

## HOW TO APPLY

Interested applicants should apply by email on or before  
5:00 p.m. on **September 14, 2016** to:

[AD3-LR-Recruiting@nycourts.gov](mailto:AD3-LR-Recruiting@nycourts.gov)

Please attach the following to your email in PDF format:

- 1) Cover letter
- 2) Resume
- 3) Law School Transcript
- 4) Legal Writing Sample

Applicants will receive a confirmatory email upon receipt of his or her application materials.

Interested applicants who are unable to apply by email may apply by regular mail by forwarding copies of the above-listed materials to:

Robert D. Mayberger  
Clerk of the Court  
Supreme Court, Appellate Division  
Third Judicial Department  
P.O. Box 7288 Capitol Station  
Albany, New York 12224-0288

Mailed applications postmarked after September 14, 2016 will not be accepted.