

Boston College Law School Clerkship Application Timeline 2009- 2010 Season

March & April 2009

- 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/x1101.xml>. (user id: maple; password: syrup) for state-specific information.
- Sign up for Career Services' Clerkship listserve to get regular information and updates.

April 2009

- Continue researching state and federal judges. Make a preliminary list.
- Beginning this month (April 13th), make an appointment through Career Services to meet with a Clerkship Committee representative or counselor (either Dean Wylie or Maris Abbene or Judy Levenfeld) 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 2009

- The *federal* Online System for Clerkship Application and Review (OSCAR) should go "live" this month. 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 use OSCAR—last year 1,273 federal judges used this system. For other judges, you will need to submit a paper application. There is no central database for state clerkship applications.

Summer 2009

- *For faculty recommendation letters:* Prepare your lists of judges for submission to the Faculty Support Center for preparation of recommendation letters. Faculty Support requires a list of the judges, with contact information in special mail merge format. 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 faculty recommenders to forward their completed letters to Faculty Support before July 15th.

July 2009

- Submit your lists of judges—both federal (OSCAR and non-OSCAR) and state to the Faculty Support Center by July 15 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.
- Faculty recommendation letters must be completed and submitted to Faculty Support by July 15th for all September applications.
- Please let Faculty Support know in advance if you are applying to state court judges with earlier deadlines.
- By July 31, 2009, you must “Build” any applications on OSCAR so that Faculty support may begin uploading faculty recommendation letters.

September 2009

- In 2009, law clerk applications from third year students and letters of reference on their behalf may be received beginning on Tuesday, September 8, 2009. (OSCAR will release online applications at 10 a.m. EDT.)
- There will be a “reading period” during which law clerk applications and letters of reference can be received, sorted, and reviewed by chambers. No interviews may be held during the reading period, and no offers may be extended during the reading period. The “reading period” ends this year on Friday, September 11, 2009, at 10:00 a.m. EDT.
- Beginning on Friday September 11, 2009 at 10 a.m. EDT, judges may set up interviews to take place after the reading period.
- Judges may not conduct interviews or extend offers before Thursday, September 17, 2009 at 8:00 a.m.

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.