

TO: Hon. Timothy Burgess, Chair
Federal Judges' OSCAR Working Group

FROM: NALP Board of Directors

DATE: July 25, 2014

RE: Law School Suggestions on Federal Law Clerk Application Best Practices

Thank you for allowing NALP the opportunity to share with the OSCAR Working Group suggested best practices for judicial clerkship applicants. We appreciate your interest in our feedback and your invitation to continue our collaboration. The Law School suggestions on Federal Law Clerk Application Best Practices provide guidelines for law students and alumni applicants seeking judicial clerkships. These suggested Best Practices take into account the Principles and Standards for Law Placement and Recruitment Activities set forth by NALP, as well as unique considerations that students and alumni face in applying for clerkships. By following these Best Practices, law students and graduates will improve the effectiveness of the application process for all participants.

1. Applicants should prepare thoroughly for the clerkship search process, and should conduct their clerkship search in a professional manner, guided by the standards for professional conduct for attorneys.
2. Prior to submitting a clerkship application, applicants should learn as much as possible about the judge and the nature of the clerkship (e.g., 1 or 2 year term, start date, previous clerkship or professional experience required, etc.).
3. Applicants should research and be mindful of judges' recruitment and hiring schedules and application methods, as noted in judges' OSCAR profiles.
4. Applicants should review OSCAR and information provided from their law school's career services office before calling a judge's chambers or sending unsolicited paper applications.
5. Applicants should seek advice from their law school's career services office and faculty regarding applying for judicial clerkships.
6. Applicants should update grade sheets, resumes, and OSCAR profiles when new substantive information is available, such as additional grades, change in employment, journal positions or publications.
7. Applicants should only interview with judges in whom they have a genuine interest.

8. Applicants should, upon acceptance of a judicial clerkship or other position, immediately notify their office of career services and all other employers to whom they have applied. This includes, upon accepting a clerkship or other position, withdrawing clerkship applications for the term in which they are unavailable.

We hope that the OSCAR Working Group finds these suggestions on Federal Law Clerk Application Best Practices helpful. Please do not hesitate to contact us if we can be of any additional assistance.