FEDERAL LAW CLERK HIRING PLAN
OPENING DAY: JUNE 12, 2023

Contact Career Services:

SEP 1 - APRIL 1

- Book counseling appointments
- Build relationships, develop writing samples, and select courses, clinics, and extracurriculars thoughtfully
- Send us your materials to review

Ask for Letters of Recommendation:

BY APRIL 12

- Ask 3 Recommenders to write for you
- Send Recommender form + resume + transcript to writers
- Ask Recommenders to complete letters (LORs) by May 30

Formulate Action Plan:

BY APRIL 21

- Follow our tips to research list of judges
- Create a timeline for application materials
- Do a mock interview so you are prepared in advance

Send Us Your Judge List

BY APRIL 28

- Let us provide feedback

Check Back with Career Services:

MAY 15 - JUNE 8

- Update list with new judges
- Upload application materials to OSCAR
- Verify that LORs have been sent to us
- Request Production of mail and email LORs from us
- Ask Recommenders to call/email top judges on June 12

Mail Any Paper Applications:

BY JUNE 8 OR 9

- Mail USPS priority mail by June 9
- Mail FedEx or UPS overnight by June 10