

REMINDERS

Please make sure to turn in your registration form by April 25th-this is the first step in the process and ensures you receive all emails and updates. Remember to check your email regularly over the summer as that is the primary means of communication with our office.

Also, check the website <http://www.luc.edu/law/career/judicial.html> for upcoming deadlines and information. The username is student and the password is loyolaonline.

I will be available to answer any questions you have as well as to review resumes, cover letters, writing samples. Please feel free to contact me at mlooker@luc.edu or call 312-915-7124.

If for any reason you change your mind about applying for clerkships, please notify me immediately as well as your recommenders.

OSCAR BASICS

As of May 5, 2008 OSCAR will become the centralized resource for notice of available clerkships, clerkship application information, and law clerk employment information. Judges will be able to indicate whether they are hiring and if so, whether they wish to receive applications electronically or in hard copy. This will include the information currently posted on <https://lawclerks.ao.uscourts.gov/>

Review the OSCAR Applicant User Guide:

1. Go to OSCAR website <http://oscar.dcd.uscourts.gov/>
2. Click on Resources tab.
3. Click on Applicant Resources
4. Click on Applicant User Guide

*the guide currently available is for version 3.0

Dates relevant to OSCAR:

May 5, 2008-OSCAR system updated for 2008 hiring period, class of 2009 can register
**Alumni and class of 2008 can register and submit applications prior to this date

June 16, 2008-Email final excel spreadsheets of OSCAR and non-OSCAR judges to mlooker@luc.edu

July 1, 2008-Students shall have taken all necessary steps to register on OSCAR and designate recommenders on OSCAR (confirm applications) on or before this date.

September 3, 2008-Judges have access to applications at noon EDT

Obtaining an OSCAR Account (beginning May 5 for class of 2009):

1. Go to OSCAR website <http://oscar.uscourts.gov> (THIS IS THE NEW SITE!)
2. Login to OSCAR-create an account

The system prompts the user to enter General Information (e.g., name, email address, address, and phone numbers), to select a username and password, and to complete Academic Information (e.g., undergraduate school and graduation date, law school and graduation date, class rank, and law review/journal).

Note: A red asterisk located next to a field depicts a required field. All of the information submitted will be viewed by the judges you apply to.

3. Click Submit. You should receive an email with your OSCAR username and password.

4. You will be asked to certify the information supplied in “My Account”

Uploading Documents:

Upload the documents you plan to submit or use online editor (cover letter, resume, grade sheet, and writing sample) in the My Documents section.

- All Documents uploaded to the system must be in .pdf format (the only exception is cover letters created in the OSCAR online editor). Check out the handout on converting application documents to .pdf format.

- OSCAR does not accept any scanned documents.

- File size limits the document sizes must not exceed 300 kilobytes for all documents except for grade sheets the limit is 100 kilobytes.

- Document limits-can only have uploaded at any one time:

 - Up to 3 resumes

 - Up to 25 cover letters (*if you use the OSCAR online editor there is no limitation)

 - Up to 3 writing samples

 - Up to 2 law school grade sheets (for transfer students)

 - Up to 3 other grade sheets.

OSCAR online editor allows you to create cover letters with mail merge codes for the judges’ names and addresses. You can also edit the cover letters as needed versus uploading the cover letter as a file, which cannot be edited, only deleted and replaced.

Recommendations:

OSCAR recognizes 2 types of recommenders

(1) Faculty-select from a dropdown list

(2) other recommenders-enter the name and contact information under Create New Recommender

When you select recommenders under the My Recommenders tab, you are only setting up a pool of recommenders to use in submitting applications. You have to actually confirm applications (under Judges Tab) in order for your recommenders to receive your requests for recommendation letters and/or Evite emails.

You must put Ms. Porter’s email address in the cc: box when you designate your recommenders (lporter@luc.edu). If you are using recommenders that are not Loyola faculty (including legal writing and appellate advocacy instructors) there is an instruction sheet you may provide to them (available on the website).

Judges Tab:

This section is where the applicant actually searches for clerkships and applies online.

Applicants can perform the following functions:

- View clerkships
- Perform advanced searches for clerkships
- Apply to clerkships

- Export a list of clerkships to an Excel file

This area is where you can determine what materials judges are requesting (how many letters of recommendation), the length of the clerkship (1 or 2 years), etc.

Under the Judges Tab, sub-tab of “**Applications**”-where you can view the status of your applications and letters of recommendation. Also has batch options feature where you can finalize your applications.

Building Applications:

Under Judges tab-select judge you want to apply to. You will be able to view the requirements and build an application.

- 1) Create application-select each document that you want to submit to that judge and identify your recommenders for that application
- 2) Confirm application- to trigger requests to your recommenders, this will also save the application as a draft. Applicants may edit and delete applications up until you finalize the application.
- 3) Finalize application-You must finalize the application for the system to release it on September 3. For alumni-finalizing the application makes it immediately viewable to the judges. **You will not be able to make any changes after you finalize.**

Applicants may also withdraw an application but you cannot reapply to a clerkship that was previously withdrawn-judge will see that you withdrew the application.

If you become unavailable for a clerkship-remember to deactivate your account under “My account”-this automatically withdraws all of your applications from OSCAR and notifies judges that you are no longer available for a clerkship.

Blogs of interest:

<http://www.soyouwanttobealawclerk.com/>

<http://lawschoolclerkship.blogspot.com/2008/04/welcome-to-2009-10-clerkship.html>

*we cannot verify the accuracy of the information posted on the blogs