

ST. MARY'S UNIVERSITY



School of Law
Office of Career Services

**State and Non-OSCAR
Judicial Clerkship
Mailing Program
Class of 2010**

2010 JUDICIAL CLERKSHIP MAILING PROGRAM

The Office of Career Services Judicial Clerkship Mailing Program was created to assist students in offsetting the cost of applying for clerkships, thereby allowing students to widen the pool of clerkships for which they are able to apply. The program may be used for both federal and state judicial clerkship applications throughout the country. To ensure the process runs smoothly, we have created a checklist for you to follow as you plan your application process:

- 1. Be sure to have your resume reviewed by Dean Bracey. You may submit it to be reviewed through the Resume Bank or by emailing it to Alicia Mendoza at amendoza1@stmarytx.edu**
- 2. Request letters of recommendation from your recommenders.** Applicants should do this **AS SOON AS POSSIBLE**, especially if you are asking a law school professor to write a recommendation for you. Asking early is a great help to them in getting your letters completed, as well as providing you ample time with which to retrieve the completed letters from the recommenders (You will need to include these letters in your application packets for non-OSCAR judges and for some state judges). In asking a recommender to write a letter, you should provide him or her with as much information as possible to write a strong letter. You should also provide your recommenders with a list of the judges to which you plan to apply - this can be a great source of information for you, as your recommender may be familiar with the judges on your list. It is also helpful to provide your recommender with pre-addressed envelopes for each recommendation, which the professor will seal and return to you for inclusion in your application packet. Make sure you also include the recommender's assistant on your request and any correspondence regarding your request, as he or she often will coordinate the various letters a professor writes for students. **IN ORDER TO PARTICIPATE IN THE CLERKSHIP MAILING PROGRAM, PLEASE REQUEST LETTERS OF RECOMMENDATION FROM LAW SCHOOL PROFESSORS BY FRIDAY, AUGUST 28, 2009, IF NOT EARLIER. So that you have time to collate all of your applications to bring to the Office of Career Services by Tuesday, September 1, 2009.**
- 3. For federal and Texas state clerkships, submit completed clerkship applications to the Office of Career Services for mailing by Tuesday, September 1, 2009.** To be mailed for receipt at the courts on **September 8, 2009** (the first date that students may mail their applications to federal judges per the Federal Law Clerk Hiring Plan), All applications must be received by the Office of Career Services by **TUESDAY, SEPTEMBER 1, 2009.** **APPLICATIONS MUST BE IN SEALED MAILING ENVELOPES-OFFICE OF CAREER SERVICES WILL NOT ACCEPT INCOMPLETE APPLICATIONS.** - You may submit applications (both state and federal) after

this date, and the OFFICE OF CAREER SERVICES will mail them, but cannot guarantee they will be mailed on for receipt September 8, 2009.

If you have any questions regarding, please contact Suzanne Patrick (spatrick@stmarytx.edu) or Alicia Mendoza (amendoza1@stmarytx.edu) in the Office of Career Services.

Critical Dates for Federal and State Clerkship Applications

September 1, 2009 - Submit completed clerkship application packets to OFFICE OF CAREER SERVICES for mailing to be sure they arrive at judges by September 8, 2009.

September 8, 2009 – First date that federal judges may receive federal clerkship applications mailed by OFFICE OF CAREER SERVICES

Please note we will run clerkship mailing deadlines in the spring for DC Superior Court and other states that hire in the spring semester.

Checklist for State and Federal Clerkship Applications

- Has Dean Bracey reviewed your cover letter and resume?
- Do you have two writing samples?
- Do you have a copy of your official transcript?
- Do you have three references?
- Have you contacted your references for letters of recommendation?
- Have you proofread all materials for typos and spelling/grammar mistakes?
- Do you have the correct addresses for applications? Make sure the name on your salutation matches the judge you are addressing?
- Do you have resume paper for your cover letter, resume, list of references, and envelopes?

Texas State Court Applications

***These applications should include a State Application for Employment which can be found at: <http://www.twc.state.tx.us/jobs/gvjb/stateapp.doc>, Cover Letter, Resume (approved by Dean Bracey), Law School Transcript, and 2 Letters of Recommendation.**

Positions Still Available at Texas Courts Apply through the Clerkship Mailing Program (Due in Career Services September 1, 2009)

Texas Supreme Court: Each justice hires two briefing attorneys in early September; Justice Green and O'Neill will not be accepting applications. For the list of the other justices go to: <http://www.supreme.courts.state.tx.us/court/justices.asp>. You must apply through the Career Services Mailing Program due September 1, 2009 in our office.

Court of Criminal Appeals: Each judge hires one law clerk in early fall; for the list of the other justices go to: <http://www.cca.courts.state.tx.us/court/justices.asp>. You must apply through the Career Services Mailing Program due September 1, 2009 in our office.

First Court of Appeals, Houston: Accepted applications through Fall Recruitment and are no longer accepting applications.

Second Court of Appeals, Fort Worth: Justice Bob McCoy is the only justice hiring. You must apply through the Career Services Mailing Program due September 1, 2009 in our office.

Third Court of Appeals, Austin: Justice Diane Henson is the only judge who hires term law clerks. You must apply through the Career Services Mailing Program due September 1, 2009 in our office.

Fourth Court of Appeals, San Antonio: Previously, three justices (Chief Justice Alma L. Lopez, Justice Catherine Stone and Justice Sandee Bryan Marion) hired term law clerks in early September, but the Court is still determining how many clerks will be hired for the 2010-11 period. All other justice have permanent career clerks. We will update you when they make a decision.

Fifth Court of Appeals, Dallas: Justice Douglas S. Lang is the only judge who hires a term law clerk. You must apply through the Career Services Mailing Program due September 1, 2009 in our office.

Sixth Court of Appeals, Texarkana: No term law clerks; all justices have permanent career clerks.

Seventh Court of Appeals, Amarillo: No term law clerks; all justices have permanent career clerks.

Eighth Court of Appeals, El Paso: All positions have been filled.

Ninth Court of Appeals, Beaumont: No term law clerks; all justices have permanent career clerks.

Tenth Court of Appeals, Waco: No term law clerks; all justices have permanent career clerks.

Eleventh Court of Appeals, Eastland: All positions have been filled.

Twelfth Court of Appeals, Tyler: No term law clerks; all justices have permanent career clerks.

Thirteenth Court of Appeals, Corpus Christi and Edinburg: Court usually hires in the late fall; keep checking [Job Bank](#) and Career Services website later in the fall.

Fourteenth Court of Appeals, Houston: Seven justices (except Justices Frost and Guzman) hire term law clerks. You must apply through the Career Services Mailing Program due September 1, 2009 in our office.