Lewis & Clark Law School

Career & Professional Development Center

Judicial Clerkship Manual 2013-2014

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Introduction

Lawyers who have clerked for a judge often describe their clerkship as one of the defining moments of their legal careers. A judicial clerkship provides the opportunity to participate intimately in the development of the law with an experienced mentor as a guide. Most clerks find that their experience behind the bench and the ensuing relationship with their judge opens innumerable doors to interesting legal careers. A clerkship can bolster the strength of your candidacy for post-clerkships positions with law firms, other public and private legal employers, and is an important building block for a career in academia. Although judicial clerkships are competitive, especially at the federal level, any student with a genuine interest, regardless of grades or class rank, should consider one.

This manual will explain what a judicial clerkship entails, will help you evaluate what types of clerkships may best suit you, and will discuss aspects of the application, interview, and acceptance process. Perhaps the most important thing to remember as you consider applying, and go through the process, is to avail yourself of the resources in the Career & Professional Development Center (CPDC). Obtaining a judicial clerkship takes proper research and planning; not only can we direct you to resource materials, but we can also critique cover letters and other application materials, conduct mock interviews, assign you a faculty advisor, direct you to alumni who have clerked, and more. Sometimes, asking for help means the difference between success and failure.

Resources for determining whether a clerkship is right for you:

- CPDC staff and faculty advisors (see below)
- **Attachment K—***Is a Clerkship Right For Me?*
- "Is This Career For You" (Video), available at: https://oscar.symplicity.com/resources/career-video

What does a Judicial Clerkship Entail?

Judicial clerks take on a variety of responsibilities, which differ depending on the court and judge. Most clerks are hired to assist a specific judge (an "elbow" clerk), although some courts instead (or also) employ clerks to assist all or some of their judges ("floating" or "pool" clerks) or employ attorneys as staff attorneys for the court as a whole. Most clerkships are for a one or two-year term that will begin fall after law school graduation and typically after you have taken a bar exam. Some federal and state judges, however, prefer to hire attorneys with a few years of experience. Some judges also have permanent or "career" clerks, meaning that they do not hire on a regular basis. Federal judges are limited to having one career clerk in chambers. All other clerks must be term clerks. Though intended as a cost-savings measure, a secondary benefit of this policy change is that as career clerks are phased out more term positions have become available.

Federal Courts

U.S. Supreme Court. Clerkships with the U.S. Supreme Court are extremely competitive and applicants must have clerked for at least one year on a federal circuit court. The Justices rarely hire from "off Broadway" law schools, and the chance of landing a clerkship at the U.S. Supreme Court is slim at best, unless you have influential connections. A Supreme Court clerkship typically lasts for one year only.

Federal Appellate Courts (U.S. Courts of Appeal). There are thirteen such courts: the Federal Circuit (which hears appeals from the U.S. Court of Federal Claims, the U.S. Patent and Trademark Office, the U.S. Court of International Trade, and patent-infringement cases from the U.S. District Courts), DC Circuit, and First through Eleventh Circuits. Each judge may have up to four clerks. Circuit court clerkships typically last for one year only. Occasionally, judges hire term clerks to serve for two years. Rarely, a judge will offer both one-year and two-year clerkships. Clerks for Circuit Court judges have often previously clerked for either a U.S. District Court judge or a high-level state appellate court.

Federal Trial Courts (U.S. District Courts). There are ninety-four judicial districts throughout the country and U.S. territories. District Court Judges are primarily responsible for hearing civil and criminal trials and sometimes appeals from specialized federal courts. Each judge may have up to two clerks. Most District Court Judges hire their clerks for one year only, but two-year clerkships are common.

> ***A Note on Magistrate Judges:*** Apart from District Court Judges, each United States District Court has Magistrate Judges. A Magistrate Judge is a federal trial judge appointed by the District Court Judges to serve for a term of eight years. The role of Magistrate Judges varies from district to district. In many districts, District Court Judges assign, with the consent of the parties, civil cases to Magistrate Judges for trial and pre-trial matters. Similarly, criminal cases are assigned to Magistrate Judges on the consent of the parties, except for the trial of felony cases. In other districts,

Magistrate Judges do not regularly try cases but instead are primarily responsible for preliminary matters, such as the discovery process in civil cases and arraignment in criminal cases. A Magistrate Judge may also be asked to rule on dispositive motions via "Report and Recommendation," meaning the Judge prepares an opinion, but the ultimate decision of how to rule rests with the District Court Judge. Magistrates typically hire one clerk.

NOTE: In Oregon, a clerkship with a Magistrate Judge is very similar to a clerkship with a District Court Judge, at least for purposes of civil cases. In Oregon, civil cases are more commonly assigned to Magistrates with the consent of the parties than in other districts. For an explanation, see http://www.uscourts.gov/JudgesAndJudgeships/BiographicalDirectoryOfJudges.aspx

U.S. Bankruptcy Courts. Each district of the United States has a Bankruptcy Court. Most judges have clerks; some employ career clerks. If you want to practice bankruptcy law, there is no better clerkship than this one.

Specialized Courts. Most judges in the special courts listed below employ clerks, although qualifications vary and may include experience with another court or in practice.

U.S. Court of Federal Claims—hears suits by individuals and businesses (other than tax matters) against the federal government.

U.S. Court of International Trade—hears tariff conflicts and appeals from the U.S. International Trade Commission (which investigates and issues rulings concerning unfair practices in import trade). Each judge on the Court lists his or her hiring practices and the names of the current clerks at http://www.cit.uscourts.gov/Judges/index.html. Judges from this court require a two-year commitment.

U.S. Tax Court—hears taxpayer appeals involving income, estate, and gift taxes.

U.S. Court of Military Appeals—three civilian judges review court martial conventions.

U.S. Court of Veterans Appeals—reviews decisions of the Department of Veterans Affairs.

Administrative Law Judges. The federal government employs over 1,000 judges in 28 administrative agencies who hear cases pertaining to their particular agency. Some hire clerks. The *Want's Federal-State Court Directory* contains a list of the administrative agencies with ALJs, and the Career & Professional Development Center (CPDC) has the results of a survey of ALJ hiring practices conducted in the spring of 2009. There is also a list of known and possible opportunities with ALJs in **Attachment C** of this Handbook.

State Courts

State Appellate Courts. The duties of a judicial clerk for a state appellate court judge vary depending on the organization of the state's court system. Most states, including Oregon, have both a Supreme Court and Court of Appeals. Some states have only a Supreme Court. Generally, the responsibilities of a clerk are similar to those in federal appellate courts. The number of clerks hired varies, but typically, Supreme Court Justices hire two clerks, and Court of Appeals judges hire one to two clerks. The length of state court clerkships varies from one to two years. In Oregon, judges expect two years.

State Trial Courts. The hiring and use of clerks by state trial court judges varies state to state and often within the state. Duties are similar to federal trial courts except that there are often more administrative tasks and fewer research and writing projects (especially with respect to written opinions, which are rare in most courts).

Some states have additional courts, such as the Oregon Tax Court, and these judges may hire clerks. For more information about the Oregon courts see **Attachment A** – *Clerkships with the Oregon State Courts* and **Attachment B** – *Judicial Clerkships with the Oregon Appellate Courts.*

Advantages of Clerkships

The advantages of a clerkship may vary depending on the responsibilities given to the clerk, which in turn depends on the type of court (federal or state, appellate or trial) and the particular judge. Advantages may include:

- Personal insight into the judicial process; namely an opportunity to observe and understand the judicial system and how it works;
- Development of legal research, writing and analysis skills, understanding the practical decisions that lawyers must deal with, learning effective advocacy, and persuasive skills;

- Learning good (and bad) litigation skills, what makes a good brief, a good persuasive argument, and what a judge does/does not want (i.e., what makes a good, bad, or excellent attorney);
- Obtaining a broad exposure to different areas of the law;
- Developing a mentor relationship with a judge;
- Gaining exposure to the legal profession in a given substantive or geographic area;
- Public service.

Faculty Testimonials. Above all, a clerkship will most likely be the best experience and legal job you will ever have. Consider the following testimonials from faculty members who have clerked:

> **Jack Bogdanski** (*Judge Alfred Goodwin, 9th Circuit Court of Appeals*): [My clerkship] was a defining moment in my life. I saw what it is like to have enormous power, and to use it wisely and kindly. I learned a lot about appellate practice. I got to know some great judges, and some wonderful fellow law clerks. I worked on several amazingly interesting cases, a couple of which wound up in law school casebooks. I did a lot of research and writing, was edited well but mercilessly by the judge, and got paid for it all.
>
> **Tomas Gomez-Arostegui** (*Judge Edward Rafeedie, U.S. District Court; Judge John Porfilio, 10th Circuit Court of Appeals*): I worked closely with both judges and worked on some fascinating cases. But more importantly, it took the mystery out of judging and litigating more generally. At the District Court, I analyzed over 100 motions to dismiss, about the same number of summary judgment motions, and just about every other attorney request you can imagine that came through our doors. Clerking on the Court of Appeals differed in that I had much more time to think about the issues, and our work, not surprisingly, had a much broader impact.
>
> **Lydia Loren** (*Judge Ralph B. Guy, Jr., 6th Circuit Court of Appeals*): One month into my clerkship I remember discussing an upcoming case with my judge. In both writing and orally I had summarized the facts, the procedural posture, and the arguments being made by the parties. I then asked him how he thought the case should come out. He looked at me and said that it was not up to him how the case should come out but that it was up to the law. Prior precedent and the statute would determine the outcome, not him. I learned to appreciate that judges are just people seeking to understand and apply the law fairly. This insight helped me tremendously once I was in practice.
>
> **Juliet Stumpf** (*Judge Richard A. Paez, 9th Circuit Court of Appeals*). After working in private practice, as a government attorney, and in a non-profit setting, it was thrilling to be participating so intimately in decisions that shaped the law. Judge Paez's dedication to his work and the depth of his empathy for the parties was inspiring. He discussed every case with his clerks (often over lunch in chambers), challenging us to deepen our research, hone our arguments, and revisit our conclusions until we had plumbed the issues in the case. Judge Paez continues to be a invaluable mentor, and clerking one of the most valuable experiences I have had.
>
> **Anne Villella** (*Judge Rick T. Haselton, Oregon Court of Appeals*): Judge Haselton mentored his clerks and pushed us to think and read critically. He challenged us to articulate our ideas clearly in writing and demonstrated to us the highest standards of professionalism. After two years of working alongside Judge Haselton and a collegial group of judges, staff attorneys, judicial assistants, and clerks, I can confidently say that it was the most challenging and rewarding work I could have undertaken right out of law school.

What Judges Look For

The preferred qualifications for judicial clerkships can be as varied as the courts and judges themselves. Some clerkships are very competitive because of the particular judge, stature of the court, or a desirable geographic location. Federal appellate circuit court clerkships are the most competitive followed by federal district court clerkships and then state appellate court clerkships. State trial court clerkships are typically the least competitive.

Grades. Many federal and state appellate judges value grades and may look only at students from the top 5, 10, 20, or 25% of the class. Historical data indicate that students with the following class ranks have the best chance of obtaining the following types of clerkships:

U.S. Court of Appeals: Top 5%
U.S. District Court (District Court Judge): Top 10%
U.S. District Court (Magistrate Judge): Top 15%
State Supreme Court: Top 25% (Oregon: 5-10%)

State Appellate Court: Top 25% (Oregon: 15%)
State Trial Court: All

As with other jobs, the importance of where you are in the class may depend on the entirety of your credentials – *i.e.*, other professional experiences and activities, pre-, during, or post-law school. Grades are usually less important for state trial court judges. *It is more important to emphasize class rank than GPA, because there is a trend toward grade inflation at many schools and Lewis & Clark does not have a high curve*. Grades in particular courses, such as Federal Courts for federal clerkships, may also be important. *Indeed, if you are considering a federal court clerkship, taking Federal Courts is near mandatory*.

Law Review. If you are aiming for a federal or state appellate court clerkship, it will be to your advantage to "write on" to law review if you were not invited on. Many judges (though not all) value membership on a law review because it evidences your research, writing, and analytical skills and ability.

Other Factors. Judges consider many additional factors: moot court experience, legal clinic experience, prior work experience and work during law school, extracurricular activities, interest in practicing in the community/state (particularly among state court judges), and extremely strong recommendations (especially from professors, and especially if they have any connection to the court or judge). Your writing skills can also be evidenced through other experiences and activities such as work product, excellent recommendations, or other published writings (legal or nonlegal). Personality, character, and maturity may play a vital role in the decision process once you get an interview – a judge will want to see how you "fit" with the rest of his/her staff.

Compensation

Salaries—State. State court salaries typically range from $30,000 to $60,000. For Oregon, trial court clerks typically start around $32,000 and appellate, tax, and supreme court clerks typically start around $45,000. The *2013 Guide to State Judicial Clerkship Procedures*, available in CPDC and online at forms.vermontlaw.edu/career/guides/ (contact CPDC for login information), contains a complete listing of state courts and includes starting salary ranges.

Salaries—Federal. Federal salaries are set by pay grades with steps between grades that vary with location. Typically, judicial clerks start at federal pay grade JSP-11. The basic pay level is $59,987, but many locations have a cost of living adjustment. Thus, for Portland, federal judges typically start clerks straight out of law school at $60,520. Judges may at their discretion start clerks at a higher pay step based on experience, grades, law review participation, work in a legal aid clinic, and other factors. For multiple-year clerks, judges typically increase the clerk's pay grade to JSP-12 after one year. For Portland, JSP-12 is $72,540 at pay step one. A complete listing of federal pay grades and steps can be found at: www.uscourts.gov/Careers/Compensation/JudiciarySalaryPlanPayRates.aspx.

Bonuses and Seniority. In addition, federal clerkships may yield significant long-term financial and promotional benefits. Federal clerks who enter private practice following a term clerkship typically receive a judicial clerkship bonus (as much as $50,000 at large law firms in larger legal markets for a single year or $70,000 for two years) and receive firm "credit" in both pay and promotion. Thus, for example, if a graduate clerks one year for a federal District Court judge and then one year for a federal Court of Appeals judge, the student could (in a large market, such as Los Angeles or New York) receive a starting bonus of up to $70,000 and two years of seniority for promotion purposes and compensation credit, such that the attorney would begin as a third-year associate.

Unfortunately, law firms in Portland are less generous. Many firms offer some advancement credit for years spent as a judicial clerk, but few offer a bonus, and those that do only offer around $10,000. Most of Portland's larger firms, however, will allow a new associate to defer their start date to complete a clerkship. If you spend time as a summer associate at a firm, it is important to verify your firm's policy on judicial clerkships, and if they are not generous enough for you, consider other firms.

Graduates wishing to work for the federal government after completing their clerkship also receive credit for their time spent as clerks. The federal pay grades apply to federal government attorneys with advancement based partially on years of work experience. For federal attorney positions, time spent as a judicial clerk counts year for year as attorney experience allowing you to start at GS-12 after a 1 year clerkship, or at GS-13 after a two year clerkship. For Portland, GS-13 is $86,260 at pay step one.

How Do I Get This Process Started?

1. *Meet with CPDC & Obtain a Faculty Clerkship Advisor.*

When you are ready to consider a clerkship, even if you are not sure whether you would like to clerk, inform CPDC and we will assist you in scheduling a meeting. Your CPDC counselor will help you determine whether a clerkship is

right for you and, if so, where and how to apply. Your CPDC counselor will also set you up with a faculty clerkship advisor, direct you to resources for researching courts and judges, and may connect you with former and current alumni clerks. Your CPDC counselor and faculty advisor can help review your application materials and conduct mock interviews. The sooner you obtain your advisor the better. Students are encouraged to obtain an advisor early in the process. ***Do not waste any time! Contact CPDC immediately***.

2. Choose Where and to Whom to Apply.

Location. Where do you want to clerk? What is the competition for the location? Popular locations tend to be more competitive. Would you like to live in the location for up to two years (if the clerkship is for a two-year term)? Do not apply where you absolutely would not go, but do not be too narrowly focused either. You would be surprised at how many clerks end up staying in the city where they clerked even though they had no intention to do so at the outset. Also, remember that a clerkship can be a great experience no matter where you are.

Keep in mind that if you receive an interview, the government will not reimburse your travel expenses. Plan for these expenses when applying. ***NOTE***: For students who obtain an interview with a federal district court judge, federal court of appeals judge, or a state appellate judge, your travel expenses may be reimbursable, courtesy of a clerkship promotion fund created by Matthew Bergman, an alumnus of our law school and former federal clerk.

Court. Do you meet the court's hiring criteria or have other qualifications that set you apart? Does the clerkship fit your goals for your legal career? If, for example, you seek a career in academia you should apply for a federal appellate court clerkship. If, on the other hand, you aspire to a career as a litigation attorney, a clerkship with a trial court (state or federal) may provide a better and more relevant learning experience. Can you accept the salary? The one or two years of experience at a lower salary, however, will usually pay off by opening future career opportunities. Are you willing to spend one to two years clerking before you start practice?

Judge. The clerkship application process is probably the most competitive legal job market in existence. You may be able to set yourself apart by identifying judges that you share a similar background to (e.g., same undergraduate or law school, other professional degrees, etc.). You should also consider applying to judges who have had Lewis & Clark students or alumni work as interns, externs, or clerks. In addition, many alumni are themselves judges and are familiar with the school and its quality. Many federal judges have been to Lewis & Clark Law School for training in environmental law or to attend one of the many conferences the school has hosted.

- *See* **Attachment L** for a comprehensive list of online and print resources for researching judges**.**
- Contact CPDC for a list of for a list of judges that have hired Lewis & Clark alumni and for a list of alumni judges.

How Many Applications? How many judges you decide to apply to may vary. Be realistic in deciding where to apply but do not limit yourself. The first consideration is how much you want a judicial clerkship—if getting a clerkship is the most important issue, then apply broadly to many different courts and geographic regions. At the other extreme, if you only want a clerkship with a particular judge or any judge within a particular city or state, then apply to a more limited number of judges. Do not apply to a judge if you are sure you would not accept a clerkship if an offer was extended; judges will often expect an immediate answer and you may not be able to wait until you hear from other judges. It is extremely bad form to refuse an offer from a judge.

3. Determine When and How to Apply.

Federal Courts. A number of federal judges follow the Federal Law Clerk Hiring Plan, which sets firm dates that judges are allowed to begin reviewing applications, schedule and conduct interviews, and make offers to *students before their final year of law school* for clerkships that begin after graduation. *The vast majority of judges who hire students for clerkships beginning after graduation, complete their hiring before students begin their 3L year*. The deadline for students to submit their applications to Hiring Plan judges is usually during the summer after the second year of law school.

Many judges do not participate in the Hiring Plan, including a large number of the circuit court judges and most of Oregon's district court judges. **Therefore, it is *critical* that students be ready to start applying for clerkships by the late fall /early spring of their second year.**

Students in their third year of law school and law school graduates may apply for positions at any time.

There are three resources for determining whether a judge is following the Federal Law Clerk Hiring Plan and how to apply:

- **Online System for Clerkship Application and Review (OSCAR)**, www.oscar.uscourts.gov: OSCAR is the federal judicial clerkship and staff attorney clearinghouse and application system. Many judges will create accounts, post

positions as they become available, and indicate how to apply to their chambers and whether or not they are following the Hiring Plan (which is important to know when determining timelines for applying). Although OSCAR is the ***best*** resource for finding out about federal clerkship opportunities, it is not comprehensive. Judges' participation is voluntary. In 2012, over 70 percent of the federal judiciary created OSCAR accounts, but only about half posted positions. Prospective applicants can obtain basic clerkship information without registering for OSCAR, but must create an OSCAR account to search for clerkship vacancies, save customized search results, receive email updates on new clerkship opportunities, and apply for positions through OSCAR. Applicants can register for OSCAR starting in the spring of their 2L year.

- **NW Consortium of Law Schools Judicial Clerkship Database**, link available on CPDC Judicial Clerkship website (username and password available from CPDC): A database containing hiring and application information about federal and state judges in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming. The website is searchable and allows you to, among other things, pull up information about specific judges and find out when and where to send your application materials.
- **CPDC Staff:** Each fall, CPDC staff call all of the district and appellate judges in Oregon to clarify their hiring practices for the upcoming hiring season. Contact CPDC for more information.

Federal Law Clerk Hiring Plan Deadline: Under the 2013 Hiring Plan, the first day that materials from rising 3L students would be released to judges was June 28, 2013. Starting June 28, 2013, judges were permitted to schedule and conduct interviews and make offers. **NOTE**: In 2013, the Hiring Plan timeline was moved up *twice* and, when this manual was updated, the deadline for the 2014 Hiring Plan had not yet been announced. For the most current Hiring Plan information, visit OSCAR (www.oscar.uscourts.gov) or the Judicial Clerkships page on the CPDC website.

OSCAR will *immediately* release the finalized application materials of applicants in their third year of law school or later who apply after the Hiring Plan deadline. However, there is no guarantee that judges participating in the Hiring Plan will review those applications after the deadline date.

When to apply to judges who do not follow the Hiring Plan: An increasing number of judges are not following the Hiring Plan. These judges may post their positions on OSCAR, post positions with law schools' career services offices, or recruit clerks using their personal network. Other judges hire former externs, attorneys who are volunteering with the court, or simply choose their clerks from the pool of people who had submitted applications to their chambers unsolicited. There are two strategies available to students who want to apply to judges who do not post positions: (1) network with the chambers by externing or meet with current clerks in an attempt to figure out when the judge may be recruiting and (2) apply early—to be safe, late in the fall or early spring of the 2L year. Contact CPDC for more information.

How to Apply. The judges who have created profiles on OSCAR will indicate whether they accept applications online through OSCAR, by paper, email, and/or fax. OSCAR allows students to review application requirements for individual judges, select judges to whom to apply, submit application materials online, and manage and track what documents they have submitted to individual judges. Judges who accept applications through OSCAR are able to review applications and can sort and manage submitted applications through the OSCAR system. Many judges who participate in the Hiring Plan also require students to submit applications online through OSCAR, but a few Hiring Plan judges only accept paper, email, or faxed applications.

NOTE: *Because OSCAR will not release applications submitted by 2Ls to judges until the Hiring Plan deadline—reglardless of whether the judges abide by the Hiring Plan—2Ls wishing to apply to judges before the deadline* <u>*must*</u> *mail their applications.*

<u>To apply through OSCAR</u>: Applicants must create an OSCAR account to submit applications through the OSCAR system. OSCAR allows applicats to add materials to the system a little at a time. However, all requested application materials must be uploaded to the system and "finalized" before the application deadline.

OSCAR imposes a 100-application limit per applicant for clerkship positions. OSCAR does not limit the number of applications for staff attorney and pro se, death penalty, and bankruptcy appellate panel law clerk positions. Applicants will regain application slots when positions are marked "filled" or when they withdraw applications.

OSCAR also allows applicants to update their law school grade sheets in finalized applications.

<u>To apply to outside of OSCAR</u>: When applying to a judge that participates in the Hiring Plan, but does not accept online applications through OSCAR, it is essential that the application materials are *received* by the judge(s) in their chambers on or just before the Hiring Plan deadline. Applicants should mail their applications to judges when (1) they are applying during their second-year and are applying to judges who hire before the Hiring Plan deadline or (2) they are applying to a judge who has not otherwise indicated (on OSCAR or elsewhere) a preferred application method.

State Appellate Courts. Deadlines vary from state to state but typically occur during spring semester of the 2L year through early fall semester of the 3L year. Some courts have one deadline and require one application for all judges in all courts (Oregon is an example). Other states require that you apply directly to each individual judge or justice. Some state appellate judges may have different deadlines and application procedures, even within the same court. The Oregon appellate courts post application information with CPDC beginning in January or February; the deadline to apply is typically in mid-April.

- **Attachments A** and **B** explain the judicial clerkship hiring process for Oregon courts.
- ***The Guide to State Judicial Clerkship Procedures***, available in hardcopy in the CPDC Resource Library and online at forms.vermontlaw.edu/career/guides/ (contact CPDC for login information): Contains details about the clerkship hiring procedures for trial and appellate courts in all 50 states and U.S. territories, along with hiring timelines, website listings, and contact information.
- **NW Consortium of Law Schools Judicial Clerkship Database**, link available on CPDC Judicial Clerkship website (username and password available from CPDC): A database containing hiring and application information about federal and state judges in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming. The website is searchable and allows you to, among other things, pull up information about specific judges and find out when and where to send your application materials

State Trial Courts. State trial court judges typically hire later, during spring of the 3L year of law school or after graduation. There may or may not be any uniformity in the hiring process among judges within the same court. For example, Lane County has a consolidated hiring process, much like the Oregon appellate courts, with one application deadline in the spring of students' last year. In contrast, Multnomah County judges hire individually as needed. If you are interested in a trial court outside the state of Oregon, you are advised to consult the *Guide to State Judicial Clerkship Procedures* and NW Consortium of Law Schools Judicial Clerkship Database (see above) or call the court directly for more information about their hiring process. Occasionally, state trial judges will send job postings to CPDC, which will appear on CPDC's job postings website.

4. Other Timing Considerations

Timing Clerkships with Prior Offers of Post-Graduation Employment. Many students who received a permanent offer from a law firm after they spend the summer as a summer associate may think they are precluded from applying for judicial clerkships because they have already accepted a firm's offer. Likewise, many 2L students may be reluctant to apply for summer associate positions with larger firms, thinking that this can prevent them from applying for a judicial clerkship the next fall. Many firms, however, are more than happy to defer a student's start date for one to two years for the student to complete a clerkship. Most firms will advise their summer associates about their policies or practices regarding judicial clerkships.

Many judges will be hiring early , therefore, you may have a clerkship lined up before you receive offers from firms. If you intend to apply for a judicial clerkship, be sure to inform the firm right away and keep them informed of what you are doing. Many will allow you to accept an offer for post-graduate employment and still seek a clerkship. It is critical that if you are in this position, you talk with CPDC and review the hiring policies in Chapter 1 of your *Career & Professional Development Center Handbook*.

Reconciling State and Federal Clerkship Deadlines. As you may have noticed, there is some conflict in application deadlines between the Oregon courts and federal courts. Whereas Oregon will consider applications in the spring of the student's 2L year, federal judges who follow the Hiring Plan consider applications during the summer of a student's 2L year. A student who wants a federal clerkship may feel they must skip the Oregon court process. Accepting an Oregon clerkship and then reneging so you can accept a federal clerkship is, of course, completely unacceptable. CPDC staff and your faculty clerkship advisor will work with you to help conceive the best strategy. The faculty has also prepared a memorandum describing this issue further, which may be found at **Attachment J**.

Last Minute Possibilities. Inevitably, some students will find themselves still searching for a state appellate or federal court clerkship in their final year of law school. One possibility for getting a state appellate or federal court clerkship is to plan on working your way up by looking for a state trial court clerkship and then applying to higher court positions that begin in the fall one year after you graduate. The other possibility is to keep looking for positions starting directly after graduation; these occasionally appear late in a student's final year. Although the Federal Judicial Clerk Hiring Plan and many state appellate court hiring programs have strict deadlines and rigid procedures, judges may hire law clerks out of the normal sequence for a number of reasons, including new judicial appointments and unexpected losses of current clerks. In order to keep track of these out of sequence appointments, it is important to keep checking OSCAR. You can also look for postings on the CPDC online job board, and you can review the regularly updated list of federal judicial confirmations at www.uscourts.gov/JudgesAndJudgeships/JudicialVacancies/CurrentJudicialVacancies.aspx.

Application Materials

Your application for each judge will generally include a cover letter, résumé, law school transcript, undergraduate transcript(s), writing sample, and at least two letters of recommendation. Be sure, however, to read the posting carefully, or if not posted, call the judge's chambers to ask what materials the judge requires. (*e.g.* if a judge wants only a list of references, do not send letters of recommendation.) ***Everything must be impeccably proofread***. With so many high-quality applicants, typos and other small mistakes can be an excuse to reject your application at first glance. Judges seek law clerks with strong research and writing skills, and attention to detail. Everything in your application packet (including your cover letter and résumé) is considered a writing sample. By starting early, you will not need to rush when putting your application together and will have more time for proofreading.

Your application must make you stand out. Most judges receive hundreds of applications from bright and capable law students. One way to stand out is to highlight interesting prior work experience. Often, including your interests on your résumé can help break the ice in an interview. Unconventional talents, interests, or experience can make you stand out, even if they have nothing to do with the practice of law. Geographic preference is also very important; if you have some tie to a judge's jurisdiction, let the judge know. ***Most importantly:*** *Have CPDC and your clerkship advisor review your application materials before sending them out!*

Résumé.

If your qualifications improve after you send your résumé to the judge (*e.g.*, you are appointed to the *Law Review* Editorial Board), be sure to send an updated résumé highlighting your latest accomplishments.

Cover Letter.

A well-drafted cover letter may increase your chances of obtaining an interview; a poorly-written, unprofessional letter will almost certainly negatively impact those chances. A cover letter is an opportunity to highlight your experiences, how they have prepared you for a clerkship, and to articulate why you are interested in a position with this judge or court. Customize your cover letter to the particular judge to whom you are applying. Judges are very interested in knowing whether you sincerely want to work for them or if they are just one employer on a long list. If you have properly researched the judge before applying, you can specifically reference that judge's work in your cover letter. Remember, your cover letter is a writing sample in itself. It must be polished, concise, customized, and engaging.

- See **Attachment D** – *How to Address Correspondence* – for the proper way to address the Judge
- See **Attachment I** for sample cover letters.

Letters of Recommendation.

Because judges may receive hundreds of applications, they use letters of recommendation to distinguish among the many qualified candidates. Most judges require two letters of recommendation; some want three, including most federal judges and the Oregon appellate courts. At least one of these letters should be from a law school professor.

When deciding whom you should ask to write your letters of recommendation, remember that the best letters come from people who can speak from personal knowledge of you and your work. Start during your first year to develop relationships with your professors. One of the best things you can do to prepare early in law school is to take a small seminar class so a professor can get to know you and your legal writing. That will ensure that one or two faculty members know you well enough to write personalized letters of recommendation. If there is a particular professor you would like to have write your letter of recommendation, become actively involved with the professor as a research or teaching assistant, enroll in directed research, or do a volunteer project. The professor will become acquainted with you and your work and will be in a better position to write a glowing recommendation.

Faculty members know that students will be asking for recommendations. Do not hesitate to ask; however, give them plenty of time—at least one month—to prepare the letters. Make *sure* you give each reference all the correct contact information for the judge, including any important information they need to know about the judge's chambers, any contacts they may have with the judge or her colleagues, any familiarity with cases, etc. If you will be applying to several judges, you *must* create an Excel spreadsheet of judges for your faculty recommenders.

Faculty Recommendation Request Procedure:

- As soon as possible (*at least* one month before your application is due): Ask faculty members to start writing recommendations. You may do this before you have selected judges to whom you will apply. Waiting too long will not allow your professors enough time to draft well-written letters.
- When requesting letters of recommendation for more than one judge, you must supply your faculty recommenders or their assistants with an Excel spreadsheet containing contact information and your application method for each of the judges to whom you are applying. To create your spreadsheet, you must use the Excel template available at: http://law.lclark.edu/live/files/4633
    - If you are applying to federal judges, gather contact information by downloading the current *Judge List* available on CPDC's Judicial Clerkships webpage (lclark.edu email login required; graduates should email CPDC for a copy of the list); find the judges you are applying to; and copy the rows for those judges to your recommendation spreadsheet.
    - If you are applying to state judges, consult the *Guide to State Judicial Clerkship Procedures* and the NW Consortium of Law Schools Judicial Clerkship Database for contact information.
- **For federal clerkships, you must supply your recommendation spreadsheet to the faculty legal assistant before the set deadline date, typically two weeks before the Federal Law Clerk Hiring Plan deadline.** Spreadsheets received after this date may result in recommendation letters not meeting the initial Federal Hiring Plan deadline. Check the CPDC Judicial Clerkships webpage for deadline dates.
- If you request additional letters of recommendation after your initial batch, you must provide your recommenders or their assistants with a spreadsheet containing the additional judges.

Letters of recommendation can either be sealed in a separate envelope and included in the packet with your other application materials, or sent separately. If a judge does not indicate a preference, we recommend that you include sealed letters of recommendation along with your other materials in one application packet. That will decrease the possibility that your letters of recommendation become misfiled. The reference letters should be on letterhead of the person writing the letter and be placed in a sealed envelope. The recommender can put his or her signature across the seal. If you do have letters sent separately, be *sure* to note in your cover letter that those letters will be arriving separately. It is also best, if the cover letter is arriving in a separate envelope, that somewhere on the outside of the envelope there is a notation that states, "Reference letter for John Smith" so the judge's staff can easily locate your materials. If you are submitting applications through OSCAR, CPDC can explain how to upload the recommendations online.

Resist any requests that you draft the letter of recommendation. It is important the your recommenders write the letter *(not you!)* and that they include comments that make it clear they really know your work, your abilities, and that they highly recommend you for the clerkship. If someone insists that you write the letter of recommendation, try to talk to them. If that doesn't help, talk with your clerkship advisor or come and talk to CPDC.

Writing Sample.

Your writing sample must reflect your very best efforts. It is worth a call to the judge's chambers for guidance regarding what length writing sample is appropriate if that information is not included in the position posting. If you have several writing samples to choose from, select the one that is the best example of your writing. Assuming you have two samples of equal quality, focus on what will appeal to the judge. For example, a federal judge would be more interested in a federal law topic than a state law topic. Your sample should be brief (10 or fewer pages) and solely your own work. Include a cover page that indicates where the sample is from and what citation format you followed. If you use an excerpt, be sure to include information that orients the reader as to the sample's relation to the whole. If you are considering using work you prepared for an employer while in law school, you will want to redact any confidential information from the memorandum and obtain consent from your employer. However, avoid using a sample that is heavily redacted. Your faculty clerkship advisor can help you decide which sample is most appropriate. Be sure to proofread every word.

Waiting to Hear From the Judge

Once you have submitted your application materials, the waiting begins. Do not make repeated phone calls to a judge's chambers. Selective phone calls, to ask about where the judge is in the hiring process, are acceptable. If you receive an interview with one judge outside Portland, you may inform other judges in that same geographical area that you will be interviewing with another judge there, to give them the opportunity to schedule an interview during your visit. It is also acceptable to call a judge's chambers to say that you will be visiting the area and to request an opportunity to see the judge while you are there.

Some judges send letters of regret to students whom they decide not to interview, and some judges never respond to applications. Do not assume that judges who do not respond are not interested; they may simply make decisions later than other judges on their court. Until you confirm that a judge has completed the hiring process, you should treat your application as pending.

Interviewing

The selection of a judicial clerk is a very subjective and personal decision for a judge. Most judges are interested in finding out about who you are as opposed to questioning your legal knowledge, although substantive legal questions may be asked. The interview test is frequently, in part, a personality match because a clerk becomes part of the court "family," and working in chambers is an inherently intimate experience. Judges will also be interested in your career goals and how a clerkship would help advance your objectives. Remember to relax and treat the interview as a conversation. All of the applicants the judge chooses to interview are highly qualified on paper. Through the interview process, many judges are looking for the best personality "fit."

Sometimes, you will be interviewed by other members of the judge's staff (secretary, clerks, etc.) and their opinions will be given great deference by the judge. When talking with these individuals recognize that you are still being interviewed, and be respectful of everyone in the courthouse.

Prepare for your interview with thorough research about the judge, and their opinions, if possible. Reread your writing sample and any publications listed on your résumé. Know yourself, why you want to be a judicial clerk, and why you want to work for a particular judge *and* that particular court *and* that particular jurisdiction. Have some questions prepared that you want to ask the judge, current clerk(s), and his or her staff. Students who are intervewing with federal or state appellate court judges are strongly encouraged to do at least two mock interviews with their faculty advisor and/or CPDC staff.

Resources for preparing for judicial clerkship interviews:

- **Attachment E** – *Possible Interview Questions*.
- **Attachment L** ~ *Comprehensive List of Online and Print Resources for Researching Judges*
- CPDC's judicial interview database: Contact CPDC to see if other students and alumni have interviewed with the judge and, if so, what the judge asked about during the interview.
- Alumni who have clerked for the judge or in that jurisdiction. Contact CPDC for contact information.
- Mock interviews with faculty judicial clerkship advisors or CPDC staff.

Some judges may conduct initial interviews by phone. Others may be interested in interviewing candidates by video-conference. CPDC has the ability to set up a video-conference interview for you either through Skype or through the standards used by traditional video conferencing hardware. To arrange for a video-conference interview through either of these systems, contact CPDC.

After your interview, do not forget to promptly send a thank you letter to the judge. Keep the note short, but feel free to tie up any loose ends. If you interacted significantly with any members of the judge's staff, consider sending thank you letters to them as well. One way to handle a thank you letter is to send it to the judge, thanking him or her, and then in the letter asking the judge to thank the law clerks and staff on your behalf. Proofread carefully, and ensure that your thank you letter is free of *any* errors; you don't want to lose an offer based on a poorly-written thank you letter!

Offers

When a judge offers you a clerkship, you may immediately accept. Many judges will expect an answer on the spot. Indeed, some offers are known as "exploding offers," meaning that they expire within a short period. Some as soon as you leave the room! If you need some time to think it over, some judges will give you a short amount of time—usually just a day or two. The more competitive the court, however, the less likely you will be given time to decide, and most judges frown on giving an applicant time to make a decision. If you receive an offer from one judge but are still waiting to hear from a judge with whom you would rather work, it is permissible to say something like: "I just interviewed with Judge B, and would like to give him the courtesy of a

telephone call to let him know I received an offer from you before I respond." Then call Judge B to say that you have an offer and must respond as soon as possible. Of course, if Judge B is not prepared to make a decision, then you must decide.

Promptly after accepting an offer, **please** inform CPDC of your success and withdraw in writing all other outstanding applications, especially any applications pending with judges who have indicated you were being seriously considered. In addition, you should withdraw your application as early as possible in the process if you decide that you do not want to clerk for a particular judge.

Strategies for Obtaining Great Clerkships

Start Early!

The earlier you decide to pursue a clerkship, the more time you have to become acquainted with the faculty, obtain valuable work experience, and prepare your application materials. Additionally, if you wait too long to apply, you may find that the most desirable judicial clerkships have been filled. This section discusses some strategies you can use to increase your chances of obtaining a clerkship.

Grades and Co-Curricular Activities.

Academic honors and achievements are the factors judges most often look at when making hiring decisions; however, judges look at other factors as well. These factors include recommendations from people they know and respect, writing ability, research skills, prior work experience, and personality. Remember, the judge is going to work closely with you for at least a year, and finding the proper 'fit' can be as important as your academics.

Extern or Volunteer for the Judge or Court Where You Want to Work.

An externship is like a very long interview. If you do quality work during your externship and the judge likes you, she may hire you. There are many judges – some in Portland – who hire clerks almost exclusively from their externs. Choosing the right place to extern involves early planning. If you are interested in learning more about the possibility of externing during the school year and/or summer, make an appointment with a CPDC counselor.

If an externship does not fit into your schedule, some judges will take students as volunteer law clerks. Check the NW Consortium Judicial Clerkship Database to see if the judge has indicated a willingness to take volunteer law clerks. If you are unsure, make a quick call to the judge's chambers to inquire about the possibility. Volunteering for a judge results in many of the same benefits that an externship for credit provides: research and writing experience, exposure to the court system, and the opportunity to work closely with a judge and her clerk(s).

Network with Visiting Judges.

The law school often has special events that judges attend (*i.e.*, Board of Visitors, moot court competitions, Environmental Training Conference, Breakfast with Judges, etc.). Check the CPDC online Calendar of Events for information on when judges may be visiting the school. If you would like to clerk for a judge who is coming to the campus, consult with the hosting dean or faculty member to see if an interview can be arranged.

Get to Know Faculty Members.

Letters of recommendation, particularly from law faculty members, are a critical part of your application packet. It is imperative (especially if you anticipate applying for a federal judicial clerkship) that you work with and get to know a few law faculty members. This means more than just doing well in a professor's class. When writing a letter of recommendation, a faculty member needs to be able to comment on your intellectual capacity, analytical abilities, research and writing skills, as well as your demeanor, personality, and work ethic. Begin interacting with faculty members early in your law school career.

How can you get to know faculty members? Ideas include:

- Apply to be a Research Assistant for a faculty member who teaches in your area of interest, or apply to be a Legal Writing Teaching Assistant;
- Speak up in class and talk to the professor after class, or visit them during office hours to ask questions;
- Take smaller seminar classes and actively participate;
- Do your very best work on any papers or projects;
- Do an independent study research project with a professor;

- Do an externship and get to know your faculty supervisor;
- Interact with faculty members and involve them in your student group activities – they can be a terrific resource when planning guest speaker programs or presentations.

Although faculty members will be very generous with their time and will help you in the clerkship process, you must allow them to get to know you and to see you demonstrate the skills that will make you a strong candidate for a judicial clerkship.

Commonly Asked Questions

Q: I do not want to be a litigator; can a judicial clerkship benefit me?

A. Yes. The research, analytical, and writing skills are invaluable, as well as the mentor relationship with the judge and the opportunity to get to know the local legal community. Law firms and public interest organizations love to have graduates who have had judicial clerkships.

Q: I am in my last year of law school and fall semester is almost over; is it too late to get a clerkship?

A. No, but it is a lot harder because most federal judges and state appellate judges will have hired by the end of the summer following your second year,. However, opportunities exist for clerkships at all times. Some judges may still be hiring in the late fall of your last year, vacancies may arise due to a new appointment or election, and some judges hire clerks who have a few years of legal experience. Also, most state trial judges hire during the spring of a student's last year or after they graduate. Keep an eye on the job postings and, for federal clerkships, an eye on new OSCAR clerkship postings.

Q: How do I find out about new judges appointed to the federal bench?

A. Names of newly nominated and confirmed judges are available on the Senate Judiciary Committee's website, http://judiciary.senate.gov/nominations/judicial.cfm.

Q: Should I do a judicial externship?

A. Some people believe that a judicial externship is an excellent way to increase your chances of a judicial clerkship offer and/or an excellent alternative to a judicial clerkship after graduation. Many judges choose former externs (not just those who have externed for them, either), as their judicial clerks.

Attachment A – *Clerkships with Oregon State Courts*

The system of state courts in Oregon includes the Supreme Court and Court of Appeals, the Circuit Courts, the Tax Court and the District Courts. Justice Courts, those conducted by the justices of the peace, operate under state law but are established by county governments. Municipal Courts and state administrative tribunals operate outside the state system but within legislative direction.

The Oregon Supreme Court consists of seven judges, all elected at-large. Since 1977, its primary function has been the discretionary review of Court of Appeals' decisions. It also hears direct appeals in death penalty, Tax Court cases and bar disciplinary cases, and certain other cases, and has original jurisdiction over mandamus, habeas corpus, and other special proceedings.

The Oregon Court of Appeals, the intermediate appellate court, was established by statute in 1969. It consists of 13 judges, all elected at large. It is the court for first appeal by right from Oregon trial courts and most administrative agencies.

The Oregon Tax Court is a court of statewide jurisdiction and consists of one judge and three magistrates. The Tax Court has exclusive statewide jurisdiction over all questions of law or fact arising under the state tax laws and has the powers of a circuit court.

The Supreme Court, Court of Appeals and Tax Court sit in Salem, the state capital, and occasionally in other cities in Oregon.

Oregon's Circuit Courts are organized by county and are of general jurisdiction. This means the Circuit Courts hear all cases, regardless of subject matter, amount of money involved or severity of the crime alleged.

Justices of the Peace operate the Justice Courts, which boards of county commissioners have authorized, but their operation may not extend to any city in which there is a District Court. A Justice Court may try most types of civil cases if the amount claimed is not more than $7,500.

The Oregon Supreme Court, Court of Appeals, Tax Court, hire judicial clerks in a systematic manner each year in the spring of a student's 2L year for clerkships beginning the following fall after graduation. The Lane County Circuit Court hires clerks during the early spring of a student's 3L year. The only other two Circuit Courts that hire judicial clerks—Multnomah County and Clackamas County—hire as vacancies occur throughout the year. Oregon's Justice Courts and Municipal Courts do not have judicial clerks.

Attachment B – *Judicial Clerkships with the Oregon Appellate Courts*

Each Oregon Supreme Court Justice hires one law clerk with whom they work directly; Court of Appeals judges have either one or two clerks. The Tax Court hires one clerk for the magistrate division and one for the judge.

Law clerks are normally hired for two year terms.

Clerks for the Oregon Court of Appeals assist with drafting opinions. Clerks for the Oregon Supreme Court draft opinions and memoranda on petitions for review.

Educational Requirements.

Requires possession of a J.D. from an ABA-accredited law school. Oregon State Bar membership is not required, but some judges may prefer that you take the bar exam prior to starting.

Salary and Benefits.

Salary differs each year and current figures can be obtained from that year's job posting. Benefits include fully paid employee medical, dental, and life insurance.

Application Process.

Specific application information is contained in the yearly job announcement provided by the courts in January or February of each year. The deadline is usually in mid-April of a student's second year of law school. Check the CPDC Job Postings, and your email, for the announcement.

Applicants wishing to specify a preference for a particular court, justice, or judge should do so when applying. If no preference is stated, the application will be circulated to all hiring judges of each court. It is highly recommended that you *do not* state a preference for a particular judge or justice, but rather allow your application to be considered by each member of the bench who may be hiring a clerk.

Selection Process.

Interviews are conducted in June unless other arrangements are made. Applicants are notified in early June if they have been accepted for an interview. Most offers are extended in July.

Attachment C – *Opportunities with Federal Administrative Law Judges*

Updated August 2013

The following federal agencies regularly offer judicial clerkship positions through their ALJ offices:

Known Post-Graduate Positions

Department of Health and Human Services Office of Medicare Hearings and Appeals
Chief Administrative Law Judge Nancy J. Griswold
OMHA Headquarters
1700 N. Moore St., Suite 1800
Arlington, VA 22209
Phone: 703-235-0635, email: Medicare.Appeals@hhs.gov

- Jobs typically posted though USAJobs.gov

Department of Housing and Urban Development
Hon. J. Jeremiah Mahoney
Acting Chief Administrative Law Judge
Office of Hearings and Appeals
409 Third Street, SW Suite 201
Washington, DC 20024
(202) 254-0000
http://portal.hud.gov/hudportal/HUD?src=/program_offices/hearings_appeals

Department of Justice, Drug Enforcement Administration
Hon. John J. Mulrooney II
Chief Administrative Law Judge, Office of Administrative Law Judges, DEA
8701 Morrissette Drive
Springfield, VA 22152
Hires through DOJ Honors Attorney Program, www.justice.gov/careers/legal/entry.html

- Applications open: July 31, 2013
- Deadline: September 3, 2013

Department of Justice, Executive Office for Immigration Review
Hires through DOJ Honors Attorney Program, www.justice.gov/careers/legal/entry.html

- Applications open: July 31, 2013
- Deadline: September 3, 2013
- Seattle immigration court has semi-annually positions posted through CPDC

Department of Labor, Office of Administrative Law Judges
Chief Judge Administrative Law Judge Stephen Purcell
Suite 400 North
800 K Street, NW
Washington, DC 20001-8002
http://www.oalj.dol.gov/

Department of Transportation, Office of the Secretary
Chief Administrative Law Judge Ronnie A. Yoder
1200 New Jersey Ave, SE
Washington, DC 20590

- Jobs typically posted though USAJobs.gov

Federal Energy Regulatory Commission, Office of Administrative Law Judges and Dispute Resolution
Chief Administrative Judge Curtis Wagner Jr.
888 First Street NE
Washington, DC 20426
(202) 502-8500
http://www.ferc.gov/about/offices/oaljdr.asp

- Jobs typically posted on USAJobs; deadlines vary
- For more information, email Martha Altamar – Chief of Staff: Martha.altamar@ferc.gov or Susie J. Waller-Administrative Officer: Susie.waller@ferc.gov

National Labor Relations Board
Chief Administrative Law Judge Robert A. Giannasi
1099 14th Street, NW, Room 5400 East
Washington, DC 20570-0001
http://www.nlrb.gov

- The NLRB administrative law judges hear and adjudicate unfair labor practice complaints issued by the General Counsel, an independent prosecutor, against unions and employers. The judges also are involved in settlement discussions in cases pending before other NLRB administrative law judges. There are about 30 judges stationed Washington, D.C. Judges also are stationed in Atlanta, New York, and San Francisco. The judges hear cases of various lengths, mostly at locations away from their home office. After the trial, the judge receives the trial transcript, exhibits, briefs of the parties, and, after studying them, and researching the applicable law the judge issues a written decision. Students primarily assist judges by performing legal research and drafting memoranda. Students hired in Washington will generally be assigned to work solely with Washington headquarters judges. They may, where necessary, be assigned to work with judges in our other offices."

- For more information, contact: Malissa Lambert, Officer Manager
  1099 14th Street, NW, Suite 5400 East. Washington, DC 20570-0001, (202) 501-8800

Nuclear Regulatory Commission – Atomic Safety and Licensing Board Panel
Chief Administrative Judge E. Roy Hawkens
www.nrc.gov/about-nrc/employment/judicial-law-clerk.html

- Applications accepted annually from August 1- September 30 for the following fall.
- Term: 2 years
- Up-to-date application details available online

Securities and Exchange Commission

- More info: Watch USA Jobs Postings

Attachment D – *How to Address Correspondence*

Address	Address on letter and envelope	Salutation
U.S. Supreme Court		
The Chief Justice	The Chief Justice of the United States Address	Dear Chief Justice:
Associate Justice	Justice (Surname) The Supreme Court of the United States Address	Dear Justice (surname):
U.S. Court of Appeals		
Chief Judge	Honorable (full name) Chief Judge, United States Court of Appeals Address	Dear Judge (surname):
Judge or Senior Judge	Honorable (full name) United States Court of Appeals Address	Dear Judge (surname):
U.S. District Court		
Chief Judge	Honorable (full name) Chief Judge, United States District Court Address	Dear Judge (surname):
Judge or Senior Judge	Honorable (full name) United States District Court Address	Dear Judge (surname):
Other Federal Courts		
Chief Judge	Honorable (full name) Chief Judge, (Court) Address	Dear Judge (surname):
Judge	Honorable (full name) Court Address	Dear Judge (surname):
State Supreme Court		
Chief Justice	Honorable (full name) Chief Justice, Supreme Court of the State of (state name) Address	Dear Justice (surname):
Justice	Honorable (full name) Supreme Court for the State of (state name) Address	Dear Justice (surname):
Other State Courts*		
Chief Judge (Appellate) Presiding Judge (Trial)	Honorable (full name) Chief Judge/Presiding Judge (Court) Address	Dear Judge (surname): (Appellate) Dear Judge (surname): (Trial)
Judge	Honorable (full name) Court Address	Dear Judge (surname):

Attachment E – *Possible Interview Questions*

Questions a Judge Might Ask a Judicial Clerkship Applicant	
1. Why do you want to clerk? 2. Why this particular court? Why me? 3. What do you hope to learn from a clerkship? 4. Why do you want to clerk in this city (state, region)? 5. What do you consider to be your greatest strengths? Weaknesses? 6. What qualities do you have that might make you a valuable law clerk? 7. What are your short-term legal career goals? 8. What are your long-term legal career goals? 9. Do you plan to take the (state) bar exam? 10. Do you plan to practice in this state? 11. Where (location/type of employer) do you hope to practice after your clerkship? 12. What type of law interests you most? The least? 13. Describe your work experience (pre/during law school). 14. Describe the work you perform for your law review.	15. What have you learned from participation on law review or in a moot court or clinical program? 16. Why aren't you on law review? 17. Tell me about the courses (grades, professors) you had in law school. 18. To which judges (courts) have you applied? 19. How would you approach this particular issue, case, problem? 20. Do you prefer to work with others or independently? 21. How do you view the long hours and low pay associated with a judicial clerkship? 22. If you and I disagree about a certain issue, would you have any problems drafting an opinion incorporating my viewpoint? 23. What interests do you have outside of law school? 24. What questions do you have for me? 25. Is there anything else you want to tell me about yourself? 26. Which of my opinions have you read? * Talk in detail re: article, writing sample, something on your résumé.

Attachment F – *Clerkship Application Checklist – General*

- ☐ **Narrow Your List of Courts/Judges**
  Review Clerkship binder, on-line resources, almanacs, biographies and talk to professors. You can also contact the judge's current law clerks and ask them about their experience and recommendations – often they will be very helpful. Ask attorneys in the area which judges work well with their clerks. Refer to the CPDC resources which include a list of Lewis & Clark Law School graduates who have clerked for particular judges (and are willing to be contacted).

- ☐ **Determine Application Requirements**
  Check the following: Judicial Clerkship online resources, WestLaw/LEXIS Clerkship Databases, Boley Law Library, CPDC resources, and the *Guide to State Judicial Clerkship Procedures*. If the application requirements are not available, call the judge's chambers.

- ☐ **Request Letters of Recommendation**
  You will probably want letters from both law professors and legal employers.

- ☐ **Draft Cover Letters**
  See advice/samples. Try to emphasize something unique about yourself.

- ☐ **Have Your Materials Reviewed**
  Bring your cover letter, résumé, and other application materials into CPDC for review. Have your materials reviewed by your faculty advisor.

- ☐ **Obtain Letters of Recommendation**
  It is helpful to the judge if you gather all of your application materials together (including sealed letters of recommendation) and mail them in one envelope.

- ☐ **Submit Your Completed Application Materials so That They Are *Received* by the Deadline Date**
  Keep a list of what materials you submitted to each judge, in case a judge's chambers calls and wants to discuss a portion of your application.

- ☐ **Follow-up with a Phone Call**
  You may want to give the judge's chambers a call after a week or two to verify that they have received your application.

- ☐ **Supplement Your Application with Grades, etc.**
  If you have significant new developments in your qualifications send the updated information with a short letter requesting them to supplement your application.

Attachment G – *Clerkship Application Timeline – Federal*

Fall of 2L year	• Attend CPDC Judicial Clerkship programs and panels • Schedule an appointment with a counselor in the CPDC to discuss your clerkship plans
Before end of December	• Familiarize yourself with the federal application process and timelines • Meet with judicial clerkship faculty advisor • Ask faculty and other recommenders about writing letters of recommendation *before* leaving for winter break
Beginning of spring semester	• Register for OSCAR and determine Federal Law Clerk Hiring Timeline deadline
Winter – early spring	• Begin researching judges. Determine which federal judges will be hiring according to the Federal Law Clerk Hiring Timeline by checking OSCAR and which judges may be hiring off-timeline. • Keep asking for letters of recommendation making sure you have three letters in progress by the end of January; make sure faculty are aware of early deadlines.
Winter – early spring	• Begin preparing and compiling judicial clerkship application materials for paper applications to early-hiring judges, including writing sample(s) and undergraduate and law transcripts. Update résumé; draft cover letters. • Submit résumé and cover letter(s) to CPDC for review • Submit résumé, cover letter(s), and writing sample to judicial clerkship faculty advisor for review • Create Excel file with names/addresses/contact information to provide to Dianne Viales. Remind recommenders about clerkship deadlines for paper applications.
January - February	• Finalize judicial clerkship application materials for paper applications • Obtain letters of recommendation from faculty members/other recommenders • Remind recommenders about early deadlines for submitting letters of recommendation to their assistants for printing and mailing to judges. • Deliver your Excel file of judges to Dianne Viales (Dianne@lclark.edu) for merging, printing, and mailing faculty letters of recommendation
Summer after 2L year	• Update application materials, obtain updated law school transcripts, and request updated letters of recommendation from faculty and others, as appropriate. • If applying to judges using OSCAR, read the OSCAR Applicant User Guide; begin uploading application materials to OSCAR • Upload materials to OSCAR website on an ongoing basis • Deliver your Excel file of judges to Dianne Viales (Dianne@lclark.edu) for merging and uploading faculty letters of recommendation into OSCAR
Federal Law Clerk Hiring Timeline DEADLINE (last year it was June 28, 2013)	• Mail application materials timed to arrive in judge's chambers today! • Ensure that all needed application materials have been uploaded to the OSCAR system and that they have been "finalized" – this is the only way they will be released to your chosen judges in a timely manner

Attachment I – *Sample Cover Letters*

NOTE: This is a standard letter for clerkship applications. It represents one, not necessarily the best, approach for such letters to take. Use it as one example among many, not as a model for your own.

Ima Law Student
12345 SW Terwilliger Blvd., Portland, OR 97219 (503) 555-5555 istudent@lclark.edu

September 1, 2012

The Honorable Milton L. Schwartz
United States District Judge
Eastern District of California
2504 United States Courthouse
Sacramento, CA 95814

Dear Judge Schwartz:

I am writing to apply for a clerkship in your chambers for the (hiring year you are interested in applying for) term.

I would like to highlight the year I spent as an extern to The Honorable Diarmuid F. O'Scannlain, United States Circuit Judge for the Ninth Circuit. In his chambers, I advanced my abilities to a level where I performed virtually all the duties of a law clerk.

My work with Judge O'Scannlain proved to be the most rewarding intellectual experience of my life. I composed bench memoranda on a myriad of civil and criminal cases, prepared draft opinions, traveled with Judge O'Scannlain on calendar, and helped him prepare for oral argument. Beyond the technical skills necessary to work effectively as a law clerk, I also learned to appreciate the weighty responsibility that such a position entails. Having worked on two death penalty cases, I learned to diligently explore every possible argument while remaining dispassionate to personal biases and commitments. Judge O'Scannlain has graciously indicated that he would welcome personal inquiries concerning the work I performed for him.

Since leaving Judge O'Scannlain's chambers, I have further enhanced my knowledge of federal practice and procedure as a research assistant to Professor Arthur B. LaFrance. Professor LaFrance is currently editing and updated a version of *Federal Litigation*, a Legal Services Corporation practice manual. I am also presently enrolled in a course in federal jurisdiction. These activities, combined with my work for Judge O'Scannlain, would enable me to bring to your chambers a broad knowledge and experience with federal civil and criminal law and the judicial process.

I hope that you will carefully consider me for a clerkship in your chambers and look forward to the privilege of an interview. Serving as your law clerk would not only be a privilege from which I would greatly benefit, but also one I would much enjoy.

Respectfully,

I. Law Student

Ima Law Student
12345 SW Terwilliger Blvd., Portland, OR 97219 (503) 555-5555 istudent@lclark.edu

September 1, 2012

The Honorable Otto R. Skopil, Jr.
U.S. Court of Appeals for the Ninth Circuit
555 S.W. Yamhill
Portland, OR 97204

Dear Judge Skopil:

I am writing to apply for a clerkship in your chambers for the 2012-13 term.

It has long been a goal of mine to clerk on the federal level. I look forward to the intellectual challenges and the opportunity for personal and professional growth that a clerkship is sure to offer. I have been fortunate to have several mentors who themselves have clerked for the federal courts in years past. Hearing of their positive experiences further convinced me that I would benefit greatly from a clerkship.

My educational and personal background has prepared me well for the duties of a judicial clerk. I received my undergraduate degree in History and Liberal Studies. This double major required me to write an average of five papers a semester. I was able to increase my skill levels in both writing and research during these years. My academic performance during my first year of law school afforded me the opportunity to be a member of the *Lewis & Clark Law Review* this year. In my role as a member, I have been given the task of editing parts of each article that we will publish in the next year. This experience has made me more aware than ever of the value of clear and thoughtful writing. Finally, I was a summer associate with the Portland firm of Tonkon Torp LLP. The skills I demonstrated while working at this excellent firm will enable me to bring to your chambers a solid familiarity with federal civil and criminal law and the judicial process.

I would like to point out that I have worked full-time since the age of sixteen. The challenge of juggling a full school schedule, family and work has not always been easy but it has been a wonderful teacher of efficient time management and responsibility.

My wife and I have been very happy in Portland and plan to make it our home for a long time to come. I can think of no better beginning to my legal career than clerking in your chambers. I hope you will consider me for a clerkship and I look forward to the privilege of an interview.

Respectfully,

I. Law Student

**Demonstrating a connection to an area outside of Oregon*

Ima Law Student
12345 SW Terwilliger Blvd., Portland, OR 97219 (503) 555-5555 istudent@lclark.edu

September 1, 2012

The Honorable John Smith
U.S. Court of Appeals for the Third Circuit
20614 U.S. Courthouse
601 Market Street
Philadelphia, PA 19106

Dear Judge Smith:

I am very interested in a clerkship with your chambers beginning in August 2012. Because I am originally from Philadelphia and still have family in the area, I am eager to return to the region to begin my legal career.

It has long been a goal of mine to clerk for a federal court. I look forward to the intellectual challenges and the opportunity for personal and professional growth that a clerkship is sure to offer. I have been fortunate to have several mentors who themselves clerked on the federal level in years past. Hearing of their positive experiences further convinced me that I would benefit greatly from a clerkship.

My educational and personal background has prepared me well for the duties of a judicial clerk. I received my undergraduate degree in History and Liberal Studies. This double major required me to write an average of five papers a semester. I was able to increase my skill levels in both writing and research during these years. My academic performance during my first year of law school afforded me the opportunity to take part on the *Lewis & Clark Law Review* this year. In my role as a member, I have been given the task of editing parts of each article that we will publish in the next year. This experience has made me more aware than ever of the value of clear and thoughtful writing. Finally, I most recently was a summer associate with Tonkon Torp LLP, a Portland based mid-sized civil practice firm. The legal skills I developed through my position with this well-respected firm will enable me to bring to your chambers a solid familiarity with federal civil practice and the judicial process.

Although I have thoroughly enjoyed my time in the Pacific Northwest, and believe I have received an outstanding education at Lewis & Clark, I look forward to returning home. I can think of no better beginning to my legal career than to clerk in your chambers. I have no immediate plans to be in the Philadelphia area but would gladly travel for the privilege of an interview with you. I can also be available at your convenience by phone or for a video conference interview through our law school's video conferencing system.

Thank you for your consideration and I hope to hear from you regarding an interview.

Respectfully,

I. Law Student

***The following two letters are samples for the Oregon appellate courts. Notice that the letters are addressed to Mr. Barnum, in the Personnel Division, but that the salutation is directed to the judges and/or justices of the court(s) to which the applicant is applying.*

Ima Law Student

12345 SW Terwilliger Blvd., Portland, OR 97219 (503) 555-5555 istudent@lclark.edu

March 3, 2013

Mr. Michael Barnum
Personnel Division
Oregon Judicial Department
1163 State Street
Salem, OR 97310

Dear Your Honor:

I am writing to apply for a judicial clerkship position with the Oregon Supreme Court and the Oregon Court of Appeals. I am a second year student at Lewis & Clark Law School, and I plan to take the July 2013 Oregon Bar Examination.

As my résumé indicates, I served as an intern judicial clerk to the Honorable _____ during the summer of 20__. This opportunity increased my comprehension of the federal courts, particularly motion and trial practice. During my internship, I reviewed summary judgment motions, drafted memoranda and judicial opinions, analyzed attorney fee awards, and assisted at trial and pre-trial proceedings. I found the internship interesting, educational, and challenging, which confirmed my interest in working as a judicial clerk upon graduation.

Having served in the federal trial court, my interest now is to serve in one of the Oregon appellate courts. The opportunity will complement both my formal studies and my trial court experience by providing insight to the state appellate process and state law. Additionally, my goal as a judicial clerk is to use my strong writing and analytical skills to assist the court in continuing its efficient and effective administration. In working towards these goals, I will gain the added benefit of sharpening my lawyering skills and building skills necessary to become a respected appellate advocate.

My work experience and interests are diverse. Before attending law school, I owned and managed a closely held printing franchise, where I oversaw the work of thirteen employees and the timely production of over 200 printing orders each week. During law school, in addition to serving as Articles Editor for the *Lewis & Clark Law Review*, I am currently the Senior Teaching Assistant for both the advanced and introductory writing courses under the direction of Professors Steven Johansen and Daryl Wilson. Additionally, I had the privilege of sitting as a moot court judge during the past two academic years. Commencing May 21, 2012, I will join the Portland office of _____ as a law clerk, where I hope to gain additional practical experience.

I am hard working, mature and pride myself in a job well done. As a judicial clerk, I will draw upon my practical experience and formal studies, and will conduct myself as a professional of the highest integrity. I look forward to meeting with each of you to discuss my qualifications. Thank you for your consideration.

Respectfully,

I. Law Student

John Edward Smith
1234 Main St. • Vancouver, Washington 98683 • (360) 555-0880 • email@lclark.edu

February 28, 2013

Mr. Michael Barnum
Personnel Division
Oregon Judicial Department
Supreme Court Building
1163 State Street
Salem, OR 97310

To the Justices of the Oregon Supreme Court, and Judges of the Oregon Court of Appeals and Oregon Tax Court:

I am a second-year student at Lewis & Clark Law School and am very interested in a judicial clerkship position beginning in August 2013. I have enclosed my résumé, transcript, writing sample, and letters of recommendation. After reviewing these materials, I hope you will agree that I would be an asset as a judicial clerk with the Oregon courts.

I am interested in clerking for you because I believe a judicial clerkship will allow me to round out my legal education and better prepare me for the practice of law. My positions before law school allowed me to assist in the law making process as well as witness how those laws are enforced by administrative agencies. During law school, my clerking experience has provided me with some insight on the roles attorneys play in the legal system. While I believe all three positions, coupled with my law school experiences, have given me a good basis from which to launch my legal career, working for a judge will provide me with insights into the practice of law that these experiences combined cannot.

Following law school I plan to take the Oregon Bar Exam and hope to work for a law firm with a litigation practice. I believe a judicial clerkship in your court can help me in this endeavor in three ways. First, I imagine that as your clerk not only would I be able to see how judicial decisions are made, but I would also learn what it takes to be an effective advocate. Second, right now I am unsure of exactly what area of law I want to practice in and am hoping the broad exposure I would get as your clerk will help me in this decision. Finally, as you can see by my writing awards, I have been able to develop strong legal writing and analysis skills. However, I hope that by researching and assisting you with your opinions, I will be able to sharpen these skills even further.

Thus far I have been fortunate to have worked for, and with, some wonderful people. Most of my prior positions have been in small offices that have been filled with high quality, energetic people, all driven by the same goal: to produce outstanding work. I know how to be serious about my work without taking myself too seriously. If the above description sounds like the type of candidate you are looking for, I would appreciate the opportunity to meet with you to further discuss my experiences and your expectations for the clerkship. Thank you for your consideration.

Respectfully,

John E. Smith

Attachment H – *Sample Thank You Letter*

Mary Smith
10978 SW Durham Rd., #67 • Tigard, OR 97224 • (503) 624-2114 • marysmith@hotmail.com

June 28, 2012

Honorable Elizabeth L. Perris
U.S. Bankruptcy Court
1001 SW Fifth Avenue, #700
Portland, OR 97204

Dear Judge Perris:

Thank you for the opportunity to interview for the judicial clerkship position available with your chambers. Talking with you, and with your staff, about the everyday workings of the Bankruptcy Court confirmed my interest in the position. It would be a tremendous learning experience for me and, in turn, I believe my skills and experience would allow me to positively contribute to the work done by the Court.

Again, thank you for taking the time to interview me for the position and I look forward to hearing from you soon regarding your decision.

Respectfully,

Mary Smith

Attachment J – *Clerkship Application Timing*

From the Lewis & Clark Law School Faculty Judicial Clerkship Workgroup

If you plan to apply for judicial clerkships, the hiring expectations of judges and the hiring timelines for the different courts may influence to which courts you apply. This document provides a quick guide to some of the points you need to think about, particularly when the state and federal court hiring timelines do not coincide.

If a judge extends an offer to you for a judicial clerkship, the judge usually will expect you to accept the offer immediately and complete the full one or two year commitment. Unfortunately, because the hiring timelines for state and federal courts often do not coincide, you will have to prioritize which courts you want to apply to. If extended an offer, recognize that accepting it means withdrawing your application from consideration by other judges and courts.

Currently, many state courts complete the hiring process for judicial clerkships before the application and hiring process begins for federal clerkships. For example, applications for post-graduation clerkships with the Oregon Supreme Court, Oregon Court of Appeals, and Oregon Tax Court can be made during the spring of your 2L year. Interviews and offers occur shortly thereafter, typically in mid-summer. However, applications for most federal clerkships are not permitted until the fall of your 3L year. Thus, if you would prefer a federal clerkship you might choose to apply for federal clerkships and only apply for a clerkship with the Oregon appellate courts if you are not offered a federal clerkship.

These timeline restraints require weighing the pros and cons of applying for state or federal clerkships, or both. In those instances where the state hiring process precedes the federal hiring process, the following sections discuss your different application strategies and options.

Apply First for Federal Clerkships. Federal clerkships generally are considered the most prestigious, offer higher salaries, and may provide stronger career opportunities than state clerkships. However, federal clerkships tend to be highly competitive. Thus, you will want to apply first for federal clerkships if (1) you are not interested in a state clerkship (or missed the application deadline); or (2) you are highly qualified and are willing to apply to several courts (or you have strong connections to a particular judge).

If you are not offered a federal clerkship, you could apply for a state clerkship outside the usual hiring process, by submitting your application in the fall of your 3L year. In addition, you could apply for a state clerkship during the spring of your 3L year; however, that clerkship would commence a year after you graduate. Many firms understand the value of a clerkship and will hire a graduate for that one year, with an eye towards them returning to the firm after the clerkship. This approach does present risk, but, depending on your credentials and your flexibility, that risk could pay off.

Apply Only For State High Court Clerkships. Apply for state clerkships in the spring of your 2L year. Clerkships with a state's highest court are prestigious and desirable, particularly if you plan to practice in the state where you are offered a clerkship. Thus, you could choose to apply for clerkships with *only* the highest court in a state where the hiring process precedes the federal hiring process. This option would allow you to seek a highly prestigious position without forgoing the state application process and applying only for federal clerkships. As with the federal clerkships, only highly qualified students should consider this option.

If you plan to apply to the Oregon appellate courts, you should not specify a preference for the Oregon Supreme Court, which is Oregon's highest court. The Oregon appellate courts have a coordinated hiring process and generally consider only those applicants who are willing to consider a clerkship with either the Oregon Supreme Court or the Oregon Court of Appeals.

If you accept a state appellate court clerkship, you still could apply for a federal clerkship in the fall after graduation (or one year later if your state court clerkship is two years) that would commence *after* your state clerkship. If you are not offered a state appellate court clerkship, you could still apply for a federal clerkship in the fall of your 3L year.

Apply for State Clerkships in All Appellate Courts. Apply for state clerkships with all of the state appellate courts during the spring of your 2L year. Most often, students who apply for clerkships with the state appellate courts submit their application for consideration by all of the courts. This option is most desirable if you prefer a state clerkship or if you are not highly qualified for the more competitive federal clerkships or high court clerkships. Clerkships in the state appellate courts provide excellent opportunities and may serve as a stepping stone for a later federal clerkship or state high court clerkship. This option allows you to maximize your opportunities for getting a clerkship.

Attachment K – *Is A Clerkship Right For Me?*

This is meant to serve as a brief assessment for students contemplating applying for a judicial clerkship.

Do you enjoy working in a relatively small setting with few co-workers?

- Most judicial chambers have few staff members; depending on the court and judge, there may be one other clerk present, and one or more office staff.

Do you prefer a more academic-type experience, reviewing legal briefs, and do you enjoy conducting legal research and writing?

- Judicial clerkships are, at their heart, research and writing positions. If you do not enjoy these tasks, a clerkship is probably not the best job for you. Appellate-level courts, in particular, provide a more academic experience – almost an extension of law school itself. Clerks in appellate courts will delve more deeply into a given substantive area and the relevant case law than their trial court counterparts.

Do you prefer a lively work environment, and to work on multiple tasks at once, and prefer almost daily contact with a variety of people?

- If so, then a clerkship in a trial court may be ideal. Trial courts will provide insight into the courtroom's day-to-day operations, which can sometimes become quite hectic. Clerks are involved in every stage of the proceedings, and are often called upon to not only research legal issues and draft opinions, but to organize evidence and receive trial exhibits, interact with counsel and handle jury management during trials.

Do you have financial, familial, or other constraints that make your starting salary an overriding concern? Is the prospect of a temporary position unattractive?

- Clerkships typically pay less than associate positions with law firms. Be honest with yourself: can you afford to work as a clerk for one or more years? And consider the potential expense of relocating – either temporarily or permanently – if necessary. Also, some students are anxious to begin their "permanent" legal career, and for them, the thought of having to conduct another job search in one or two years is particularly daunting.

Please see a counselor in the Career & Professional Development Center to help you further explore whether a clerkship is right for you. And should you decide a clerkship is right for you, the Office can assist you with the clerkship application process, court and judge selection and how to build a successful application.

Attachment L – *Key Resources for Researching Clerkships and Judges*

Resources for researching federal judges:

- **Online System for Clerkship Application and Review (OSCAR)**, www.oscar.uscourts.gov: OSCAR is the federal judicial clerkship and staff attorney clearinghouse and application system. Many judges will create accounts, post positions as they become available, and indicate how to apply to their chambers and whether or not they are following the Hiring Plan (which is important to know when determining timelines for applying). Although OSCAR is the ***best*** resource for finding out about federal clerkship opportunities, it is not comprehensive. Judges' participation is voluntary. In 2012, over 70 percent of the federal judiciary created OSCAR accounts, but only about half posted positions. Prospective applicants can obtain basic clerkship information without registering for OSCAR, but must create an OSCAR account to search for clerkship vacancies, save customized search results, receive email updates on new clerkship opportunities, and apply for positions through OSCAR. Applicants can register for OSCAR starting in the spring of their 2L year.
- **NW Consortium of Law Schools Judicial Clerkship Database**, link available on CPDC Judicial Clerkship website (username and password available from CPDC): A database containing hiring and application information about federal and state judges in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming. The website is searchable and allows you to, among other things, pull up information about specific judges and find out when and where to send your application materials.
- **Almanac of the Federal Judiciary** : a two-volume, semi-annually updated directory of all federal judges containing biographical information, evaluations submitted anoymously by attorneys, and summaries of noteworthy opinions. Available in Reference Section of Boley Law Library and online through Westlaw ("AFJ" is the database identifyer).
- **Alliance for Justice, Judicial Selection Project,** www.afj.org/judicial-selection/**:** Provides information about the names and number of judges in each Circuit and their demographic breakdowns. You can also find out about a particular judges' ethnicity and which president appointed him or her.
- **Federal Judicial Center,** http://www.fjc.gov: The FJC website contains the Federal Judges Biographical Database, which you can use to create customized lists of judges based on multiple categories, including nominating president, type of court, dates of service, and demographic groups.
- **U.S. Department of Justice, Office of Legal Policy, Judicial Nominations**, http://www.justice.gov/olp/judicialnominations113.htm: The U.S. Department of Justice's Office of Legal Policy maintains a list of federal court nominations, confirmed nominees, and vacancies for each Congress.

Resources for researching state judges:

- ***The Guide to State Judicial Clerkship Procedures***, available in hardcopy in the CPDC Resource Library and online at forms.vermontlaw.edu/career/guides/ (contact CPDC for login information): Contains details about the clerkship hiring procedures for trial and appellate courts in all 50 states and U.S. territories, along with hiring timelines, website listings, and contact information.
- **NW Consortium of Law Schools Judicial Clerkship Database**, link available on CPDC Judicial Clerkship website (username and password available from CPDC): A database containing hiring and application information about federal and state judges in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, Oregon, Utah, Washington, and Wyoming. The website is searchable and allows applicants to, among other things, pull up information about specific judges and find out when and where to send application materials
- **National Center for State Courts**, http://www.ncsc.org: Provides links to state court websites and statistical and background information about state judicial systems.
- **NALP Insight and Insider Information for Select State Clerkships**: availble in the CPDC Resource Library. Contains insider information on select state court clerkship application proceedures.
- **Multnomah Bar Association Judicial Profiles,** http://www.mbabar.org/Resources/JudgesList.html: Contains biographies of Oregon Supreme Court, Oregon Court of Appeals, Oregon Tax Court, Multnomah County, and a few Clackamas County and Washington County judges.
- **Oregon State Bar Appellate Law Section, Appellate Almanac**, available on section website, http://osbaps.blogspot.com: The almanac frequently features profiles of new Oregon Supreme Court and Oregon Court of Appeals judges and inside information about court administration and processes.