

SECTION V

Judicial Clerkships

FEDERAL COURTS

Most federal judges accept applications for law clerks from third/fourth year law students in the Fall of the last year of law school. The majority of federal judges require 3Ls/4EDs to apply online using OSCAR, the Online System for Clerkship Application and Review. Usually in June, OSCAR becomes available for student registration. At this point, students are able to begin using the system to choose the judges, with whom they would like to apply and build application(s) online by uploading resumes, cover letters, writing samples. In addition, recommender(s) are able to upload letters of recommendation onto OSCAR.

Judges are able to log on and view your all of your application materials on the Tuesday after Labor Day so it is important to begin this process early so that your application is complete by this date. To access OSCAR, log on to: <https://oscar.symplicity.com/>

Register to receive your password and begin building your application online!

For more information on applicable deadlines, review the federal law clerk hiring plan (including applicable deadlines located at: <http://www.cadc.uscourts.gov/lawclerk/>)

SPECIAL TIPS:

1. ALL OF YOUR APPLICATION MATERIALS, INCLUDING RECOMMENDATION LETTERS, MUST BE UPLOADED TO OSCAR PRIOR TO THE TUESDAY AFTER LABOR DAY.

2. Applying for a federal clerkship is a competitive process in which g.p.a and class rank is extremely important. Typically, federal judges are looking for students who have ranked in the top 5-10% depending on the applicant's school.

3. Contact your references early to ask for a letter of recommendation. Because it can be more difficult to connect with faculty over the summer, you are advised to contact faculty members during the spring of your second year of law school to request that they serve as recommenders. Please remember that your recommenders will need time to prepare a letter on your behalf, upload same to OSCAR, and are likely fielding recommendation requests from multiple students.

4. All of your written application materials including resume, cover letter and writing sample must be PERFECT. Have your resume and cover letter reviewed early well before the deadline. Spend time incorporating suggested changes to your writing sample. It will be worth the extra effort!

5. For more information concerning the clerkship process, check out *Behind the Bench: The Guide to Judicial Clerkships* by Debra M. Strauss, Esq. available in the Career Development Library.

FEDERAL COURTS

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
<p>U.S. Courts of Appeals U.S. District Courts U.S. Claims Courts U.S. Tax Courts U.S. Courts of Veterans Appeals U.S. Courts of International Trade</p>	<p>In March of 2002, an Ad Hoc Committee, co-chaired by the Hon. Edward R. Becker and the Hon. Harry Edwards, reported that federal appellate judges voted overwhelmingly in favor of a new Plan for law clerk hiring. The Plan includes:</p> <p>(1) an arrangement ensuring that the hiring of law clerks will not be done earlier than the fall of the third or fourth year of law school; and</p> <p>(2) an agreement that focuses law clerk hiring on third or fourth year law students.</p> <p>The US District Courts in PA, DE, and NJ have agreed to abide by the same hiring plan.</p> <p>Most federal judges accept applications for law clerks from third/fourth year law students in the fall of the last year of law school. The majority of federal judges require 3Ls/4EDs to apply online using OSCAR, the Online System for Clerkship Application and Review. Usually in June, OSCAR becomes available for student/recommender registration.</p> <p><u>Resources</u></p> <p>For more information on applicable deadlines, review the federal law clerk hiring plan located at: http://www.cadc.uscourts.gov/lawclerk/</p> <p>To access OSCAR, log on to: https://oscar.symplicity.com/</p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Two or three letters of recommendation (depending on individual judge)</p>

DELAWARE STATE COURTS

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
<p>Supreme Court of Delaware</p>	<p>Generally speaking, students should apply directly to the five individual Justices between the summer and early winter of the third year. However, please be advised that, depending on the Justice, hiring can occur earlier than this period. Therefore, students are advised to contact chambers directly during their second year to determine hiring timetable for each Justice.</p>	<p>Cover letter Resume Unofficial law school transcript Unofficial undergraduate transcript Writing sample Two or three letters of recommendation (depending on the individual Justice)</p>
<p>Court of Chancery</p>	<p>Apply directly to the five (5) individual judges. Application dates are determined by the Chancellor and vice-chancellors individually. Submit between summer and early winter of 3L year. Some Chancellors/Vice Chancellors have hired clerks earlier than the third year of law school; please contact chambers directly early in your second year to determine the hiring timetable for each Chancellor/Vice Chancellor.</p>	<p>Cover letter Resume Unofficial law school transcript Undergraduate transcripts Writing sample Two letters of recommendation (preferably written by professors)</p>

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
<p>Superior Court of Delaware</p>	<p>While the advertised application deadline generally is not until early fall of the 3L, <u>students are encouraged to submit their applications early</u>. Clerkships are available for a one-year term. While students should apply centrally (see below), the CDO encourages students to apply directly to individual judges as well.</p> <p>Apply centrally to the Resident Judge for each county: (Contact the Court for the contact person information)</p> <p><u>New Castle County</u> The Honorable Richard Cooch Superior Court of Delaware New Castle County Courthouse 500 North King Street Wilmington, DE 19801</p> <p><u>Kent County</u> The Honorable William Witham Jr. Superior Court of Delaware Kent County Courthouse 38 The Green Dover, DE 19901</p> <p><u>Sussex County</u> The Honorable T. Henly Graves Superior Court of Delaware Sussex County Courthouse 1 The Circle, Suite 2 Georgetown, DE 19947</p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Judicial Application Form (after submission of above items)</p>

COURT	APPLICATION PROCESS	APPLICATION MATERIALS
Family Court of Delaware	<p>While students may apply centrally (see below), the CDO encourages students to apply directly to the individual judges in the late summer. Clerkships are for a one-year term.</p> <p>Apply centrally to:</p> <p>Jackie Riggs-Potts The Family Court of the State of Delaware New Castle County Courthouse 500 King Street, Suite 3500 Wilmington, DE 19801-3732</p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Letters of recommendation (optional)</p>
Court of Common Pleas	<p>The application deadline is generally in January of the year of the clerkship; however, students are encouraged to apply in the early Fall of the third year in law school to the individual judges. Clerkships are for a one-year term.</p>	<p>Cover letter Resume Law school transcript Writing sample</p>

PENNSYLVANIA STATE COURTS

Court	Application Process	Application Materials
Supreme Court of Pennsylvania	<p>Apply directly to the seven individual justices. The deadline for applications is in the early spring of the second year. Check with individual Justices for specific deadline information. The clerkship can run from one to three years. For more information, see: http://www.courts.state.pa.us/Index/Supreme/IndexSupreme.asp</p> <p>List of justices also is available in the Career Development Office or may be obtained from several directories in our library. Biographical sketches and/or contact information may also be reviewed in the <i>Pennsylvania Bar Association Lawyer's Directory</i>, and <i>The American Bench, Want's Judicial Directory</i></p>	<p>Cover letter Resume Unofficial law school transcript Writing sample Two letters of recommendation</p>
Commonwealth Court of Pennsylvania	<p>Apply directly to each of the individual judges. Application process is the same as that listed above for the Pennsylvania Supreme Court.</p>	<p>Same as above.</p>
Superior Court of Pennsylvania	<p>Same as above.</p>	<p>Same as above</p>
Court of Common Pleas	<p>Apply directly to individual judges in the fall of your last year of law school. Clerks may serve for more than one year and many judges have permanent clerks. Applications should be submitted early in the fall of the final year of law school. For more information on Philadelphia Court of Common Pleas: check out: http://courts.phila.gov under the employment tab.</p> <p>Lists of judges also may be obtained from several directories in the Career Development Office. Biographical sketches may be reviewed in <i>The American Bench</i>.</p>	<p>Resume Cover letter</p>

POSITION TITLE:	Judiciary Law Clerk	OPENING DATE:	April 27, 2012
COURT TERM	August 26, 2013 through August 31, 2014 (Unclassified)	CLOSING DATE:	March 29, 2013
		ANNOUNCEMENT:	12-33
		SALARY	
	Supreme Court		\$59,397
	Superior Court Appellate Division		\$54,231
	Superior Court Assignment Judge		\$49,713
	Superior Court Chancery Division, General Equity		\$49,713
	Superior Court Chancery Division, Family		\$45,192
	Superior Court Law Division (Civil and Criminal)		\$45,192
	Tax Court		\$45,192

POSITION DESCRIPTION

Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

NOTE: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at <http://www.judiciary.state.nj.us/rules/appemploy.htm>.

REQUIREMENTS

EDUCATION: Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary's law clerkship program is intended for recent law school graduates who have not yet engaged in the practice of law. Selected candidates will be required to provide an **official, final law school transcript**, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

MEDIATION TRAINING: It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the court term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

DRIVER'S LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SPECIAL NOTE: Individuals selected for clerkships must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

AUTHORIZATION TO WORK: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Judiciary on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. New Jersey state employees hired prior to September 1, 2011 who transfer from within the Judiciary or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the Act. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

INFORMATION FOR APPLICANTS

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at www.judiciary.state.nj.us/lawclerks. Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

NOTE: Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one-year clerkship in the Appellate Division or Supreme Court.

HOW TO APPLY

There are two ways to apply for a clerkship. Applicants are encouraged to apply early as indicated below.

<p>Applicants may send a cover letter and resume directly to individual justices and judges. These documents should include the month and year the juris doctor degree will be awarded and any specific area of interest of law. You may include writing samples, transcripts, recommendation letters or a list of references with your application. Judges' chambers addresses are on the Judiciary website at www.judiciary.state.nj.us/directory/judgetara.pdf. Candidates will be contacted directly by the justices or judges for interviews that begin in the fall 2012 for the court term that begins August 26, 2013.</p>	<p>AND/OR</p>	<p>Applicants may also email a cover letter and resume to the Judiciary Human Resources Office, at lawclerkresumes@mailbox@judiciary.state.nj.us. Include in your cover letter the announcement number #12-33, the month and year the juris doctor degree will be awarded, and day and evening telephone numbers. You may indicate a preference for the court, division, and employment location in your e-mail. Do not send writing samples, transcripts, recommendation letters or references to the Human Resources office. Resumes sent to the Human Resources office will be made available to all justices and judges, who will directly contact potential candidates for interviews that will be conducted beginning in the fall of 2012 for the court term that begins August 26, 2013. Resumes for the 2013-2014 court term will be accepted until March 29, 2013.</p>
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