

APPLYING FOR A JUDICIAL CLERKSHIP - TIMELINE

An application checklist and timeline for judicial clerkship applications follows. Some of these are hard deadlines, others are target dates for completing certain steps of the process. The CDO strongly recommends that you follow this timeline when compiling your clerkship application packets.

April, May	<ol style="list-style-type: none"> 1. Approach faculty members early to see whether they will write a letter of recommendation for you. 2. Research state and federal court clerkship requirements and application deadlines. 3. Research judges and courts, including Suffolk faculty and graduates who served as law clerks and graduates who are members of the judiciary. (see note #1) 4. Start completing Symplicity's online Judicial Clerkship Registration page. <i>This step is required of all students applying for judicial clerkships.</i> (see note #2) 5. If you have any questions about judicial clerkships or the application process, meet with a career counselor now.
Target date: June 30	<ol style="list-style-type: none"> 1. Complete the Symplicity online Clerkship Registration. <i>This step is required of all students applying for judicial clerkships.</i> (see note #2) 2. Start compiling your clerkship application materials. Update resume, choose writing sample(s), write cover letters, and request transcript. 3. Have a career counselor review your materials. 4. Start the application process on OSCAR for federal clerkships and upload your materials. (see note #3) 5. Follow up with faculty recommenders regarding letters and deadlines.
Deadline: August 11	Deadline for submitting Excel spreadsheets (generated through Symplicity), containing information on each judge/court to which you are applying. You will need separate spreadsheets for federal judges accepting applications through OSCAR, federal judges accepting mailed applications, and state judges/courts. Send electronic versions of the spreadsheets to (1) the faculty member writing your recommendation letter, (2) the faculty member's assistant, and (3) Janine LaFauci, Coordinator of Support Services.(see note #4)
August 21 – September 1	<ol style="list-style-type: none"> 1. Compile clerkship application packets and get them ready to be mailed. 2. Complete your applications on OSCAR.
September 5	Mail any federal clerkship application packets to judges not accepting applications through OSCAR.
September 6	Online federal applications are submitted to the federal judges through OSCAR.
September 14	Federal judges may begin scheduling interviews.
September 21	Federal judges begin conducting interviews.
Fall 2006	<ol style="list-style-type: none"> 1. Update Symplicity with information on your interview status with each judge by creating an 'Application Status' record for each clerkship application that you submit. (see note #2) 2. Continue to research state court requirements. Many state court application deadlines continue through the fall.

Notes:

1. A list of judicial clerkship resources is available in the *Judicial Clerkships: Step 1 – General Clerkship Information* handout.
2. The CDO is moving to a new web-based recruiting system – Symplicity. Symplicity will go live mid-April. Details about using the new system, including the judicial clerkship registration page and application status section, will be available in the CDO soon.
3. OSCAR, The Online System for Clerkship Application and Review, is an online application process for **federal clerkships** through which many federal judges have elected to receive application materials. OSCAR will go live on June 1 and details about using the system will be available in the CDO.
4. Letters of recommendation for spreadsheets submitted after the deadline will be completed after all timely submissions and in the order in which they were received. Spreadsheets containing information on state courts can continue to be submitted through the fall as their application deadlines approach.