



**RHODE ISLAND ATTORNEY GENERAL**  
**WILLIAM C. CLIFTON, SR. CLERKSHIP PROGRAM**  
**FREQUENTLY ASKED QUESTIONS**

---

The William C. Clifton, Sr. Clerkship Program provides first- and second-year law students from historically underrepresented populations the opportunity to spend the summer working on substantive legal matters and building valuable career experience at the Attorney General's Office. Below are some Frequently Asked Questions about the program. Applicants may direct additional questions about the program to [Cliftonclerkship@riag.ri.gov](mailto:Cliftonclerkship@riag.ri.gov).

**Who is eligible for the program?**

First and second-year law students at ABA accredited law schools are eligible for the William C. Clifton, Sr. Clerkship program.

**How do I submit an application?**

To apply for the Clerkship, please complete the application form available on the Attorney General's Office website ([www.riag.ri.gov/documents/CliftonClerkshipApplication.pdf](http://www.riag.ri.gov/documents/CliftonClerkshipApplication.pdf)). Applicants must also submit the following materials: resume, unofficial copy of law school transcript, and a personal statement. Personal statements should respond to the prompt on the application and should not exceed one page. All application materials should be submitted as PDF files via email to [Cliftonclerkship@riag.ri.gov](mailto:Cliftonclerkship@riag.ri.gov).

**How the Clerkship applicants will be evaluated/selected?**

The William C. Clifton, Sr. Clerkship Program is open to all qualified applicants but is designed to provide qualified members of diverse groups and persons with disabilities with summer opportunities in the Attorney General's Office where these groups have been underrepresented. Students who have faced social and/or economic disadvantages on their path toward the practice of law, first generation law students, students from unique educational and family circumstances, and individuals who have overcome significant obstacles are encouraged to apply. Clerkship applicants will be evaluated on several factors including, but not limited to:

- Demonstrated interest in public service
- Personal and professional accomplishments
- Commitment to promoting diversity and inclusion
- Academic record and relevant skills, including research and writing

**What is the timeline for the application process?**

Applications, resumes, and personal statements must be submitted by email no later than January 5, 2021. All finalists will be invited to interview before final selections are made.

### **How does the program work?**

Over the 10-week, full-time program, law students will split their time between two units—typically one Criminal Division unit and one Civil Division unit—and receive legal assignments that touch on areas of interest for the Clerkship participants. Students in the program will also be assigned a mentor and attend educational and networking events, which will help Clifton clerks gain exposure to, and build relationships with, members of the legal community.

### **Do Clerkship program participants receive compensation?**

Each Clifton clerk will receive a stipend of \$3,000 for the 10-week period of the Clerkship and will be responsible for all taxes and other required deductions.

### **What is the normal work schedule and location?**

Clifton clerks are expected to work a full-time, 35-hour work week. Clerks will be assigned to the Providence office of the Attorney General's Office. The Attorney General's Office also has offices in Cranston, Warwick, Newport, and Wakefield, Rhode Island and travel opportunities may arise during the clerkship program.

### **How is placement within the Attorney General's Office determined?**

The Attorney General's Office has a wide-range of responsibilities and, taking into account placement preferences, Clifton clerks are assigned to two units (one Criminal Division unit and one Civil Division unit) over the course of the 10-week program. Program placements can include: Appellate (Civil & Criminal), Civil Rights, Criminal Prosecution (including: General Trial, Special Victims, Juvenile Prosecution, Narcotics and Organized Crime, and Public Integrity), Environmental Litigation, Government Litigation, Healthcare and Insurance, Legal Policy, Open Government, and Public and Consumer Protection.

### **Will COVID-19 impact the Clifton Clerkship Program?**

We are monitoring COVID-19 developments and are regularly adjusting our Office's operations to respond to important public safety and public health needs. Currently, we are optimistic that the 2021 Clifton Clerkship Program can be largely in-person, with some remote elements, though this could change over the next few months given the unpredictability of the pandemic. If public health precautions require the Program to operate remotely, we are committed to working with participating law students to determine the most appropriate work arrangements.