Please note that this timeline applies only to applications to those federal judges who follow the Law Clerk Hiring Plan, and do not accept applications postmarked earlier than September 5, 2006. For applications to federal judges who accept early applications, you should (i) request letters of recommendation in sufficient time to meet the judge’s application deadline; and (ii) follow the procedures for requesting letters of recommendation in support of applications to state court, certain federal court, and ALJ clerkships.

April - June:
- Register with OCP to receive email communications regarding the clerkship application process
- Consult with faculty and OCP to develop a strategy (level of court, location, number of applications)
- Develop a list of application requirements using the Federal Law Clerk Information System ("FLCIS") and other resources
- Using the Federal Judiciary Database (FJD), begin developing a list of judges to whom you will apply (note that (i) you should not include judges who accept early applications, and (ii) FJD will not permit you to add judges who are participating in OSCAR)

on or before June 15:
- Request letters of recommendation from faculty, informing them of your application strategy and the approximate number of applications you plan to submit; give faculty recommenders a copy of your list of judges, as well as your resume and transcript

on or before August 1:
- Submit your list of Hiring Plan judges to Faculty Services via FJD. (For judges who are not included in FJD, submit a list of judges in accordance with the procedures applicable to letters of reference in support of applications for state court, certain federal court, and ALJ clerkships.)
- Register on https://oscar.synaplicity.com to apply to federal judges who accept applications online
- Request official transcript (if required) from W&L Registrar (see http://registrar.wlu.edu/policies/transcripts.htm)
- Request undergraduate transcript (if required)
- Name your recommenders in OSCAR, using the drop down menus
- Upload documents required by OSCAR judges to your OSCAR profile
- Select the judges to whom you will apply through the OSCAR system

on August 24:
- Pick up sealed faculty recommendation letters from Faculty Services

August 1 - August 26:
- Perfect and proofread writing sample
- Draft cover letter (OCP will be happy to review your draft)
- Be sure you have purchased enough postage to cover the costs of mailing all applications (weigh a final package so you have an estimate of the mailing costs)
- Create cover letters (use your Federal Judiciary Database list to mail merge letters)
- Prepare mailing labels and affix to manila envelopes; copy all supporting materials
- Assemble application packets, add faculty recommendation letters to application packets and seal

on September 2:
- Conduct a final review of all applications uploaded to OSCAR to ensure application “packets” are complete. Any packets you are unable to complete should be withdrawn so as to avoid having incomplete packets submitted to judges

on September 5:
- Mail all applications; your OSCAR applications will be submitted automatically