PARTY 2019

Nuts & Bolts of the Clerkship Application Process
CLERKSHIP APPLICATION TIMELINE

2L
OSCAR ACCESS: Feb 6, 2019
CAN APPLY: June 17, 2019

ONGOING
• Continue Cultivating Faculty Relationships
• Participate in Clerkship Peer Mentor Program
• Strive for Note Publication
• Course Selection: Strive for Good Grades, Black Letters, and Writing Opportunities

FEBRUARY: OSCAR ACCESS
• Research Courts and Judges
• Reach out to Current & Former Clerks
• Assemble Judge List (and run it by Clerkship Advisor)
• Secure Three Recommenders
• Assemble Application Materials

JUNE: CAN APPLY
• Be Ready to Apply as Soon as Grades Are Released
• Ask Recommenders to Call Chambers

3L
OSCAR ACCESS: NOW
CAN APPLY: NOW

JUST BEGINNING THE PROCESS?
• Follow 2L Tips

ALREADY APPLIED?
• Consider Sending Second Batch of Applications
• Meet with Clerkship Advisor to Strategize

SECURED A CLERKSHIP?
• Let Us Know!
• Consider Becoming a Clerkship Peer Mentor
• Leverage Your Clerkship to Secure a Second Clerkship

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Researching Judges &
Developing a Judge List

SELF ASSESSMENT
- What's important to you?
- Be realistic
- Flexibility
- Which court?
- Geography / Politics
- Career trajectory

TREAT IT LIKE A RESEARCH PROJECT
- Create a schedule
- Allocate time
- Make the commitment
- Research all your judges
- Talk to alums (see Clerkship Handbook)!!

USE OFF AND ONLINE RESOURCES
- OSCAR
- Symplicity
- Alliance for Justice
- Non-OSCAR judges
- Ballotpedia.org
- ravellaw.com
- Orders
- YouTube interviews
- Op-eds

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- YouTube interviews
- Op-eds
SEARCHING FOR OPENINGS

OSCAR
Talk to professors, employers, and alums

CHECK BLOG
(postings & call logs)

CALL CHAMBERS
(Leadership Library)
CORE APPLICATION MATERIALS

- Judge-focused
- Error free
- Your vision
- 1-2 lines personalizing (i.e., interest in location/court/particular judge)
- Mention conversation with former clerks

- Focus on writing ability
- CLS format
- Interests
- Publications

- 10-15 pages
- Persuasive brief
- Objective memo
- Judicial opinion
- Published note

- Strong grades
- Black letter law
- Variety
- Undergrad transcript
- Timing/Updates
## Attributes That Will Set You Apart

<table>
<thead>
<tr>
<th>Usually required</th>
<th>Preferred* (some judges may require any or all of these attributes)</th>
<th>A Plus Factor</th>
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<tbody>
<tr>
<td>Strong research, analytical, writing, and editing skills</td>
<td>Journal experience and/or Moot Court membership</td>
<td>Member of organization with which judge is affiliated (e.g., Hispanic Bar Association, Pi Beta Phi, Phi Delta Phi)</td>
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<tr>
<td>Good character and interpersonal skills</td>
<td>Relevant work experience, preferably legal</td>
<td>Common interests or practice area</td>
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<tr>
<td>Good grades</td>
<td>Top law school</td>
<td>Graduate of judge’s alma mater(s)</td>
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<td>Relevant coursework</td>
<td>Leadership or extracurricular involvement</td>
<td>Community ties and connections (some judges prefer to hire clerks who have lived or practiced in the area where the court is located)</td>
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<tr>
<td>Strong recommendations</td>
<td>Community service/volunteering/spirit of service</td>
<td>Plans to practice in the area after completing the clerkship</td>
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<td>Strong writing sample(s)</td>
<td>TA and/or RA experience</td>
<td>Publications</td>
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<td>Clinic and/or judicial externship</td>
<td>Awards (e.g., Best Brief Award)</td>
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The Clerkship Office now has new proofreading service available to students applying for clerkships. If you would like to have your resume and cover letter proofread, please email them to clerkshipedits@law.columbia.edu. While we expect that you met with your career advisors in OCS and SJI to update your resume, you can now opt to have a final review of your resume and cover letter before they are mailed to judges.

Sophie will respond on the Monday or Thursday closest in time to your submission.

Any resume or cover letter submitted to clerkshipedits@law.columbia.edu will be kept confidential; neither the documents nor the information contained therein will be shared or discussed with any third party.

SOPHIE GANDLER
Student Director of the CLS Writing Center and Director of the First-Year Moot Court Program.
Securing Strong Recommendations

- Take a Seminar
- Attend Office Hours
- Serve as TA or RA
- Work with Note Advisor
- Take a Clinic
LETTERS OF RECOMMENDATION

• Ideally, three faculty letters

• Employer lets are sometime OK too, but more so for a fourth letter

• When you ask for a recommendation: talk to them in person, be prepared to share your judge list when or soon after you ask for a recommendation

• Once you request the letter you'll deal with the assistsants on the logistics of getting the letter created – this will be discussed in a bit

• Eventually you will want to ask recommenders to make 3-5 calls for you

• Use the call list template in Appendix G of the Handbook and provide phone numbers from the Leadership Library (accessible from the Clerkship Website when on CLS Internet)

• Your choices should be really tailored and not limited to most competitive places/judges; have good reason for interest in judges

• Stay in touch with your recommenders when you would like calls made, but also be conscious of their time
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EMAIL APPLICATIONS

INSTRUCTIONS FROM CLERKSHIP HANDBOOK

• Submit Application Intake Form to Clerkship Office

• Send final judge mail merge list to Clerkship Office and FAs (for adjuncts or visiting professors, this is Dawn Moore, for clinic professors this is clinicstaff@law.columbia.edu)

• Must send through our office - please send complete PDF to Clerkships@law.columbia.edu

• Ask FAs to send letters directly to the Clerkship Office

• You’ll receive confirmations when LORs are received and application is submitted – if you don’t, follow up!
PAPER APPLICATIONS

FIRST STEPS
- Submit an Application Intake Form
- Send final judge mail merge list to Clerkship Office and Faculty Assistants For adjuncts the contact is Dawn Moore (dmoore@law.columbia.edu)

MUST MAIL THROUGH CLERKSHIP OFFICE
As with email, if you choose to mail your application materials, you MUST bring or mail to the Clerkship Office: cover letters, resumes, transcripts, writing samples, and any other documents your judges require.
INTERVIEWS & OFFERS

PREPARING FOR INTERVIEWS

• Notify Clerkship Office!!
• Touch base with recommenders about calling
• See Clerkship Handbook Appx. H
• Talk to former clerks!!
• Mock interview with Clerkship Advisor

POST-INTERVIEW

• Send prompt “Thank You”
• Let us know how it went!

OFFERS

• In general, only accept interview if you’re prepared to accept offer.
• Let us know!!
Registering on OSCAR

OSCAR REGISTRATION
Click under “Are You Applying” on the “Register” link and you will be directed to fill out a form that starts your applicant profile.
Registering on OSCAR

General Information
First Name:
Last Name:
Citizenship Status:
Email Address:
Address:
Contact Phone Number:
Email Frequency:
Receive Reminders:
BA/BS From:
JD/LLB From:
Class Rank
(Updated Jan 25, 2019):
Law Review/Journal:
Does your law school have a law review/journal?:
Moot Court Participation:
Judicial Internships/Externships:
Post-graduate Judicial Law Clerk:
Legal Work Experience Post-Law School:

OSCAR REGISTRATION

These are some of the fields that OSCAR will expect you to fill out when you are first registering.
## Setting Up Your Clerkship Notifications

### OSCAR EMAIL NOTIFICATIONS

In order to receive notifications for newly posted clerkship positions, you can set your preferences here during the registration of your OSCAR account.

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<th>Email Frequency:</th>
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<tr>
<td>Periodically the OSCAR system will send out automated emails to inform applicants of new position opportunities. You may choose &quot;weekly&quot; or &quot;daily&quot; to receive them, or &quot;never&quot; if you would not like to receive them.</td>
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<th>Receive Reminders*:</th>
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<td>Choose to receive reminders when you have applications in Draft.</td>
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<tr>
<td>Daily</td>
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</table>
Setting Up Your Clerkship Notifications

- Bankruptcy Appellate Panel Law Clerk
- Career Law Clerk-Chambers
- Death Penalty Law Clerk
- Pro Se Law Clerk
- Temporary Law Clerk-Chambers
- Term Law Clerk-Chambers

If you would like to limit notifications to specific states, please select below. Otherwise you will receive notices for all states.

[select] ▼ clear

- New Jersey
- New York
- Delaware

Choose to receive reminders when you have applications in Draft.
- Daily
- Weekly
- Never

OSCAR EMAIL NOTIFICATIONS

You can also narrow your preferences down by specific states.
Searching for Judges & Clerkship Positions

SEARCHING FOR JUDGES

In “Search for Positions” > “Judges List” you will be able to perform a basic search and filter what types of clerkship positions you are looking for.

This basic search is for available positions starting in Term 2020.

The Judges will appear in alphabetical order. You can select multiple judges to apply to by checking the box to the left of their names and selecting “Finalize Applications.”
Searching for Judges & Clerkship Positions (Continued)

SEARCHING FOR JUDGES

When you have selected a Judge you are interested in you can view their “Judge Details.”

This will give you valuable information as to how many positions are available, when they are hiring, for how long, what application documents they expect to receive, and qualities they are looking for in a clerkship applicant.
Under "Clerkships List" you will be able to see which clerkship positions have been filled and which are still available. Pay attention to the dates until which judges will be accepting applications for certain positions. These will serve as your deadlines for submitting your applications and may vary greatly by judge and position.
Uploading Documents

**UPLOADING DOCUMENTS**

- All your documents must be uploaded as a PDF.
- You can NOT upload a transcript. You must enter your “Law Grade Sheet” manually. This serves as your transcript.
Selecting Recommenders

FACULTY RECOMMENDERS
When you are building your application, you will need to have recommenders associated with it. Under “My Recommendations,” you are able to see all of the CLS Faculty Recommenders and add your recommenders to your profile.

SEARCH ALL RECOMMENDERS
If your recommender is an adjunct or visiting professor at CLS, you may want to search all recommenders to see if they are already registered for a Faculty Recommender account on OSCAR. If you are a Transfer Student, you may also find recommenders from the school from which you have transferred.
Selecting Recommenders

E-VITING A RECOMMENDER
If you are not able to find your recommender in OSCAR, you will need to send them an E-Vite. To do this, you should click 'Create New recommender.' You only need to input their last name, first name, and email address, but it is helpful to also include a phone number and an assistant email. Once they have registered an account in OSCAR, you will be able to associate them with your application.

GENERATING A RECOMMENDATION REQUEST
Clicking “Create Draft Application” when applying to a Judge will generate a recommendation request.
Selecting Recommenders

LETTERS OF RECOMMENDATION

• Once you have both
  1) associated a recommender with your application, and
  2) sent a request for that application to have your recommender's letter added to it,
then you can then check the status of the letter under “My Recommendations” -> “Status of Clerkship Recommenders.”

• Green check marks will indicate when that request has been completed.

• Your applications can be finalized (sent to chambers) before the letter of recommendation request is completed.
THINGS TO KEEP IN MIND REGARDING LETTERS OF RECOMMENDATION

• Remember: All applications must be associated with recommenders. Create the application first, then select your recommenders to generate a request.

• CLS Faculty Recommenders are set as default, but this can be unset in your preferences.

• If you are waiting for a pending letter of recommendation and your recommender is full-time faculty, contact their Faculty Assistant. He or she will be the first point of contact for your OSCAR-related inquiries.

• If your recommenders are adjuncts or visiting professors, the person to contact is Dawn Moore (dmoore@law.columbia.edu). If your recommender is not affiliated with CLS, please direct them to the Clerkships Email (clerkships@law.columbia.edu) when sending their recommendation.
Updating Finalized Applications

- It is possible to update a finalized application if the position is still available in OSCAR. **Do not** withdraw the application if you plan on editing the application for the same position. Withdrawn applications cannot be re-submitted to the same position.

- Updated documents must be entered as a unique “Document Label.” Using the same label as the previously submitted document will not replace the document.

- Select the "Remove" icon to delete the no longer desired document from your application.
Useful Tips

• To broaden a search beyond Judges accepting OSCAR applications, in the "Judges" main tab, select "Advanced Search" and select "No" for "Participating in OSCAR." This will identify all federal non-OSCAR judges, who we encourage you to apply to with paper applications.

• Consider using the resources in OSCAR, including the "Applicant Prep Kit" and the many video tutorials for more information about utilizing OSCAR.
Limits

• Applicants are limited to 100 outstanding applications at any given time (draft applications are not counted toward this limit). Application Limit does not apply to Staff Attorney positions.
  o An application slot will be restored when your application is withdrawn or when the position is filled or expires in OSCAR.

• Transcripts can not be uploaded to OSCAR. Grades must be entered manually into “Law Grade Sheet” or “Undergraduate Grade Sheet” in OSCAR.

• OSCAR only accepts uploaded documents formatted in PDF.
REACH OUT

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