

# CLERKSHIP LETTER OF RECOMMENDATION INFO SHEET FACULTY SUPPORT SERVICES

- The Faculty Support Services Department has created and maintains a variety of tools to aid in the processing of the large volume of letters of recommendation for clerkships. Descriptions of these tools follow.
- All of the address information maintained in the BC Law databases was recently updated. Information for Federal and State material was updated using the spring 2009 Judicial Yellow Book.
- A list of Judges using the OSCAR system was downloaded a day after the new version came out. Judges can choose to go on or come off the OSCAR system at will, so it is up to the student to verify that the judge will accept an uploaded letter or a paper letter of recommendation.
- It is ultimately the student's responsibility to verify the address information and manage their application process.
- Please contact Faculty directly to inquire on the status of a letter.

## ONE

Decide on the list of clerkship positions you are interested in and contact faculty members to ask them to write you a letter of recommendation.

## TWO

After contacting faculty, let Faculty Support Services know which faculty members are writing letters of recommendation for you using the web form at: <http://bclawfmpweb.bc.edu/clerkship>

Be prepared to indicate on the form the total number of Federal Judges, OSCAR Judges and the total number of State Judges to whom you will be submitting applications. Please list the states that have earlier deadlines.

## THREE

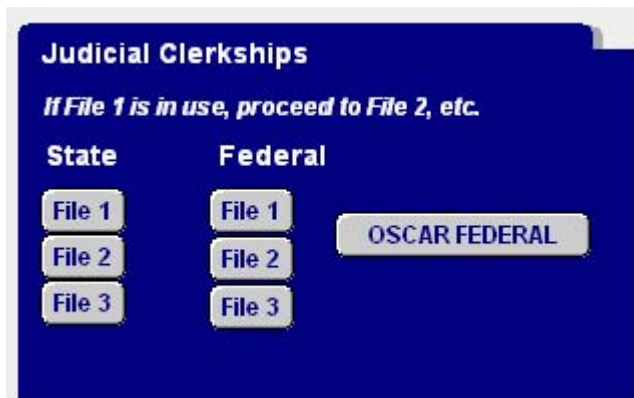
Submit your "list of judges" to Faculty Support Services. No more than 75 names should be submitted. You may petition the Clerkship Committee for an exception to this limit. Contact Maris Abbene in Career Services.

The address data has been separated into three files: State, Federal, and OSCAR Federal. None of the files includes a complete list of all judges.

You have a choice of two methods to submit your list:

### FileMaker Pro Databases

If you are able to come to BC Law, you can access the Judicial Clerkship databases using the Career Services Menu from any of the Career Services Library machines or from any machine in the Law Library Lutch Computer Center.

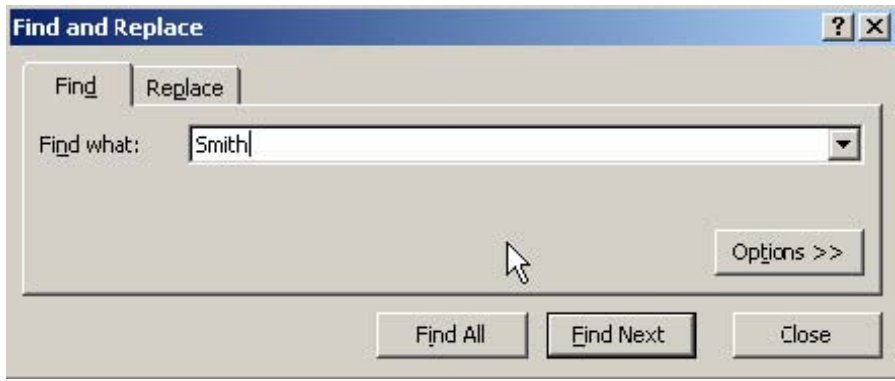


- The databases are easy to search. You can mark your selections and export the selections to a "merge" file to mail to [clrkship@bc.edu](mailto:clrkship@bc.edu). (Note the missing "e" in clerkship.) We recommend that you also cc yourself. If you do not receive confirmation of receipt within two business days, please resend the data.
- Follow the instructions on the screen.
- The password is **student**.
- Each File (File 1, File 2, and File 3) is the same. Multiple files have been created for multiple users.

**Excel Files (*Not to be used after July 31, 2009. The FileMaker Databases will continue to be updated after July 31<sup>st</sup>.*)**

If you are not able to come to BC Law, the data is available to download as an Excel file. Links to the download will be/were

sent via email. You will need to authenticate using your BC Username and password. The data has been locked but you can search the file using the Find menu. Do not try to unlock or manipulate the file. From the Edit Menu



From the Edit Menu, select find (“ctrl” +”F”) and enter a last name, city, state, court.

You should mark your selections by typing your initials in the first column.

	1	2	3	4	5
108	afm	The Honorable	Judge Reid	Inez Smith	Reid

When you have finished marking your selections, email the Excel files back to Faculty Support Services using the email address:

[clrkship@bc.edu](mailto:clrkship@bc.edu) (Note the missing “e” in clerkship.) We recommend that you also cc yourself. If you do not receive confirmation of receipt within two business days, please resend the data.

**FOUR**

Faculty Support Services will create the letters using the faculty member’s letter of recommendation and the data you provided. The letters will be proofread and then sent back to the faculty member for approval and signature or for edits.

Once completed you will be notified via email to pick-up the letters from the Faculty Support Assistant or they will be mailed out directly depending on the preference you indicated on the web form

The letters will be either open or sealed based on the FACULTY member’s instruction. Letters will be uploaded directly into the OSCAR system unless otherwise instructed.

**TIMELINE**

<b>Monday June 22, 2009</b>	<ul style="list-style-type: none"> <li>• Updates to address data complete.</li> <li>• Judges using OSCAR system separated from other Federal Judges.</li> <li>• FileMaker databases updated and posted for student use.</li> <li>• Links to Excel files sent to students.</li> </ul>
<b>Wednesday July 15, 2009</b>	<ul style="list-style-type: none"> <li>• Deadline for students to send list of judges to Faculty Support.</li> <li>• Deadline for faculty to send letters of recommendation to Faculty Support.</li> </ul>
<b>Friday September 4, 2009</b>	<ul style="list-style-type: none"> <li>• Deadline for Faculty Support to have completed letters for Federal Clerkships.</li> </ul>
<b>Note: State Applications</b>	Letters in support of state applications will be processed in a timely manner as soon as the department receives the letter from the recommender and the list from the student. On the web form at: <a href="http://bclawfmpweb.bc.edu/clerkship">http://bclawfmpweb.bc.edu/clerkship</a> , please let faculty support know which states have a deadline earlier than September 8th.