

## **SUPREME COURT ACCEPTING APPLICATIONS FOR REPORTER OF DECISIONS TO BEGIN IN DECEMBER 2022**

The Supreme Court of Georgia currently is accepting applications for a Reporter of Decisions to begin in December 2022. The Office of the Reporter of Decisions prepares the opinions of the Supreme Court and the Court of Appeals for publication in the official court reports. This involves editing opinions for accuracy, proofreading for grammatical and typographical errors, standardizing style and format, and preparing tables and indexes of opinions. The Reporter oversees the publication of opinions in the official Advance Sheets and in bound volumes of the Georgia Reports and Appeals Reports.

*The duties of the Reporter of Decisions include:*

- Drafting and executing the contract with the official publisher, pursuant to OCGA § 50-18-20 et seq.
- Reporting to the Chief Justice of the Supreme Court about contract, personnel, and fiscal operations of office
- Responding to 9 Supreme Court Justices and 15 Court of Appeals Judges and their respective staffs about the substantive content and format of opinions
- Reading every opinion of the Supreme Court and Court of Appeals for substantive legal accuracy
- Revising the Court Style Manual
- Composing the index to all Supreme Court opinions, summarizing each point of law decided by the Court, and reviewing the index to all Court of Appeals opinions
- Editing rules of all classes of court and other state entities prior to approval by the Supreme Court
- Approving all bound volume material prior to publication, including signatures
- Directing the official publisher in all publication matters
- Approving billing for Advance Sheets, bound volumes and slip opinion subscriptions
- Supervising the Assistant Reporter, Editor, and 3 Assistant Editors

*Minimum requirements:* Minimum requirements include a J.D. degree from an accredited law school; membership in good standing in the State Bar of Georgia; excellent legal research, writing, editing, and proofreading skills; excellent communication skills; and ability to meet deadlines. Editorial or legal publishing experience preferred.

*Application Procedure:* To apply, send an e-mail to: [resume@gasupreme.us](mailto:resume@gasupreme.us). In the subject line of the e-mail, identify the position which you are applying – *Reporter of Decisions*. Attach the following materials to the e-mail as separate PDF files: (1) cover letter, including a statement of interest; (2) resume, including your grade point average and class rank in law school and undergraduate studies; (3) a law school transcript; and (4) a list of three references (judges, lawyers, or law professors). The Court will contact select applicants to schedule interviews.