Class of 2021 Clerkship Deadlines and Checklist

See Handbook for detailed instructions.

☐ Attend or watch on-line the Orientations for 2Ls and read the Judicial Clerkship Handbook.

☐ Register on the Clerkships page of CSM/Symplicity.

☐ February 4, 2020
   ➢ Attend clerkship networking event in Sexton Student Forum in Furman (optional but highly recommended).

☐ On or after February 5, 2020
   ➢ Create a profile on the OSCAR website (https://oscar.uscourts.gov) by clicking the “Are You Applying?” link and completing the “Applicant Registration” form.

Begin preparing and compiling a list of judges: Review Appendices and research judges using resources listed in Section VIII of the Judicial Clerkship Handbook. You can compile an Excel spreadsheet of judges from the Clerkships>Judges page of your CSM/Symplicity account. (see Attachment 6 at the back of the Judicial Clerkship Handbook for details).

☐ Meet with Michelle Cherande in the JCO to discuss application strategies. Appointments with JCO can be scheduled by contacting the JCO/OCS/PILC Receptionist at 212-998-6090.

☐ March 2, 2020
   ➢ Attend clerkship diversity panel and reception (optional but highly recommended).

☐ Discuss recommendations with potential faculty and employer recommenders.

☐ March 9 – March 11, 2020
   ➢ Complete your selection of potential faculty recommenders on CSM and submit resume and transcript which will be sent to faculty. Detailed instructions will be emailed.

☐ April 6, 2020
   ➢ Receive list of NYU recommenders from JCO.
   ➢ Submit completed response to recommenders questionnaire.
   ➢ Submit draft writing sample. (This draft will be sent to your recommenders and does not need to be the draft that is sent to judges.)

☐ April 8, 2020
   ➢ Last day to cancel a recommendation received through the matching system.

☐ April 9 – June 7, 2020
   ➢ Check OSCAR and the Excel spreadsheet on the Clerkship Blog to determine which judges are hiring, for what term and if the judge wants a paper, email or online application. If you aren’t able to find this information on OSCAR or the Excel spreadsheet we recommend sending a standard paper application
   ➢ Add the names of your recommenders to your OSCAR profile from the “My Recommendations>Choose My Recommenders” tab.
   ➢ Upload your resume to your OSCAR account under the “My Documents” tab.
   ➢ Begin creating an application for each judge on your list who requests an online application: attach your resume and the names of your recommenders to EACH application (recommenders cannot post recommendation letters to your online applications UNTIL you do this step); you may complete (add the cover letter, transcripts, writing sample) and finalize the applications later.

☐ May 15, 2020
   ➢ Deadline for employers and other non-NYU recommenders that are NOT included in the match to submit their recommendation letters to JCO for processing; this includes faculty from other institutions and letters from public interest or government employers (see Attachment 5 at the back of the Judicial Clerkship Handbook for details)
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☐ May 26, 2020
  ➢ Submit to james.nesbitt@nyu.edu the following:
    • An Excel file that contains your final list of PAPER/EMAIL judges; you can create the Excel file of judges from your CSM account (see Attachment 6 at the back of the Judicial Clerkship Handbook for details). This list must NOT include judges who accept online applications.
    • Your list of top ten judges, in rank order (The JCO will arrange outreach to a couple of judges on this list.)
  ➢ Remember to check OSCAR and the Excel spreadsheet on the Clerkship Blog to determine which judges are hiring, for what term and if the judge wants a paper, email or online application. If you aren’t able to find this information on OSCAR or the Excel spreadsheet we recommend sending a standard paper application.

☐ By June 2, 2020
  ➢ Request UPS labels from JCO if you plan to express mail your applications to the JCO for inclusion in the UPS shipments to chambers.

☐ Prepare cover letters. You must prepare cover letters on OSCAR for judges who want electronic applications; you ALSO must prepare cover letters for judges who want a paper application.

☐ By Monday, June 8, 2020
  ➢ All OSCAR applications must have a resume and the names of your recommenders attached to each application. Faculty assistants cannot add your recommendation letters until this is completed.

☐ FOR JUDGES WHO WANT A PAPER APPLICATION:
  ➢ create an application packet for each judge that includes a cover letter, resume, transcript(s), and writing sample.
  ➢ binder clip each application packet.
  ➢ mail packets to the JCO or drop them off in person.

☐ By June 9, 2020
  ➢ Paper applications must be submitted to JCO (by hand or received by express mail) by this date for inclusion in the UPS shipments to chambers. Applications submitted AFTER June 9 may not arrive in chambers by June 15.

☐ By June 14, 2020
  ➢ Complete and finalize all OSCAR applications.
  ➢ Arrange for your recommenders and other contacts to do outreach to judges on your behalf.

☐ June 15, 2020
  ➢ Applications will be released on OSCAR to judges; paper applications should arrive in chambers.

☐ June 16, 2020
  ➢ Judges will not directly or indirectly contact applicants, or schedule or conduct formal or informal interviews, or make formal or informal offers, before 12:00 pm EDT on June 16, 2020.

☐ Report interviews received to JCO.

☐ Complete Interview Feedback evaluation form on the Clerkships page of CSM.

☐ Report position accepted to JCO.

Law Clerk Hiring Plan for JD 2021 Students

For students who entered law school in 2018 (graduating class of 2021)

• Judges will not seek or accept formal or informal clerkship applications, or seek or accept formal or informal recommendations, before 12:00 pm EDT on June 15, 2020.
• Judges also will not directly or indirectly contact applicants, or schedule or conduct formal or informal interviews, or make formal or informal offers, before 12:00 pm EDT on June 16, 2020.
• A judge who makes a clerkship offer will keep it open for at least 48 hours, during which time the applicant will be free to interview with other judges.

OSCAR Access for Class of 2021

• Students will gain access to OSCAR on February 5, 2020 to register for an account, upload documents, search for clerkship positions, and build online applications. The system will store these applications and release them to judges on June 15, 2020 at 12:00 pm EDT.