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 4th at Noon. ALUMNI may apply at anytime.

**FOR ELECTRONIC AND PAPER APPLICATIONS:**
**STEP 1:** Register on [https://oscar.symplicity.com](https://oscar.symplicity.com) and create an account on or after May 18th.
STEP 2: Create a list of judges. **Complete this list by July 25th.**

- 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).

- 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](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.
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
  **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.
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.
STEP 5: Building Applications: HASTINGS DEADLINE IS JULY 25th.

- 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 4th release date, we ask that you build all of your applications by July 25th. You must submit a complete list; please do not send the list in earlier and then add on judges.

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 4th.

- OSCAR releases all finalized applications on September 4th. Judges cannot see applications until that time.
FOR PAPER APPLICATIONS:
BY JULY 25th: 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 25th:
- 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 by JULY 25th.
- 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 4th. 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.

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

- The 2nd, 3rd, 4th, 6th, 7th, 8th, 11th, and Federal Circuits all consider 3Ls.
- The 1st, 5th, 9th, 10th, 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.