

SYMPPLICITY CLERKSHIP MODULE DIRECTIONS

(updated November 2008)

FIRST Login to Symplicity at [GW Law CSM](https://law-gwu-csm.symplicity.com/students/) (https://law-gwu-csm.symplicity.com/students/). Use your user your username and password to access the Website. If you forgot your password use the “Forgot Password” tab on the sign in page. If you forgot your username, you can contact Sheila Driscoll. However your username is usually your GW law email address.

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL
WASHINGTON DC

Sign in | Forgot my password | Help

powered by symplicity

log-in

Please enter your username and password.

Username: (your email address)

Password:

Go | Reset | Forgot Password

SECOND click on the tab labeled “Clerkships”.

Clerkship is a database of all FEDERAL ONLY judges in the US. The database looks like this:

GW Law CSM - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Internet Explorer

Address: https://law-gwu-csm.symplicity.com/students/index.php?s=clerkships&ss=clerkship&

home | profile | documents | jobs | employers | clerkships | OCI | events | calendar

clerkships powered by symplicity

Tom Hanks

Clerkships | Favorites | Detailed Search | Registration | Application Status Info | Interview Evaluation | Clerkship Evaluation | Help

Circuit Code

District Code

City

OSCAR

Show Me

Keywords

Search Clear

Batch Options: Export To Excel Favorites...

Items 1-20 of 2191

Last	First	Judge Type	Court	Specific Court	City	App Status	Options
<input type="checkbox"/>	Abel	Mark	Federal District - Magistrate Judges	United States District Court	Southern District of Ohio	Columbus	Edit
<input type="checkbox"/>	Abrams	Paul	Federal District - Magistrate Judges	United States District Court	Central District of California	Los Angeles	Add
<input type="checkbox"/>	Acker	William	Federal District - District Judges	United States District Court	Northern District of Alabama	Birmingham	Add
<input type="checkbox"/>	Ackerman	Harold	Federal District - District Judges	United States District Court	District of New Jersey	Newark	Add OSCAR
<input type="checkbox"/>	Acosta	Raymond	Federal District - District Judges	United States District Court	District of Puerto Rico	San Juan	Add
<input type="checkbox"/>	Adams	Henry	Federal District - District Judges	United States District Court	Middle District of Florida	Jacksonville	Add

Previous | Jump 1 | Next

start | Internet Explorer | Microsoft Excel - Book1 | Nuts & Bolts of Appli... | Symplicity | Symplicity Clerkship D... | 12:26 PM

You can also search via “Detailed Search” and search by more criteria. We recommend you search broadly.

When you click on the name of each judge, you will see a profile of that judge with basic biographical information, as well as additional information including if the judge has hired GW law students as law clerks in the past. See sample profile of Judge Titus in the District of Maryland below:

The screenshot shows a web browser window titled "GW Law CSM - Microsoft Internet Explorer". The address bar displays the URL: https://law-gwu-csm.symlicity.com/students/index.php?mode=clerkship&_key=0&cor. The page content is for "Roger W. Titus" and includes the following sections:

- Judge Information**
 - Salutation: Judge
 - First Name: Roger
 - Middle Initial: W.
 - Last Name: Titus
 - Phone: 301-344-0052
 - Fax: 301-344-3888
- Address**
 - United States Courthouse, Suite 255A
 - 6500 Cherrywood Lane
 - Greenbelt, MD
 - 20770
- My Application Status**
 - No Application Found - [\[add\]](#)
- Judge Details**
 - Status**: Active
 - Court**: United States District Court
 - Specific Court**: District of Maryland
 - Judge Type**: Federal District - District Judges
 - Circuit Code**: 04
 - District Code**: MD
- Judge Type**: Federal District - District Judges
- Circuit Code**: 04
- District Code**: MD
- Length of Clerkship**: one year
- College**: Johns Hopkins 1963 BA
- Law School**: Georgetown 1966 JD
- Past Hires From This Law School**
 - Lisa Donohue (Lafayette) Class of 2002/ Clerkship 2004.
 - Seth Huttner/ Class of 2004/ Clerkship 2004.
 - Kim Sikora/ Class of 2005/ Clerkship 2005.
 - Sonia Wladna Nath/ Class of 2006/ Clerkship 2006.
 - William Zapf /Class of 2007/ Clerkship 2007.
 - Vanessa Chen/Class of 2007/Clerkship 2008
- Notes**: Hires judicial interns both during school year and in the summer
- Law School Transcript**: Yes
- Undergraduate Transcript**: Yes
- Letters of Recommendation**: 2
- Writing Sample**: Yes
- Law Review**: Preferred
- Other Journal**: Preferred
- Class Standing**: Top 10 Percent
- Additional Selection Criteria**: Writing sample must not exceed 25 pages. At least one letter of reference must be from a law professor.

A "Back" button is visible at the bottom left of the profile content area.

THIRD Select the judges that you plan to apply to by placing a check mark next to their names. When you've completed your judge selection click on "Favorites" next to batch options and finally choose "Add checked to new list".

You can search for judges by either Circuit Code (i.e. 1-11th circuits, DC circuit and Federal Circuit); District Code (i.e. United States District Court for the District of Columbia is "DC", The United States District Court for the Eastern District of Virginia, is "VAE") or by the name of the judge entered in "Keywords". You can also search by the City or State where the judge sits.

To select all of the judges found, click on the "Plus" sign under "Batch Options" OR individually click on the boxes to the left of each judge's name.

The screenshot shows the Symplicity website interface. At the top, there is a navigation menu with links for home, profile, documents, jobs, employers, clerkships, OCI, events, and calendar. Below this is the 'clerkships' logo and a user profile for Tom Hanks. The main content area is titled 'Favorites' and contains a search form with fields for 'List' (set to 'all'), 'OSCAR', 'Show Me', and 'Keywords'. Below the search form is a 'Batch Options' menu with options: 'Export To Excel', 'Add Checked To...', 'Remove Checked From...', and 'Add Checked To New List'. A table of judges is displayed below, with 4 items selected. The table has columns for 'Last', 'First', 'Judge Type', 'Court', 'Specific Court', 'City', 'App Status', and 'Options'. The selected judges are Allegra, Amon, Archer, and Baskir.

	Last	First	Judge Type	Court	Specific Court	City	App Status	Options
<input checked="" type="checkbox"/>	Allegra	Francis	Federal Claims	United States Court of Federal Claims		Washington	+ Add OSCAR	★ FAVORITE
<input type="checkbox"/>	Amon	Carol	Federal District - District Judges	United States District Court	Eastern District of New York	Brooklyn	+ Add	★ FAVORITE
<input type="checkbox"/>	Archer	Glenn	Federal Circuit	United States Court of Appeals	Federal Circuit	Washington	+ Add	★ FAVORITE
<input type="checkbox"/>	Baskir	Lawrence	Federal Claims	United States Court of Federal Claims		Washington	+ Add OSCAR	★ FAVORITE
<input type="checkbox"/>	Bates	John	Federal District - District Judges	United States District Court	District of Columbia	Washington	+ Add OSCAR	★ FAVORITE
<input type="checkbox"/>	Batts	Deborah	Federal District - District Judges	United States District Court	Southern District of New York	New York	+ Add	★ FAVORITE

Once you've created a "judge list", you can view it by clicking on the favorites tab.

FOURTH. To create a list for your own mail merge use Batch Options, click on “Export to Excel;” Save the Excel spreadsheet on your computer. The file will look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	The_Hon	Full_Nam	Court_G	Court_Sj	Street1	Street2	Street3	City	State	Zip	Salutatio	Last_Nar	Phone	Fax	Email	Circuit_C	District	Judge_T	Oscar
2	The Honor	John D. Ba	United Sta	District of	14329 E. B	333 Consi		Washingto	DC	20001	Judge	Bates	202-354-34	202-354-34		DC	DC	Federal Di	Yes
3	The Honor	Rosemary	United Sta	District of	12327 E. B	333 Consi		Washingto	DC	20001	Judge	Collyer	202-354-36	202-354-36		DC	DC	Federal Di	No
4	The Honor	John Mich	United Sta	District of	11426 E. B	333 Consi		Washingto	DC	20001	Magistrate	Facciola	202-354-31	202-354-31		DC	DC	Federal Di	Yes
5	The Honor	Paul L. Fri	United Sta	District of	16321 E. B	333 Consi		Washingto	DC	20001	Judge	Friedman	202-354-34	202-354-34		DC	DC	Federal Di	No
6	The Honor	Joyce Hen	United Sta	District of	14106 E. B	333 Consi		Washingto	DC	20001	Judge	Green				DC	DC	Federal Di	No
7	The Honor	Thomas F.	United Sta	District of	14114 E. B	333 Consi		Washingto	DC	20001	Chief Judg	Hogan	202-354-34	202-354-34		DC	DC	Federal Di	Yes
8	The Honor	Ellen Seg	United Sta	District of	16327 E. B	333 Consi		Washingto	DC	20001	Judge	Huvelle	202-354-32	202-354-32		DC	DC	Federal Di	Yes
9	The Honor	Alan Kay	United Sta	District of	11130 E. B	333 Consi		Washingto	DC	20001	Magistrate	Kay	202-354-33	202-354-33		DC	DC	Federal Di	No
10	The Honor	Henry H. K	United Sta	District of	14317 E. B	333 Consi		Washingto	DC	20001	Judge	Kennedy	202-354-33	202-354-33		DC	DC	Federal Di	Yes
11	The Honor	Gladys Ke	United Sta	District of	16333 E. B	333 Consi		Washingto	DC	20001	Judge	Kessler	202-354-34	202-354-34		DC	DC	Federal Di	Yes
12	The Honor	Colleen K	United Sta	District of	14323 E. B	333 Consi		Washingto	DC	20001	Judge	Kollar-Kot	202-354-33	202-354-33		DC	DC	Federal Di	Yes
13	The Honor	Royce C. I	United Sta	District of	14434 E. B	333 Consi		Washingto	DC	20001	Judge	Lamberth	202-354-33	202-354-33		DC	DC	Federal Di	Yes
14	The Honor	Richard J.	United Sta	District of	14335 E. B	333 Consi		Washingto	DC	20001	Judge	Leon	202-354-36	202-354-36		DC	DC	Federal Di	No
15	The Honor	Louis F. O	United Sta	District of	12309 E. B	333 Consi		Washingto	DC	20001	Judge	Oberdorfer	202-354-32	202-354-32		DC	DC	Federal Di	Yes
16	The Honor	John G. P	United Sta	District of	16600 E. B	333 Consi		Washingto	DC	20001	Judge	Penn	202-354-34	202-354-34		DC	DC	Federal Di	No
17	The Honor	Richard W	United Sta	District of	14435 E. B	333 Consi		Washingto	DC	20001	Judge	Roberts	202-354-34	202-354-34		DC	DC	Federal Di	Yes
18	The Honor	James Ro	United Sta	District of	16315 E. B	333 Consi		Washingto	DC	20001	Judge	Robertson	202-354-32	202-354-34		DC	DC	Federal Di	Yes
19	The Honor	Deborah A	United Sta	District of	11114 E. B	333 Consi		Washingto	DC	20001	Magistrate	Robinson	202-354-33	202-354-30		DC	DC	Federal Di	No
20	The Honor	Emmet G.	United Sta	District of	12114 E. B	333 Consi		Washingto	DC	20001	Judge	Sullivan	202-354-32	202-354-32		DC	DC	Federal Di	Yes
21	The Honor	S. Martin	United Sta	District of	12106 E. B	333 Consi		Washingto	DC	20001	Chief Judg	Teel	202-665-26	202-209-64		DC	DC	Federal Di	Yes
22	The Honor	Ricardo M.	United Sta	District of	14311 E. B	333 Consi		Washingto	DC	20001	Judge	Urbina	202-354-33	202-354-33		DC	DC	Federal Di	No
23	The Honor	Reggie B.	United Sta	District of	12426 E. B	333 Consi		Washingto	DC	20001	Judge	Walton	202-354-32	202-354-32		DC	DC	Federal Di	No
24																			
25																			
26																			
27																			
28																			
29																			
30																			

General Mail Merge Instructions

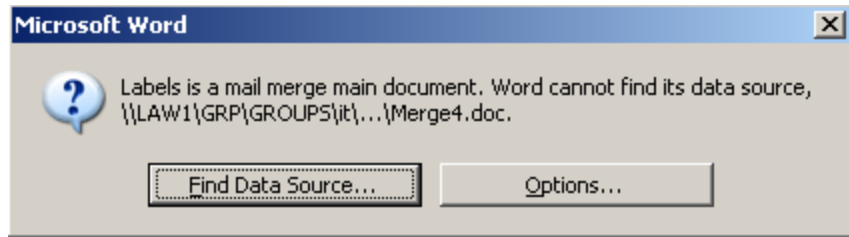
Open your saved excel file. To make the saved Excel file more readable, highlight all the cells, then select Format, then Column, and then “AutoFit Selection”

	A	B	C	D	E
1	The_Honorable	Full_Name	Co	Court_Specific	Street1
2	The Honorable	John D. Bates	United States District Court	District of District of Columbia	4329 E. Barrett Pre
3	The Honorable	Rosemary M. Collyer	United States District Court	District of District of Columbia	2327 E. Barrett Pre
4	The Honorable	John Michael Facciola	United States District Court	District of District of Columbia	1426 E. Barrett Pre
5	The Honorable	Paul L. Friedman	United States District Court	District of District of Columbia	6321 E. Barrett Pre
6	The Honorable	Joyce Hens Green	United States District Court	District of District of Columbia	4106 E. Barrett Pre
7	The Honorable	Thomas F. Hogan	United States District Court	District of District of Columbia	4114 E. Barrett Pre

The CDO has created a Label template and a Cover Letter template with the mail merge fields already inserted. They are available on the judicial clerkship site, www.law.gwu.edu/careers then “Judicial Clerkships and Internships” and you can save them on your computer.

Open the CoverLetter.doc you saved in Microsoft Word.

If you get the following pop up window, click on Find Data Source and select the exported Excel spreadsheet you saved earlier.



Add your name and address information if you are not using the same header as your resume. Type up your generic cover letter. Your document should look similar to Example 1 below.

Example 1:

[Your address or Resume Heading]

Date

«The_Honorable» «Full_Name»

«Court_General»

«Court_Specific»

«Street1»

«Street2»

«Street3»

«City», «State» «Zip»

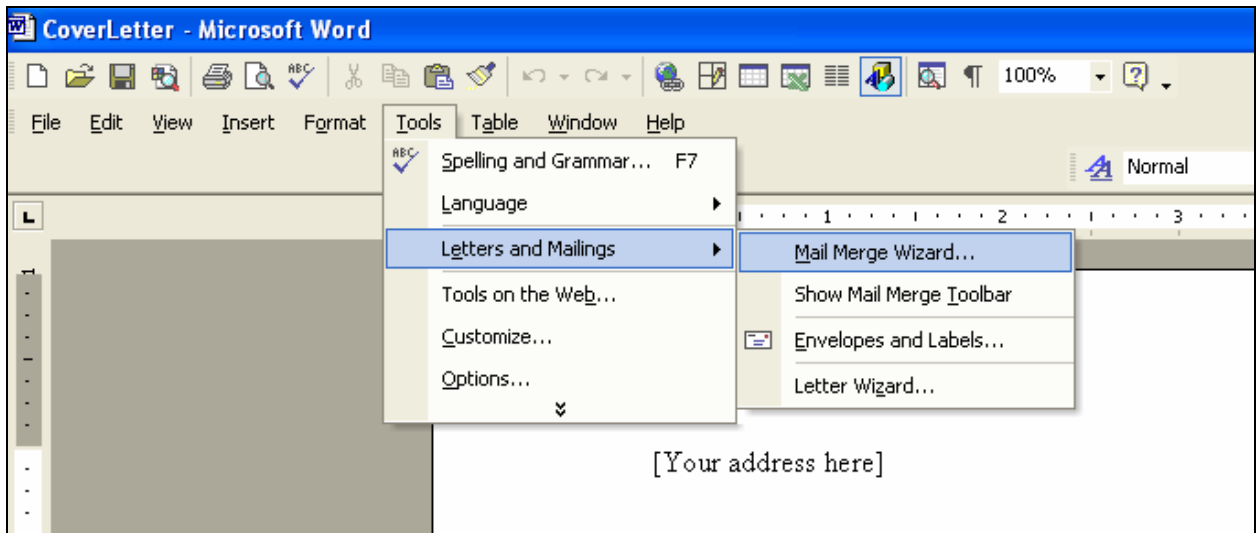
Dear «Salutation» «Last_Name»:

[Body of letter goes here]

Sincerely,

Your Name

Click on “Tools”, then “Letters and Mailings” and then “Mail Merge Wizard”.



The “wizard” steps should appear in a column on the right. There are 6 steps, but if you had already selected your Judge List when the pop up “Find Data Source” came up when you first opened your document (see above), then the wizard automatically opens on to Step 3.

Step 1 asks what document type, and you select either “letter” or “labels” then click “Next.”

Step 2 asks “How do you want to set up your letters” and you select “use the current document.”

Step 3 asks you to select your recipients, and you choose “Use an Existing list”. Your Judge List should already be selected, but if it’s not, then browse your files and select it. You can then write the body of your letter if you have not already done so.

Step 4 allows you to preview your letter.

On Step 5 you complete the merge, and you are given a choice of either simply printing the letters, or editing individual letters. You should select “edit individual letters” if you need to add specific language to one or two judges. For example, you want to personalize your letter to a judge that you had previously interned for, or you want to highlight to judges in Oklahoma that you are from there, etc.

Merging Labels.

Follow the same steps for merging your labels as you used for merging your cover letter above.

When the “Wizard” appears, it will start on Step 3. Note that the label template is set for using **AV5162 labels**.