

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

ADMINISTRATIVE ORDER 89-03

IN RE:

RULES COMMITTEE MEMBERSHIP

The Federal Law Clerk Policy Committee for the Southern District of Florida has developed the following policy which this Court hereby adopts. The policy was adopted on a vote of the active judges and senior judges of the district, the vote tallied nine in favor and seven opposed.

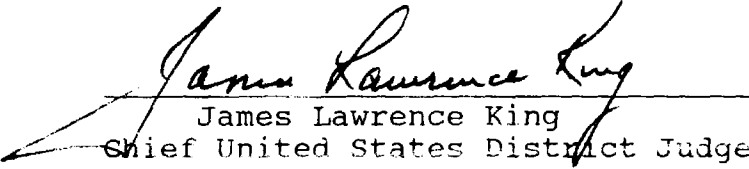
FEDERAL LAW CLERK POLICY

1. No law clerk shall have any involvement in any pending matter in which a lawyer, law firm or other employer has appeared as counsel of record, if such lawyer, law firm or other employer has made an offer of employment to the law clerk, so long as the offer of employment is outstanding. In order to assure compliance with this rule, every lawyer, law firm or other employer which makes an offer of employment to a person who is, at the time the offer is made, a law clerk to a judge of this court, or who thereafter becomes a law clerk to a judge of this court while the offer of employment is still outstanding, shall file, in every action in which the lawyer, law firm or other employer has appeared and which is pending before the judge employing a law clerk, a **"Notification of Offer to Judicial Law Clerk"** in the form attached as an appendix to this Administrative Order. This notification shall be filed within ten days of the date the offer of employment is extended (if the law clerk is then employed by the judge), or within ten days of the date the law clerk begins employment with the judge.
2. The disqualification of the law clerk required by paragraph 1 shall end when the offer of employment is rejected by the law clerk. A **"Notice of Rejection of Offer"** shall be filed by the respective employer promptly after the offer is rejected, in the form attached as an appendix to this Administrative Order.
3. A law clerk will not be automatically disqualified from working on matters in which a lawyer, law firm or other employer has appeared as counsel of record, simply because the law clerk has submitted an application for employment to such lawyer, law firm or other employer. However, there may be situations in which, because of the

nature of the litigation, or the likelihood that a future employment relationship with the law clerk will develop, the Judge may feel it advisable to disqualify the law clerk even at a preliminary stage of the employment discussions. In order to keep the Judges of this Court aware of all employment discussions, every law clerk shall prepare, and provide to the Judge employing the law clerk, a "**Notification of Interview**" in the form attached as an appendix to this Administrative Order. The law clerk will promptly notify the judge of any change in the status of the law clerk's discussions with employers.

DONE and ORDERED in chambers at the United States Courthouse, Federal Courthouse Square, 301 North Miami Avenue, Miami, Florida, this 14 day of January, 1989.

FOR THE COURT


James Lawrence King
Chief United States District Judge

cc: All Southern District Judges and Magistrates
Keenan G. Casady, District Executive
Robert M. March, Clerk
Theodore Sakowitz, Federal Public Defender
Dexter Lehtinen, U.S. Attorney

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

Case No. _____

_____,
Plaintiff,

v.

_____,
Defendant.

_____ /

**NOTIFICATION OF OFFER
TO JUDICIAL LAW CLERK**

_____, who has appeared as counsel of record herein for _____, hereby notifies the Court and all parties that it has extended an offer of employment to _____, who is currently serving as law clerk to the Honorable _____.

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

AMENDED ADMINISTRATIVE ORDER 89- 03

FILED BY
FEB - 5 PM 2:57
J.C.

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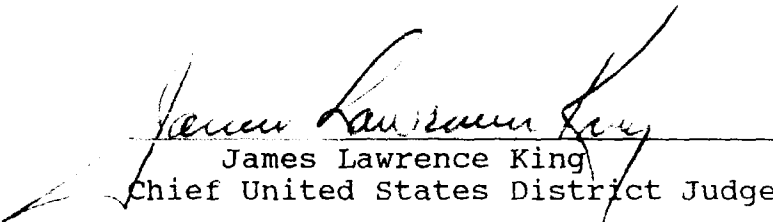
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DONE and ORDERED in chambers at the United States Courthouse, Federal Courthouse Square, 301 North Miami Avenue, Miami, Florida, this 7 day of FEB, 1989.

FOR THE COURT


James Lawrence King
Chief United States District Judge

cc: All Southern District Judges and Magistrates
Keenan G. Casady, District Executive
Robert M. March, Clerk
Theodore Sakowitz, Federal Public Defender
Dexter Lehtinen, U.S. Attorney

NOTIFICATION OF REJECTION OF OFFER

BY JUDICIAL LAW CLERK

_____, who has appeared as counsel of record herein for _____, hereby notifies the Court and all parties that its offer of employment to _____, who is currently serving as law clerk to the Honorable _____, was rejected by _____ on _____.

NOTIFICATION OF INTERVIEW

TO: Judge _____
FROM: _____, Law Clerk
SUBJECT: Law Firm Interview

This is to notify you that I have interviewed with _____ ("the firm") concerning employment at the conclusion of my clerkship with you. The current status of these discussions is as follows:

1. I continue to be interested in the position.
The firm has not reached a decision.
2. The firm has declined to make an offer to me.
3. I have withdrawn my application.
4. I have received an offer, which I have rejected.
5. I have received an offer, which I have accepted.
6. I have received an offer, which is open until _____.

I will notify you of any change in the status of these discussions. I am currently assigned to the following matters in which the firm has appeared as counsel: