Overview

OCP presents each Spring a session on clerkship application mechanics. If you did not attend that session, please review the videotape of the session before beginning the application process. This guide contains only a brief summary of the steps involved.

There are different application procedures and timelines, depending on the judges to whom you are submitting applications. **First**, there is a procedure, and a structured timeline, for applications to federal judges who follow the hiring plan, and to whom you may not submit applications until the day after Labor Day of your third year. The timeline is posted on the OCP website. (Note that graduates are not subject to the hiring plan, so may apply at any time after graduation.) Some of these judges accept paper applications and some only accept on-line applications through OSCAR (see below). **Second**, there is a procedure for applications to those federal judges who do not abide by the hiring plan, as well as state court judges and ALJs, to whom you may apply in accordance with each judge's individual application timetable. These judges only accept paper applications. In each case, you will need to prepare address lists of the judges to whom you wish to apply so that Faculty Services may prepare your letters of recommendation and you may prepare your cover letters.

**Federal Court Judges**

The principal resources you will be using to identify federal judges to whom you wish to apply, and to prepare address lists of those judges, are: (i) the FLCIS (Federal Law Clerk Information System) and (ii) the FJD (Federal Judiciary Database), both of which are linked to the OCP website. The FLCIS is a voluntary clerkship posting site for all federal judges, whether or not they follow the hiring plan. It contains information for approximately 60% of the federal judiciary, including clerkship openings, application deadlines, and requested application materials. Thus, FLCIS is one of the information sources that applicants use as part of the process of selecting judges to whom to apply.

The FJD is an OCP database that draws contact information from FLCIS. Students may use FJD to prepare their address list of judges who (i) follow the hiring plan and to whom they will mail applications on the day after Labor Day, and (ii) are accepting paper applications. **Please note that, because FJD draws from FLCIS, it contains the names of judges who do not follow the hiring plan and therefore accept early applications. You should not include those judges in your FJD list. You will also not be permitted to add to your list those judges participating in OSCAR (see below).**
Students will also use FLICS to identify federal judges who do not follow the hiring plan and to whom they wish to apply. For these judges, students will need to prepare separate address lists for Faculty Services, in Excel format. See the Judicial Clerkship Information page of the OCP website for procedures for requesting letters of recommendation for these judges.

Certain federal judges are now accepting applications through an on-line system known as OSCAR (On-line System for Clerkship Application and Review). OSCAR is powered by Symplicity, so its features will be familiar to you. In brief, you will upload the relevant application materials to OSCAR, Faculty Services will upload your letter(s) of recommendation, and your application will be automatically submitted electronically to your selected judges after Labor Day. Applications submitted by graduates will be sent immediately to judges. Note that only judges who follow the hiring plan use OSCAR.

**Remember that FLCIS and OSCAR combined account for only a portion of the federal judges who will hire clerks, so it is important not to rely exclusively on either resource when compiling the list of judges to whom you will apply. If judges to whom you wish to apply are not included in FLCIS or OSCAR, provide your address list to Faculty Services in accordance with the procedures for state court letters of recommendation, available on the OCP website.**

**State Court Judges and ALJs**

There are several resources available for researching state court judges and ALJs. On the Internet, the most comprehensive resource is *The Guide to State Court Clerkship Procedures* (linked to the OCP website). You should also look at the various state court websites, links to many of which may be found at [www.findlaw.com](http://www.findlaw.com) and the National Center for State Courts found at [http://www.ncsconline.org/](http://www.ncsconline.org/).

In print in the OCP library is the *BNA Directory of State and Federal Courts, Judges and Clerks*. This resource not only provides with the names and contact information for judges, it also provides the hierarchy of each state court system. This will assist you as you develop your strategy for deciding to which courts you wish to apply.

Because many state courts judges and ALJs will hire judicial clerks during the spring semester of your second year, it is important to conduct your research on these judges early so as not to miss any relevant deadlines.

Please follow the procedures, linked to the OCP website, for requesting letters of recommendation for state court judges in connection with preparing your cover letters and requesting letters of recommendation.
## Summary Chart

<table>
<thead>
<tr>
<th>Court/Judge</th>
<th>Researching Vacancies</th>
<th>Preparing Letters</th>
<th>Timing of Application</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal judges following hiring plan and accepting paper applications</strong></td>
<td>• FLCIS • Court Websites • OCP Resources</td>
<td>• FJD • Excel (for judges not in FJD)</td>
<td>May not be mailed until Sept. 5, 2006*</td>
<td>Follow the OCP Application Timeline</td>
</tr>
<tr>
<td><strong>Federal judges following hiring plan and accepting electronic applications</strong></td>
<td>• FLCIS • Court Websites • OCP Resources</td>
<td>• Recommendation Letters will be created in OSCAR • Students create cover letters and upload to OSCAR</td>
<td>Will be submitted electronically on or about Sept. 5, 2006*</td>
<td>Follow the OCP Application Timeline</td>
</tr>
<tr>
<td><strong>Federal judges accepting early applications, and ALJs</strong></td>
<td>• FLCIS • Court Websites • OCP Resources</td>
<td>Excel -- see procedures on OCP website for requesting letters of recommendation for state court, certain federal court and ALJ clerkships</td>
<td>Mail as early as possible in advance of deadline</td>
<td>Please allow enough time for Faculty Services to process your letters</td>
</tr>
<tr>
<td><strong>State court judges and ALJs</strong></td>
<td>• State Clerkship Guide • Court Websites • OCP Resources</td>
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</tr>
</tbody>
</table>

* Because graduates are not subject to the hiring plan, they may mail applications at any time after graduation. OSCAR applications will be emailed to judges immediately.