Megan Albright

Pro Se Law Clerk

megan.albright@email.com (850) 555-0164 Tallahassee, FL linkedin.com/in/meganalbright

SUMMARY

Pro se law clerk in a federal district court for 4 years, screening prisoner civil rights complaints and habeas corpus petitions for magistrate and district judges. Writes report and recommendations under the Prison Litigation Reform Act and built the screening checklists the court now uses.

EXPERIENCE

Pro Se Law Clerk

10/2022 - Present

United States District Court

Tallahassee, FL

Permanent staff attorney position handling the court's pro se docket.

- Screen **700+** prisoner civil rights complaints and habeas corpus petitions a year under the Prison Litigation Reform Act.
- Draft report and recommendations on Section 1983 claims for 4 magistrate and district judges, with 95% adopted.
- Prepare orders on fee waivers, service and dismissal under the Federal Rules of Civil Procedure.
- Wrote standard orders and checklists that cut time to initial screening from 90 to 40 days.

Judicial Law Clerk

08/2020 - 09/2022

State District Court of Appeal

Tallahassee, FL

Term clerkship with an appellate judge.

- Drafted bench memos in **150** criminal and postconviction appeals.
- Researched postconviction relief motions and wrote 25 opinion drafts using Westlaw.
- Checked legal writing and citations in 60 panel opinions before release.

SKILLS

- Prisoner Civil Rights
- Section 1983
- Habeas Corpus
- Prison Litigation Reform Act
- Report and Recommendations
- Federal Rules of Civil Procedure
- Legal Research
- Legal Writing
- Westlaw
- CM/ECF

EDUCATION

Juris Doctor (J.D.)

05/2020

Florida State University College of Law

Tallahassee, FL

Law

CERTIFICATES

Admission to The Florida Bar

10/2020

The Florida Bar