

Boston College Law School Clerkship Application Timeline 2008- 2009 Season

March & April 2008

- Attend Career Services Panels and Programs.
- Read BC Law School Clerkship Resources and Reference materials, available in Career Services and on the Website.
- *Begin Researching the deadline and requirements for particular state courts. **Some states have early deadlines, and begin accepting applications now.*** If your state has an early deadline, make an appointment through Career Services to meet with a representative of the Clerkship Committee. See the Career Services Website (Clerkship: Current Opportunities and Deadlines) and the Vermont Law School Guide at http://www.vermontlaw.edu/career/index.cfm?doc_id=90/ (user id: guide2008; password: fightingswans) for state-specific information. This password and guide will be updated during the summer.
- Sign up for Career Services' Clerkship listserve to get regular information and updates.

April 2008

- Continue researching state and federal judges. Make a preliminary list.
- Beginning in late April, make an appointment through Career Services to meet with a representative of the Clerkship Committee for your mandatory clerkship session. Complete the Clerkship Form.
- Before you leave campus, identify the Professors whom you would like to write recommendations *and ask them*.

May 2008

- The federal Online System for Clerkship Application and Review (OSCAR) should go "live" for the Fall 2008 Season on or about May 5th. Read the OSCAR information materials and begin uploading your application. A complete application generally consists of: a resume, cover letter, transcripts, recommendations, and a writing sample. Not all of the federal judges will accept applications through OSCAR. For other judges, you will need to submit a paper application.

Summer 2008

- *For faculty recommendation letters:* Prepare your lists of judges for submission to the Faculty Support Center for preparation of

recommendation letters. A list of the judges, with contact information in a mail merge format is required for Faculty Support. See the website or the Judicial Clerkship reference materials for more detailed information. The law school limits the number of customized judicial clerkship letters for each student to 75 applications absent approval of the Clerkship Committee.

- Draft cover letters, edit resumes, gather transcripts and writing samples. Continue uploading your application on OSCAR.
- Stay in touch with your recommenders and let them know where you will apply. Ask recommenders to forward their completed letters to Faculty Support before August 1st.

August 1, 2008

- Submit your lists of judges—both federal (OSCAR and non-OSCAR) and state to the Faculty Support Center by August 1st for preparation of Faculty Recommendation Letters. Lists and letters received by this date will be completed in time for submission under the Federal Law Clerk Plan.
- Please let faculty Support know in advance if you are applying to state court judges with earlier deadlines.

September 2008

Federal Law Clerk Plan dates:

- September 3, 2008: First Date when applications may be *received by* the federal judges. OSCAR automatically submits applications on this date. This means you should have all materials uploaded *before* this deadline. And, you should mail all paper applications so that they receive on this date.
- September 3-8, 2008: Reading period for federal judges to review applications.
- September 8, 2008 (noon): First day that federal judges may contact candidates to set up interviews.
- September 11, 2008 (afternoon): First day for federal judges to interview candidates and extend offers pursuant to the Federal Law Clerk Plan.

State deadlines will vary. Some state judges will use the federal dates as a guideline and others will not.

Please note that dates may change throughout the process and individual judges may set their own schedules. This timeline should be used as a Guideline.