



REVISED Timeline for 2L Clerkship Applicants post COVID-19

OJC Application Processing Deadlines for Class of 2021 – Spring/Summer 2020

- ASAP**
1. Register in [OSCAR](#) if you have not yet done so!
 2. Go to [OJC Website](#) and fill out an [Applicant Intake Form](#) or let your OJC advisor know whether you plan to move forward as previously registered.
 3. Register in [Symlicity](#) as “Clerkships Search Active.”
 4. Confirm with OJC that you have been assigned a Clerkships Adviser.

Friday 4/17 **Revised** deadline to request recommendation letters (LORs). Provide your recommenders with the [Clerkship Recommendation Form](#), your resume, transcript and proposed writing sample when requesting LORs.

Friday 4/24 Deadline to: (1) provide your draft Judge List and Outreach List to your OJC Adviser; and (2) submit a [Confidentiality Waiver](#) to OJC for each of your LORs.

4/29 - Last Day of Classes; 4/30-5/3: Study Period; 5/4-14 – Upper-Year Exams; 5/18 – Graduation

Thursday 5/21 Deadline to email your [Merge File](#) (your application list *with* (a) mailing addresses and (b) from [Leadership Library](#), Chambers’ email address) to each recommender’s faculty assistant (FA), who will process your Merge File and send your **electronic only** LORs to OJC.

As a reminder, OJC does not recommend, nor can it operationally support, the submission of paper applications at this time, whether as (A) an exclusive means to apply to a clerkship position or (B) a courtesy copy in addition to the OSCAR or Email application. OJC’s policy post-COVID can be found [here](#).

In the event that a judge only accepts paper applications and you choose to submit an application, please send to OJC, copying the relevant FAs, your paper-only Merge File. We will work together to determine if the judge will accept LORs by email and, if not, explore potential print and ship options. Further, OJC will provide you with prepaid postage labels for these judges but, again, only for judges who refuse any electronic application. Email clerkships@law.columbia.edu if you expect to have this challenge.

Friday 5/22 Deadline to provide your recommenders with the following form, after approval by your OJC adviser and copying your OJC adviser: [Judicial Outreach List For Faculty Recommenders](#). Please note that this form is available under the “Files” section of Courseworks.

Tuesday 6/2 Update your OSCAR grade sheet with spring results. Update your resume with honors etc. ***If you do not have all Spring 2020 grades or honors designation by June 5, please email or call Dean Saavedra ASAP.***

OJC Application Processing Deadlines for Class of 2021 – Spring/Summer 2020

**Friday,
6/5 @ 4PM**

Faculty LORs due to OJC.

Deadline for OJC to receive Email-Only Judicial Applications. *If a judge accepts applications through OSCAR, please do not also send email applications unless specifically advised to do so by your OJC Advisor.*

Deadline to submit complete e-mail applications (PDF format, with transcripts included) to OJC, with the Chambers' relevant e-mail address included and **only** for those judges who have specifically stated in OSCAR or otherwise to OJC that they will not accept applications via OSCAR. **Any applications received after this date cannot be guaranteed for timely delivery by 6/15.**

**Sunday,
6/14 @
Midnight**

Last day to submit *timely* OSCAR applications! Of course, judges will continue to accept applications thereafter until they note their positions as "expired" or "filled." But, OJC highly recommends you submit by this date to be considered in Summer 2020.

**Monday,
6/15 @ 12
pm EST**

Judges begin clerkship application review; faculty may call/email on your behalf; 24-hour "reading period" begins.

**Tuesday,
6/16 @ 12
pm EST and
Forward**

Judges will begin to contact candidates for interviews (be sure to let your firms know you're in the process). It's OK if you don't get a call Day-1. Last year, many judges, particularly at the District Court level, waited until July for their interview schedules. Further, we anticipate judges will try to conduct interviews by Zoom or other means.

Please advise OJC, Dean Saavedra and your recommenders of any offers received! We need to track our data and update our Alumni Clerks Directory.

Don't forget to send email thank you notes to anyone you met in the interview process. Although handwritten notes are standard, in light of COVID-19, OJC advises you do not do so this year.