

## 2009 Federal Judicial Clerkship Application Process

### Applying for Federal Clerkships:

Under the Federal Judges Law Clerk Hiring Plan, federal judges have been encouraged not to accept applications until **Tuesday, September 8<sup>th</sup>, 2009**. (People who have already graduated from law school are exempt from this timing guideline.) Many Federal Judges post clerkship openings and accept applications through the Online System for Clerkship Application and Review (OSCAR). Much like Symplicity, OSCAR allows applicants to upload application materials and designate the judges to whom they wish to apply. This system will also allow letters of recommendation to be placed confidentially in applicants' online files by recommenders. Participation in OSCAR is not mandatory, so it will be important for you to check whether judges that you would like to apply to participate in OSCAR.

### Federal Clerkship Application Hints:

Federal clerkships are very competitive. **Most successful federal clerkship applicants have at least a 3.5 GPA and have participated in law review.** There are several "tricks" to increase the odds in your favor. The first trick is to apply to federal judges in less popular (and populated) areas. Look for judges in small towns, particularly in the Third, Fourth, Fifth, Eighth, Ninth, Tenth, and Eleventh Circuits. The second trick is to apply to judges once they have been nominated but not yet confirmed (The University of Michigan tracks this information at: <http://cgi2.www.law.umich.edu/careerservices/Nominations/Nominations.aspx?sortby=con> ).

### Websites essential to your search:

- <http://www.cadc.uscourts.gov/internet/lawclerk.nsf/Home?OpenForm> (Hiring Plan)
- <https://oscar.uscourts.gov/> (OSCAR-Online System for Clerkship Application and Review)
- <http://www.uscourts.gov/employment.html> (U.S. Courts: Employment Information)

### 2009 UT College of Law's Federal Clerkship Requirements and Deadlines:

Friday, May 22, 2009	<b>OSCAR OPENS TO LAW SCHOOL APPLICANTS IN THE CLASS OF 2010.</b>
Monday, June 1, 2009	<b>STUDENTS:</b> Notify Office of Professional Development of your interest in Federal Clerkships by sending e-mail to <a href="mailto:lcs@utoledo.edu">lcs@utoledo.edu</a> . Include the names of faculty members who have agreed to write you recommendation letters.
Monday, June 29, 2009	<b>STUDENTS:</b> Have reviewed the above-referenced sites and registered on OSCAR.
Monday, August 3, 2009	<b>STUDENTS:</b> Send all recommenders, their administrative assistants and the Office of Professional Development ( <a href="mailto:lcs@utoledo.edu">lcs@utoledo.edu</a> ) a list of judges to whom you will apply in the format of an excel spreadsheet. (format will be provided). <b>MAKE SURE TO</b> separate Judges by hard copy applications and OSCAR applications for easier tracking.
Friday, August 21, 2009	<b>STUDENTS/ASSISTANTS:</b> Have all hard copy recommendation letters in hand. <b>STUDENTS:</b> Deliver no more than 25 hard-copy application packets to Law Career Services by 3 p.m. (We will cover mailing expenses)
Friday, September 4, 2009	<b>ASSISTANTS:</b> Have all OSCAR recommendation letters uploaded.
Tuesday, September 8, 2009	Clerkship applications sent on behalf of students arrive in judges' chambers and OSCAR applications become viewable by the judges.
Friday, September 11, 2009	First date federal judges may contact applicants to schedule interviews.
Thursday, September 17, 2009	First date when interviews may be held and offers made.