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# HOW TO OBTAIN A JUDICIAL CLERKSHIP

Office of Career & Professional Development  
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There are federal district court (trial level) clerkships including magistrate judge clerkships, federal court of appeals clerkships, administrative law clerkships, international tribunal clerkships, tribal court clerkships, state clerkships (trial and appellate), and superior court clerkships.

## FEDERAL CLERKSHIPS:

The names of the judges from the U.S. Court of Appeals, U.S. District Courts, U.S. Bankruptcy Courts, U.S. Court of Federal Claims, U.S. Court of International Trade, and U.S. Court of Appeals for Veterans Claims are all listed on an online system called OSCAR.

Not all judges will post their clerkships with OSCAR. Judges post clerkships on a rolling basis from May through the Fall. If there are judges you are interested in who have not posted clerkships by July, you may (very politely) call chambers to indicate that you did not see a posting on OSCAR and were wondering if a clerkship would be posted.

## Some judges accept applications electronically and others require paper applications.

Both types are posted on OSCAR but you submit your materials via OSCAR only for electronic applications. Most judges, but not all, comply with guidelines that state that they may NOT receive applications from rising 3Ls until **September 4<sup>th</sup> at Noon**. **ALUMNI may apply at anytime.**

## FOR ELECTRONIC AND PAPER APPLICATIONS:

**STEP 1: Register on <https://oscar.symlicity.com> and create an account on or after **May 18<sup>th</sup>****

**OSCAR**  
ONLINE SYSTEM FOR CLERKSHIP APPLICATION & REVIEW  
powered by symlicity

Welcome Judges **Applicant Registration** Judge Registration Login Resources Calendar

General Information

First Name\*:

Middle Initial:

Last Name\*:

Email Address\*:

Address\*: **ADDRESS**

Street\*:

City\*:

State/Territory\*:

Zip\*:

Country:

Contact Phone Number\*:

Other Phone Number:

Username\*: Please Choose a username


Done Internet 100%

**STEP 2: Create a list of judges. Complete this list by July 25<sup>th</sup>.**

- You can conduct a search of judges based on a variety of criteria and save your search results in folders on OSCAR. For example, you can search for “Available” judges and check off “Paper” as Method of Application (see screen shot below).

Last Name	First Name	Type of Judge	Court	City	Apply Online	Application Methods	Date Updated
<b>Africk</b>	Lance	District Judge	United States District Court, Eastern District of Louisiana	New Orleans	Available	PROCEEDS	Jun 08, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 6/1/2010	Term End: 6/21/2011	Accepting Applications: 6/8/2009 - 11/27/2009	Available	PROCEEDS	
<b>Albritton</b>	William	District Judge	United States District Court, Middle District of Alabama	Montgomery	Available	PROCEEDS	May 22, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 8/1/2010	Term End: 8/1/2011	Accepting Applications: 3/27/2009 - 12/1/2009	Available	PROCEEDS	
<b>Aldisert</b>	Ruggero	Circuit Judge	United States Court of Appeals, Third Circuit	Santa Barbara	Available	PROCEEDS	May 29, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 9/9/2010	Term End: 8/8/2011	Accepting Applications: 5/29/2009 - 12/1/2009	Available	PROCEEDS	
<input type="checkbox"/>	1 Year	Term Start: 8/23/2010	Term End: 8/22/2011	Accepting Applications: 5/29/2009 - 12/1/2009	Available	PROCEEDS	
<b>Altonaga</b>	Cecilia	District Judge	United States District Court, Southern District of Florida	Miami	Available	PROCEEDS	Jun 05, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 1/10/2011	Term End: 1/6/2012	Accepting Applications: 2/2/2009 - 12/31/2009	Available	PROCEEDS	
<input type="checkbox"/>	1 Year	Term Start: 6/6/2011	Term End: 6/1/2012	Accepting Applications: 3/19/2009 - 12/31/2009	Available	PROCEEDS	
<b>Alvarez</b>	Micaela	District Judge	United States District Court, Southern District of Texas	Laredo	Available	PROCEEDS	Jun 15, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 8/23/2010	Term End: 8/24/2011	Accepting Applications: 5/11/2009 - 10/15/2009	Available	PROCEEDS	
<b>Anderson</b>	R. Lanier	Circuit Judge	United States Court of Appeals, Eleventh Circuit	Macon	Available	PROCEEDS	Jun 05, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 8/15/2010	Term End: 8/14/2011	Accepting Applications: 6/4/2009 - 1/28/2010	Available	PROCEEDS	
<b>Ashman</b>	Martin	Magistrate Judge	United States District Court, Northern District of Illinois	Chicago	Available	PROCEEDS	Jun 05, 2009
CLERKSHIP INFORMATION							
<input type="checkbox"/>	1 Year	Term Start: 8/16/2010	Term End: 9/1/2011	Accepting Applications: 5/15/2009 - 1/31/2010	Available	PROCEEDS	
<b>Aycock</b>	Sharon	District Judge	United States District Court, Northern District of Mississippi	Aberdeen	Available	PROCEEDS	May 07, 2009

- To research judges, you may Google them, research them on Westlaw or Lexis, refer to the Almanac of the Federal Judiciary, or check out the resources listed under Judicial Clerkship Links at <http://www.uchastings.edu/careers/students/judicial-clerkships.html>
- IMPORTANT:** refer to “List of Past Hastings Alumni Clerks” and “List of Hastings Faculty Who Clerked” available on HastingsCareersOnline.




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## Judicial Clerkships

This is a private page containing information meant solely for Hastings students, alums, and faculty. The majority of resources for Judicial Clerkships can be found on our [public page](#).

**Additional Resources:**

- [List of Hastings Faculty Who Clerked](#)
- [List of Past Hastings Alumni Clerks](#)

[State Clerkship Guide](#): details state clerkship application procedures throughout the U.S. Username is *maple* and password is *syrap*.

### STEP 3: Create Recommenders on OSCAR.

- **For Hastings Recommenders:** In the “My Recommendations” tab, use the pull down menu to add in the names of Hastings faculty recommenders.

**ASK FACULTY TO EMAIL THEIR LETTERS TO: [letters@uchastings.edu](mailto:letters@uchastings.edu)  
THE PREFERRED DEADLINE IS JUNE 27th.**

- **For NON-Hastings Recommenders:** Fill out the “Create New Recommender” section to add in outside recommenders. **Non-Hastings recommenders CANNOT submit their letters to Faculty Support.**
- OSCAR will send the recommender an EVITE with a username and password they can use to upload the letter into OSCAR.
- If your recommender prefers, you can upload the letter on their behalf. Simply add your own email in the “Assistant cc: Email” line when you “Create New Recommender.” You will then also get a copy of the EVITE with the username and password.
- **YOUR LETTERS WILL NOT BE UPLOADED UNTIL YOU HAVE BUILT APPLICATIONS TO JUDGES.** See step 5 for more information.
- If your recommender needs assistance, *they* may contact the OSCAR help desk at 866-666-2120 (toll free) or [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov).

Click on the left of your recommender's name and choose either to default recommender from the batch options pull-down menu. **Note: When creating individual applications, you will continue to have the option of deleting one or more of your default recommenders and/or adding one or more non-default recommenders from your recommender pool.**

**Choose Existing Recommender:**

SELECT YOUR FACULTY RECOMMENDERS HERE

SEARCH THE SYSTEM FOR RECOMMENDERS HERE

**Create New Recommender**

IF YOU CANNOT FIND YOUR RECOMMENDER ON THE ABOVE DROPDOWN LISTS, CLICK CREATE RECOMMENDER TO ADD THEM TO OSCAR.

**Note:** Removing a recommender from the My Pool of Recommenders tab will remove any completed or pending request from an application once the Update Application button in the Build an Application box is clicked and confirmed.

**Current Recommenders**

Batch Options   
Items 1-2 of 2 < Previous | Jump 1 | Next >

<input type="checkbox"/>	<input type="checkbox"/>	Last Name ▼	First Name ▼	Email Address	Phone Number	Assistant Email	Default
<input type="checkbox"/>	<input type="checkbox"/>	Little	Rory K.	littler@uchastings.edu			✓
<input type="checkbox"/>	<input type="checkbox"/>	Mussard	Isabelle	mussardi@uchastings.edu	415-581-8867		✗

Items 1-2 of 2 < Previous | Jump 1 | Next >

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#### STEP 4: Upload documents into OSCAR.

- You must upload, at minimum, a resume in order to build applications on OSCAR.
- Convert all documents into PDF files before uploading; you cannot scan any documents. You will need a resume, cover letters, a writing sample, and grade sheets.

#### Cover Letters.

- You can create individualized cover letters as word documents, convert them into PDFs, and then individually attach each cover letter to the specific judge you are applying to.
- You can also create a general cover letter using the online OSCAR text editor; this editor contains merge fields which will enable the OSCAR system to mail merge the letters to all the judges you attach that letter to.
- Fairuz Abdullah in the Career Office is happy to review your materials.

#### Writing Sample.

- The quality of the writing is more important than whether the sample is a trial level memorandum or an appellate brief. The recommended length is 7-10 pages.

#### Grade Sheets.

- These can only be created using the OSCAR online editor. You may use the comments section to note awards or the fact that a course was a year long.

**i** All documents uploaded must be in .pdf format (with the exception of grade sheets and cover letters, as explained below). No individual uploaded document can be larger than 300KB. For more information on converting your documents to .pdf format, click [here](#).

For grade sheets, you must input your transcript data into an online form. When you select one of the grade sheets from the "Document Type" dropdown menu, the page will refresh with the grade sheet form. The data will be formatted in a table, which you will be able to preview. Click [here](#) for specific tips on creating grade sheets.

For cover letters, you do not need to upload an individual pdf for each judge to whom you are applying. Instead, after selecting "cover letter" as your document type below, you can choose to create one or more template cover letters using an online html editor, complete with merge field codes (for the judge's name, title, address, etc.). When you create an individual application by selecting a template letter, an individualized electronic cover letter containing the judge's specific information (name, address, etc.) will accompany the rest of your application materials.

If you decide to manually create individualized pdf cover letters, you cannot have more than 25 such cover letters uploaded at one time. In that event, you must create applications in sets of 25. After creating the first 25 applications, you must delete the 25 uploaded cover letters for these judges and upload 25 new cover letters for the next 25 judges for whom you are creating applications.

**Warning** - After 55 minutes, your OSCAR session will time out. When typing your gradesheet, you **MUST** periodically click on the **Save** button as well as the **Upload** button to save your gradesheet entries. The **Save** button only saves the information to the system and allows you to continue working on the gradesheet form. This button does not convert the saved information to a .pdf document. To generate a .pdf document of your gradesheet, you must click the **Upload** button.

\* indicates a required field

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Document

Document Label\*:

Document Type\*:

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**File:**  
Please select your document to upload

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**Current Documents**

+ indicates an online cover letter

**Resumes:**  
 SAMPLE RESUME

**Cover Letters:**  
 Resume A+

**Writing Samples:**  
None uploaded.

**Law Grade Sheets:**  
 Law Grade Sheet  
 Grade Sheet

**Undergraduate Grade Sheets:**  
None uploaded.

**Other Grade Sheets:**  
None uploaded.

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## STEP 5: Building Applications: HASTINGS DEADLINE IS JULY 25<sup>TH</sup>.

- Select a judge, click on the clerkship you are interested in, and you will get a screen with a column on the right hand side indicating what materials are required. Upload your chosen materials, click on which recommenders you wish to include for that particular judge, and then click “Create Draft Application.”
- In order to insure that Faculty Support will be able to upload all of your letters of recommendation in time for the September 4<sup>th</sup> release date, we ask that you build all of your applications by July 25<sup>th</sup>. You must submit a complete list; please do not send the list in earlier and then add on judges.

The screenshot shows the 'Build an Application' interface for Judge S. Anderson. The left pane displays judge details: Status: Available; Clerkship Term: 1 Year; Term Start: August 15, 2010; Term End: August 15, 2011; Accepting Applications: May 19, 2009 - Oct 01, 2009; Renewable: yes; City: Memphis; State: Tennessee; Required Documents: Resume, Cover Letter, Writing Sample, Law Grade Sheet, Undergraduate Grade Sheet; Number of Recommendations Required: 2; Law Review/Journal Preferred?: no; Other Journal Preferred?: no. The right pane provides instructions for building an application, including steps for creating a draft and finalizing it. It also includes a 'Choose My Documents' section with dropdown menus for Cover Letter, Resume, Writing Sample, Law Grade Sheet, and Undergraduate Grade Sheet. The Windows taskbar at the bottom shows the start button and several open applications, including Microsoft Office and OSCAR: Online Sys...

## STEP 6: Finalizing Applications.

- You can edit all the materials you have submitted up until the point that you finalize the applications. You simply upload new document(s) and click “Update Application.” You must go back into your applications (either one at a time or using the “Batch Option” and **FINALIZE them by September 4<sup>th</sup>**.
- OSCAR releases all finalized applications on **September 4<sup>th</sup>**. Judges cannot see applications until that time.

**FOR PAPER APPLICATIONS:**

BY JULY 25<sup>th</sup>: You must submit a list of the judges to whom you are submitting a paper application in order for Faculty Support to mail merge your Hastings letters of recommendations. Please email only one complete list; do not add on in batches.

**STEP 1: Follow steps above to register on OSCAR and Create Recommenders.**

**STEP 2: Email list of paper application judges in ALPHA ORDER to Faculty Support by July 25<sup>th</sup>.**

- Please use the “Judicial Clerkship Excel Mail Merge List” to indicate which judges you are submitting paper applications to. This Excel sheet is available under Judicial Clerkship Links on the uchastings.edu website at <http://www.uchastings.edu/careers/students/judicial-clerkships.html>. Save this document to your desktop.
- Follow the “Paper Application Instructions for Judicial Clerkships” under the Judicial Clerkship Links.
- Include the names of your recommenders in the body of your email and attach the excel sheet.
- Email this Excel sheet to [letters@uchastings.edu](mailto:letters@uchastings.edu) by **JULY 25<sup>th</sup>**.
- Ask your outside recommenders to print out and sign the number of letters of recommendation you need for paper applications.

**STEP 3: Package your applications.**

- You must individually package your materials, including sealed letters of recommendation from Hastings faculty and outside recommenders, and mail them to the judges’ chambers.
- Rising 3Ls should insure that materials are received on **September 4<sup>th</sup>**. Alumni may submit materials at any time.

**CRITICAL DATES Set by the Federal Law Clerk Hiring Plan are as follows:**

**12:00 PM (EDT), September 4, 2011** Applications Received (OSCAR release).

**12:00 PM (EDT), September 7, 2011** First date judges can contact applicants to schedule interviews.

**10:00 AM (EDT), September 13, 2011** First date and time when interviews may be held and offers made.

## OTHER FEDERAL CLERKSHIPS

### The Executive Office for Immigration Review, Administrative Law Judges, and Federal Staff Attorney Positions

The Executive Office for Immigration Review hires Judicial Law Clerks through the Attorney General's Honors Program.

- Information is available at <http://www.usdoj.gov/oarm/arm/hp/hp.htm>
- **You may apply online between late July (date TBD) and the 1st week of September (date TBD) at:** <https://www.avuedigitalservices.com/dojoarm/applicant.html>
- Judicial law clerk positions range from 1 to 2 years and have typically been available in the following cities: Arlington, Baltimore, Boston, Chicago, Dallas, Detroit, Houston, Las Vegas, Los Angeles, Miami, New York, Newark, Oakdale, Phoenix, San Antonio, San Diego, San Francisco, and Seattle.

**Administrative Law Judges** hire clerks for 1 or 2 year terms or on a permanent basis. Each agency has its own application process and the deadlines vary from early Fall to late Spring of your 3L year.

- Many agencies post job openings on their own website and/or on usajobs.com but a number never post.
- Most law clerk positions are graded GS-11 (approx. \$60,000/year).
- Citizenship is required.
- Please refer to [2009 ALJ Contact Information and Hiring Practice Survey](#) (compiled by Sheila Driscoll of George Washington University law School) available at: <http://www.uchastings.edu/careers/students/judicial-clerkships.html> under Additional Resources.

**Federal Staff Attorneys** work for a court as a whole rather than for individual judges.

- The 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup>, and Federal Circuits all consider 3Ls.
- The 1<sup>st</sup>, 5<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and DC Circuit require post-JD experience.
- For contact and application information, see [Judicial Clerkships: Federal Staff Attorney Positions](#) (NALP Bulletin) at <http://www.uchastings.edu/careers/students/judicial-clerkships.html> under Additional Resources.

## STATE CLERKSHIPS

- Application procedures and timelines vary from state to state; please refer to the Vermont State Judicial Clerkship Guide available at: <http://forms.vermontlaw.edu/career/guides>. The username and the password are listed on HastingsCareersOnline.
- Also, refer to <http://www.whohascourtjobs.com>

## SAN FRANCISCO AND LOS ANGELES SUPERIOR COURTS

- These courts hire term clerks, funding permitting. Applications are released in February and are usually due in May. These are posted on HCO.

### Questions:

Career Counselors are **available throughout the school year and in June and August** to review your materials and guide you through this process. You can set up an in person or phone appointment by calling 415-565-4619.