

## The University of Akron School of Law Career Services Office Federal Judicial Clerkships Information Sheet (Post-Graduate Positions)

❖ The following information is provided to students as an introduction to the application process for federal clerkships. Please inform the Career Services Office if you are interested in federal or state clerkships so we may work together in identifying potential clerkships and as you draft your application materials.

❖ The Administrative Office of the Federal Courts has an online application resource called OSCAR (Online System for Clerkship Application & Review) where *some* federal judges post information regarding their open law clerk or staff attorney positions and where applicants may apply for these positions. Additional detailed information about the application process can be found on OSCAR ([www.oscar.uscourts.gov](http://www.oscar.uscourts.gov)).

❖ Judicial clerkship applicants must be proactive in their pursuit of a clerkship. Information on OSCAR may be updated at any time as needed by judges, so students should either check the website on a regular basis or create a search agent in order to receive email notifications about new postings. Keep in mind that OSCAR is a good resource to consult, but it is not the only avenue to pursue regarding federal clerkships.

❖ Student applicants may apply during spring of 2L year (2D, 3E). Some federal judges will accept applications from students during the third year. For Class of 2022 grads, applications are due no later than **12:00 pm EDT on June 14, 2021**. 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 15, 2021**. For Class of 2023 grads, applications are due no later than **12:00 pm EDT on June 13, 2022**. 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 14, 2022**.

❖ Some federal judges do not use OSCAR to post their open clerkship positions or to collect application materials. Students must review the judicial profile information that is provided by the judges on OSCAR. In some cases, you will see application instructions for open positions; in others, you will see an advisory note that the judge is not hiring new law clerks; and in

others, you will not see any information at all. In the latter case, students should consult the judge's biography on his or her court website in order to see if the judge has posted any clerkship application information there (this occurs in rare instances).

❖ If OSCAR and the judge's court website are silent as to a judge's open clerkship positions, students are advised to apply via U.S. Mail. Some judges will not post their open clerkship positions because they receive many unsolicited applications and interview from that pool of candidates.

❖ When applying via OSCAR, applicants must create a free account and complete all necessary sections before an application is considered finalized. Students are encouraged to watch the videos on OSCAR before starting their applications. Students are encouraged to finalize all applications *before the June release dates*.

❖ Unless otherwise directed, applicants should submit the following application materials:

- \*cover letter and resume
- \*writing sample (10-15 pages)
- \*letters of recommendation (3)
- \*law school transcript (unofficial)

❖ Apply to only those judges from whom you are prepared to accept an employment offer on the spot. When a judge selects his or her law clerk from among numerous applicants, the judge assumes that the offer will be accepted immediately. Failing to do so could adversely impact your professional reputation. Judges are advised to hold offers open for 48 hours.

❖ Applicants are encouraged to have their application documents reviewed by the Career Services Office prior to applying. Samples available at:  
<http://www.uakron.edu/law/docs/Career-planning.pdf>

❖ Candidates are encouraged to do a mock interview and to review the list of questions that are typically asked during a clerkship interview, which can be found on the Resource Page:  
<http://www.uakron.edu/law/career-services/resource-library.dot>.

Questions? Contact the Career Services Office at (330) 972-8540 or [lawcareerplanning@uakron.edu](mailto:lawcareerplanning@uakron.edu) or consult the "FAQ" section on OSCAR.

Sources: OSCAR Website and various NALP Annual Conference Handouts. Revised 11/2020.