

FEDERAL LAW CLERK HIRING PLAN

OPENING DAY: JUNE 12, 2023

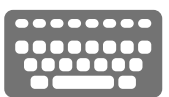
Contact Career Services:



FEB 1 - APRIL 20

Book counseling appointment to discuss courts to target, application materials, and potential recommenders.

Ask for Letters of Recommendation:



BY APRIL 21

Ask 3 Recommenders to write for you

Send Recommender form + resume + transcript to writers

Ask Recommenders to complete letters (LORs) by June 2

Formulate Action Plan:



BY APRIL 28

Create a timeline for finalizing application materials and judge list

Send Us Your Draft Materials and Initial Judge List



BY MAY 24

Use our tips to prepare materials and research judges

Let us provide feedback

Check Back with Career Services:



MAY 25 - JUNE 8

Update list with new judges / incorporate feedback

Ask Recommenders to call/email top judges

Verify that LORs have been sent to us

Do interview prep

Submit Applications:



BY JUNE 8 OR 9

Mail paper and email pdf applications by June 8

Request production of paper and pdf LORs from us by June 8

Submit OSCAR applications by June 9