

JUDICIAL CLERKSHIP APPLICATION CALENDAR 2008

Date	Task
March 25 12-1pm	Attend Overview of Application Process, Rubloff Auditorium
March- April	Review Judicial Clerkship Handbook (available on website) Select Recommenders (and provide memo to non-faculty regarding process-on website) Meet with Faculty Advisor (see handbook for list) Research and identify judges to whom you want to apply Complete Registration Form (on website)
April 22 12-1pm	Attend OSCAR information session, Rubloff Auditorium
April 25	Turn in registration form to Career Services, Suite 1370
May 5	OSCAR Version 4 goes live
May 16	Receive excel spreadsheets for mail merge and instruction packet from Career Services via email
May-June	Modify excel spreadsheets to add or delete judges to whom you want to apply.
June 25	Furnish final Non-OSCAR excel spreadsheets to Career Services via email to mlooker@luc.edu to use in generating Loyola letters of recommendation; sign up for packet stuffing date
Spring- Summer	Prepare resume, writing sample, cover letters (consider scheduling an appointment with Career Services to review your materials) Obtain transcript including spring semester 2008 grades (request one official copy and make copies)
July 1	Faculty deadline to provide letters to LaTrina Porter.
July 15	Non-Faculty deadline to contact LaTrina Porter for assistance with letters.
must be done by August 1	Upload materials on OSCAR and select judges to whom you will apply (letters of recommendation cannot be uploaded until you have “confirmed” applications). Email excel file of OSCAR judges to mlooker@luc.edu
August 15	Students must ensure non-faculty letters are uploaded onto OSCAR and hard copies of letters for Non-OSCAR are delivered.
August 20- 21	Attend your scheduled packet stuffing date and furnish ALL MATERIALS , including cover letters, resumes, writing samples, and transcripts for all non-OSCAR judges to whom you are applying. Career Services will provide envelopes for you to assemble packets for each judge with your materials and sealed letters of recommendation. FEE \$2 per packet for Illinois judges, \$4 per packet for out of state judges
Sept. 2	Career Services will mail materials to Judges
Sept. 3	Applications Received by Judges
Sept. 8	Judges may begin scheduling interviews
Sept. 11	Judges may begin conducting interviews and extending offers.