JUDICIAL CLERKSHIP
Mailing Program
Class of 2014

University of Maryland Carey School of Law
Career Development Office
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The Career Development Office’s Judicial Clerkship Mailing Program was created to assist students in offsetting the cost of applying for clerkships. The program may be used for both federal and state judicial clerkship applications. To ensure the process runs smoothly, we created a checklist for you to follow as you plan your application process:

1. **Complete/Update Clerkship Registration Form and Judicial Clerkship Information Form.** To complete the Clerkship Registration Form, log into Symplicity and click on the tab labeled “Clerkships.” If you have not filled out the Clerkship Registration Form, it will automatically appear. If you already completed the Form, you may update it by clicking the “Registration” tab within the Clerkship tab.

   *If you are a 2014 graduate who plans to apply for federal clerkships in Fall 2013:* Please be sure that the contact information used in the Clerkship Registration Form will be current during the summer of 2013, because that is the method by which the CDO will communicate important information regarding the program. You also need to complete the Judicial Clerkship Information Form, which can be found under the “Resources” tab on Symplicity. The Clerkship Registration Form must be completed and the Judicial Clerkship Information Form must be returned to the CDO by April 19, 2013.

2. **Request letters of recommendation from your recommenders.** Applicants should do this **AS SOON AS POSSIBLE.** Asking early is respectful of their time and effort and a great help to them in getting your letters completed. For judges accepting paper applications, you will need to include these letters (in sealed envelopes) in your application packets. For federal judges accepting applications via OSCAR, recommenders and their assistants will need adequate time to upload the letters to the OSCAR system. In asking a recommender to write a letter, you should provide him or her with as much information as possible to write a strong letter. You may do this by completing the Clerkship Candidate Information Form, which can be found under the “Resources” tab on Symplicity. You should also provide your recommenders with a list of the judges to which you plan to apply (see Sample Judges Spreadsheet found in the “Resources” tab on Symplicity) - this can be a great source of information for you, because your recommender may be familiar with the judges on your list. It is also helpful to provide your recommender with pre-addressed envelopes for each recommendation, which the professor will seal and return to you for inclusion in your application packet. Make sure you also include the recommender’s assistant on your request and any correspondence regarding your request, as he or she often will coordinate the various letters a professor writes for students. **IN ORDER TO PARTICIPATE IN THE 2013 FEDERAL CLERKSHIP MAILING PROGRAM, PLEASE REQUEST LETTERS OF RECOMMENDATION FROM LAW SCHOOL PROFESSORS BY FRIDAY, APRIL 26, 2013, IF NOT EARLIER.**

3. **For federal clerkships, provide to your recommender and the CDO a final list of non-OSCAR (paper application) judges to whom you are applying.** You must create your Judges Spreadsheet and provide it to your recommenders and the CDO (careerdev@law.umaryland.edu) by Friday, May 31, 2013. A Sample Judges Spreadsheet may be found under the “Resources” tab on Symplicity. In the transmittal email for your Judges Spreadsheet, indicate the top 5 judges to whom you are applying and would like faculty support calls. Please note that such calls are at the discretion of the faculty members.
Please speak with your professors and other recommenders about their timeline, and be aware that many may be unavailable for parts of the summer.

4. **For state court clerkships, be sure to find out the application deadlines and whether letters of recommendation or a list of references are required.**

   If letters are required, login to Symplicity, click on the “Resources” tab, and use the “Sample Judges Spreadsheet” to create an Excel spreadsheet for your recommenders. Each letter must be addressed to each particular judge. The CDO will mail out these completed and sealed applications for you, but via regular mail, not Federal Express. Please email your Excel spreadsheet of the judges to whom you are applying to the CDO at careerdv@law.umaryland.edu. In the transmittal email for your Judges Spreadsheet, indicate the top 5 judges to whom you are applying and would like faculty support calls. Please note that such calls are at the discretion of the faculty members.

5. **For federal clerkships, submit completed clerkship applications to the CDO for mailing.** To be mailed for receipt in judges’ chambers on June 28, 2013 (the first date that federal judges may accept applications from current students per the Federal Law Clerk Hiring Plan), all applications must be received by the CDO by **FRIDAY, June 7, 2013.** **APPLICATIONS MUST BE IN SEALED MAILING ENVELOPES- CDO WILL NOT ACCEPT INCOMPLETE APPLICATIONS.** You may submit applications after this date, and the CDO will mail them, but cannot guarantee they will be sent via Federal Express or arrive on June 28, 2013. Also, please note that if you choose to mail your applications yourself, you will not be reimbursed by the CDO for associated costs.

   If you have any questions regarding, please contact Jennifer Pollard (jpollard@law.umaryland.edu) or Rita Jones (rjones@law.umaryland.edu) in the CDO.
Critical Dates for Federal Clerkship Applications

April 19, 2013 – Complete/update Clerkship Registration Form on Symplicity and submit Judicial Clerkship Information Form to CDO

April 26, 2013 – Latest date to request letters of recommendation from professors and provide recommenders with Clerkship Candidate Information Form; provide spreadsheet of judges to recommenders as soon as possible

May 31, 2013 – Provide Judges Spreadsheet (sample found under “Resources” tab on Symplicity) to CDO and recommenders. Be sure to include your 5 judges for potential recommender calls in transmittal email.

June 7, 2013 - Submit completed federal clerkship application packets to CDO for mailing

Friday, June 28, 2013, 12:00 p.m. - First date and time that federal judges may receive and assess federal clerkship applications, schedule and conduct interviews, and make clerkship offers

Checklist for State and Federal Clerkship Applications

☐ Has the CDO reviewed your cover letter and resume?
☐ Do you have two writing samples?
☐ Do you have a copy of your official transcript?
☐ Do you have three references?
☐ Have you contacted your references for letters of recommendation, if necessary?
☐ Have you proofread all materials for typos and spelling/grammar mistakes?
☐ Do you have the correct addresses for any paper applications?
☐ Do you have resume paper for your cover letter, resume, and list of references?
☐ Have you completed the Clerkship Candidate Information Form and provided it to your recommenders?