

# NUTS & BOLTS OF JUDICIAL CLERKSHIPS

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Robert Barton, *Judicial Clerkship Manager*  
Clerkshipmanager@law.duke.edu

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## 3 Essential Pieces of the Application Process

1.

Decide Which Judges You Want to Apply To

2.

Prepare Your Application Packets using CARS & OSCAR

3.

Send Your Applications To Chambers

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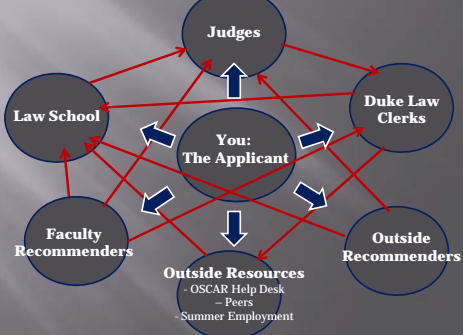
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## Entities Involved in The Process



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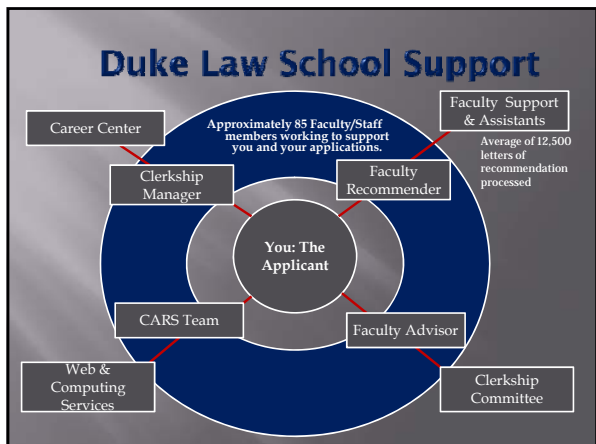
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### Decide Where You Want to Apply

Create a *Judge List*- a list of judges whom you are interested in applying to. This list is central to your application process.

- Geography
- Type of Court
- Type of Judge
- Limitations
- Connections
- Credentials
- Almanac of Federal Judiciary
- Judicial Yellow Book/Leadership Library
- Lexis Court Link
- Duke Law Specific Resources
- Vermont State Guide
- Your Advisor & Recommenders
- Wikipedia & Google

*\*A complete list of resources is under [Judicial Clerkship Resources](#) on the Clerkship Website*

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### How Do You Compile This List?

**CARS**  
Duke Law School Clerkship Application & Recommendation System

**OSCAR**

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## CARS

- ❑ Centralizes the process for applicants, faculty, staff, and administrators
- ❑ Provides applicants with a current full list of all federal judges and search features including circuit, district, geography, and keyword
- ❑ Provides updates and messages to applicants
- ❑ Essential to requesting faculty letters of recommendation

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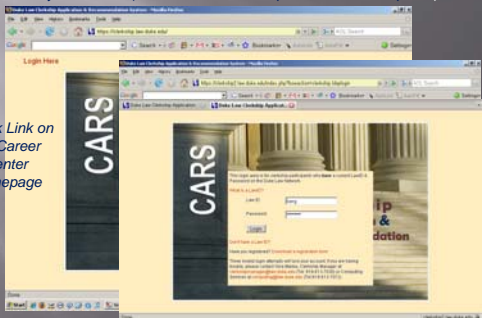
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## CARS: Login

<https://clerkship.law.duke.edu>

Log in with your Law ID (Same username and password as Groupwise)

\*Quick Link on the Career Center Homepage



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## CARS: Registration

\*Access restricted until you upload your registration form.

\*The more information you provide, the more helpful the clerkship committee can be in advising you and identifying opportunities of possible interest.



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## OSCAR

Online System for Clerkship Application & Review

- ▣ Allows applicants to apply for judges accepting applications on-line (upload electronic documents)
- ▣ Only lists federal judges accepting applications (both online and paper)
- ▣ Lists application periods and requirements for individual judges
- ▣ Federal hiring guidelines apply for student applicants

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## OSCAR: Registration & Login



- Can access OSCAR from the Career Center Clerkship Website
- To access – you must first click on the Applicant Registration Tab at the top of the page
- Fill out the registration and choose a username and password.

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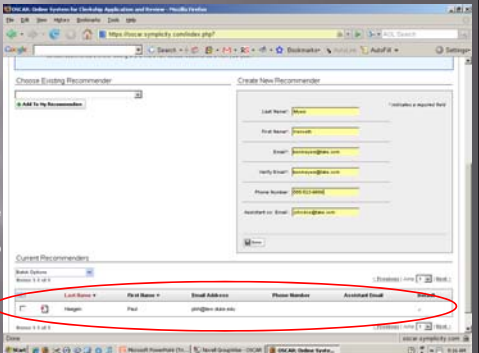
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## OSCAR: Selecting Recommenders



- Must select your recommenders
- Must select faculty and outside recommenders so all references have access to upload letters to your applications

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## OSCAR: Uploading Documents

- All documents must be in PDF format (Can download a free PDF converter from PDF995 or Primopdf.com)
- No individual uploaded document can be larger than 300KB. (For grade sheets, no individual document can be larger than 100KB)




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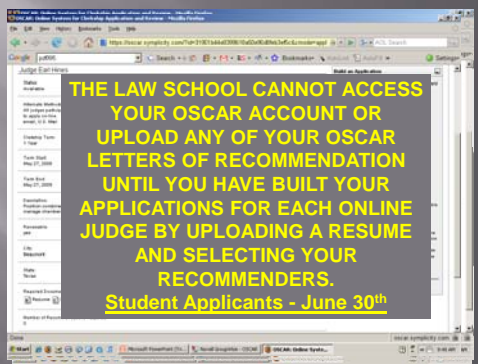
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## OSCAR: Selecting Judges & Applying

- Use the search features to find judges you are interested in.
- Click on judges' names and select "Build Application"
- Review judge's requirements and select documents and recommenders for application




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## OSCAR 6.0

- New version released May 21, 2010
- All users – judges, law school administrators, applicants, and recommenders – will be able to access the new version of OSCAR simultaneously on the launch date of Friday, May 21st, without significant downtime for the transition.
- Consequently, applicants should not consider postings they see on May 21st to be comprehensive, as judges may need several days or even weeks thereafter to post their information.

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### Prepare Your Application Packets

- ❑ Letters of Recommendation
- ❑ Resume
- ❑ Cover Letters
- ❑ Writing Samples
- ❑ Transcripts/Grade Sheets
- ❑ *Touched briefly on preparing on-line applications packets in OSCAR as well – important to remember you must keep track of online and paper judges and create both types of applications if necessary!*

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### Preparing Your Applications: Stuffing Sessions

The Law School will provide applicants with the following for non-OSCAR applications:

- ❑ Duke Law Folders
- ❑ Mailing Envelopes
- ❑ Mailing Labels
- ❑ Duke Law Fact Sheets
- ❑ Sealed Letters of Recommendation
- ❑ FedEx for up to 50 Non-OSCAR Judges

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### Preparing Your Applications: Stuffing Sessions

- ❑ Mark your calendar and plan ahead
- ❑ Thursday, August 26th & Friday, August 27th students will receive supplies and faculty letters of recommendations to assemble applications.
- ❑ Stuff non-OSCAR applications in FedEx Paks and release for mailing – arrival at judges chambers on September 7, 2010.

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## Send Your Applications to Chambers

- ❑ Federal Law Clerk Hiring Plan
- ❑ State Applications
- ❑ Judges Moving Early
- ❑ Current 3Ls/ Alumni

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## Federal Law Clerk Hiring Plan

•The Plan is designed to streamline the hiring of clerks by all federal judges and states that the hiring of clerks will be done **NO SOONER THAN THE FALL OF THE THIRD YEAR.**

• To support this plan, Duke Law School and its peers have agreed to wait to release letters of recommendation for Class of 2011 federal applications for arrival on the Tuesday after Labor Day – September 7th, 2009.

Event	Fall 2009
First date when applications may be received:	Thursday, September 10, 2009 (Clerks release 10:00 a.m. (EST))
First date and time when judges have contact applications for schedule interviews:	Friday, September 11, 2009 (10:00 a.m. (EST))
First date and time when interviews may be held and offers made:	Thursday, September 17, 2009

- The Plan does not cover applicants who have graduated law school. Therefore, judges may interview and hire law school graduates at any time.
- Offers may be made as soon as interviews are permitted under the Plan. Generally, it is for the judge to determine the terms upon which an offer is extended. However, judges are encouraged not to require an applicant to accept an offer immediately without reasonable time to sought to explore other options that remain open to the applicant. This would not prohibit an applicant from accepting an offer on the spot.
- When setting up an interview with a clerkship applicant, a judge should make clear to the applicant his or her interview and offer policies or practices. For example, a judge may have a policy or practice of making offers and setting filing fee or bar clerkship fees.

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## State Court Timing

- ❑ State Judges are not required to follow the Federal Law Clerk Hiring Plan and timing may differ drastically from state to state
- ❑ Check the Vermont Guide to State Court Clerkships, individual websites, and contact chambers for application requirements and deadlines.
- ❑ The Law school will release letters of recommendation for the Class of 2011 state court applications prior to September 7th, 2010.

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### Class of 2011

- ❑ The Law School has developed a specific timeline and checklist of target dates to guide you through the Federal Clerkship Application Process.
- ❑ The Law School will not release your letters of recommendation for federal clerkships before September 7th.

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### Class of 2011

- ❑ While the Hiring Plan states the first date 3L applications may be received, with letters of recommendation, is September 7<sup>th</sup>, 2010, there are some judges who may not abide by the plan.
- ❑ Duke Law School is committed to the Hiring plan and all student letters of recommendation will be held until Labor Day. However, students are encouraged to notify the Clerkship Manager and their advisors of any judge or court you become aware of that is not abiding by the plan.

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### Class of 2011

#### Summer Applications:

- ❑ If you intend on sending out applications in the summer, you need to inform your clerkship advisors, recommenders, and the clerkship manager.
- ❑ The Law School will not release letters to federal judges before the hiring deadline. However, you are permitted to send applications with a list of references.

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### Current 3Ls: Class of 2010

- ❑ You are now considered an “alumni applicant”
- ❑ You are no longer bound to the hiring plan, meaning you can apply now, next month, or any time.
- ❑ Applications are more competitive during the summer months because judges open up positions and can hire alumni while still following the Federal Hiring Guidelines
- ❑ Law School is committed to supporting alumni throughout the application process and can provide you with more attention and support throughout the summer months
- ❑ Must still register through CARS & OSCAR

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### Remember 3 Essential Parts to Application Process

1. Decide What Judges You Want to Apply To
2. Prepare Your Application Packets
3. Send Your Applications To Chambers

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### Coming up...

- ❑ April 1st - Piecing the Puzzle Together, The Next Steps: *What to do over the summer and Q&A with 3Ls.*
- ❑ Opportunity to informally chat with 3Ls that went through the process last year and talk about strategies, judges, and tips.

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