

SECTION V

Judicial Clerkships

FEDERAL COURTS

Most federal judges accept applications for law clerks from third/fourth year law students in the Fall of the last year of law school. The majority of federal judges require 3Ls/4EDs to apply online using OSCAR, the Online System for Clerkship Application and Review. Usually in June, OSCAR becomes available for student registration. At this point, students are able to begin using the system to choose the judges, with whom they would like to apply and build application(s) online by uploading resumes, cover letters, writing samples. In addition, recommender(s) are able to upload letters of recommendation onto OSCAR.

Judges are able to log on and view your all of your application materials on the Tuesday after Labor Day so it is important to begin this process early so that your application is complete by this date. To access OSCAR, log on to: <https://oscar.symplicity.com/>

Register to receive your password and begin building your application online!

For more information on applicable deadlines, review the federal law clerk hiring plan (including applicable deadlines located at: <http://www.cadc.uscourts.gov/lawclerk/>

SPECIAL TIPS:

1. ALL OF YOUR APPLICATION MATERIALS, INCLUDING RECOMMENDATION LETTERS, MUST BE UPLOADED TO OSCAR PRIOR TO THE TUESDAY AFTER LABOR DAY.

2. Applying for a federal clerkship is a competitive process in which g.p.a and class rank is extremely important. Typically, federal judges are looking for students who have ranked in the top 5-10% depending on the applicant's school.

3. Contact your references early to ask for a letter of recommendation. Because it can be more difficult to connect with faculty over the summer, you are advised to contact faculty members during the spring of your second year of law school to request that they serve as recommenders. Please remember that your recommenders will need time to prepare a letter on your behalf, upload same to OSCAR, and are likely fielding recommendation requests from multiple students.

4. All of your written application materials including resume, cover letter and writing sample must be PERFECT. Have your resume and cover letter reviewed early well before the deadline. Spend time incorporating suggested changes to your writing sample. It will be worth the extra effort!

5. For more information concerning the clerkship process, check out *Behind the Bench: The Guide to Judicial Clerkships* by Debra M. Strauss, Esq. available in the Career Development Library.

FEDERAL COURTS

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
<p>U.S. Courts of Appeals U.S. District Courts U.S. Claims Courts U.S. Tax Courts U.S. Courts of Veterans Appeals U.S. Courts of International Trade</p>	<p>In March of 2002, an Ad Hoc Committee, co-chaired by the Hon. Edward R. Becker and the Hon. Harry Edwards, reported that federal appellate judges voted overwhelmingly in favor of a new Plan for law clerk hiring. The Plan includes:</p> <p>(1) an arrangement ensuring that the hiring of law clerks will not be done earlier than the fall of the third or fourth year of law school; and</p> <p>(2) an agreement that focuses law clerk hiring on third or fourth year law students.</p> <p>The US District Courts in PA, DE, and NJ have agreed to abide by the same hiring plan.</p> <p>Most federal judges accept applications for law clerks from third/fourth year law students in the fall of the last year of law school. The majority of federal judges require 3Ls/4EDs to apply online using OSCAR, the Online System for Clerkship Application and Review. Usually in June, OSCAR becomes available for student/recommender registration.</p> <p><u>Resources</u></p> <p>For more information on applicable deadlines, review the federal law clerk hiring plan located at: http://www.cadc.uscourts.gov/lawclerk/</p> <p>To access OSCAR, log on to: https://oscar.symplicity.com/</p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Two or three letters of recommendation (depending on individual judge)</p>

DELAWARE STATE COURTS

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
Supreme Court of Delaware	Generally speaking, students should apply directly to the five individual Justices between the summer and early winter of the third year. However, please be advised that, depending on the Justice, hiring can occur earlier than this period. Therefore, students are advised to contact chambers directly during their second year to determine hiring timetable for each Justice.	Cover letter Resume Unofficial law school transcript Unofficial undergraduate transcript Writing sample Two or three letters of recommendation (depending on the individual Justice)
Court of Chancery	Apply directly to the five (5) individual judges. Application dates are determined by the Chancellor and vice-chancellors individually. Submit between summer and early winter of 3L year. Some Chancellors/Vice Chancellors have hired clerks earlier than the third year of law school; please contact chambers directly early in your second year to determine the hiring timetable for each Chancellor/Vice Chancellor.	Cover letter Resume Unofficial law school transcript Undergraduate transcripts Writing sample Two letters of recommendation (preferably written by professors)

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
<p>Superior Court of Delaware</p>	<p>While the advertised application deadline generally is not until early fall of the 3L, <u>students are encouraged to submit their applications early</u>. Clerkships are available for a one-year term. While students should apply centrally (see below), the CDO encourages students to apply directly to individual judges as well.</p> <p>Apply centrally to the Resident Judge for each county: (Contact the Court for the contact person information)</p> <p><u>New Castle County</u> The Honorable Richard Cooch Superior Court of Delaware New Castle County Courthouse 500 North King Street Wilmington, DE 19801</p> <p><u>Kent County</u> The Honorable William Witham Jr. Superior Court of Delaware Kent County Courthouse 38 The Green Dover, DE 19901</p> <p><u>Sussex County</u> The Honorable T. Henly Graves Superior Court of Delaware Sussex County Courthouse 1 The Circle, Suite 2 Georgetown, DE 19947</p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Judicial Application Form (after submission of above items)</p>

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
Family Court of Delaware	<p>While students may apply centrally (see below), the CDO encourages students to apply directly to the individual judges in the late summer. Clerkships are for a one-year term.</p> <p>Apply centrally to:</p> <p>Jackie Riggs-Potts The Family Court of the State of Delaware New Castle County Courthouse 500 King Street, Suite 3500 Wilmington, DE 19801-3732</p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Letters of recommendation (optional)</p>
Court of Common Pleas	<p>The application deadline is generally in January of the year of the clerkship; however, students are encouraged to apply in the early Fall of the third year in law school to the individual judges. Clerkships are for a one-year term.</p>	<p>Cover letter Resume Law school transcript Writing sample</p>

PENNSYLVANIA STATE COURTS

Court	Application Process	Application Materials
Supreme Court of Pennsylvania	<p>Apply directly to the seven individual justices. The deadline for applications is in the early spring of the second year. Check with individual Justices for specific deadline information. The clerkship can run from one to three years. For more information, see: http://www.courts.state.pa.us/Index/Supreme/IndexSupreme.asp</p> <p>List of justices also is available in the Career Development Office or may be obtained from several directories in our library. Biographical sketches and/or contact information may also be reviewed in the <i>Pennsylvania Bar Association Lawyer's Directory</i>, and <i>The American Bench, Want's Judicial Directory</i></p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Two letters of recommendation</p>
Commonwealth Court of Pennsylvania	<p>Apply directly to each of the individual judges. Application process is the same as that listed above for the Pennsylvania Supreme Court.</p>	<p>Same as above.</p>
Superior Court of Pennsylvania	<p>Same as above.</p>	<p>Same as above</p>
Court of Common Pleas	<p>Apply directly to individual judges in the fall of your last year of law school. Clerks may serve for more than one year and many judges have permanent clerks. Applications should be submitted early in the fall of the final year of law school. For more information on Philadelphia Court of Common Pleas: check out: http://courts.phila.gov under the employment tab.</p> <p>Lists of judges also may be obtained from several directories in the Career Development Office. Biographical sketches may be reviewed in <i>The American Bench</i>.</p>	<p>Resume Cover letter</p>