Applications to Federal Judges following the Hiring Plan:

On or before June 15, 2009:

Consult with faculty members about your clerkship application strategy; provide faculty copy of your resume, transcript and list of judges to whom you wish to apply; request letters of reference.

On or before July 31, 2009:

1. Using OSCAR, http://www.oscar.uscourts.gov, compile a list of the judges following the hiring plan to whom you are applying. Create an excel sheet of judges to whom you are applying that accept only paper applications and submit it to Vera Mencer, mencerv@wlu.edu. You must use the excel spreadsheet provided on the OCP website in order for Faculty Services to prepare your letters of recommendation. If you are applying to federal judges who are not included in OSCAR (US Tax Court judges, ALJs or IJs 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). As you add judges to your list, you must advise Ms. Mencer.

2. Give your resume and transcript to each faculty member who has agreed to write a letter of recommendation.

3. For online applications, register with OSCAR, select the judges to whom you will apply, prepare your applications, and select the recommenders who have agreed to write for you in your applications or add their contact information if they are not affiliated with W&L.

On August 24, 2009:

If you met the July 31 submission deadline, pick up sealed recommendation letters from Faculty Services and add them to your application packages.

On August 31, 2009:

If you submitted your list of judges to Faculty Services after July 31, pick up sealed recommendation letters from Faculty Services and add them to your application packages.

Mail your applications so that they arrive no earlier than September 8. Any applications submitted through OSCAR will be automatically released to judges on September 8. The hiring plan does not apply to alumni applicants.

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, Early Federal Court and ALJ Clerkships on the OCP website.