Judicial Clerkships Resource and Reference Materials

ONLINE SYSTEM FOR CLERKSHIP APPLICATION AND REVIEW:
https://oscar.uscourts.gov: On-line system for clerkship application and review (OSCAR) (federal courts). Use this URL to register and begin using the system.

THE COMPLETE GUIDE TO STATE JUDICIAL CLERKSHIP PROCEDURES: Published by the Vermont Public Interest Action Project, Vermont Law School. This guide, which is updated each year, sets forth the process for applying to the courts in each of the fifty states, District of Columbia, Puerto Rico and Guam. It is a useful resource for the availability and timing of state court clerkships. Available on-line at: http://www.vermontlaw.edu/x1101.xml

JUDICIAL YELLOWBOOK: Who's Who in Federal and State Courts: This resource contains the names, addresses and biographical information about judges on the US Supreme Court, US Court of Appeals, US District Court, and US Courts of Limited Jurisdiction, and State Appellate Courts. The Career Services Resource Room has a copy of the current spring and fall editions of the guide as well as some older guides for historical purposes. The BC Law Library maintains an on-line subscription to the Leadership Directories.

FEDERAL JUDICIAL CENTER, HISTORY OF THE FEDERAL JUDICIARY: Biographies of the judges of the US courts, courts of the federal judiciary, landmark judicial legislation, topics in judicial history and historic courthouses. wwwffc.gov


JUDICIAL CLERKSHIP QUESTIONNAIRES (BC LAW):
Career Services maintains a binder of judicial clerkship evaluations that current and past BC Law clerks have completed to detail both their clerkship experience and their interview experience.

THE AMERICAN BENCH, Editor-in-Chief, Diana F. Irvine, Editor, Mary Lee Bliss: A comprehensive directory combining biographical information on judges from all levels of federal and state courts with jurisdictional information on the courts they serve. Includes state trial court and specialized information that is not available online. Published yearly. Available in the Law Library.

THE THIRD BRANCH: BULLETIN OF THE FEDERAL COURTS: This monthly newsletter contains information on Federal judicial nominations, confirmations, appointments and evaluations and status changes in the Judicial Milestones section of each edition. www.uscourts.gov/ttb
THE LAW CLERK HANDBOOK, Second Ed., 2007. See particularly Chapter 4, "Chambers and Case Management," which describes in some detail the operations of district, bankruptcy, and appellate courts.

publication!openform&parentunid=CE672E74ECA2F716852572D000751A75

USEFUL WEB SITES:

Federal
https://oscar.uscourts.gov: On-line system for clerkship application and review (OSCAR) (federal courts). Use this URL to register and begin using the system.

Track federal judicial nominations:
http://www.justice.gov/olp/judicialnominations113.htm

Many federal district courts have their own websites. For example,
http://www.mad.uscourts.gov/ : is the homepage for USDC Massachusetts. Some, like the Northern District of Illinois have information about Law Clerk hiring on their website:
http://www.ilnd.uscourts.gov/LAWCLERK/baseframe.htm . Use a search engine to see if any other district court has a well-developed website.

State
http://www.vermontlaw.edu/x1101.xml. (Will be updated in the summer.)
www.mass.gov/courts: Massachusetts judiciary home page.
How to Address an Application to a Judge

Forms of Address and Salutation:
The following are some guidelines for correctly addressing a letter to a judge:

- Double check the spelling of each judge's name.
- Use "The Honorable" before the judge or magistrate's name on the inside address and envelope.
- The title for judges who sit on courts that have the name "Supreme" in them is "Justice". All others are "Judge".
- The title for a magistrate is United States Magistrate Judge. The salutation is "Dear Magistrate Judge" although some Magistrate's may prefer "Dear Judge _________."
- When addressing a letter to a clerk, include the title "Law Clerk" after the name.

<table>
<thead>
<tr>
<th>Addressee</th>
<th>Envelope and Inside Address</th>
<th>Salutation</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Supreme Court</td>
<td>The Chief Justice of the United States Justice (name) The Supreme Court of the United States</td>
<td>Dear Chief Justice: Dear Justice (surname):</td>
</tr>
<tr>
<td>Chief Justice</td>
<td></td>
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<tr>
<td>Associate Justice</td>
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</tr>
<tr>
<td>U.S. Court of Appeals for the (circuit)</td>
<td>The Honorable (full name) Chief Judge, (name of court) The Honorable (full name) (name of court)</td>
<td>Dear Chief Judge (surname): Dear Judge (surname):</td>
</tr>
<tr>
<td>Chief Judge</td>
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<tr>
<td>Judge or Senior Judge</td>
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<tr>
<td>U.S. District Court for the (district)</td>
<td>The Honorable (full name) Chief Judge, (name of court) The Honorable (full name) (name of Court)</td>
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<tr>
<td>Chief Judge</td>
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<tr>
<td>Judge or Senior Judge</td>
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<tr>
<td>Magistrate Judge</td>
<td>The Honorable (full name) U.S. Magistrate Judge (name of the court)</td>
<td>Dear Magistrate Judge (surname):</td>
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<td>Other Federal Courts:</td>
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</tr>
<tr>
<td>Chief Judge</td>
<td>The Honorable (full name) Chief Judge, (name of court) The Honorable (full name) (name of Court)</td>
<td>Dear Chief Judge (surname): Dear Judge (surname):</td>
</tr>
<tr>
<td>Judge or Senior Judge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Supreme Court</td>
<td>The Honorable (full name) (name of the court) The Honorable (full name) (name of the court)</td>
<td>Dear Chief Justice (surname): Dear Justice (surname):</td>
</tr>
<tr>
<td>Chief Justice</td>
<td></td>
<td></td>
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<tr>
<td>Justice</td>
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<tr>
<td>Other State Courts</td>
<td>The Honorable (full name) (name of the court)</td>
<td>Dear Chief Judge (surname): Dear Judge (surname):</td>
</tr>
<tr>
<td>Chief Judge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Judge</td>
<td>The Honorable (full name) (name of court)</td>
<td>Dear Judge (surname):</td>
</tr>
</tbody>
</table>
BOSTON COLLEGE LAW SCHOOL
OFFICE OF CAREER SERVICES

APPLYING TO JUDICIAL CLERKSHIPS:
JUDGES GRADUATING FROM BOSTON COLLEGE
OR BOSTON COLLEGE LAW SCHOOL

FEDERAL DISTRICT COURTS

<table>
<thead>
<tr>
<th>Judges</th>
<th>Court</th>
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<tbody>
<tr>
<td>Barbadoro, Paul</td>
<td>U.S. District Court for the District of New Hampshire</td>
</tr>
<tr>
<td>Huvelle, Ellen Segal</td>
<td>U.S. District Court for the District of Columbia</td>
</tr>
<tr>
<td>Kobayashi, Leslie</td>
<td>U.S. District Court for the District of Hawaii</td>
</tr>
<tr>
<td>O'Toole, Jr., George A.</td>
<td>U.S. District Court for the District of Massachusetts</td>
</tr>
<tr>
<td>Orrick III, William H.</td>
<td>U.S. District Court for the Northern District of California</td>
</tr>
<tr>
<td>Redden, James A.</td>
<td>U.S. District Court for the District of Oregon, Senior Judge</td>
</tr>
<tr>
<td>Scola, Jr., Robert</td>
<td>U.S. District Court for the Southern District of Florida</td>
</tr>
<tr>
<td>Thapar, Amul</td>
<td>U.S. District Court for the Eastern District Kentucky</td>
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FEDERAL MAGISTRATE JUDGES

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<tr>
<th>Judges</th>
<th>Court</th>
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<tbody>
<tr>
<td>Dein, Judith G.</td>
<td>U.S. District Court for the District of Massachusetts</td>
</tr>
<tr>
<td>Nagle, Margararet A.</td>
<td>U.S. District Court for the Central District of California</td>
</tr>
<tr>
<td>Niedermeier, Jerome</td>
<td>U.S. District Court for the District of Massachusetts (Recalled)</td>
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FEDERAL BANKRUPTCY COURTS

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<th>Judges</th>
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<tbody>
<tr>
<td>Cary, Peter G.</td>
<td>U.S. Bankruptcy Court for the District of Maine</td>
</tr>
<tr>
<td>Deasy, J. Michael</td>
<td>U.S. Bankruptcy Court for the District of New Hampshire</td>
</tr>
<tr>
<td>Kimball, Erik P.</td>
<td>U.S. Bankruptcy Court for the Southern District of Florida</td>
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<tr>
<td>Kishel, Gregory F.</td>
<td>U.S. Bankruptcy Court for the District of Minnesota, Chief Judge</td>
</tr>
<tr>
<td>Lamoutte, Enrique S.</td>
<td>U.S. Bankruptcy Court for the District of Puerto Rico, Chief Judge</td>
</tr>
<tr>
<td>Olson, John K.</td>
<td>U.S. Bankruptcy Court for the Southern District of Florida</td>
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</table>

OTHER FEDERAL COURTS

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<thead>
<tr>
<th>Judges</th>
<th>Court</th>
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<tbody>
<tr>
<td>Kerrigan, Kathleen</td>
<td>U.S. Tax Court</td>
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STATE COURTS

<table>
<thead>
<tr>
<th>State</th>
<th>Court</th>
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<tbody>
<tr>
<td>Arizona</td>
<td>Arizona Superior Court (Maricopa County)</td>
</tr>
<tr>
<td>Foster, George H.</td>
<td>Arizona Superior Court (Maricopa County)</td>
</tr>
<tr>
<td>Mahoney, Margaret R.</td>
<td></td>
</tr>
</tbody>
</table>
California
Federman, Rita Coyne
See, Ramona G.
Superior Court of California (San Luis Obispo)
Superior Court of California (Los Angeles)

Connecticut
Alander, Jon M.
Foley, III, Francis J.
Karazin, Edward R.
Pellegrino, Joseph H.
Connecticut Superior Court
Connecticut Juvenile Court (Trial Referee)
Connecticut Superior Court (Referee)
Connecticut Appellate Court (Trial Referee)

Delaware
Blakely, Sheila G.
Deputy Chief Magistrate, Sussex County, Justice of the Peace Court, Delaware

DC
Winfield, Susan R.
District of Columbia Superior Court, Senior Judge

Florida
LaRose, Edward C.
Palmer, William
Florida District Court of Appeal, 2nd District (Lakeland)
Florida District Court of Appeal, 5th District (Daytona Beach)

Georgia
Goger, John
Superior Court of Fulton County

Hawaii
Fong, Peter C.K.
First Circuit District Court, O’ahu

Louisiana
Jones, Benjamin
4th Judicial District Court

Massachusetts
Bernard, Julie
Bernstein, Patricia
Blitzman, Jay
Brassard, Raymond J.
Brieger, Heidi
Carpenter, Don
Chaplin, Anne Kenney
Chin, Richard J.
Coffey, Kathleen E.
Connors, Thomas A.
Corbett, John P.
Cronin, James M.
Donnelly, David
Massachusetts District Court (Brockton), First Justice
Boston Municipal Court
Massachusetts Juvenile Court (Lowell), First Justice
Massachusetts Superior Court (Suffolk)
Massachusetts Superior Court (Suffolk)
Massachusetts District Court (Barnstable)
Massachusetts Housing Court (Southeast), First Justice
Massachusetts Superior Court (Suffolk)
Boston Municipal Court
Massachusetts Superior Court (Suffolk)
Massachusetts Juvenile Court (Plymouth), First Justice
Massachusetts Probate and Family Court (Essex)
Boston Municipal Court

Updated November 2013
Donnelly, Jr., Edward F.
Edwards, Jr., Wilbur P.
Fahey, Elizabeth
Fecteau, Francis R.
Flynn, III, Maurice R.
Ford, Daniel A.
Graham, R. Malcolm
Greco, Robert V.

Harris, Leslie E.
Hely, Charles J.
Henry, Bruce
Hogan, Maureen
Kane, Robert J.
Kilmartin, Peter
Kottmyer, Diane M.
Limon, Stephen
LoConto, Paul F.
Menno, James V.
Moriarty, Elaine M.
Moses, Richard
Nadeau, Jr., Gilbert J.
Newman, Mark
O'Neill, W. James
Orfanello, Mary A.
Padden, Sally F.
Rouse, Barbara J.
Sabra, Bernadette L.

Sikora, Jr., Mitchell J.
Singer, Sarah B.
Spina, Francis X.
Sragow-Licht, Roanne
Stahlin, Jeremy A.
Sullivan, Jr., Timothy F.

Massachusetts Probate and Family Court (Middlesex)
Massachusetts Housing Court (Southeast)
Massachusetts Superior Court (Suffolk)
Massachusetts Appeals Court
Massachusetts District Court (Somerville), First Justice
Massachusetts Superior Court
Massachusetts Appeals Court
Massachusetts District Court (Framingham/Natick),
First Justice
Massachusetts Juvenile Court (Suffolk)
Massachusetts Superior Court (Suffolk)
Massachusetts Superior Court (Suffolk)
Massachusetts Superior Court (Suffolk)
Massachusetts Superior Court
Massachusetts District Court (Ayer), First Justice
Massachusetts Superior Court (Suffolk)
Massachusetts Juvenile Court (Suffolk)
Massachusetts District Court (Worcester), First Justice
Massachusetts Probate and Family Court (Plymouth)
Massachusetts Probate and Family Court (Suffolk)
Massachusetts Superior Court
Massachusetts District Court (Fall River), First Justice
Massachusetts Juvenile Court (Essex)
Massachusetts District Court (Barnstable), First Justice
Massachusetts District Court (Milford)
Massachusetts Juvenile Court (Essex)
Massachusetts Superior Court, Chief Justice
Massachusetts District Court (New Bedford), First Justice/
Massachusetts District Court, Appellate Division
Massachusetts Appeals Court
Massachusetts District Court (Framingham), First Justice
Massachusetts Supreme Judicial Court
Massachusetts District Court (Cambridge), First Justice
Massachusetts Probate and Family Court (Suffolk)
Massachusetts Probate and Family Court (Worcester)

Maine
Clifford, Robert
Humphrey, Thomas E.
Murray, Jr., Robert E.
O'Neil, John
Wheeler, Joyce A.

Minnesota
Hopper, Richard H.
McGunnigle, George

Updated November 2013
New Hampshire
Devries, Sharon
Groff, William J.
Kent, David L.
Korbey, John A.
McGuire, Kathleen A.
McNamara, Richard
Tucker, Brian

New Hampshire District Court (Plaistow)
New Hampshire Superior Court, Senior Justice
New Hampshire District Court (Plymouth)
New Hampshire District Court (Salem)
New Hampshire Superior Court, Senior Justice
New Hampshire Superior Court
New Hampshire Superior Court

New Jersey
Bauman, David
Messano, Carmen

New Jersey Superior Court, Monmouth Vicinage
New Jersey Superior Court, Appellate Division

New York
Angioliillo, Daniel
Badillo, Gilbert
Breslin, Thomas
Clark, Darcel
Giacomo, William
Hubert, James W.
Miller, William
Shanley, P. Michael
Spain, Edward
Tafuri, Anthony
Teresi, Joseph
Trost, Timothy J.
Wittner, Bonnie G.

New York Supreme Court, Appellate Division, 2nd Dept.
Housing Court, Civil Court of the City of New York, Queens County
Albany County Supreme Court
New York Supreme Court, Appellate Division, 1st Dept.
Westchester County Supreme Court
Westchester County Supreme Court
New York Supreme Court, Kings County, Criminal Term
Oswego City Court
New York Supreme Court, Appellate Div., 3rd Dept.
New York District Court (Suffolk County)
New York Supreme Court, Albany County
Office of Disability Adjudication & Review (Buffalo)
New York Supreme Court, New York County

Ohio
Solovan II, John M.

Common Pleas Court, Belmont County

Pennsylvania
Cohen, Denis
Robinson, Rosalyn
Vanston, Brendan

PA Court of Common Pleas
PA Court of Common Pleas
PA Court of Common Pleas, Senior Judge

Rhode Island
Bucci, Elaine
Indeglia, Gilbert
Robinson III, William P.

Rhode Island District Court, Administrative Judge
Rhode Island Supreme Court
Rhode Island Supreme Court

Vermont
Dooley, III, John A.
Howard, David

Vermont Supreme Court
Vermont Superior Court

Updated November 2013
### Faculty

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Clerkship Details</th>
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</thead>
</table>
| Richard Albert, Assistant Professor| Hon Beverley McLachlin  
C.J., Canada Supreme Court                                                        |
| Sharon Beckman, Associate Clinical Professor | Hon. Frank M. Coffin  
U.S. Court of Appeals for the First Circuit                                          |
| Mary Bilder, Professor              | Hon. Francis D. Murnaghan, Jr.  
U.S. Court of Appeals for the Fourth Circuit                                          |
| E. Joan Blum, Associate Professor of Legal Reasoning, Research & Writing | Hon. Robert Braucher  
Massachusetts Supreme Judicial Court                                                  |
| Mark S. Brodin, Professor           | Hon. Joseph L. Tauro  
U.S. District Court for the District of Massachusetts                                 |
| R. Michael Cassidy, Professor       | Chief Justice Edward F. Hennessey  
Massachusetts Supreme Judicial Court                                                  |
| Daniel R. Coquillette, Professor    | Hon. Robert Braucher  
Massachusetts Supreme Judicial Court                                                  |
| Scott T. Fitzgibbon, Professor      | Chief Justice Warren E. Burger  
U.S. Supreme Court                                                                   |
| Brian Galle, Assistant Professor    | Hon. Harrison L. Winter  
U.S. Court of Appeals for the Fourth Circuit                                          |
|                                    | Hon. Stephen M. Orlofsky  
U.S. District Court for the District of New Jersey                                   |
|                                    | Hon. Robert A. Katzmann  
U.S. Court of Appeals for the Second Circuit                                          |
Kent Greenfield, Professor
Hon. Levin H. Campbell
U.S. Court of Appeals for the First Circuit
Associate Justice David H. Souter
U.S. Supreme Court

Dean Hashimoto, Associate Professor
Hon. David L. Bazelon
U.S. Court of Appeals for the D.C Circuit
Associate Justice William J. Brennan, Jr.
U.S. Supreme Court

Kari Hong, Assistant Professor
Hon. Jeremy Fogel
U.S. District Court of the Northern District of California
Hon. Sidney Thomas
U.S. Court of Appeals for the Ninth Circuit

Gregory A. Kalscheur, S.J.,
Associate Professor
Hon. Kenneth F. Ripple
U.S. Court of Appeals for the Seventh Circuit

Sanford N. Katz, Professor
Chief Judge J. Marvin Jones
U.S. Court of Appeals for the Federal Circuit

Joseph P. Liu, Professor
Hon. Levin H. Campbell
U.S. Court of Appeals for the First Circuit

Daniel Lyons, Assistant Professor
Hon. Cynthia Holcomb Hall
U.S. Court of Appeals for the Ninth Circuit

Judith A. McMorrow, Professor
Hon. Gilbert S. Merritt, Jr.
U.S Court of Appeals for the Sixth Circuit
Chief Justice Warren E. Burger
U.S. Supreme Court

David Olson, Assistant Professor
Hon. Jerry E. Smith
U.S. Court of Appeals for the Fifth Circuit

Mary-Rose Papandrea, Associate Professor
Hon. John G. Koeltl
U.S. District Court for the Southern District of New York
Hon. Douglas H. Ginsburg

Updated November 2013
<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>James R. Repetti, Professor</td>
<td>U.S. Court of Appeals for the D.C. Circuit</td>
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<tr>
<td></td>
<td>Associate Justice David H. Souter</td>
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<td>U.S. Supreme Court</td>
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<td>Hon. Walter J. Skinner</td>
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<td>U.S. District Court for the District of Massachusetts</td>
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<tr>
<td>Diane Ring, Professor</td>
<td>Hon. Jon O. Newman</td>
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<td>U.S. Court of Appeals for the Second Circuit</td>
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<tr>
<td>James S. Rogers, Professor</td>
<td>Hon. Bailey Aldrich</td>
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<td>U.S. Appeals Court for the First Circuit</td>
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<td>David Wirth, Professor</td>
<td>Hon. William H. Timbers</td>
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<td>Katharine Young, Associate</td>
<td>Hon. Michael Kirby AC CMG</td>
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<td>High Court of Australia</td>
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<td><strong>ADJUNCT FACULTY</strong></td>
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<tr>
<td>Thomas Bridge, Adjunct</td>
<td>Hon. Edward F. Hennessey</td>
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<td>Faculty</td>
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<td>Massachusetts Supreme Judicial Court</td>
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<tr>
<td>Thomas Carey, Adjunct</td>
<td>Hon. Andrew Augustine Caffrey</td>
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<td>Faculty</td>
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<td>U.S. District Court for the District of Massachusetts</td>
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<td>Hon. Frank Jerome Murray</td>
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<td>U.S. District Court for the District of Massachusetts</td>
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<td>Kevin Curtin, Adjunct</td>
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<td>James Dowden, Adjunct</td>
<td>Hon. Anthony Scirca</td>
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<td>U.S. Court of Appeals for the Third Circuit</td>
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<td>Hon. Stephen Breyer</td>
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<td>U.S. Supreme Court</td>
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<td>Alison Eggers, Adjunct</td>
<td>Hon. Kenneth C. Stephen</td>
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<td>Nebraska Supreme Court</td>
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<td>Michael Joyce, Adjunct</td>
<td>Massachusetts Superior Court</td>
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<tr>
<td>Hon. Scott Kafker, Adjunct</td>
<td>Hon. Charles L. Levin</td>
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<td>Faculty</td>
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<td>Michigan Supreme Court</td>
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</tbody>
</table>
Hon. Mark L. Wolf
U.S. District Court for the District of Massachusetts

Thomas Maffei, Adjunct Faculty
Hon. Edward F. Hennessey
Massachusetts Supreme Judicial Court

Jeremy Marr, Adjunct Faculty
Hon. Margaret H. Marshall
Massachusetts Supreme Judicial Court

Hon. Christine McEvoy, Adjunct Faculty
Massachusetts Superior Court

Patrick Moore, Adjunct Faculty
Hon. Robert J. Cordy
Massachusetts Supreme Judicial Court

Hon. F. Dennis Saylor IV
U.S. District Court for the District of Massachusetts

Hon. Maryanne Trump Barry
U.S. Court of Appeals for the Third Circuit

Jess Phelps, Adjunct Faculty
Hon. Richard W. Goldberg
U.S. Court of International Trade

Allan Ryan, Adjunct Faculty
Hon. Byron R. White
U.S. Supreme Court

Matthew Stowe, Adjunct Faculty
Hon. Paul V. Niemeyer
U.S. Court of Appeals for the Fourth Circuit

Brandon White, Adjunct Faculty
Chief Justice
Massachusetts Supreme Judicial Court

Charlotte Whitmore, Adjunct Faculty
Hon. Anita Brody
U.S. District Court for the Eastern District of Pennsylvania

Hon. Marjorie Rendell
U.S. Court of Appeals for the Third Circuit

VISITING FACULTY

Elizabeth Foote, Visiting Faculty
U.S. Court of Appeals for the D.C. Circuit

Laura Murray-Tjan, Visiting Faculty
Hon. Sonia Sotomayor
U.S. Court of Appeals for the Second Circuit

Updated November 2013
APPLYING TO JUDICIAL CLERKSHIPS: PREPARING YOUR APPLICATION MATERIALS

The application requirements for a judicial clerkship may differ somewhat from judge to judge or from court to court, but in general the application consists of the elements listed below.

**RESUME**

Your resume should be current. You may include information about your upcoming summer employment on your resume or in your cover letter.

**COVER LETTER**

Your cover letter should indicate your interest in the clerkship and highlight your qualifications. The letter should be short, no more than one page. Mention for which term you are applying. You may wish to emphasize your research and writing experience as well as any other unique qualifications. You should also mention any special factors which were important to your selection of this judge/court. Most importantly, convey sincerity.

State your geographic connection to the court if it is not apparent, and if you have upcoming plans to be in the area. You should also mention the names of your recommenders and attach a list of your recommenders including title, address, and telephone numbers. Remember that your cover letter is an example of your writing. Make sure that it is well written and has no typographical or grammatical errors.

**TRANSCRIPTS**

Most judges request a law school transcript. For most an unofficial transcript will suffice; others will want an official transcript. Some judges request an undergraduate transcript.

You may obtain a copy of your transcript (official or unofficial) from the Registrar's Office, Lyons Hall (617) 552-8700. Use the transcript request and transcript status tracking features in Agora. Log on to Agora and look for the transcript items in your menu. Review the information on the screen, add any additional information and submit your request. Your request will be received immediately and processed as soon as possible. Use the status tracking page to follow your request. Your PIN acts as the authorization to release your record. If you visit Lyons Hall, you can complete the transcript request form in the office.

Request an undergraduate transcript early.

*Updated February 2014*
WRITING SAMPLE

Judges usually want a legal writing sample as a part of the application. Occasionally judges will not want the writing sample until the interview. As good research and writing skills are essential for a clerkship, your writing sample is very important.

Writing samples should be short, approximately 8-10 pages. The sample should be an example of legal writing and not a college thesis. Writing samples may be an excerpt from a longer piece. If using an excerpt, make sure that you provide a cover sheet with points of fact and a context. Examples of commonly used writing samples are Moot Court briefs, sections of journal articles (although most judges do not want writing samples that have been edited by others), and memoranda written at work (with your employer’s permission). If you have published your law review note, you may submit it as a writing sample, even though it is longer than 8-10 pages, or bring a specially bound copy to the interview.

RECOMMENDATIONS

Judges generally request two or three letters of recommendation. These recommendations should be from law school faculty or legal employers who can write about your legal research and writing ability, legal analytical skills, etc. Letters from undergraduate professors are not as helpful.

When requesting letters of recommendation, make your request well in advance to allow sufficient time for those who are writing letters on your behalf. Although clerkship opportunities may be posted on OSCAR at any time, most students will likely request LORs from faculty members timed with the release of grades, February/May depending upon their individual goals and strategic plan. Please be advised that, due to the volume of clerkship recommendations, faculty will not be able to update clerkship letters except to add information about additional course(s) or activities the applicant has taken with or under the supervision of the letter writer. Be sure to let your recommender know if you receive an interview or an offer.

UPDATES

When you receive your grades, you should update your applications. Also, if you receive other honors or recognition while your applications are pending, you could write a short letter to that effect to the judges to whom you have applied.
CLERKSHIP LETTERS OF RECOMMENDATION

FACULTY SUPPORT SERVICES INFO SHEET

For clerkship applications, judges typically ask applicants to provide 2-3 letters of recommendation (LOR). Faculty Support Services has a centralized process to assist students in obtaining LORs from professors. While BC Law endeavors to make this process as easy and efficient as possible, please remember that it is ultimately each applicant’s responsibility to manage the process (including verifying each judge’s contact information and, for federal judges, determining whether or not the judge uses OSCAR).

STEP ONE
- Complete the Judicial Clerkship Information Form. E-mail the completed form to teaguech@bc.edu.

STEP TWO
- Contact faculty members to ask them to write you a letter of recommendation. Provide a copy of your Judicial Clerkship Information Form. Although clerkship opportunities may be posted any time, most students will likely want to request LORs from faculty members timed with the release of grades in February or May. Please be advised that, due to the volume of requests, faculty will not be able to update LORs except to add information about additional course(s) or activities the applicant has taken with or under the supervision of the letter writer.

STEP THREE
- Create draft applications on OSCAR for all of the OSCAR judges to whom you will apply and input your recommenders into each application.

STEP FOUR
- Submit finalized lists of judges to Faculty Support Services. Once you have submitted the Judicial Clerkship Information Form, Career Services will send you two spreadsheets, one for federal judges and one for state judges. Please indicate on each list (as instructed below) the judges to whom you will be applying. If you are applying to federal judges via OSCAR and by paper application, please submit two copies of the federal judge spreadsheet, one for OSCAR judges and one for non-OSCAR judges (and label each accordingly).

- Please note that OSCAR has imposed a limit of 100 applications for chambers law clerk positions. The limit does not apply to staff attorney positions or to pro se, death penalty, or bankruptcy appellate panel law clerk positions. The limit operates on a rolling basis (i.e. applicants will regain application slots when they withdraw an application or if a position to which they applied is subsequently marked as “filled”). In addition, BC Law limits students to 75 paper (i.e. non-OSCAR) applications. Students must petition the Clerkship Committee for approval to apply to additional judges (for example, if certain state courts have decentralized processes).

- How to submit your lists:
1. Open the appropriate spreadsheet. Go to “File” and “Save As” to save a copy of the file to your computer.
2. Use the “Find” function (or press “ctrl” + “F”) to search for a judge by last name, city, state, or court.
3. To indicate that you intend to apply to a specific judge, type your initials in Column A on that judge’s line.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1728 afm</td>
<td>The Honorable</td>
<td>John Thomas</td>
<td>Reid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. When you have marked and saved all of your selections, e-mail the Excel files to clerkship@bc.edu and teaguech@bc.edu. Faculty Support Services will then create letters of recommendation for all of the judges you indicated on the spreadsheet(s). Please note you will be submitting three files, one federal spreadsheet marking the OSCAR judges you want to apply to, one federal spreadsheet marking the non-OSCAR judges you want to apply to, and one spreadsheet marking the state judges you want to apply to.
5. You may submit additional spreadsheets as needed for additional applications.

STEP FIVE
- Faculty Support will email you when your LORs for state or non-OSCAR federal judges are ready to be picked up from East Wing 425. For OSCAR judges, LORs will be uploaded directly on OSCAR.
**JUDICIAL CLERKSHIP INFORMATION FORM**

**INSTRUCTIONS:** Please complete this form before your mandatory clerkship meeting. This form provides information that Career Services and recommenders will use to assist you in developing your clerkship applications and strategy. Use additional pages if necessary to provide complete answers.

**NAME:** ___________________________  **CLASS YEAR:** ___________________________

**E-MAIL:** ___________________________

**ACADEMIC INFORMATION:**

**UNDERGRADUATE:**
- Undergraduate Institution: __________________________________________
- Undergraduate GPA: ___________________________

**LAW SCHOOL:**
- GPA: ___________________________
- Class Rank: ___________________________
- Journal: __________________________________________

- Are you on the editorial board?  □ No  □ Yes  If yes, position: ___________________________
- Is your Note being published?  □ No  □ Yes  If yes, when: ___________________________
- Title of Note: ___________________________
- Any other publications? ___________________________

**Law School Activities (and leadership roles, if any):**

- __________________________________________

**Special Skills, Experiences, and Languages:**

- __________________________________________

**CLERKSHIP INFORMATION:** What courts are you interested in applying to?

- □ Federal Appellate  □ Federal District  □ Federal Bankruptcy  □ Federal Specialty (i.e., Tax, etc.)
- □ State Supreme  □ State Appellate  □ State Trial  □ State Specialty (i.e., juvenile, etc.)

**GEOGRAPHIC INFORMATION:** Where are you interested in clerking? Think broadly about geographic locations to increase your chances of success. Clerkships typically only last a year so we encourage you to be as flexible as possible when thinking about geography. The clerkship market in the Northeast, particularly in Boston, is incredibly competitive.

- □ No Preference
- □ List Preferences Below (including connection to area): __________________________________________

- __________________________________________
RECOMMENDERS INFORMATION: Identify 3 prospective recommenders, including (1) relationship to the recommender (professor or work supervisor); and (2) if professor, indicate the course taken, your grade, the semester, and any substantial writing assignments or projects completed for the course; or (3) if work supervisor, generally describe your projects and summarize your interaction with this supervisor.

1. 

2. 

3. 

OTHER INFORMATION:

What should your recommenders know about you? Please identify at least 3 things about yourself that will help your recommenders gain deep personal knowledge about your background and experience. Providing a detailed and thoughtful response will enable your recommenders to write more personalized letters for you, which will strengthen your applications.

Why do you want to clerk?

What are your future career plans? How do you think clerking will prepare you for your future career plans?
5 Steps to an Effective Clerkship Cover Letter

January 2014
Overview

- Step 1: Selecting a Cover Letter Approach
- Step 2: Drafting a Clerkship Cover Letter
- Step 3: Formatting a Clerkship Cover Letter
- Step 4: Formatting Addresses and Salutations
- Step 5: Proofreading
Step 1: Selecting a Cover Letter Approach

- Simple Approach
  - Cover letter serves only as a guide to the substantive parts of your clerkship application.

- Substantive Approach
  - Cover letter includes a substantive discussion of your background and skills.
  - Use this approach to highlight a relevant fact that is not obvious from your resume or recommendations.

- Under either approach, clerkship cover letters will be more concise than cover letters for other jobs.
Step 2:
Drafting a Simple Cover Letter

- Paragraph 1:
  - Identify yourself ("I am a second-year law student at Boston College Law School.");
  - Identify the position and term for which you are applying; and
  - Mention geographic ties or referral (if any).

- Paragraph 2:
  - Outline contents of application; and
  - Provide names and contact information (optional) of recommenders.

- Paragraph 3:
  - Mention your availability to interview;
  - Include your phone number and e-mail address; and
  - Thank the judge for his consideration of your application.
123 Centre Street  
Newton, MA 02459  
December 4, 2013

The Honorable John Doe  
U.S. District Court for the District of Massachusetts  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way  
Boston, MA 02210

Dear Judge Doe:

I am a second-year law student at Boston College Law School, and I am writing to apply for a clerkship in your chambers for the 2015-2016 term.

Enclosed please find my resume, my law school transcript, and a writing sample. My writing sample consists of an opposition to a motion to suppress a defendant’s confession under Massachusetts law, which I drafted as a summer intern at the Middlesex District Attorney’s Office. Additionally, you will be receiving letters of recommendation from Professors Michael Cassidy and Dean Hashimoto, as well as Assistant District Attorney John Smith. All recommenders have said that they would be happy to speak with you directly. If you would like to reach them, Professor Cassidy’s telephone number is (617) 552-1234, Professor Hashimoto’s telephone number is (617) 552-4221, and ADA Smith’s telephone number is (508) 123-4567.

Please feel free to contact me at (617) 987-6543 or by e-mail at student@bcl.edu if you need any further information. Thank you for your consideration.

Respectfully,

Your Name Typed

Enclosures
Step 2, cont.:
Drafting a Substantive Cover Letter

- Paragraph 1:
  - Identify yourself ("I am a second-year law student at Boston College Law School.");
  - Identify the position and term for which you are applying; and
  - Mention geographic ties or referral (if any).

- Paragraph 2:
  - Provide a substantive discussion of your:
    - Extensive research and writing experience;
    - Specialized background (i.e., technical) or coursework (i.e., bankruptcy)
    - Prior work experience;
    - Common interest or connection to the judge; or
    - Other unique qualifications.

- Paragraphs 3/4:
  - Outline contents of application;
  - Provide names and contact information (optional) of recommenders;
  - Mention your availability to interview;
  - Include your phone number and e-mail address; and
  - Thank the judge for his consideration of your application.
123 Centre Street
Newton, MA 02459

December 4, 2013

The Honorable John Doe
U.S. District Court for the District of Massachusetts
John Joseph Moakley U.S. Courthouse
1 Courthouse Way
Boston, MA 02210

Dear Judge Doe:

I am a third-year law student at Boston College Law School, and I am writing to apply for a clerkship in your chambers for the 2015-2016 term.

At my resume indicates, I earned my undergraduate degree in electrical engineering from the Massachusetts Institute of Technology and spent three years designing communication systems for Lockheed Martin before coming to law school. I am particularly interested in clerking in your chambers because of the large number of patent cases on your docket. For the last two summers, I worked as a summer associate at the Boston-based intellectual property boutique Smith & Smith LLP. I have also taken Intellectual Property Survey, Patent Law, and Intellectual Property Research, and earned a spot on the Saul Lefkowitz Intellectual Property Moot Court team. My engineering experience, combined with my academic and practical experience in intellectual property law, will allow me to make a valuable contribution to your chambers.

Enclosed please find my resume, my law school transcript, and a writing sample. My writing sample consists of a memorandum in support of a motion to dismiss patent infringement claims involving ABC Corporation’s online gaming technology, which I prepared at Smith & Smith. Additionally, enclosed are letters of recommendation from Professors David Olson and Joseph Liu, as well as John Smith, a founding partner of Smith & Smith.

Please feel free to contact me at (617) 987-6542 or by e-mail at student@bc.edu if you need any further information. Thank you for your consideration.

Respectfully,

Your Name Typed

Enclosures

Substantive Cover Letter Example
Step 3: Formatting a Clerkship Cover Letter

- 1 page;
- Times New Roman, Size 11 or 12;
- 1 inch margins;
- Follow proper business letter format; and
  - See “Business Letter Format” Slide.
- Close with “Respectfully”, not “Sincerely”.
- For non-OSCAR judges:
  - Print on bond paper (white or cream); and
  - Sign in blue or black ink.
The Honorable John Doe
U.S. District Court for the District of Massachusetts
John Joseph Moakley U.S. Courthouse
1 Courthouse Way
Boston, MA 02210

December 4, 2013

Dear Judge Doe,

I am a second-year law student at Boston College Law School, and I am writing to apply for a clerkship in your chambers for the 2015-2016 term.

Enclosed please find my resume, my law school transcript, and a writing sample. My writing sample consists of an opposition to a motion to suppress a defendant’s confession under Massachusetts law, which I drafted as a summer intern at the Middlesex District Attorney’s Office. Additionally, you will be receiving letters of recommendation from Professors Michael Cassidy and Dean Hashimoto, as well as Assistant District Attorney John Smith. All recommenders have said that they would be happy to speak with you directly. If you would like to reach them, Professor Cassidy’s telephone number is (617) 552-1234, Professor Hashimoto’s telephone number is (617) 552-4321, and ADA Smith’s telephone number is (508) 123-4567.

Please feel free to contact me at (617) 987-6543 or by e-mail at student@bc.edu if you need any further information. Thank you for your consideration.

Respectfully,

[Name]

Enclosures
Step 4:
Formatting Addresses and Salutations

- Take special care in addressing judges. Show deference by stating the judge's title and court name correctly.

- General Guidelines:
  - Double check the spelling of each judge's name.
  - Use "The Honorable" before the judge's or magistrate's name on the envelope and cover letter address.

- Judges on "Supreme" courts have the title "Justice". Judges on other courts generally have the title "Judge". But always confirm a judge's title because all rules have exceptions (i.e., Associate Justices of the MA Appeals Court).
### Step 4, cont.

<table>
<thead>
<tr>
<th>Judge</th>
<th>Envelope/Cover Letter Address</th>
<th>Salutation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Appellate Judge</td>
<td>The Honorable (full name)</td>
<td>Dear Judge (surname):</td>
</tr>
<tr>
<td></td>
<td>U.S. Court of Appeals for the ___ Circuit</td>
<td></td>
</tr>
<tr>
<td>Federal District Judge</td>
<td>The Honorable (full name)</td>
<td>Dear Judge (surname):</td>
</tr>
<tr>
<td></td>
<td>U.S. District Court for the (district)</td>
<td></td>
</tr>
<tr>
<td>Federal Magistrate Judge</td>
<td>The Honorable (full name)</td>
<td>Dear Magistrate Judge (surname):</td>
</tr>
<tr>
<td></td>
<td>U.S. Magistrate Judge, U.S. District Court for the (district)</td>
<td></td>
</tr>
<tr>
<td>State Supreme Court Justice</td>
<td>The Honorable (full name)</td>
<td>Dear Justice (surname):</td>
</tr>
<tr>
<td></td>
<td>(name of court)</td>
<td></td>
</tr>
<tr>
<td>Other State Judges</td>
<td>The Honorable (full name)</td>
<td>Dear Judge (surname):</td>
</tr>
<tr>
<td></td>
<td>(name of court)</td>
<td></td>
</tr>
</tbody>
</table>

For additional examples, see the Judicial Clerkship Resource and Reference Materials, p. 11.
Step 5: Proofreading

- A clerkship cover letter is the first piece of your writing that a judge sees so your cover letter must be error free.

- General Guidelines:
  - After drafting your cover letter, put it away for a day before proofreading it yourself.
  - Have Career Services review your cover letter.
  - Have a friend/relative proofread your cover letter.
Best of luck with the clerkship application process.
**OSCAR APPLICATION PROCESS**

**CREATE & UPLOAD DOCUMENTS**
- Upload resume and writing samples as PDFs under 300KB
- Create grade sheets in OSCAR
- Customize cover letters with the online editor or upload a PDF file

**IDENTIFY YOUR RECOMMENDERS**
- Search to find recommenders with OSCAR accounts
- Add new recommenders to OSCAR

**RESEARCH & MANAGE POSITIONS**
- Search OSCAR for the perfect position
- Use custom folders to organize your search results

**CREATE & SUBMIT APPLICATIONS**
- Attach your application documents
- Create DRAFT application to generate recommendation requests
- Finalize application
OSCAR Quick Reference Guide for Applicants

OSCAR AT A GLANCE

- Create an OSCAR account to research federal law clerk and appointment staff attorney positions.
- Receive automatic notifications of new law clerk and staff attorney positions fitting your selection criteria.
- Create cover letters and grade sheets online in OSCAR.
- Upload PDF application documents including resumes, cover letters, and writing samples.

THE OSCAR WINDOW

1. **Main Navigation Menu** — Click navigation tabs to move to different sections of the OSCAR website.
2. **Tabs** — Use tabs to navigate each section of OSCAR.
3. **Instruction Box** — Blue boxes provide basic instructions and information as well as links to relevant help and resources.
4. **Help Resources** — Look for these links to video tutorials and tips sheets with step-by-step instructions on performing OSCAR tasks.
5. **Basic Search Box** — Use the available search options to find positions that meet your criteria.
6. **Function Buttons** — Click to perform designated functions.
7. **Batch Options Menu** — Use this menu to apply batch functions to selected items in OSCAR lists.
8. **Column Headers** — Click the arrow to sort the list by that column. Click again to reverse the order.
9. **List of Items** — View sortable lists of judges and staff attorneys in OSCAR available under various tabs.

MANAGE YOUR ACCOUNT

Register for an Account
Eligible law school students and graduates can register for OSCAR accounts and apply for clerkship and staff attorney positions.

2. Click **Register** in the main navigation menu. OSCAR displays the Registration screen.
3. Click the **Are You Applying** link. OSCAR displays the registration form.
4. Complete the applicant registration form and click **Submit**.

Update Your Profile

1. Click **My Profile > Profile**. OSCAR displays your applicant profile.
2. Click **Edit Profile** and make the desired changes.
3. Select **Yes** in the **Verification of Data** field.
4. Click **Update Profile**.

Receive Notifications of Position Postings
OSCAR provides automatic email notifications when new positions are posted. You can customize this function to only provide notifications of positions posted by preferred judge types or states using the instructions under **Update Your Profile**.

Change Your Password

1. Click **My Profile > My Account**. OSCAR displays your account information.
2. Select the **Main** tab.
3. Enter and verify new password.
4. Click **Change Password**.

Note: Ensure that your new password meets the stated requirements.

Update Your Security Questions

1. Click **My Profile > My Account**.
2. Select the **Security Questions** tab.
3. Choose a question from the drop-down menu, enter the answer, and repeat for questions 2 and 3.
4. Click **Save**.
CREATE AND UPLOAD APPLICATION DOCUMENTS

The My Documents tab is where you upload or create all of the applicant-generated documents that you will include in your applications. The process of uploading documents to OSCAR is simple, but there are certain restrictions you must be aware of:

- All documents uploaded to OSCAR must be in PDF format and less than 300KB in size.
- Transcripts cannot be uploaded to OSCAR. You must create “grade sheets” using the online form. Note: Judges and staff attorney offices are aware that these are not official transcripts.
- OSCAR restricts the total number of documents you can have uploaded at any one time. Restrictions vary by document type and are listed on the My Documents tab.

Create a Cover Letter Using the Online Editor

Creating cover letters in OSCAR’s online editor does not limit you on the total number of cover letters and allows you to use merge fields to automatically personalize the letters with the recipient’s name and address information from the OSCAR database.

1. Click My Documents.
2. Click Add New (bottom of screen). OSCAR displays the Document screen.
3. Enter a name for your cover letter in the Document Label field.
4. Choose Clerkship Cover Letter or Staff Att'y Cover Letter from the Document Type pull-down menu.
5. The screen will refresh and display the online editor where you can type your letter.
6. Click Upload (shown at the top and bottom of the screen) to save your work.
7. On the My Documents tab, click on the label (entered in step 3) to reopen your cover letter and continue working.

Create Grade Sheets

Applicants must enter their grades into an online grade sheet form. OSCAR allows you to create three types of grade sheets: Law School Grade Sheet, Undergraduate Grade Sheet, and Other Grade Sheet.

1. Click My Documents.
2. Click Add New (bottom of screen). OSCAR displays the Document screen.
3. Enter a name for your grade sheet in the Document Label field.
4. Choose Law Grade Sheet, Undergraduate Grade Sheet, or Other Grade Sheet from the Document Type pull-down menu.
5. OSCAR displays the grade sheet form.
6. Enter a number in the Grade Sheet Ordering field. If you have multiple grade sheets of the same type in your application (e.g., two law grade sheets), the Grade Sheet Ordering field allows you to control which grade sheet appears first in the application.
7. Verify or enter the School Name.
8. (Optional) Use the Grading System Description box to describe your school's grading system. (Useful for alternative grading methods.)
9. (Optional) Enter cumulative GPA.
10. Enter Semester/Quarter Date for your first term.
11. Enter the Ordering number for the semester/quarter.

Note: This determines the order your semesters/quarters appear in the grade sheet. OSCAR does not use the date to establish a chronological order. Enter “1” for your first term, “2” for your second term, etc. Failure to do this will result in a disorganized grade sheet that shows your terms in a random order.

11. Enter your courses in the Course Rows. Only Course Name is required—all other fields are optional.

12. Click Add Course Row to add a new row to that semester/quarter. Remove extra rows using Delete Course Row.
13. Enter additional information in the Narrative text box (e.g., a leave of absence, semester honors or other academic awards, etc.)
14. Click Add Semester/Quarter to add a new section.
15. Click the Save button frequently to save your work to the OSCAR server.
16. Click Upload:
   - Save your work to the OSCAR server.
   - Return to the My Documents tab.
   - Convert your grade sheet into a PDF document.
17. After you click Upload, your grade sheet will be available on the My Documents tab. If you do not click Upload, OSCAR will not convert your grade sheet to PDF and will not make it available to include on your applications. Click the PDF icon to the left of your grade sheet to preview your work.

Upload Resumes, Writing Samples, and Cover Letters as PDF Files

1. Click My Documents.
2. Click Add New (bottom of screen). OSCAR displays the Document screen.
3. Enter a name for your document in the Document Label field.
4. Choose the document type from the drop-down menu.
5. If you are uploading a resume or writing sample:
   - Click the Browse button in the gray file box.
   - In the pop-up window that displays, navigate to where the file is stored on your computer or network, select the file, and click the Open button. The file path displays in the browse box.
   - Click Upload.
6. If you are uploading a cover letter:
   - OSCAR displays the online editor screen. In the area immediately below the Document Type pull-down menu, choose .pdf file. OSCAR will display the same file browse box shown above.
   - Click Browse to locate your file.
   - Click Upload.
7. Your new document will be available in the list on the My Documents tab.
CHOOSE RECOMMENDERS

Selecting your recommenders is a crucial part of the application process. You must identify all of your recommenders before submitting applications just as you must upload all your application documents before applying to a position. Please note that simply identifying your pool of recommenders does not actually create an application and select recommenders for the application to generate recommendation requests. Use one of the three methods described below to identify your recommenders in OSCAR.

Search for a Faculty Recommender

For each law school participating in the OSCAR program, the law school administrator uploads a master directory that contains a list of the school’s faculty recommenders. To search this list:

1. Click My Recommendations > Choose My Recommenders.
2. Scroll down to Choose My Recommenders, and click Choose Faculty Recommender. OSCAR displays a drop-down menu.

    Choose My Recommenders

    Choose Faculty Recommender or Search All Recommenders or + Create Recommender

3. Select your recommender from the menu.
4. Click Add to My Recommenders.

Search for a Non-faculty Recommender

If you cannot find your faculty recommender on the drop-down menu or you are including non-faculty recommenders in your applications, you can search to see if another law school or applicant already added your recommender to OSCAR.

1. Click My Recommendations > Choose My Recommenders.
2. Scroll down to Choose My Recommenders, and click Search All Recommenders. OSCAR displays a list of recommenders with names containing the characters you enter.
3. Select your recommender from the list.
4. Click Add to My Recommenders.

Create New Recommender Accounts

If you are unable to find your recommender in OSCAR, create a new account for the recommender.

1. Click My Recommendations > Choose My Recommenders.
2. Scroll down to Current Recommenders to see the recommender you previously identified.
3. Default recommenders display a green check mark (✓) in the Status column of your Current Recommenders list. To change a recommender’s status, check the box next to the name and select the appropriate function from the Batch Options menu.

View Your Recommenders/Change Default Status

OSCAR automatically sets the recommenders selected from your school’s database as Default Recommenders, which means that they will automatically be checked as selected recommenders when you create an application.

1. Click My Recommendations > Choose My Recommenders.
2. Scroll down to Current Recommenders to see the recommenders you previously identified.
3. Default recommenders display a green check mark (✓) in the Default column of your Current Recommenders list. To change a recommender’s default status, check the box next to the name and select the appropriate function from the Batch Options menu.

Request Letters of Recommendation

See Create a Draft Application.

SEARCH FOR POSITIONS

Find clerkship and staff attorney positions with ease using OSCAR’s powerful search features. Remember that you can submit only 100 online applications to chambers law clerk positions. There are no restrictions on applications submitted to pro se, death penalty, and bankruptcy appellate panel (BAP) law clerk positions or staff attorney positions.

Basic Search

OSCAR provides basic searches on the Judges List and Staff Attorney Offices List. Choose search parameters and click Apply Search. Results show below. Click Clear to reset the screen.

Advanced Search

OSCAR provides advanced search tabs under the Judges and Staff Attorneys tabs. Choose search parameters and click Submit. Results appear in new search results tab. Click Clear to reset search.

Hints: Use Batch options menu > Search This List As Excel to export results to a spreadsheet.

Determine Hiring Status

OSCAR provides several methods to determine the hiring intentions of a judge or staff attorney office. Remember: if there is no position posted, OSCAR considers the chambers/office to be "not hiring."

Review Judge/Staff Attorney Office Profile

1. Click Search for Positions and select Judges or Staff Attorneys.
2. Click the Judges List or Staff Attorney Offices List tab.
3. Locate desired judge or staff attorney office in list. Click the last name or circuit name to view.
4. Review information under Judge Details or Staff Attorney Office Profile tab.

Find Available Positions

OSCAR provides a simple search feature to locate judges/staff attorney offices with available positions in OSCAR.

1. Click Search for Positions and select Judges or Staff Attorneys.
2. Click the Judges List or Staff Attorney Offices List tab.
3. In the Basic Search, check Available under Clerkship Position Status/Position Status.
4. Click Apply Search. OSCAR displays a list of judges/staff attorney offices with available positions.
5. Click Clear to reset search parameters.

Review Positions

1. Click Search for Positions and select Judges or Staff Attorneys.
2. Click the Judges List or Staff Attorney Offices List tab.
3. Locate desired judge or staff attorney office in list. Click the last name or circuit name to view.
4. Click the Clerkship List or Positions List tab.
5. Scroll down to view the position information. Click View & Apply for the complete position listing and to create a draft application.
Create Folders and Save Positions
Save judges or staff attorney offices with open positions to custom-named folders you create in OSCAR. Note: You can also create new folders from the Home tab or using Copy to New Folder in the Batch Options menu.
1. Click Search for Positions and select Judges or Staff Attorneys.
2. Click the Folders tab and click Add New Folder.
3. Enter the new folder name in the pop-up window.
4. Choose parent folder if applicable and click Create.

CREATE AND SUBMIT APPLICATIONS
Assemble your draft applications, send recommendation letter requests, and submit your applications to judges and staff attorney offices. OSCAR limits you to 100 finalized applications to chambers law clerk positions.

Create a Draft Application
1. Click Search for Positions and select Judges or Staff Attorneys.
2. Click the Judges List or Staff Attorney Offices List tab.
Note: You can also execute this process from the Folders and Search Results tabs.
3. Locate desired judge or staff attorney office in list. Click last name or circuit name to view.
4. Click the Clerkship List or Positions List tab. Scroll down to view the list of positions.
5. Click View & Apply for the complete position listing and to create a draft application.
6. Use menus under Choose My Documents to select application documents.
7. Use check boxes to select any recommenders who should receive letter requests for this application.
8. Click Create Draft Application.
Note: Creating a draft application causes OSCAR to send a recommendation request to the accounts of the recommenders you selected for the application.

Finalize your Application
Warning: Applicants can submit only 100 online applications to chambers law clerk positions.
1. Click My Applications and select Clerkship Applications or Staff Attorney Applications.
2. Locate the application in the list you wish to finalize.
3. Click Edit in the Options column to view the draft application. Ensure that all documents are correct and that all desired recommenders are checked.
4. Click Finalize Application.

ADDITIONAL RESOURCES
Resources Tab
The OSCAR Resources tab contains help and training resources to aid you in using OSCAR more effectively. Under the Resources tab, you will find:
Applicant Resources—Links to general information on judiciary employment and federal clerkships, the OSCAR Glossary, and shortcuts to other resources.
Tip Sheets—Illustrated instructions available in OSCAR online help.
Video Tutorials—Online instructional videos for using OSCAR.

Save a List of Judges to your Computer
1. Click Search for Positions and select Judges.
2. Click the Judges List tab.
Note: You can also execute this process from the Folders or Search Results tabs.
3. Click Save This List to Excel in Batch Options menu.
4. Click Entire List, Selected Items, or This Page.
5. Your browser will prompt you to save or open the file. Choose Save and select the location (local disk or network drive) for file download.

5. OSCAR displays a confirmation pop-up. Click OK to continue.
Note: You cannot make changes to a finalized application except to update law school grade sheets.
6. Confirmation time and number will display in the Date Finalized column. OSCAR sends a confirmation email with the final application packet.

Track Your Application Totals
OSCAR provides an Application Dashboard on the Home and My Applications pages to track the total number of chambers law clerk applications you submit. You can reallocate application slots by withdrawing applications (discussed below). If you submit an application to a position that is marked filled, the application slot will return to you. If a position expires, you will receive the application slot back after 30 days, although you have the option to withdraw the application to immediately reclaim the slot.

Application Dashboard
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total applications</td>
<td>36</td>
</tr>
<tr>
<td>Total application slots remaining</td>
<td>65</td>
</tr>
<tr>
<td>Total withdrawal applications and applications to filled positions</td>
<td>2</td>
</tr>
<tr>
<td>Total finalized applications to expired positions</td>
<td>26</td>
</tr>
<tr>
<td>Total draft applications</td>
<td>0</td>
</tr>
<tr>
<td>Any application update requests</td>
<td>0</td>
</tr>
</tbody>
</table>

Withdraw an Application
Warning: Applicants cannot re-apply to a position after withdrawing an application.
1. Click My Applications and select Clerkship Applications or Staff Attorney Applications.
2. Locate the application in the list you wish to withdraw.
3. Click Withdraw in the Options column.
4. OSCAR displays a confirmation pop-up. Click OK to continue.

Downloadable Resources—Other help documentation.
FAQs—Frequently Asked Questions.
Online Help
Click Help in the main navigation menu to view searchable, indexed online help from any OSCAR screen.

OSCAR Help Desk
The OSCAR help desk provides live support Monday - Friday 8:00 AM to 5:00 PM Eastern Time. Contact us via email at oscar-support@ao.uscourts.gov or by phone (toll free) at 1-866-669-2120.

The OSCAR website is maintained by the Administrative Office of the United States Courts on behalf of the Federal Judiciary.
Enter a Recommendation Letter Using the Online Editor

Related Tips

- How Letters of Recommendation Work in OSCAR

OSCAR provides an online editor to allow you to create recommendation letters while logged into the system. The online editor provides you with the ability to use merge fields (discussed below) to write a generic letter that OSCAR will automatically customize with the name and address information of any judges or staff attorney offices to whom it is sent. Letters created in the online editor can also be saved in OSCAR and modified for future use.

1. On the Home tab under the Your Recommendation Requests heading, OSCAR displays a gray box showing your total recommendation requests for clerkships and staff attorney positions. Click the Fill Clerkship Recommendations or Fill Staff Attorney Recommendations button to continue. Note: you can also go to Fill Recommendation Requests tab on the main navigation menu.

   Your Recommendation Requests

   You can receive recommendation requests for both judicial clerkship positions and staff attorney positions. Each type of request must be filled separately. Your pending requests are listed below.

   You have 62 total recommendation requests to fill.

   Clerkship Requests: 55
   Staff Attorney Requests: 7

2. OSCAR displays the Clerkship Recommendations or Staff Attorney Recommendations sub-tab. Scroll down to see the list of applicants requesting letters of recommendation.

<table>
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<tr>
<th>Last Name</th>
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<td>Aardvark</td>
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</tr>
<tr>
<td>Villa</td>
<td>Bob</td>
<td>Harvard Law School</td>
</tr>
</tbody>
</table>

   Items 1-10 of 10

3. Click the last name of the person requesting the letter.
4. OSCAR displays the screen to build your recommendation letter. Scroll down to step 1—Choose Applications—to select the judges or staff attorney offices to receive the letter. Select the recipients by clicking the checkboxes next to their names or choosing Select First 50 to select up to the first 50 judges/staff attorney offices.

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

☐ Clear Selections
☐ Select First 50
☒ Oscarsyle, Judge PICK ME (United States Court of Appeals)

5. Scroll down to step 2—Recommendation Type—and select Online Editor. OSCAR refreshes to display steps 3-5.

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose " .pdf file" to upload an existing .pdf file containing the recommendation.

☐ online editor ☐ .pdf file

6. In step 3 (optional), you can select a letter template you previously created. For more information on creating templates, please see Create a Recommendation Letter Template for Later Use.

Select a recommendation letter template from the options below to use a pre-existing recommendation template, or leave blank to create a new letter from scratch.

Template name here ▼ Test

7. (Optional) To save your letter for re-use in OSCAR, give it a label in step 4—Save Current Template. Enter a name in the text box and click Save Template once you have entered your letter in the online editor.

If you enter a label for this recommendation here, it will be saved to your "My Templates" tab and you may choose to use it for future recommendations. If you do not want to save this recommendation, leave this field blank. You may also save your template without submitting your recommendation by using the "Save Template" button to the right of the Label input field. If you change the label of a saved template, the template will be saved as a new template. Note: When entering a recommendation, it is recommended that you save often. You must enter a label to save a template.
8. Scroll down to step 5—Edit Recommendation—to enter your letter in OSCAR’s online editor. When using the online editor, it is helpful to remember these tips:
   ○ To insert a single line break, hold down the Shift key and press Enter.
   ○ You cannot insert graphics when using this online editor. This includes institutional letterhead or signatures.
   ○ Formatting problems may occur when copying the letter from a word processing program like Microsoft Word or Corel WordPerfect. These documents contain hidden commands for printing, and copying the files also copies these hidden commands. Click the Paste as Plain Text icon in the online editor to remove most (but not necessarily all) of this formatting.
   ○ By using merge fields, you can customize one letter for multiple recipients. There is a list of merge fields on the right side of the screen. Merge fields will automatically be filled with the data for each judge or staff attorney office receiving the recommendation letter as shown in the figure below. OSCAR automatically includes a salutation block with merge fields for judges or staff attorney offices. If you do not wish to use the merge fields included in the online editor box, you may copy and paste any of the fields listed in Applicant or Judge headings of the Merge Fields box to create your letter.

The George Washington University Law School
2000 H. Street, N.W.
Washington, D.C. 20052

June 20, 2012

[honorable_judgename] [format_address]

Dear Judge [judge_name]:

I understand that John Smith, a member of our class of 2011, has applied for clerkship in your chambers. I am very pleased to write this letter in strong support of his application.

9. When you have completed typing or copying text in the online editor, click Next to continue.

10. OSCAR displays step 6—Confirm Recommendation. You will be able to review your typed-in letter, and you can preview your letter as a PDF file, which is how it will be seen by a judge or staff attorney office. To do this, click the PDF icon next to a judge’s or staff attorney office’s name in list under Attach to Applications.
11. Select Yes or No for *Automatic Attach to New Recommendations*. Yes allows OSCAR to append the recommendation letter to new applications when that applicant generates new recommendation requests. Choose an *Expires Date* for automatic attachment or set the letter to *Never Expire*. **Note**: You can change this selection on the Fill Recommendation Requests tab at any time after you submit the letter.

**Automatic Attach to New Recommendation:**

Note: OSCAR archives unused recommenders remain on the system indefinitely.

☐ Yes  ☐ No

12. To make changes to your letter, click **Edit Recommendation** to return to the previous screen. Otherwise, click **Submit Recommendation** to finalize the process.

**Attach to Applications:**

- Judge PICK ME Oscarsyte (United States Court of Appeals)
- Judge PICK ME Oscarsyte (United States Court of Appeals)

13. To insure the requests have been submitted, place your mouse over the **View Completed Recommendations** tab in the main navigation bar and click on **Clerkship Recommendations** or **Staff Attorney Recommendations** in the menu that appears.

14. The **View Completed Recommendations** screen displays all requests that have been filled. If you would like to preview a letter that was uploaded, click on the small PDF icon in the **Preview** column, located on the far right side of the screen.
<table>
<thead>
<tr>
<th>Judge</th>
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<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oscarsyte, Judge PICK ME</td>
<td>Jun 08, 2012 11:44 am</td>
<td></td>
</tr>
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</table>
Upload a Letter of Recommendation from a PDF File

Related Tips

- How Letters of Recommendation Work in OSCAR

OSCAR provides you with two methods for submitting letters of recommendation: using OSCAR’s online editor or uploading a pre-written letter in PDF format. When uploading a PDF letter, the exact file you upload will be transmitted to every judge or staff attorney office you select to receive it. If you wish to send an identical “to whom it may concern” letter to every recipient, this feature is perfect for that. If you want to personalize the letters at all (including each judge’s or staff attorney office’s name, for example), you should either submit the letters using the online editor or create individualized PDF letters for each recipient (each with its own filename) and attach the individual documents to specific applications.

1. On the Home tab under the Your Recommendation Requests heading, OSCAR displays a gray box showing your total recommendation requests for clerkships and staff attorney positions. Click the Fill Clerkship Recommendations or Fill Staff Attorney Recommendations button to continue. Note: you can also go to Fill Recommendation Requests tab on the main navigation menu.

   **Your Recommendation Requests**

   You can receive recommendation requests for both judicial clerkship positions and staff attorney positions. Each type of request must be filled separately. Your pending requests are listed below.

   **You have 62 total recommendation requests to fill.**

   Clerkship Requests: 55  
   Staff Attorney Requests: 7

2. OSCAR displays the Clerkship Recommendations or Staff Attorney Recommendations sub-tab. Scroll down to see the list of applicants requesting letters of recommendation.

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3. Click the last name of the person requesting the letter.
4. OSCAR displays the screen to build your recommendation letter. Scroll down to step 1—Choose Applications—to select the judges or staff attorney offices to receive the letter. Select the recipients by clicking the checkboxes next to their names or choosing Select First 50 to select up to the first 50 judges/staff attorney offices.

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

☐ Clear Selections
☐ Select First 50
☐ Oscar S. Ye, Judge PICK ME (United States Court of Appeals)

5. Scroll down to step 2—Recommendation Type—and select .PDF File. OSCAR displays step 3.

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "PDF file" to upload an existing PDF file containing the recommendation.

☐ online editor ☐ PDF file

6. Step 3—Select PDF File to Upload—displays a file box to browse your computer's local or network drives and select the file you would like to upload. OSCAR will display the file path in the Browse field after you select the file. Click Next to continue.

Maximum File Size: 300 KB

File:

Please select your document to upload.

C:\Users\Luke\Desktop\Example.pdf [Browse...]

7. OSCAR displays step 4—Confirm Recommendation—showing a final submission screen with your uploaded file. To preview your recommendation letter exactly as a judge or staff attorney office will see it, click the PDF icon or document name in the list under Uploaded File. You will also see the name(s) of the judge(s) or staff attorney offices you designated to receive the letter.
8. Select Yes or No for Automatic Attach to New Recommendations. Yes allows OSCAR to append the recommendation letter to new applications when that applicant generates new recommendation requests. Choose an Expire Date for automatic attachment or set the letter to Never Expire. Note: You can change this selection on the Fill Recommendation Requests tab at any time after you submit the letter of recommendation.

**Automatic Attach to New Recommendation:**
Note: OSCAR archives unused recommender remain on the system indefinitely.
☑ Yes ☐ No

9. To make changes, click Edit Recommendation to the previous screen, where you can upload a modified file. Letters uploaded from an existing PDF file cannot be edited in OSCAR. If there is a problem with the PDF letter, fix the letter in its original software program and upload it again. If you are satisfied with your letter, click Submit Recommendation to finalize the process. Note: Once you click Submit Recommendation, the letter cannot be edited, withdrawn, or deleted if the application has already been released to the judge.

**Attach to Applications:**

Judge PICK ME Oscarsyle (United States Court of Appeals)
Judge PICK ME Oscarsyle (United States Court of Appeals)

![Submit Recommendation](#) [Edit Recommendation](#)

10. To ensure the requests have been submitted, place your mouse over the View Completed Recommendations tab in the main navigation bar and click on Clerkship Recommendations or Staff Attorney Recommendations in the menu that appears.

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Jump 1 | Next >