JUDICIAL CLERKSHIP RESOURCES FOR ALUMNI

(1) Counseling/Advising
Alumni who have questions about applying for judicial clerkships should first review the Judicial Clerkship Handbook, available on the CSO Judicial Clerkship webpage at http://law.wustl.edu/career_services/pages.aspx?id=944. The username and password to access this resource are (wulaw/wulaw). The Handbook provides detailed information on each step of the process, along with numerous research tools, a list of where alumni and faculty have clerked, and sample cover letters and writing sample cover pages. Alumni may also review the videos available on the website regarding application and interview strategy. Any questions about the process should be directed to Rachel Braaf Koehler, CSO Judicial Clerkship Advisor, at rkoehler@wulaw.wustl.edu or (314) 935-6451.

(2) OSCAR/Federal Law Clerk Hiring Plan
The Federal Law Clerk Hiring Plan, which provides that the hiring of law clerks should be done no sooner than the fall of the third year of law school, ONLY applies to current law students. As a graduate, you may apply to a judicial clerkship at anytime, and judges may interview and hire graduates at anytime. In fact, if possible, it is preferred to apply for a clerkship during the summer, instead of waiting until the fall (i.e. apply in Summer 2011 for a clerkship to begin in Fall 2012), as you will be getting your applications to the judges in advance of the 3L class. Also, be sure to check OSCAR for openings at various times during the year, as judges sometimes have unexpected needs for an immediate clerk to fill a vacancy. For additional information on the Federal Law Clerk Hiring Plan, please go to http://www.cadc.uscourts.gov/internet/lawclerk.nsf/Home?OpenForm. To utilize OSCAR to search job postings and to submit online applications, please create a username and password at the OSCAR site https://oscar.symplicity.com/.

(3) Letters of Recommendation Processing
Particularly if you are a recent graduate, it is strongly encouraged to use at least one or two faculty at Washington University School of Law as recommenders. To secure a letter of recommendation as an alumnus, please first contact your potential recommender to determine their willingness and availability to provide you a letter for your applications during the time frame requested. Once your recommender has agreed to write for you, please send an email to Beverly Owens, at owensb@wulaw.wustl.edu, with the name(s) of your recommenders and your law graduation date. For federal judges, you will also need to provide a judge list, created through the Symplicity Clerkship Tab. If you no longer have access to Symplicity, please contact the CSO front desk at (314) 935-6451 and they will provide you with a password. If you are applying to state courts, administrative law judges, or
any other judges not covered by the Symplicity Clerkship Module, you will need to create your own judge list (in Excel) with contact information that can be used for a mail merge with your letters of recommendation. Please allow at least five (5) business days for preparation of your letters of recommendation. This applies to both online and paper letters. Any questions about letters of recommendation should be directed to Beverly Owens at owensb@wulaw.wustl.edu, or (314) 935-6482, or Rachel Braaf Koehler, CSO Judicial Clerkship Advisor, at rkoehler@wulaw.wustl.edu or (314) 935-6451.

(4) Clerkship Application Processing
The law school does not mail applications for clerkships for alumni. Much like with state court applications, there is no one set deadline for federal applications from alumni. The law school does mail 3L applications to all federal courts that follow the Federal Law Clerk Hiring Plan, because under the Plan, they must be received on a specific date, in a bundle as requested by the judges. As an alumnus, for judges who request paper applications, please submit your complete application (cover letter and resume on resume paper, copy of official transcript, writing sample, and letters of recommendation) in a large envelope. If you are unable to send your letters of recommendation at the same time as your application, please have them sent separately, and note in your cover letter that they will be received under separate cover. Please see the Judicial Clerkship Handbook for sample cover letters.

(5) After Accepting a Clerkship
Once you have secured a clerkship, please contact the CSO at careerservices@wulaw.wustl.edu or Rachel Braaf Koehler, CSO Judicial Clerkship Advisor at rkoehler@wulaw.wustl.edu with information about your clerkship, so that we may add you to our alumni list.

(6) Contact Information
Career Services Office
(314) 935-6451
careerservices@wulaw.wustl.edu
Rachel Braaf Koehler
CSO Judicial Clerkship Advisor
(314) 935 -6451
rkoehler@wulaw.wustl.edu

Beverly Owens
(314) 935-6482
owensb@wulaw.wustl.edu