prospective law clerks should apply to each court according to the guidelines set forth below. Clerkships in all levels of the courts are for one-year terms, beginning in late August or early September.

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.

A. SUPREME COURT

Applications for the 2026-2027 supreme court clerkships should be received no later than **September 15, 2025** to be reviewed in time for the formal selection process. The court may make offers to some applicants before the application period closes. For this reason, you are urged to submit your application early in the fall semester. The supreme court will begin extending offers in early October.

To apply for positions in the supreme court, the applicant must submit, in one attachment: a letter of interest, resume, a copy of all law school transcripts, a writing sample which was not substantially edited by someone else, three letters of recommendation from law professors or employers, and a "request to share application" form (see Appendix 2).

We encourage you to submit your application by email, but you also may use traditional mail delivery. The application packet should be addressed to the justice for whom the applicant is interested in clerking:

Email address: lawclerkshipsupremecourt@akcourts.gov

For Anchorage

**Justice Dario Borghesan or
Justice Jennifer S. Henderson**
Alaska Court System
Alaska Supreme Court
303 K Street
Anchorage, AK 99501

For Fairbanks

**Chief Justice Susan M. Carney or
Justice Amy A. Oravec**
Alaska Court System
Alaska Supreme Court
101 Lacey Street
Fairbanks, AK 99701

For Juneau

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

B. COURT OF APPEALS

Applications for court of appeals law clerk positions for the 2026-2027 clerkship should be received no later than **September 15, 2025**. The court may make offers to some applicants before the application period closes. For this reason, you are urged to submit your application early in the fall semester. The court of appeals will begin extending offers in mid-October.

To apply for positions in the court of appeals, applicants must submit, in one attachment: a letter of interest, 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.

We encourage you to submit your application by email, but you also may use traditional mail delivery. The application packet should be addressed to the judge for whom the applicant is interested in clerking:

Email address: Lawclerkshipcourtofappeals@akcourts.gov

For the Judges in Anchorage

Chief Judge Marjorie K. Allard,
Judge Tracey Wollenberg, or
Judge Timothy W. Terrell
Alaska Court System
Court of Appeals
303 K Street, Rm. 419
Anchorage, AK 99501

For the Judge in Fairbanks

Judge Bethany S. Harbison
Alaska Court System
Court of Appeals
101 Lacey Street
Fairbanks, AK 99701

C. SUPERIOR COURT

Applications for law clerk positions with the superior court should be received no later than **October 1, 2025**. Applicants should be aware that individual judges may make job offers before that date. The superior courts will begin extending offers by late October.

To apply for positions in the superior court, applicants must submit, in one attachment: a letter of interest, 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.

We encourage you to submit your application by email, but you also may use traditional mail delivery.

There are four judicial districts within Alaska.

First Judicial District

This district offers clerkships in Juneau, Ketchikan, and Sitka with six Superior Court Judges. Please indicate in the letter of interest the communities in which you are interested in working.

Email address: lawclerkship1stdistrict@akcourts.gov

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. Applicants should send the application packet directly to one or more specific judges. A list of judges and their addresses is listed in the court directory at <http://courts.alaska.gov/courtdir/index.htm>

Email address: lawclerkship2nndistrict@akcourts.gov

Third Judicial District

This district offers clerkships in Anchorage, Dillingham, Homer, Kenai, Kodiak, and Palmer with 28 superior court judges. Applicants may do either of the following:

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

Email address: lawclerkship3rddistrict@akcourts.gov

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.

To apply for clerkships in the Superior Court of the Fourth Judicial District, send the application packet to the Area Court Administrator. Please indicate in the letter of interest the communities in which you are interested in working and/or the judge

Email address: lawclerkship4thdistrict@akcourts.gov

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

D. DISTRICT COURT

Applications for law clerk positions with the Anchorage district court should be received no later than **October 15, 2025**. Applicants should be aware that the hiring committee may make job offers before that date.

To apply for positions with the Anchorage district court, applicants must submit, in one attachment: a letter of interest, 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.

We encourage you to submit your application by email, but you also may use traditional mail delivery. The application packet should be sent to:

Email address: lawclerkshipdistrictcourt@akcourts.gov

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

IV. 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 biweekly base salary is \$2,502.00.

The Law Clerk 2 classification applies to persons working in the Court of Appeals. The biweekly base salary is \$2,677.50.

The Law Clerk 3 classification applies to persons working in the Supreme Court. The biweekly base salary is \$2,865.00.

NOTE: These base salary rates are effective July 1, 2026. The salary at each court location is listed in Appendix 1. Salaries are paid biweekly and the specific rate of pay will be presented in the formal offer letter. 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.

V. BASIC BENEFITS PACKAGE

As of the date of publication of this handbook, the basic benefits package for law clerks includes medical and dental coverage for the law clerk and eligible dependents, personal (vacation and sick) leave, 12 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.

A. 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 31st 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.

B. LEAVE

Law clerks are provided personal leave during their 12-month appointment. Personal leave will accrue at the rate of 6:04 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.

C. HOLIDAYS

Law clerks are provided 12 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.

D. 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.

E. 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.

VI. 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.

A. 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.

B. 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.

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:

Zone 1	Zone 2	Zone 3	Zone 4
California	Arizona	Arkansas	Alabama
Nevada	Colorado	Illinois	Connecticut
Oregon	Idaho	Iowa	Delaware
Washington	Montana	Kansas	Florida
	New Mexico	Louisiana	Georgia
	Utah	Minnesota	Hawaii
	Wyoming	Missouri	Indiana
		Nebraska	Kentucky
		North Dakota	Maine
		Oklahoma	Maryland
		South Dakota	Massachusetts
		Texas	Michigan
		Wisconsin	Mississippi
			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)

Moving Allowance for:	Zone 1	Zone 2	Zone 3	Zone 4
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
Homer	\$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

Moving Allowance for:	Zone 1	Zone 2	Zone 3	Zone 4
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
Homer	\$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

Moving Allowance for:	Zone 1	Zone 2	Zone 3	Zone 4
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
Homer	\$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

C. 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.

D. 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.

E. 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.

F. 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.

VII. 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.

APPENDIX 1

Law Clerk Salary Schedule Bi-weekly Salaries Effective July 1, 2025

Supreme Court – Law Clerk 3

Anchorage	\$2,865.00
Fairbanks	\$2,951.25
Juneau	\$3,008.25

Court of Appeals – Law Clerk 2

Anchorage	\$2,677.50
Fairbanks	\$2,757.75

Superior Court – Law Clerk 1

Anchorage	\$2,502.00
Bethel	\$3,753.00
Dillingham	\$3,427.50
Fairbanks	\$2,577.00
Juneau	\$2,627.25
Kenai	\$2,502.00
Ketchikan	\$2,502.00
Kodiak	\$2,777.25
Kotzebue	\$4,003.50
Nome	\$3,427.50
Palmer	\$2,502.00
Sitka	\$2,627.25
Utqiagvik	\$3,753.00

District Court – Law Clerk 1

Anchorage	\$2,502.00
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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.

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:

(**Note:** If you are not interested in other courts, please sign without checking boxes.)

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: _____