

CHECKLIST FOR APPLYING FOR JUDICIAL CLERKSHIPS

- Decide whether to apply for a judicial clerkship.
- Decide in what courts (federal/state/local, appellate/trial/both) you will seek clerkships.
- Decide in what geographic regions you will seek clerkships.
- Decide to which judges in these regions and courts you will apply for clerkships.
- Determine what each judge needs as part of his/her application packet.
- Determine when to send your materials to the judges you have identified.
- Contact your potential references (faculty members, employers, etc.) early in the process so they have adequate time to prepare recommendations for you.
- Download judges' addresses and contact information from The George Washington University Law School Judge Database into Excel spreadsheet to do mail merge.
- Update your resume and cover letter.
- Choose your writing sample; refine it if necessary.
- Finalize your application packets and send them.
- Be prepared for calls directly from judge's clerks or judges themselves.
- When contacted for an interview, try to schedule the interview with sufficient lead time to take advantage of advance purchase airfares.
- After scheduling an interview, contact other judges on the same court/ in the same vicinity to whom you have applied about scheduling interviews while you are in the area.
- Prepare thoroughly for the interview by researching the judge's background, his/her opinions, and any media coverage about him/her; speaking with faculty members; and reviewing alumni clerkship evaluations in the CDO.
- Promptly after the interview, send a thank you note and reiterate your interest or, in an extraordinary circumstance, when you would not accept a clerkship with the judge, politely withdraw from consideration.