

How to Address Judges in Letters

This is only a guide as to format. You will need to check the court's Web site or a court directory to determine the proper title for a judge or justice. For more information, see the "How to Address the Judges in Letters" on the CSO Judicial Clerkship Web site at <http://www.utexas.edu/law/depts/career/judicial/>.

- Be extra careful that each judge is addressed appropriately in the address and salutation. See below examples.
- Close your cover letters with "Respectfully," not "Sincerely".

CHIEF CIRCUIT JUDGE (FEDERAL) / U.S. COURT OF APPEALS

The Honorable Edith H. Jones
Chief Judge
U.S. Court of Appeals, Fifth Circuit

Dear Chief Judge Jones:

CIRCUIT JUDGE (FEDERAL) / U.S. COURT OF APPEALS

The Honorable Jerry E. Smith
U.S. Court of Appeals, Fifth Circuit

Dear Judge Smith:

CHIEF DISTRICT JUDGE (FEDERAL) / U.S. DISTRICT COURT

The Honorable Robert S. Lasnik
Chief Judge
U.S. District Court for the Western District of Washington

Dear Chief Judge Lasnik:

DISTRICT JUDGE (FEDERAL) / U.S. DISTRICT COURT

The Honorable Mary Little Cooper
U.S. District Court for the District of New Jersey

Dear Judge Cooper:

SENIOR JUDGE (FEDERAL) / U.S. DISTRICT COURT

The Honorable Harry Hudspeth
Senior Judge
U.S. District Court for the Western District of Texas

Dear Judge Hudspeth:

MAGISTRATE JUDGE (FEDERAL) / U.S. DISTRICT COURT

The Honorable Jane Boyle
Magistrate Judge
U.S. District Court for the Northern District of Texas

Dear Judge Boyle:

BANKRUPTCY JUDGE (FEDERAL) / U.S. BANKRUPTCY COURT

The Honorable Leif M. Clark
Bankruptcy Judge
U.S. Bankruptcy Court for the Western District of Texas

Dear Judge Clark:

CHIEF JUSTICE (STATE) / TEXAS STATE SUPREME COURT OR TEXAS INTERMEDIATE APPELLATE COURT

The Honorable Wallace Jefferson
Chief Justice
Texas Supreme Court

Dear Chief Justice Jefferson:

JUSTICE / TEXAS STATE SUPREME OR TEXAS INTERMEDIATE APPELLATE COURT

The Honorable Bob Pemberton
Justice
Texas Court of Appeals, Third District

Dear Justice Pemberton:

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PRESIDING JUDGE (STATE) / TEXAS COURT OF CRIMINAL APPEALS

The Honorable Sharon Keller

Presiding Judge

Texas Court of Criminal Appeals

Dear Presiding Judge Keller:

JUDGE (STATE) / TEXAS COURT OF CRIMINAL APPEALS

The Honorable Tom Price

Texas Court of Criminal Appeals

Dear Judge Price: