Judicial Clerkship Handbook

These materials are intended for use by the students of Loyola University Chicago School of Law ONLY. No permission is given or intended for any further use of this publication by any person or entity.
# CONTENTS

## PART I: THE JOB OF A JUDICIAL CLERK

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDERAL V. STATE CLERKSHIPS</td>
<td>1</td>
</tr>
<tr>
<td>FEDERAL COURT STRUCTURE</td>
<td>2</td>
</tr>
<tr>
<td>STATE COURT STRUCTURES</td>
<td>3</td>
</tr>
</tbody>
</table>

## PART II: GETTING THE JOB

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHEN TO CONSIDER A CLERKSHIP</td>
<td>6</td>
</tr>
<tr>
<td>SHOULD I APPLY? WHAT ARE MY CHANCES?</td>
<td>6</td>
</tr>
<tr>
<td>COURSES TO PREPARE FOR A FEDERAL CLERKSHIP</td>
<td>7</td>
</tr>
<tr>
<td>WHEN TO APPLY</td>
<td>7</td>
</tr>
<tr>
<td>PREPARE FOR APPLICATION PROCESS</td>
<td>8</td>
</tr>
<tr>
<td>INTERVIEWS</td>
<td>8</td>
</tr>
<tr>
<td>OFFER AND ACCEPTANCE</td>
<td>9</td>
</tr>
</tbody>
</table>

## PART III: THE APPLICATION PROCESS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTENT OF THE APPLICATION</td>
<td>10</td>
</tr>
<tr>
<td>A cover letter</td>
<td>10</td>
</tr>
<tr>
<td>A current resume</td>
<td>10</td>
</tr>
<tr>
<td>An up-to-date law school transcript</td>
<td>10</td>
</tr>
<tr>
<td>Writing samples</td>
<td>10</td>
</tr>
<tr>
<td>Letters of recommendation</td>
<td>11</td>
</tr>
<tr>
<td>TO WHOM SHOULD I APPLY?</td>
<td>11</td>
</tr>
<tr>
<td>APPLICATION PROCEDURES</td>
<td>13</td>
</tr>
<tr>
<td>RESOURCES</td>
<td>14</td>
</tr>
</tbody>
</table>

## APPENDIX I: FACULTY JUDICIAL CLERKSHIP ADVISORS

## APPENDIX II: SAMPLE COVER LETTERS & RESUMES

Error! Bookmark not defined.
PART I
THE JOB OF A JUDICIAL CLERK

IN GENERAL

Judicial clerkships after law school are great opportunities for your legal career and probably the single most impressive thing to have on your resume. They give you wide exposure to various areas of the law, develop your legal writing skills and provide excellent references for future positions. The clerk has the opportunity to learn and grow intellectually and to develop a relationship that will be of great personal value. A judicial clerkship is a tremendous career-booster whether you plan to pursue opportunities in private practice or in public service.

Although compensation is not at the high levels available at some law firms, the opportunity and prestige of a judicial clerkship makes it an exceptional investment. Students with high educational debt loads are encouraged to look into options for deferment or reduced initial monthly payments rather than rejecting this opportunity for long-term career enhancement.

The competition for clerkships can be strong. Students with strong academic records are encouraged to apply and to broaden the geographic scope of their applications to maximize their chances of obtaining a clerkship. Students need to begin preparing to apply in the fall of their 2L year for federal clerkships.

Research and writing are the common threads of all clerkships. Those considering this option should be confident about their abilities in this area. The clerk has no statutorily defined duties. Rather, the clerk serves at the discretion of the judge and performs a broad range of functions. Clerks usually are assigned to do drafting, editing, proofreading of opinions, legal research, and verification of citations. In addition, the preparation of pre-argument memoranda is virtually universal at state and federal courts.

Frequently, clerks also have responsibility for library maintenance and document assembly. Clerks also attend conferences and discussions with their judge regarding pending cases. The clerk may be called upon to perform any of the tasks assigned to the judge's staff to aid in administration of the judge's docket. He or she must work cooperatively with other staff members as a team to carry out the overall philosophy of the judge’s courtroom.

Clerkship opportunities are available in both federal and state courts. In many respects, though, clerkships in the federal and state systems can be quite different. If you are thinking of clerking, you should consider both systems.

A wide range of options is open: U.S. Supreme Court, U.S. courts of appeals, U.S. district courts, U.S. bankruptcy courts, U.S. magistrates, state supreme courts, state intermediate appellate courts, state trial courts, and special federal courts such as the Federal Circuit, Court of Claims, U.S. Tax Court, U.S. Court of Appeals for the Armed Forces and U.S. Court of International Trade. Some court levels only hire law clerks for a one- or two-year term, while others may hire a career law clerk. In addition, some federal district courts and all federal circuit courts also hire staff attorneys who work for the court as a whole instead of for an individual judge. Many staff law clerks deal with pro se cases and with habeas corpus cases of prisoners.
Appellate courts sometimes are reputed to offer more opportunity to improve research and writing skills than trial courts. Trial courts are reputed to be more appealing to people who are interested in becoming trial lawyers. These assertions are, at best, a rough approximation of reality. All clerkships are essentially research and writing positions. Although trial judges usually write fewer published opinions than appellate judges, many trial judges are prolific opinion writers, especially at the federal level. In short, the nature of your clerkship experience may depend more on which judge you work for than on which court. Find a judge you like, and the experience will be a good one at any court.

The academic qualifications required for clerkships vary with the individual judges and courts. Past hiring practices and rumors suggest that some judges only consider students on scholarly law school journals or on moot court teams, while others hire students only from particular schools. There are enough exceptions to these rumored criteria that you should not be dissuaded from testing them. There is, however, stiff competition for clerkships, especially for clerkships with the U.S. courts of appeals. In addition, popular cities such as Atlanta, San Francisco, New York, Washington, Los Angeles, Chicago and Boston attract exceptionally well-qualified candidates. Although you should not rule out applying in these cities, your chances of getting a clerkship increase if you apply to judges in less popular locations.

An informational program about clerkships occurs in the fall of each year. Students are encouraged to meet with a member of the Career Services staff or a faculty clerkship advisor to discuss the application process in the fall of their second year.

**FEDERAL v. STATE CLERKSHIPS**

Many students seem to approach the question of clerkships with the assumption that federal court clerkships are invariably superior (by whatever criteria the particular student has in mind) to state court clerkships. This is not entirely true. The value of a clerkship depends more upon the abilities of the particular judge than on questions of status (federal or state, trial or appellate) or geographic location. In fact, those interested in torts, products liability, criminal law and constitutional law may find a year working for a state court more rewarding than a year on a federal court. Remember, many of the classic cases, *Palsgraf*, *McPherson*, *Escola*, were written by state court judges. Many state courts are active in constitutional law, white-collar crime, and other areas identified with federal courts. Nevertheless, because of the widely held view that federal clerkships are superior, they do represent a more impressive entry on a resume. You should consider the following factors:

**First**, the subject matter of the courts can be very different. As you might guess, the caseload of federal district courts largely consists of cases arising under federal law, such as copyright law, antitrust law, evidence, and federal statutory and constitutional law. However, there also is a significant amount of criminal law, especially drug-related cases, at the federal level. State courts of general jurisdiction primarily consider cases arising under state law, such as tort law, domestic relations law, real estate law, and state criminal and constitutional law.

Both state and federal court systems also have specialized courts. These specialized courts consider cases that arise in a particular area of the law. If you have a special interest in a particular area of law, consider which court will present you with disputes in that area.

**Second**, positions in the federal court system are more difficult to secure. If your academic record is not strong, state courts should be considered.

**Third**, as a general rule, clerkships in the federal courts are considered more prestigious. Therefore, they may have greater value for your career in the future. But this general rule is not always true. A clerkship with a member of a state supreme or
appellate court could have greater future career value than a clerkship with a member of a federal district court, depending on the reputation of the court or judge.

**Finally,** depending on your career plan, you may want to consider that many of the state court clerkships do not have to be temporary positions, whereas most of the federal positions are only for one or two years.

**FEDERAL COURT STRUCTURE**

The federal judiciary is a three-tiered system composed of district courts, circuit courts of appeals and the U.S. Supreme Court. It also includes various courts of limited jurisdiction. Clerkships are available with the individual judges who sit on each of these courts and with magistrates who consider aspects of cases filed in the district courts. Some of the circuit courts of appeals also have pool positions, or staff attorneys.

**U.S. District Courts.** The district courts comprise the first tier of the federal court system. There are district courts located in each of the states, Washington D.C., Puerto Rico, the Virgin Islands, American Samoa and the South Pacific. All of the states have at least one district court. Federal district courts consider a broad range of criminal and civil matters.

A clerk for a federal district judge can expect to observe court proceedings, handle telephone contact with lawyers, write legal memoranda, draft jury instructions, and draft opinions, among other duties. The range of qualifications necessary to obtain federal district court clerkships is quite broad. Most district court judges only consider students with strong academic credentials.

**U.S. Circuit Courts of Appeals.** In general, the first appeal from a decision of a federal district court is to a federal circuit court of appeals. The district courts are grouped into thirteen circuits; there is one court of appeals per circuit. In addition to considering appeals from district courts, the courts of appeals review rulings of administrative tribunals such as the National Labor Relations Board and the Board of Immigration Appeals.

The headquarters of the courts of appeals are in Washington, D.C., Boston, New York City, Philadelphia, Richmond, New Orleans, Cincinnati, Chicago, St. Louis, San Francisco, Denver, and Atlanta. Many of the judges of the courts of appeals, however, do not reside near the headquarters of the circuit. Instead, they have their principal offices in other cities and states within the circuit.

There is also a Court of Appeals for the Federal Circuit, located in Washington, D.C. This court has jurisdiction over appeals in patent cases, certain claims against the United States, and claims originating in the U.S. Court of Claims, the Court of International Trade, the International Trade Commission, and the Merit Systems Protection Board.

Most circuit courts of appeals clerkships are very difficult to obtain. Only students with excellent academic records should consider applying.

**U.S. Supreme Court.** The Supreme Court of the United States has final appellate jurisdiction over cases in the federal system. It also hears appeals on constitutional issues from the highest state courts. As a practical matter, clerkships are available on the Supreme Court only following clerkships with other judges, often a circuit court of appeals judge. Supreme Court clerkships are extremely difficult to obtain. Only students with extraordinary academic records should consider applying.

**U.S. Bankruptcy Courts.** The bankruptcy courts have jurisdiction over claims arising under the federal bankruptcy laws. Each federal district court has a companion bankruptcy court. Cases in these courts present issues arising not only under the bankruptcy statutes, but also in many other areas, such as contract law, labor law, and tax law.
A clerk working for a bankruptcy judge can expect to write legal memoranda, observe courtroom proceedings, and draft opinions.

Judges on the bankruptcy court look for students who research and write well. Generally, they do not demand quite as strong academic credentials as district judges. They do require some evidence of an interest in bankruptcy law. You should speak with a faculty member who teaches bankruptcy if you are interested in a bankruptcy clerkship.

Federal Magistrates. Magistrates in the federal system are judicial officers who perform many functions similar to those performed by district judges. Each district court has magistrates connected to it. In many instances, magistrates do not have the authority to act as the final decision maker.

Nonetheless, because of the substantial overload of cases in the federal courts, magistrates have been given significant responsibility. Magistrates assist in the pretrial stages of cases by handling discovery matters, making recommendations on motions for dismissal or motions for summary judgment, and issuing arrest warrants, among other duties. In addition, magistrates can sentence individuals accused of minor criminal offenses. Magistrates may also conduct all of the proceedings in civil cases, upon the consent of all parties.

A clerk working for a magistrate can expect to write legal memoranda, observe courtroom proceedings, and draft opinions and recommendations. Positions as law clerks to magistrates generally are not as difficult to obtain as federal district court clerkships. Therefore, students with good academic credentials should consider these positions.

U.S. Court of Claims. This court has nationwide jurisdiction to consider certain claims against the United States arising under federal law. The court is composed of sixteen judges. The main office of the court is in Washington, D.C. A clerk working on the Court of Claims can expect to have responsibilities similar to a district court clerk, except that the range of issues considered will be more limited. Clerkships on this court are generally available to students with good academic qualifications.

U.S. Court of International Trade. The U.S. Court of International Trade has jurisdiction to hear cases involving the customs laws of the United States. The caseload of the Court of International Trade rarely raises questions of public international law. There are nine judges on the court, which has its headquarters in New York City. A few senior judges have offices in other states.

A clerk working on the Court of International Trade can expect to handle contacts with lawyers, write legal memoranda, and draft opinions. Most of the individuals hired to clerk on this court have studied international law in law school. If you wish to clerk on this court, you should speak with one of the professors who teaches international law.

U.S. Tax Court. The Tax Court has jurisdiction to consider cases involving federal tax law. The Tax Court is composed of judges and a number of special trial judges. The judges handle most of the court's caseload. Special trial judges, who also employ clerks, handle cases in which the amount in controversy is less than $10,000. The principal offices of the Tax Court are located in Washington, D.C., but the court conducts sessions throughout the country. Clerks of this court are all located in Washington, D.C. They generally do not travel with the judges.

A clerk working for the tax court can expect to write legal memoranda and draft opinions. There is little, if any, contact with lawyers. Most of the judges on this court look for individuals who have had a few years of tax law experience, or who have graduate degrees in tax. The typical law clerk in this court has a strong academic record. If you are interested in a clerkship on this court, you should speak with a tax law professor.
Staff Attorneys. In addition to positions with individual judges, there are positions available in the federal system for persons who wish to work as staff attorneys with a court serving many judges. Staff attorneys generally write legal memoranda describing and analyzing cases to be considered by the court, and draft opinions. Cases assigned to staff attorneys contain a broad array of legal issues. Staff attorneys can work closely with the judge or judges who will consider the case. For example, the Seventh Circuit Court of Appeals employs approximately 26 staff attorneys, who all work in its Chicago office for a two-year term.

Pro Se Staff. Many federal courts also have clerkship positions in which attorneys only write legal memoranda about claims brought by pro se litigants. These cases include many different types of legal issues. Some of the pro se clerk positions last one or two years; others are career appointments.

Administrative Agencies. There are a number of positions available in which attorneys act as clerks to members of quasi-judicial entities such as the Immigration Court, the Board of Immigration Appeals, the Federal Trade Commission, the National Labor Relations Board, the Securities and Exchange Commission, and the U.S. Court of Appeals for Veterans Claims. These positions can be very useful for your later career if you wish to continue in that agency's particular area of the law. The requirements for these positions vary as some agencies only hire as clerks individuals who have had a few years of experience in that area of law.

STATE COURT STRUCTURES

Most state courts have structures similar to that of the federal system. They have trial courts of general jurisdiction, intermediate appellate courts, and an appellate court of last resort. Not all states call their three levels of state courts by the same names, i.e., circuit courts, appellate courts, and supreme court. State court systems also have trial courts of limited jurisdiction. The positions available in state courts across the country are too numerous to describe fully here. However, the National Center for State Courts web site at www.ncsconline.org provides links to state court web sites in all states.
WHEN TO CONSIDER A CLERKSHIP

Start building your credentials for clerkships as soon as possible. Start researching the court systems, the judges, and position openings in the fall semester of your second year.

If you are considering a clerkship and want to work for a large law firm afterward, you should participate in the On-Campus Interviewing program (OCI) in the fall of your second year even if you plan to apply for clerkships later. You may receive an offer for permanent employment at a law firm before you begin or complete your clerkship applications. Contact the Office of Career Services if you have questions about when and whether to accept. Some large firms will give you credit for one or two years of clerkship, will hold your position until you complete it, and may even pay a bonus as a recognition of your clerkship accomplishment. The salary scales of public service employers usually credit clerkship experience as well.

SHOULD I APPLY? WHAT ARE MY CHANCES?

In General. Judges have varying preferences in selecting candidates. In general, they are evaluating grades, writing skills, and experience. In addition to making your resume stand out with quality experience, the strength of the faculty recommendations can sometimes be decisive. You should not be afraid to ask in advance whether the professors you select will be able to give you a favorable letter; in almost all cases, a faculty member will decline to write if he or she cannot give you a good letter. You can also assist your recommender by providing a copy of your resume, writing sample, and by discussing why you want to do a clerkship.

Law Reviews and Journals. Contrary to popular belief, law journal membership is not an absolute prerequisite to a clerkship position, although it is certainly desired in most cases since the work product of the courts is often a written decision. As a law clerk, you will probably do more writing than the judge, if only in the form of drafts and memoranda. While some judges may require law journal membership and consider no one with less than that credential, other judges will use other means to weigh your writing skills.

Moot Court. Participation in a moot court competition is also a valuable credential, although it is rarely a prerequisite for a judicial clerkship. As with law journal membership, it cannot help but be beneficial for you and your application.

Judicial Externship. Aside from purely academic credentials, probably the best preparation for a job as a law clerk is participation in a judicial externship. Student externs will usually be assigned research and writing projects on cases before the judge, often on motions. The experience is rewarding from the viewpoint of the opportunity to observe proceedings and to participate in the decision-making process. During judicial externships, there should be feedback from either the judge or the law clerk(s) on the student’s submitted work. This provides constructive criticism of the student’s work in a clerkship setting. This may also lead to a writing sample, if the judge agrees. In addition, a good recommendation from the judge would be a real asset on your future applications for any type of employment. Such an externship is probably the most realistic way to find out if you might be interested in clerking for a judge after graduation.
At Loyola, Ms. Josie Gough is in charge of the judicial externship program. Ms. Gough distributes information for students interested in judicial externships, usually in the middle of the semester immediately preceding the semester when you want to participate.

Research Assistant/Tutor. Consider being a research assistant or tutor during law school, these experiences will help you develop the relationships to get a strong letter of recommendation. They also demonstrate your strong academic credentials as well as research and writing skills.

Other Experience. Items on a resume, such as past job experience, are important for the prospective judge to get an overall picture of the applicant. Everything that applies to seeking employment in law firms or other practice settings is equally applicable to judicial clerks. It is especially important to highlight any research and writing experience, court experience, government work or significant responsibility in a team setting.

COURSES TO PREPARE FOR A CLERKSHIP

One obvious way to prepare for a federal court clerkship is to take courses in your second and third years in those areas of law dealt with by the federal courts. The most important and obvious of these are procedural courses in federal jurisdiction, federal civil and criminal procedure, and evidence. Besides these procedural areas, law clerks may work on cases involving a variety of areas of law including patent and trademark law, admiralty and maritime law, securities law, bankruptcy law, civil rights and discrimination, federal criminal law, federal statutory law (ERISA, FELA, FLSA, LHWCA and NEPA, to name just a few), as well as state law where the federal court has diversity jurisdiction. This does not mean that you need to take all of those courses while in law school, but these are the topics you will probably encounter as a clerk. For clerkships with Illinois state justices, you may want to consider taking courses in Illinois civil procedure and advanced courses in such state law areas as criminal procedure, torts, estates, sales, and contracts. If you have not completed these courses in the spring of your second year, consider registering for the fall of your third year so they are a part of the transcript you submit to the judges when you apply.

WHEN TO APPLY

Law students may access OSCAR to begin researching judges and applying to available positions during the fall of their second year. Judges will indicate whether they have an available position on OSCAR or on their court’s website. Judges may also use OSCAR to indicate how they would like to receive application materials (e.g. online, e-mail, U.S. mail). Because judicial clerkship applications are accepted on a rolling basis, students are encouraged to apply early.

The state courts do not have standardized dates regarding clerkship applications, although there may be some that have adopted structured hiring programs. In addition, the application time periods may vary, depending on the state and court. If you are interested in a particular state court system, you should contact that individual court system to find out when applications are accepted. The National Center for State Courts web site at www.ncsconline.org provides links to state court web sites. The Vermont Law School also publishes a Guide to State Judicial Clerkships which is available in the Office of Career Services and online (see the Resources list in Part III of this packet for the online information).

PREPARE FOR APPLICATION PROCESS

Before the actual application process, you need to decide to which judges you will apply to and which professors you will ask for
recommendations. See the Resources List in Part III of this packet for useful resources in researching judges. You should line up your recommendations **in the fall semester of your second year**. Professors will usually need several weeks to prepare and write your recommendations; therefore, you should ask professors during the fall semester if they will write letters of recommendation for you.

**Applicants are strongly encouraged to submit application materials, including sealed letters of recommendation in one mailing.**

Please make sure that the judges to whom you apply actually use law clerks and hire them straight out of law school. This information may be found by doing research; some resources for research are listed in Part III of this packet. An especially useful and important resource for federal judges is the Online System for Clerkship Application and Review (OSCAR) website. OSCAR accommodates federal judges who choose to accept clerkship applications electronically, judges who want to receive only paper applications, and judges who wish to advise applicants that they do not have a clerkship vacancy.

**INTERVIEWS**

After culling out resumes from those received, interviews are scheduled. Usually, a judge's clerk or secretary calls to make an appointment for an interview. You will typically interview with the current clerks and the judge. Often this happens in one scheduled interview trip, but can happen in phases (clerks in one trip--judges in a callback). Many judges want their clerks’ views about the applicants, so assume that any interview with a clerk counts. The procedures vary from chambers to chambers, but most judges interview a number of applicants before deciding whom to hire. It is not unusual for a judge to interview twelve applicants for one position. However, some judges stop interviewing when they meet a candidate that they like. Therefore, it is wise to schedule your interview early if possible.

If you get an interview in a city where you are not living, you are required to pay your own travel and other interviewing expenses. It is quite proper to call the chambers of other judges (or law firms, etc.) in that city or nearby, and explain that you will be in the area to interview with Judge X. If Judge Y is interested in interviewing you, you may ask whether you could see him or her on the same trip.

For the interview, you should have researched the particular judge with whom you are interviewing when you decided on which judges to send applications, but refresh your memory and learn as much as possible about the judge before the interview (see the Resources List in Part III of this packet for research suggestions). It is unlikely that anyone will grill you on substantive law, but it occasionally happens. If your resume shows that you have done substantial written work, such as a law review comment or a seminar paper, you should be prepared to discuss your ideas on the subject in question. Take a look at the Career Services Handout “Tips for Judicial Clerkship Interviews” and consider scheduling a mock-interview. Apart from that, relax, be yourself, and enjoy the opportunity to meet and talk with a judge.

Aside from discussing your credentials, one important benefit of the interview is that it permits the law clerks and judge to decide whether they will get along well with you. This is essential due to the nature of a judge's chambers and the close quarters in which the personal staff must work. An interview will at least determine whether there are any obvious problems. This is also your opportunity to determine whether you will enjoy working in this particular judge’s chambers.

**THANK YOU LETTERS**

As with any interview for employment, it is appropriate to send a thank you letter. Of course, the letter must be free of any errors.
OFFER AND ACCEPTANCE

You should not interview with any judge unless you expect to accept a clerkship from that judge, even if it is the first clerkship offered. You may have decided after the interview that the particular clerkship would be unbearable, and you have no institutional obligation to make yourself miserable. But you do have some institutional obligations, because other students in your class or in future classes may suffer if you offend a judge who no longer will hire from Loyola. Because judges may be offended by rejection of a clerkship offer, you should not reject an offer unless the interview convinces you that the job would be unacceptable, if you have interviewed with another judge who has asked you to give him or her a right of first refusal, or if there are other similarly extenuating circumstances. Never stack offers.

Judges will not give you much time to make a decision if they offer you a clerkship. On-the-spot offers with a request for an answer within 24 hours do occur. Usually, offers are made by telephone.

If the judge does not offer you time to think it over, you may ask for time, usually anywhere from an hour to a day or a few days. The purpose of asking for time is usually to see if you will get other offers from judges with whom you have already interviewed. It is not a good idea to ask for time to wait and then accept an offer from another judge on the same court. Even if your other possible offers are from other courts, there are risks to asking for time where the judge does not offer it. The judge may or may not say yes; some judges may be offended by the request, and even if you end up accepting the offer, the delay may still cloud your new relationship with the judge. Some judges have even withdrawn offers when asked for time.

Once you accept an offer, withdraw your name from consideration with any chambers where you have interviewed and if you are contacted by other judges inform them you are no longer applying. You should also remove yourself from consideration on OSCAR. In addition, please let the Office of Career Services know when you receive a clerkship. You should also inform the professors who recommended you.
PART III
THE APPLICATION PROCESS

CONTENT OF THE APPLICATION

Clerkship applications typically include the following:

1. A cover letter, in which you state your desire to be considered for a clerkship, mention the items enclosed with the cover letter and provide the names of those persons writing your letters of recommendation, indicate your availability for an interview and provide an address and telephone number where you can be reached to schedule an interview. You can write a longer letter describing what has motivated you to seek a clerkship, and the attributes you think make you a strong candidate. Sample cover letters are included in Appendix II of this handbook.

There are different schools of thought on the length of the cover letter for federal clerkships. The standard advice is to do a short cover letter as it is difficult to distinguish oneself from the many other qualified applicants and it is more likely to be error free. However, more judges are using the cover letter as a screening mechanism and like to see a more personalized letter. Some students focus on their geographic tie to the area, common areas of interest with the judge's background, experience with cases that are often on the judge’s docket (such as patent law), or one student even included a reference to a judicial opinion for each judge. The bottom line is, if you can write an error free letter with more information that enhances your application by all means do so. But, if you don't have the time to do an effective longer cover letter, use the more standard short form. Whether you chose to write a brief or longer letter, it must be error free.

For state court judges, a mention of the tie to the state could be helpful though not imperative.

Remember to proofread your letter and materials very carefully. A typo or spelling error is just the type of excuse a judge needs to eliminate your application.

2. A current resume. Be sure to include your work experience during the summer after your first year. Also, you must use your current GPA and class rank. If you took summer classes after your first year, do not include these grades in the GPA you put on your resume until AFTER the fall term of your second year. Also make sure to include any activities or externships you plan to do in the fall of your second year.

3. An up-to-date law school transcript. You can obtain an official transcript through LOCUS at the following website: http://www.luc.edu/regrec/transcripts.shtml or from the Registration and Records Office, Lewis Towers. You may send photocopies of your transcript to the judges. Some judges also request your undergraduate transcript; it is a good idea to request this in advance.

4. Writing samples are not always requested. For federal judges, however, it is wise to submit a writing sample with your application to ensure full consideration. Typically, you should use a writing sample from your first year, summer employment, or externship (always get your employer’s consent before using a work document as a writing sample). Your sample should be 15 pages maximum, focus on 1-2 issues, using precedent to apply law to the facts in clear concise
manner (generally not a journal article). Include a cover page explaining the issue, conclusion reached, and context of the sample. Make sure to research the judge’s requirements—some ask for two samples, such as the Seventh Circuit Staff Attorney’s Office. See our handout on writing samples http://www.luc.edu/law/career/handouts.html for additional tips.

5. Letters of recommendation. Generally, students ask two or three professors to write letters of recommendation. Usually, those professors who have given you your best grades are most likely to be willing to write, but a professor who has gotten to know you well and appreciates your talents might write a stronger letter than a professor who gave you a higher grade but does not know you as well. Many students underestimate the impression that they have made on their professors. If you did well in a class, i.e., A or B+, the professor will probably remember and think highly of you.

When you ask a professor to write, you should give him or her copies of your resume and transcript and let them know generally where you are applying (if the professor has a personal connection to the judge it can help). You might also offer the professor a writing sample if you have one. A writing sample sometimes helps the professor say more specific things: the more specific the letter, the more credible. Be sure to be timely in your requests to faculty, allowing ample time before any deadlines.

For specific instructions on facilitating your faculty recommendation letters see the next section entitled “APPLICATION PROCEDURES.”

Applicants are strongly encouraged to submit application materials, including sealed letters of recommendation in one mailing. The Career Services Office will coordinate with faculty members to provide sealed copies of your letters of recommendation addressed to the judges to whom you are applying.

Often, because of commitments to other students, a professor may only be willing to write to some of the judges on your list, or he or she might want to wait to see who else will ask for letters before deciding. Professors realize that they can only say that one student is the absolute best possible candidate for a clerkship, and cannot even give less absolute recommendations to more than a few students for any particular judge. It does you little good if the judge receives a strong letter on your behalf from Professor Y, but a stronger letter on behalf of another candidate or 10 equally strong letters from the same professor for 10 other students.

Often, practicing lawyers are willing to write letters of recommendation. Such letters can be a great compliment to two or three letters from faculty. Such letters are helpful if the practitioner is willing and able to comment specifically on your work and your qualities as a future clerk. Letters of this type from a former judicial clerk, especially for the particular judge, would be valuable. Some judges require a letter of recommendation from a former employer.

TO WHOM SHOULD I APPLY?

The factors you may wish to consider include: Geographic Area. If you know where you want to practice, it is a good idea to clerk in that jurisdiction or federal circuit. This advice is particularly applicable to U.S. district and bankruptcy courts, more so than circuit courts of appeals. Your substantive legal interests could play a role here, as well. For example, the Eleventh Circuit has a heavy criminal calendar, while the D.C. Circuit is known in the area of administrative law and the Second Circuit handles many large commercial cases.
Talk with a faculty clerkship advisor for questions regarding the substantive areas of law in certain federal circuits.

Unless you absolutely must stay in Chicago, apply to judges all over the country. A year or two away from Illinois does not hurt your chances of returning. Graduates have returned to Chicago after successful clerkships in other parts of the country. A judicial clerkship always enhances a lawyer's reputation over the course of his or her professional career.

**Philosophy.** If a clerk and judge are separated by strong ideological differences, the year may prove to be either one of constant tension or one of interesting and challenging growth. You and the judge may have a more interesting experience if you are constantly testing each other's ideas. Read some opinions to get a feel for a judge's jurisprudence and style. Decide whether you would be comfortable working for a judge whose views are substantially different or even diametrically opposed to yours. Many judges deliberately hire clerks with differing philosophical views to enhance debate and the free flow of new ideas within their chambers, and clerks have successfully worked for judges with differing viewpoints.

**Senior Status.** The caseload carried by judges on senior status varies substantially. Some carry a regular caseload; others hear only a few cases each year. It is important to educate yourself regarding each particular senior judge. Some judges on senior status hire only one clerk, thus making the clerk's work load substantially the equivalent to clerks for other judges. Others hire two or three clerks. Senior status judges tend to receive fewer applications than other judges, thus reducing the competition for these clerkships. Senior judges often accept invitations to sit in another jurisdiction and are likely to be involved in committees for law reform and other special projects.

**Duration of Clerkships.** While most federal appellate court clerkships are for one year, many federal district court clerkships are two years. However, the length of a term may vary depending on the judge's preference. State court clerkships may be for one or two years, and may even be extended indefinitely depending on the judge.

**New Judges.** In selecting your judges, you may want to consider applying to recently confirmed judges. Because less information is available about these judges, clerkships with new judges are marginally less competitive. Newly confirmed judges can be found by doing a LEXIS search or consulting the websites listed in the Resources section of this packet. Working for a new judge can be very exciting, but your job may be chaotic until the judge clarifies and establishes his/her division of labor and expectations.

Other factors you may wish to consider during the interview process include:

**Personality.** In many clerkships, the main person a clerk will work with closely during the year is the judge. If the clerk and judge do not get along with one another, the experience will be disheartening. In other clerkships, the judge does not relate directly to the law clerks.

**Personal Relationships.** Some judges maintain a business-like, impersonal relationship with their clerks. Others play a "parental" role and spend a great deal of time with their clerks. The interview is a crucial time to try to get a sense of this potential relationship. It is important to note that clerks are part of a team with the judge, the judge's secretary, and any additional clerks the judge may employ. Each of these people may have significant input to the judge regarding the decision of whether to hire you.

In sum, in picking your judges, be realistic. On
the other hand, don't be too cautious. You lose nothing by applying to a variety of judges, and you may be happily surprised by the responses to your applications. A final note: restricting yourself very narrowly in geographic terms can definitely hurt your chances.

APPLICATION PROCEDURES
1. Pick up the Judicial Clerkship Registration Form from the Office of Career Services, also available online.

2. Meet with at least one Faculty Judicial Clerkship Advisor to discuss your applications and get the Advisor’s signature on your Registration Form (advisors listed on Appendix I).

3. Approach professors to write letters of recommendation as soon as possible. We recommend that at least two of your recommendations come from members of the Loyola School of Law faculty.

4. Complete the Registration Form indicating your recommenders and return it to the Office of Career Services along with a copy of your resume. Should you wish to apply to more than 50 judges, please get approval from your Faculty Advisor and recommenders to ensure that they are willing to provide the necessary number of letters.

5. Research judges and courts. Federal judges accept applications one of two ways: either via paper applications in the mail or via the online system, OSCAR. Both will be discussed in detail below.

6. Determine each judge’s required materials and timing guidelines.

OSCAR
The Online System for Clerk Application and Review or OSCAR, serves as an information source on federal judges’ and staff attorney offices’ hiring practices. This should be your first research point to determine which judges have openings and whether they are requesting paper or online applications. The current web address is: https://oscar.uscourts.gov/

OSCAR is also used by some federal judges to accept clerkship applications online. OSCAR allows applicants to upload all of their application materials to the online system, including resumes, cover letters, transcripts, writing samples and letters of recommendation. If a federal judge opts to use OSCAR as the means for application receipt and review, then candidates MUST use this option to apply.

If judges to whom a candidate is applying are using OSCAR, then the student signs into the system, uploads his or her documents and then assigns those documents appropriately to each judge to whom he or she is applying.

For letters of recommendation, the applicant appoints recommenders in the system, along with the recommender’s email address. The applicant must then indicate to which judge(s) each recommender is writing. The system then emails the recommender with a login and password so that the recommender can upload the appropriate letter to the appropriate judge(s). Career Services assists full time Loyola faculty in uploading the letters of recommendation.

Overall, the system is relatively easy and intuitive. OSCAR has many helpful user guides and handouts to instruct you on the process. If you have questions about OSCAR procedures after reviewing these materials, please contact the Office of Career Services.
PAPER APPLICATIONS

Students registered for the clerkship process will receive a spreadsheet template via email. You will use this spreadsheet to create a list of the judges that you are applying to via paper application. Use OSCAR and the court websites to create your list of judges who will receive paper applications.

After completing your list of “paper application judges,” this spreadsheet can be used to run a mail merge for your cover letters. Your faculty recommenders and Career Services will also use this spreadsheet to create your letters of recommendation. It is imperative that this spreadsheet accurately state the judges’ names, addresses and is error free.

Once the spreadsheet is finalized, submit it to the CSO along with the names of your recommenders.

You must provide the spreadsheet to Career Services in order to receive sealed copies of your letters of recommendation addressed to the judges to whom you are applying.

RESOURCES

Set aside time to do some research about the judges and to make decisions about judges to whom you would like to apply. Remember, though, that the information available through printed resources is limited. The more judges to whom you apply, the greater your chances are of getting interviews. The following are good research resources:

WEBSITES:

- The Career Services website contains links to many of the resources listed here. http://www.luc.edu/law/career/internal/judicial_clerkships.html
- For federal clerkships, go to: https://oscar.uscourts.gov/
- For Illinois courts, go to www.state.il.us/court/administrative
- Other states: See the National Center for State Courts website at: www.ncsconline.org for links to state court websites.
- The Guide to State Judicial Clerkships http://www.vermontlaw.edu/x1101.xml username: sugar and password: maple, note that this guide is updated annually around July or August, so if these passwords are not working please contact our office for the new ones.
- General information on clerkships: http://www.judicialclerkships.com/
- List of judges who have hired Loyola alumni: http://www.luc.edu/media/luceu/law/career/pdfs/clerkships/Alumni_Clerkships.pdf
- To track judicial nominations and confirmations go to www.senate.gov, then click on “Legislation and Records”, click on “Nominations”, then click on “Civilian Nominations Confirmed”, or http://www.usdoj.gov/olp/judicialnominations13.htm


LEXIS/WESTLAW. See your Lexis or Westlaw representative for tips on how to
research judges and related info. Both are a good resource to use to check decisions of particular judges.


*Behind the Bench: The Guide to Judicial Clerkships* by Debra M. Strauss (available in the Career Services Office)

**FACULTY JUDICIAL CLERKSHIP ADVISORS**

You must have at least one Faculty Judicial Clerkship Advisor review your Registration Form. **The advisors are Profs. Breen, Brunson, Coupet, Kaufman, McCormack, Shepard, Sawicki, Waller, Williams, and Zimmer.** You may consult with any of the advisors. These faculty members are good resources for information on whether to apply and where to apply. They are able provide feedback on your application materials and information regarding specific judges/courts.

**YOUR EXPERIENCE**

The Office of Career Services relies on you for information about the application process and clerkship experience and words of wisdom for the classes that follow. Please keep Career Services informed of any clerkship offers.
# APPENDIX I

## FACULTY JUDICIAL CLERKSHIP ADVISORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breen, John</td>
<td>U.S. Court of Appeals, 6th Circuit – Martin, Boyce</td>
</tr>
<tr>
<td>Brunson, Samuel</td>
<td>U.S. Court of Federal Claims – Miller, George W.</td>
</tr>
<tr>
<td>Coupet, Sacha</td>
<td>U.S. Court of Appeals, 3rd Circuit – McKee, Theodore</td>
</tr>
<tr>
<td></td>
<td>U.S. District Court, District of New Jersey – Greenaway Jr., Joseph</td>
</tr>
<tr>
<td>Kaufman, Michael</td>
<td>U.S. Court of Appeals, 6th Circuit - Jones, Nathaniel</td>
</tr>
<tr>
<td>McCormack, John</td>
<td>U.S. Court of Appeals, 7th Circuit - Fairchild, Thomas</td>
</tr>
<tr>
<td>Krivinskas Shepard, Lea</td>
<td>U.S. Court of Appeals, 7th Circuit-Evans, Terence T.</td>
</tr>
<tr>
<td></td>
<td>U.S. District Court, District of Ohio - Carr, James G.</td>
</tr>
<tr>
<td>Sawicki, Nadia</td>
<td>U.S. District Court, Eastern District of Pennsylvania - Joyner, J. Curtis</td>
</tr>
<tr>
<td>Waller, Spencer</td>
<td>U.S. Court of Appeals, 7th Circuit - Staff Attorney</td>
</tr>
<tr>
<td>Williams, Neil</td>
<td>U.S. District Court, Northern District of Illinois - Leighton, George</td>
</tr>
<tr>
<td>Zimmer, Michael</td>
<td>U.S. Court of Appeals, 7th Circuit - Fairchild, Thomas</td>
</tr>
</tbody>
</table>

Please feel free to contact any of the above advisors. We have provided the locations where the faculty members clerked for your information. You are not restricted to meeting with an advisor who clerked where you are planning to apply.
APPENDIX II

JUDICIAL CLERKSHIP
COVER LETTER & RESUME INFORMATION

Cover letters are the first piece of your writing that a judge sees. The letters and resumes for each judge must be error-free, produced on good bond paper (white or cream), and signed with blue or black ink. Judges will make decisions on the basis of the complete package: letters, resumes, recommendations, transcripts, and writing samples.

Typically, the cover letter for a judicial clerkship application will be more concise than for other types of applications. Especially for federal court and state supreme court applications, connection to the geographical area is not normally a critical factor, nor is there a need to demonstrate a career commitment to the position.

Sometimes you may wish to communicate a fact not obvious from your resume and not likely to appear in a letter of recommendation. For example, if you are from a particular area of the country, and are applying to judges in that area, you might want to mention your local roots. Or you may wish to mention prior business experience that affects your legal ability. Or, if you are applying to judges concerned with a particular specialty (such as bankruptcy), you may wish to mention your coursework in that area. The second and third letters following this page illustrate how letters might communicate such facts.

Some judges do like more personalized letters, to demonstrate that you have researched the judge and tailored your application accordingly. If you share a common interest or connection with the judge, it may be worth mentioning in your cover letter (i.e. if you are an alumnus of the same school or know someone in common). However, this can be very labor intensive if you plan to apply to many judges.

Rarely, a candidate might profitably write a more aggressive letter, one that summarizes the resume and puts a favorable spin on it. This is a risky strategy. Students sometimes write, "My first year at law school enabled me to improve my writing and my analytic skills." You look naive if you claim to differ from other candidates on such generic ground. Or, "I would like to clerk in order to see whether a career in the judiciary is for me." Some judges may be put off by a declaration that you think yourself good enough for the judge's own job, rather than a mere clerkship.

If you do write at length, though, you must write carefully. An indelicate cover letter won’t help you anywhere. Keep in mind that a cover letter is, in essence, a piece of advocacy. You should think about how it will sound to your audience, and you should consider whether to write different letters to different judges. For additional guidance, please see the How to Write a Resume and How to Write a Cover Letter documents provided by the Office of Career Services. Common sense will be your most trustworthy guide. When in doubt, be brief.
A note about salutations and addressing cover letters and envelopes:
It is especially important to properly address judges in correspondence. Use the chart below to help in addressing envelopes and cover letters, as well as for salutations in letters.

<table>
<thead>
<tr>
<th>Court</th>
<th>Addressee</th>
<th>Address on cover letter &amp; envelope</th>
<th>Salutation</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Supreme Court</td>
<td>The Chief Justice</td>
<td>The Honorable [Full Name] Chief Justice of the United States The Supreme Court Address</td>
<td>Dear Chief Justice [Last Name]:</td>
</tr>
<tr>
<td></td>
<td>Associate Justice</td>
<td>The Honorable [Full Name] Associate Justice The Supreme Court Address</td>
<td>Dear Justice [Last Name]:</td>
</tr>
<tr>
<td>U.S. Court of Appeals</td>
<td>Chief Judge</td>
<td>Honorable [Full Name] Chief Judge United States Court of Appeals for the [Number-th] Circuit Address</td>
<td>Dear Judge [Last Name]:</td>
</tr>
<tr>
<td></td>
<td>Judge</td>
<td>Honorable [Full Name] United States Court of Appeals for the [Number-th] Circuit Address</td>
<td>Dear Judge [Last Name]:</td>
</tr>
<tr>
<td>U.S. District Court</td>
<td>Chief Judge</td>
<td>Honorable [Full Name] Chief Judge United States District Court for the [District Name] Address</td>
<td>Dear Judge [Last Name]:</td>
</tr>
<tr>
<td></td>
<td>Judge</td>
<td>Honorable [Full Name] United States District Court for the [District Name] Address</td>
<td>Dear Judge [Last Name]:</td>
</tr>
<tr>
<td>U.S. Magistrate</td>
<td>Judge</td>
<td>Honorable [Full Name] United States Magistrate Judge United States District Court for the [District Name] Address</td>
<td>Dear Judge [Last Name]:</td>
</tr>
<tr>
<td>Court</td>
<td>Officer</td>
<td>Name</td>
<td>Address</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------</td>
<td>------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>U.S. Bankruptcy</td>
<td>Chief Judge</td>
<td>Honorable Judge [Full Name]</td>
<td>Chief Judge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>United States Bankruptcy Court for the [District Name]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Address</td>
</tr>
<tr>
<td>U.S. Bankruptcy</td>
<td>Judge</td>
<td>Honorable Judge [Full Name]</td>
<td>United States Bankruptcy Court for the [District Name]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Address</td>
</tr>
<tr>
<td>State Supreme Court</td>
<td>Chief Justice</td>
<td>Honorable [Full Name]</td>
<td>Chief Justice</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Supreme Court for the State of [State]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Address</td>
</tr>
<tr>
<td>State Supreme Court</td>
<td>Justice</td>
<td>Honorable [Full Name]</td>
<td>Supreme Court for the State of [State]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Address</td>
</tr>
</tbody>
</table>
GENERAL MODEL

YOUR NAME
[Your address and phone; in the format of your resume]

[Date]

The Honorable [Full Name]
[Address]

Dear Judge [Last Name]:

[Paragraph stating that you wish to apply for a clerkship and naming your recommenders]

[If you choose to write at greater length: paragraph describing additional facts about yourself]

[Concluding paragraph, listing enclosures and volunteering to supply more information if needed. If you wish, you may omit this paragraph, too.]

Sincerely,

[Your name]

Enclosures
September XX, 20XX

The Honorable Xxx Xxxx
United States District Court for the Northern District of Illinois
Everett McKinley Dirksen United States Courthouse
219 S. Dearborn St.
Chicago, IL 60604

Dear Judge Xxxx:

I am a third-year law student at Loyola University Chicago School of Law and wish to apply for a clerkship in your chambers following my graduation in May 20XX. A resume, transcript, writing sample and letters of recommendation from Xxx Xxxx, Yyy Yyy, and Zzz Zzzz are enclosed. Should you require additional information, please do not hesitate to contact me.

Sincerely,

[your name]

Enclosures
September XX, 20XX

The Honorable Xxx Xxxx
United States District Court for the Northern District of Illinois
Everett McKinley Dirksen United States Courthouse
219 S. Dearborn St.
Chicago, IL 60606

Dear Judge Xxxx:

I am a third-year law student at Loyola University Chicago School of Law and wish to apply for a clerkship in your chambers following my graduation in May 20XX.

In addition to pursuing a traditional course of legal study, I have [extensive practical business experience/participated in several clinical programs/studied legal philosophy in depth]; and so have had an opportunity to develop additional perspective on the challenges of adjudication.

A resume, transcript, writing sample and letters of recommendation from Xxx Xxxx, Yyy Yyyy, and Zzz Zzzz are enclosed. Should you require additional information, please do not hesitate to contact me.

Sincerely,

[Your name]

Enclosures
September XX, 20XX

The Honorable Judge Xxx Xxxx
United States District Court for the Northern District of Illinois
Everett McKinley Dirksen United States Courthouse
219 S. Dearborn St.
Chicago, IL 60606

Dear Judge Xxxx:

I am a third-year law student at Loyola University Chicago School of Law and wish to apply for a clerkship in your chambers following my graduation in May 20XX. As a native of [name of state], I have a special interest in clerking in the [name of city] area.

A resume, transcript, writing sample and letters of recommendation from Xxx Xxxx, Yyy Yyyy, and Zzz Zzzz are enclosed. Should you require additional information, please do not hesitate to contact me.

Sincerely,

[your name]

Enclosures
August 21, 2008

The Honorable Thomas J. Curran  
United States District Court for the Eastern District of Wisconsin  
250 United States Courthouse and Federal Building  
517 E. Wisconsin Ave.  
Milwaukee, WI 53202

Dear Judge Curran:

I am a third-year law student Loyola University Chicago School of Law and wish to apply for a clerkship in your chambers following my graduating in May 2009.

As Editor in Chief of the Loyola Law Journal and brief writer for Loyola’s National Moot Court team, I have had the chance to develop significant legal research and writing skills. In addition to these law school activities, I have extensive experience working as a regional director for the Speaker of the Illinois House of Representatives and as a lobbyist for business and non-profit organizations. As a result, I have developed a unique perspective on the policy considerations behind many legal issues.

Enclosed please find a resume, transcript, writing sample and letters of recommendation from Professor John Bronsteen and Professor Spencer Waller. Should you require additional information, or which to schedule an interview, please do not hesitate to contact me.

Sincerely,

Pamela Beasley Halpert  
Pamela Beasley Halpert
Pamela Beasley Halpert
121 W. Chestnut, Apt. 123, Chicago, IL 60611 • 312-555-0155 • pbhalpert@lawschool.edu

EDUCATION
Loyola University Chicago School of Law, Chicago, Illinois
Juris Doctor, Expected May 2009
GPA 3.63/4.00
Class Rank 5/58
• Editor in Chief, Loyola University Chicago Law Journal
• Best Brief – 2007 National Moot Court Competition – Midwest Region
• Best Brief – 2007 Loyola Intraschool Moot Court Competition

University of Iowa, Iowa City, IA
Bachelor of Arts – Political Science/History, May 2000

EXPERIENCE
Jenner & Block LLP, Chicago, Illinois
Summer Associate, May 2008 – Present
• Researched and drafted legal memoranda for trial and appellate proceedings.
• Participated in the representation of a utility company in small-claims court by creating exhibits, preparing witnesses and researching evidentiary issues.
• Assisted attorney in commercial arbitration by developing issues for cross examination of expert witnesses and researching Illinois contract law.

National-Louis University, Chicago, Illinois
Director of Government & Community Affairs, July 2005 – April 2008
• Developed and implemented state and federal government relations plan.
• Organized public events for the university president.

Cullen & Associates, Springfield, Illinois
Contract Lobbyist, February 2005 – June 2005
• Lobbied members of the General Assembly on behalf of business and government clients.
• Tracked legislation and prepared weekly reports for clients.

Illinois House of Representatives, Office of the Speaker, Chicago, Illinois
Chicago Operations Manager, January 2003 – January 2005
Program Specialist, Issue Development Unit, December 2001 – January 2003
• Supervised 25 full and part-time employees in Chicago and Northern Illinois.
• Created and implemented grassroots outreach programs for Democratic incumbents.

Democratic Party of Illinois / Friends of Michael J. Madigan, Chicago, Illinois
Northern Illinois Regional Coordinator / Campaign Staff, June 2001 – January 2005
• Served in various roles on local, state representative and statewide campaigns.

COMMUNITY INVOLVEMENT
Midtown Education Foundation, Chicago, Illinois
Volunteer, May 2005 – Present
• Mentored grade school students, including academic tutoring and character development
September 8, 2009

The Honorable Wayne R. Andersen  
United States District Court for the Northern District of Illinois  
1486 Everett McKinley Dirksen United States Courthouse  
219 South Dearborn Street  
Chicago, IL 60604

Dear Judge Andersen:

I am a third-year law student at Loyola University Chicago School of Law and wish to apply for a clerkship in your chambers following my graduation in May of 2010. After spending the last few years in Chicago, I would like to remain in the area following graduation.

After reading your opinion in *Alvarado v. Battaglia*, I am confident that we would work well together and that my writing style would complement your expectations and preferences. I found your argument pertaining to the ability of a prisoner to state an excessive force claim particularly interesting. I would enjoy discussing the case more thoroughly with you at your convenience.

A resume, transcript, writing sample, and letters of recommendation from Professor Alice Perlin, Professor James Carey, and Dean Michael Kaufman are enclosed. Should you require additional information, please do not hesitate to contact me.

Sincerely,

George-Michael Bluth

Enclosures:  
Resume  
Transcript  
Writing Sample  
Letters of recommendation
GEORGE-MICHAEL BLUTH
525 N. Wabash, Apt. #1005D, Chicago, IL 60611 • 312-555-0111 • gbluth@lawschool.edu

EDUCATION
LOYOLA UNIVERSITY CHICAGO SCHOOL OF LAW, CHICAGO, IL
Juris Doctor expected, May 2010
G.P.A. 3.75/4.0 Ranking Top 10th percentile
Loyola Law Journal, Executive Editor, Lead Articles
CALI Award for the highest grade in Legal Writing, Spring 2008
Contracts Academic Tutor
Dean’s List
Mock Trial Team Member, Regional Champion 2008

GRINELL COLLEGE, GRINELL, IA
Bachelor of Arts, May 2007
Major in English / Minors in Spanish and History

LEGAL EXPERIENCE
• WINSTON & STRAWN LLP, CHICAGO, IL, Summer 2009
  Summer associate working on medical and legal practice and products liability trials

• HINSHAW & CULBERTSON LLP, CHICAGO, IL, Spring 2009
  Law clerk in the Healthcare and Litigation Services Group

• REHABILITATION INSTITUTE OF CHICAGO, CHICAGO, IL, Spring 2009
  Intern in the Office of the General Counsel working on compliance issues, litigation
  research, and drafting a segregation of duties policy

• SUPREME COURT OF NEBRASKA, LINCOLN, NE, Summer 2008
  Intern to Justice John Gerrard, wrote certiorari reviews and memoranda or law, assisted
  drafting and editing opinions, prepared Justice for conference and argument

• PROFESSOR MICHAEL KAUFMAN, CHICAGO, IL, Summer 2008
  Legal research assistant for work on special education article

• PROFESSOR LARRY SINGER, CHICAGO, IL, Summer 2008
  Legal research assistant for various projects regarding modern health care

PUBLICATIONS
• Contextualizing ADR in Managed Care, 38 LOYOLA L. J. 900 (2008).

INTERESTS
• Interests include volunteering, officiating and playing lacrosse, and playing the violin
September 8, 2009

The Honorable Arlander Keys
United States Magistrate Judge for the Northern District of Illinois
2230 Everett McKinley Dirksen United States Courthouse
219 South Dearborn Street
Chicago, IL 60604

Dear Judge Keys:

I am a third-year student at Loyola University Chicago School of Law, and I would like to apply for a clerkship in your chambers following my graduation in May 2010. My resume, transcript, and writing sample are enclosed. I have also included letters of recommendation from Professors Spencer Waller, John Breen, and Lori Fulton.

Please do not hesitate to contact me if you need any additional information. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Elizabeth Lemon
Elizabeth Lemon
Elizabeth Lemon
160 N. State Street, Apt. 102, Chicago, IL 60610 • 312-555-0155 • elemon@lawschool.edu

EDUCATION
Loyola University Chicago School of Law, Chicago, IL
Juris Doctor expected, May 2010
- GPA: 3.79/4.0, Rank: 6/226, CALI Awards: Legal Writing I and II, Appellate Advocacy
- Managing Editor, Loyola Law Journal
- Member, Health Law Moot Court Team, 2008 National Moot Court Competition
  - Best Brief, being published in Journal of Legal Medicine (December 2009)
  - 3rd Place Overall
- Fellow, Institute for Consumer Antitrust Studies

University of Michigan, Ann Arbor, MI
Bachelor of Arts in History, May 2005

LEGAL EXPERIENCE
Clifford Law Offices, P.C.
Law Clerk, January 2009 – August 2009
- Researched and drafted responses to motions to dismiss and summary judgment

U.S. District Court, Northern District of Illinois, Judge Blanche Manning
Extern, January 2009 – May 2009
- Drafted opinion for a habeas corpus case and memoranda for criminal law motions

Loyola University Chicago School of Law, Professor Spencer Waller
Research Assistant, May 2008 – August 2008

U.S. Attorney’s Office, Northern District of Illinois
Extern, January 2008 – May 2008
- Performed legal research and document review regarding tax and financial fraud issues

U.S. Department of Justice, Antitrust Division
- Composed memoranda summarizing potential witness interviews for merger investigations
- Special Achievement Award for Sustained Superior Performance, March 2007
- Department of Justice Pro Bono Award for Distinguished Service, 2006 and 2007

VOLUNTEER EXPERIENCE
- Mentor, Big Brother Big Sister of the National Capitol Area, July 2005 – February 2007