

GW LAW CLERKSHIP OFFICE
(Suggested) Timeline (2009-2010)

Spring Semester of Second Year (or Third Year for Evening Students):

February - May 2009

- Attend the Judicial Clerkship Information Session conducted by Faculty Clerkship Committee and CDO on February 10, 2009
- Login to Symplicity and click on “Clerkships” tab to register for the Clerkship Program
- Meet with a member of the Clerkship Committee and/or the Director of Judicial Clerkships, Sheila Driscoll, to discuss strategy and goals, including state vs. federal clerkships, district courts vs. appellate courts, and/or geographic areas to target.
- Research the deadlines for state court clerkships – for some state supreme courts the deadlines for applications are much earlier than for federal court clerkships, as early as spring.
- Request recommendations from GW Law professors and ask them to email completed letters to clerkship@law.gwu.edu by the July 3rd deadline below
- Communicate with any non-GW Law professor recommenders regarding writing letters of recommendation.
- Pick up folders for submitting your applications from Clerkship Office before leaving for summer.

Summer between Second and Third Years (or 3rd and 4th Year for Evening Students)

May - July 2009

- Conduct research on judges to whom you would like to apply and begin to compile judge list.
- Select the names and addresses of judges from the [the](#) Symplicity Clerkship Database, finalize and export the list and save as an Excel document. Upload saved list to the “Documents” section of your Symplicity account as an “other document.” Please note which judges are accepting applications online via OSCAR, the Clerkship Office will not process paper applications for those judges, you MUST apply online.
- Select up to 150 paper application judges (the maximum number for which the Clerkship Office will mail GW Law Professor’s recommendations along with your submitted completed applications, excluding applications for DC District Court and DC Circuit court judges).
- Register on OSCAR and review judges’ information and begin to upload materials and names of your recommenders for your applications.
- For state court clerkships, review the Vermont Law School Guide to State Judicial Clerkship Procedures online at <http://forms.vermontlaw.edu/career/guides/>. Contact clerkship@law.gwu.edu for the login id and password information.
- Prepare all materials for a completed application, including choosing and polishing a writing sample, writing cover letters, and securing copies of transcripts.

IMPORTANT DEADLINES:

July 3rd, 2009

- **DEADLINE** for GW Law professors to submit letters of recommendation (preferably via email to clerkship@law.gwu.edu) on students' behalf to the Clerkship Office to **guarantee** letters will be prepared and ready to be included in students' applications that will be submitted to judges on September 8, 2009 by the Clerkship Office. Students will be able to check on their Symplicity account in their "documents" section and see if letters have arrived (although not the contents of the letters).

July 27-29, 2009

- Clerkship office will be open to receive students' COMPLETED applications up to 150 paper application judges (not including DC District and DC Circuit applications). Completed applications must be received NO LATER THAN close of business on July 29, 2009 in order to guarantee that they are included in the packages to be mailed to federal judges. Your final judge list must be uploaded to your documents section in Symplicity BEFORE submitting applications.

August 14, 2009

- Deadline for submitting at least partial applications on OSCAR that include your selection of recommenders in order to **guarantee** that the Clerkship office will upload your GW law faculty letters by September 8, 2009 when online applications will be released and available to be viewed by judges.

Fall of Third Year (or 4th Year Evening Students)

September 2009

- **Tuesday, September 9, 2009.** Judges begin to receive clerkship applications. (See 2009 Law Clerk Hiring Plan, <http://www.cadc.uscourts.gov/lawclerk/>). (Also the date when online OSCAR applications are viewable by judges.)
- **Friday, September 11, 2009. 10 am Eastern time.** First date and time when judges may contact applicants to schedule interviews.
- **Thursday, September 17, 2009, 8:00 am Eastern time.** First date and time when interviews may be held and offers made.

Late Fall and Spring Semester

October 2009 - May 2010

- Federal judges continue to review applications and conduct interviews.
- Students can continue to apply to state clerkships, as well as any federal clerkships that may still be available or come available.
- Students should monitor OSCAR for late clerkship openings, including newly confirmed judges.
- Students should also monitor sites that track newly confirmed judges and newly nominated judges. See sites maintained by the University of Michigan Law School (<http://www.law.umich.edu/currentstudents/careerservices/nomdb.htm>). You can also visit: <http://www.uscourts.gov/vacancies/judgevacancy.htm>