Applications to Federal Judges following the Hiring Plan:

On or before June 15, 2006:

Consult with faculty members about your clerkship application strategy; request letters of reference.

On or before August 1, 2006:

1. Using the Federal Judiciary Database, available on the Office of Career Planning website, compile a list of the judges following the hiring plan to whom you are applying. (For detailed instructions on using the database, log into the database and consult the help pages.) Using the “Submit Addresses” button, submit your list of judges. If you are applying to federal judges who are not part of the FJD (US Tax Court judges, for example), submit your list of judges in accordance with the procedures applicable to letters of reference in support of state court clerkships (available on the OCP website).

2. Give your resume and transcript to each faculty member who has agreed to write a letter of recommendation. Faculty members will have access to your list of judges through Faculty Services; you need not send your list directly to your recommenders.

3. Register on the OSCAR system by visiting http://oscar.symplicity.com

On August 17, 2006:

Pick up your sealed recommendation letters from Faculty Services and add them to your application packages.

On September 5, 2006:

Mail your applications. Any applications submitted through OSCAR will be automatically released to judges at noon on September 6.

Applications to Federal Judges Accepting Early Applications:

For letters in support of applications to federal judges accepting early applications, please follow the Procedures for Obtaining Faculty Letters of Recommendation for State Court, Certain Federal Court and ALJ Clerkships on the OCP website.