

## Writing Sample Policy

**All writing samples submitted in consideration for employment must comply with the criteria listed below. Failure to comply with this Writing Sample Policy shall result in your application not being considered for the position.**

1. Each writing sample submitted must be no less than five (5) pages and no more than ten (10) pages.
2. Each writing sample must be written by the applicant within two years of submission of hard copy materials.
3. Each writing sample must be accompanied by a cover page explaining:
  - a. the sample's original purpose (i.e., a writing class, bar association journal article, case note, moot court brief, memorandum for an employer, case filing) or whether it was written for this submission;
  - b. when (MM/DD/YYYY) and for whom the sample was written;
  - c. the extent of editing by any third party; AND
  - d. if the writing sample is an excerpt from a larger document, identify that larger document and provide context, if necessary.

If an applicant chooses to submit a writing sample containing confidential or privileged information, the applicant must identify the steps taken (redactions, name changes, or consent from the client or employer) to preserve the confidential or privileged nature of the document.