

**2009 Timeline for Seeking a Federal Judicial Clerkship - Revised March 2009**

**March - May:**

- Contact Jane McDonald ([mcdonaldj@wlu.edu](mailto:mcdonaldj@wlu.edu))
  1. to sign up for Clerkship-Related emails regarding the clerkship application process and
  2. to schedule an appointment to discuss clerkship strategy and application process (phone interviews over the summer are available)

**May - June:**

- OSCAR: <http://www.oscar.uscourts.gov>, includes contact information on ALL federal judges. Judges can post positions beginning May 18, 2009 whether they accept paper or online applications. OSCAR will reflect “no information available” for judges who chose not to post information and “no vacancy” for terms that have been filled.
- Use OSCAR to develop a list of hiring plan judges to whom you will apply; save contact information in an excel sheet
- Research state court application processes using Guide to State Clerkships and other resources; research ALJs using OCP resources
- Use the Excel template on OCP’s website to develop an address list for early federal judges, state judges and ALJs

**on or before June 15:**

- Request letters of recommendation from faculty, informing them of your application strategy and a list of the judges you are are considering applying to; give faculty recommenders a copy of your resume and transcript (for "early" judges, state judges and ALJs, request your letters as far in advance of the judge's deadline as possible)

**on or before August 1:**

- Submit your excel prepared list of judges who require paper applications to Vera Mencer ([mencerv@wlu.edu](mailto:mencerv@wlu.edu)) in Faculty Services
- Register on OSCAR to apply to federal judges who accept online applications
- Request official transcript (if required) from W&L Registrar (see <http://registrar.wlu.edu/policies/transcripts.htm> )
- Request undergraduate transcript (if required)
- Select your recommenders in your OSCAR applications using the drop down menus – this will trigger an email notice to the recommenders
- Upload documents required by OSCAR judges (note you only need a resume to create an application)
- Select the judges to whom you will apply online through OSCAR

**on August 24:**

- Pick up sealed faculty recommendation letters from Faculty Services (for students who met the August 1 deadline)

**on August 31:**

- If your application list was submitted after August 1, pick up sealed letters of recommendation from Faculty Services

**August 1 - August 28:**

- Perfect and proofread writing sample
- Draft cover letter (OCP will be happy to review your draft)
- Purchase sufficient postage to mail all applications (weigh a final package to estimate your mailing costs)
- Create cover letters (use your OSCAR and Excel lists to mail merge letters)
- Prepare mailing labels and affix to manila envelopes; copy all supporting materials
- Assemble application packets, add faculty recommendation letters to application packets and seal

**August 28 - September 4:**

- Conduct a final review of all applications uploaded to OSCAR to ensure your applications are complete. Any applications you are unable to complete should be withdrawn. Once you FINALIZE your application, your materials are LOCKED and cannot be revised by anyone except a Judge who requests a document update via email.
- Mail all paper applications to federal judges following the hiring plan to arrive on September 8; your OSCAR applications will be submitted automatically on September 8