Olivia Tran

FEDERAL LAW CLERK

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SUMMARY

Federal law clerk to a U.S. district judge since August 2025 and a 2025 graduate of Boston University School of Law and a former law review editor. Has drafted opinions on 60+ dispositive motions and supported civil and criminal trials from jury selection to verdict. Uses Westlaw and CM/ECF daily.

EXPERIENCE

Federal Law Clerk
08/2025 - Present

United States District Court
Boston, MA

Two-year term clerkship in district court chambers.

- Write bench memos and draft opinions on **60+** dispositive motions under the Federal Rules of Civil Procedure.
- Research sentencing guidelines issues and prepare memos for 35 criminal sentencing hearings.
- Review habeas corpus petitions and Social Security appeals, drafting 20 proposed orders.
- Coordinate jury instructions, exhibits and Federal Rules of Evidence rulings for 5 civil and criminal trials.

Summer Associate
05/2024 - 08/2024

Hollister Graves LLP
Boston, MA

Litigation and appellate practice groups.

- Drafted **9** legal research memos on securities, contract and personal jurisdiction questions.
- Wrote the standing section of an appellate brief filed with the First Circuit.
- Prepared deposition outlines and exhibit binders for 3 witnesses in a commercial dispute.
- Analyzed choice-of-law issues in 2 cross-border contract disputes for the partner's motion briefs.

SKILLS

Federal Rules of Civil Procedure | Federal Rules of Evidence | Sentencing Guidelines | Habeas Corpus | Jury Instructions | Legal Research | Opinion Drafting | Westlaw | CM/ECF | Bluebook Citation

EDUCATION

Juris Doctor (J.D.)
05/2025

Boston University School of Law
Boston, MA

Law

CERTIFICATES

Admission to the Massachusetts Bar
11/2025

Supreme Judicial Court of Massachusetts

Admission to the New York Bar
04/2026

New York State Board of Law Examiners