THE 2010-2011 LOYOLA LAW SCHOOL GUIDE TO JUDICIAL CLERKSHIPS

A. Why Clerk?

Clerking for a judge can be an invaluable and exciting experience. As a clerk, you will have an opportunity to assist a judge with all aspects of the judicial process. You will conduct legal research, write memoranda, draft opinions, observe judicial proceedings and sit in on conferences. In doing so, you will gain an understanding of the legal process which can only be learned by working as a judge or as a part of a “judge’s chambers.” It is a truly unique opportunity to have an impact on the law.

Another benefit of clerking is that you will develop a close relationship with a skilled and talented mentor. Such a relationship is likely to continue throughout your legal career.

Finally, experience as a clerk is highly valued by law firms. Many clerkships only run for one- to two-years, and as such, provide a strong foundation for launching a legal career. (Indeed, law firms are so interested in hiring judicial clerks that most large law firms will leave open an offer for a permanent position if a student obtains a clerkship, pay them a stipend and/or bring them in as second-year associates.)

Clerkships may also have special value to those seeking particular types of law-related jobs. A clerkship with a respected judge often is helpful in obtaining a position as a law professor. Similarly, service on a federal district or appellate court can often lead to employment opportunities with the Assistant United States Attorney, a Deputy Federal Public Defender, or with other federal government agencies.

B. What do Judicial Clerks do?

Most clerkship positions are with an individual judge. What you actually do will depend upon the particular judge you work with as well as the court. For example, if you clerk for a trial judge you will assist the judge with pre-trial motions, discovery disputes, settlement conferences, motions in limine and trial proceedings. You may write opinions and research issues “on the spot” at trial. Generally, these clerks have a great deal of contact with attorneys and litigants. Basically, you will be involved with all aspects of the litigation process.

If you decide to clerk for an appellate court judge, you will be responsible for reviewing the trial court record of each case assigned to your judge, researching the issues upon which the appeal is based, and rendering a proposed opinion for the judge. You will edit other clerks’ opinions and work closely with other judges and staff. Additional duties may include maintaining the library in chambers, drafting speeches and lectures for conferences and bar functions, and a variety of administrative tasks.
Some graduates also clerk for a court instead of an individual judge. Frequently, court law clerks are responsible for such matters as pro se appeals, appeals to be decided summarily, substantive motions, and jurisdictional difficulties.

C. What Role can Career Services and the Faculty Play?

Professional staff can provide information and skills training in the areas of resume preparation, interview performance, and clerkship search strategies. Various published and office-developed reference materials on judicial clerkships are also available in the Career Services Office. These include *CQ Press Federal-State Court Directory* which provides quick and easy access to the national’s federal, state and county courts. *The Judicial Yellow Book* contains biographical profiles and contact information for more than 3,500 federal and state judges – including education information. A complete list of print and internet resources is available in the Career Services Office.

The Law School Judicial Clerkship Faculty Committee is available to answer questions and to assist students. Individual faculty members are also available to describe those courts and judges with whom they are familiar and to write your letters of reference.

D. How do I Decide Where to Apply?

Although you are permitted to apply to an unlimited number of judges for a clerkship, keep in mind that **each faculty member will only write a letter of recommendation to 75 judges on your behalf.**

There are four basic factors to consider when you are trying to decide which judges you would like to clerk for. These are (1) the type of clerkship; (2) the location of the clerkship; (3) the quality of the clerkship; and (4) the candidate’s qualifications.

1. **Type of Clerkship.** A broad range of clerkships is open to graduating law students:

   a. **Federal appellate courts.** Each federal circuit court judge has at least 2 law clerks to assist him or her. In addition, every circuit court has a central staff of clerks. Overall, these positions are the most competitive and difficult to obtain. Practically every attorney who clerks for the U.S. Supreme Court previously clerked at the appellate court level.

   b. **State appellate courts.** Every state has a high court of appeals (in California, the Supreme Court; in New York, the Court of Appeals). Many also have intermediate appellate courts. Most state appellate court judges have their own personal clerk. Other judges work with a staff of clerks hired for the court. Please note that in California neither the California Court of Appeals nor the California Supreme Court hire clerks right out of law school.

   c. **Federal trial courts.** Each district court judge usually has his or her own clerk.

   d. **State trial courts.** Many states provide clerks to their trial court judges. In California, some of the judges hire Research Attorneys who serve the same
function as law clerks. The hiring criteria for these positions are less stringent than the traditional hiring requirements for law clerks in other courts.

e. Other federal courts. Federal magistrates and bankruptcy judges, as well as judges who sit on the bench of the Tax Court, the U.S. Court of Appeals for the Federal Circuit, the U.S. Court of Federal Claims, the U.S. Court of International Trade, the U.S. Court of Appeals for the Armed Forces and the Court of Veteran Appeals, often hire their own law clerks to assist them with their calendar.

2. Location. Clerkships in Los Angeles, New York and other major cities are generally more difficult to obtain than those in more rural areas. There are clerkship opportunities available all over the country. It is a good idea to apply to positions located in the Midwest and South as well as California. If you are limited to California, you may have to apply to several types of courts to increase your chances of obtaining a clerkship.

3. Quality of the Clerkship. In order to assess the quality of the clerkship, you should focus on two issues: (1) the reputation of the judge (is s/he considered fair, intelligent, capable and conscientious? what is his/her ideology and background? what is the atmosphere like in chambers?); and (2) your duties as a law clerk for that particular judge (what types of cases does the judge review? what is the jurisdiction of the court?). As you get further into the application process, you will want to gather as much information as you can to determine these issues. DO NOT APPLY TO A JUDGE FOR WHOM YOU WOULD NOT BE WILLING TO CLERK.

4. Qualifications. Finally, you should consider how the judge will evaluate you as an applicant. This will vary from judge to judge, however, some generalizations can be made.

While a strong academic record is often important, the clerkship application process is not focused exclusively on grades and Law Review. Membership on a Law Review is highly valued. If you are not on a Law Review you should seek other opportunities to develop and display your writing skills, including courses that require papers or briefs, or a position as a research assistant. It also is useful to publish an article in a law review.

Many judges pay particular attention to the character of their applicants, searching for candidates with maturity, integrity and judgment. Evidence of character can come from a range of sources, including prior work experience, law school activities or advanced degrees, and/or a demonstrated commitment to social issues or public interest work. Many judges affirmatively encourage applications from women and minority candidates. Some judges, particularly those who sit on courts away from the major East and West Coast legal centers, look for candidates who are interested in practicing in the community where the judge sits or are from that geographic area. Judges often carefully scrutinize the personality of their applicants to determine if they can work smoothly in the close confines of the chambers.

In addition, some judges prefer to hire students who are recommended to them (by faculty for example) or who graduate from a particular law school.
E. Where can I Find Information on Judges?

A complete list of federal judges is printed in the front of the Federal Reporter and Federal Supplement. State and regional reports provide lists of state judges.

There are various resources available in Rains Library such as *The Daily Journal Judicial Profiles* – which is a six-volume directory that provides biographical information on municipal, superior and appellate state and federal judges in Northern and Southern California. *The Almanac of the Federal Judiciary* contains detailed information on all federal court judges. *The American Bench* is also available which contains a directory of comprehensive biographical information on over 18,000 judges at all levels of federal state and local courts.

The Career Services Office maintains a copy of *CQ Press Federal-State Court Directory* and *CQ Press Directory of State Court Clerks and County Courthouses*, as well as *The Judicial Yellow Book*. The OCS Library also carries *The Guide to Judicial Clerkship Procedures*, which is produced by Vermont Law School Career Services. This publication provides information on clerkship opportunities in the 50 states, the District of Columbia, Guam and Puerto Rico.

Information is also available on-line. *The Federal Law Clerk Information System (FLCIS)* is an on-line site that provides detailed information about the application requirements for each particular federal judge. Currently FLCIS can be found at [https://lawclerks.ao.uscourts.gov](https://lawclerks.ao.uscourts.gov). In 2008, **FLCIS merged with OSCAR, and is available at [https://oscar.symplicity.com](https://oscar.symplicity.com)**. This new version of FLCIS will allow applicants to search for judges who choose to accept clerkship applications electronically, judges who want to continue to receive only paper applications, and judges who wish to advise applicants that they do not have a clerkship vacancy.

You may also refer to the *California Courts*: [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov) which lists information on all of California State courts or *National Center for State Courts*: [www.ncsconline.org/D_KIS/info_court_web_sites.html](http://www.ncsconline.org/D_KIS/info_court_web_sites.html) which gives website links to numerous state and international court sites. Also check specific county government websites for clerkship postings: [www.csac.counties.org](http://www.csac.counties.org). Additionally, *The Almanac of the Federal Judiciary* is available on Westlaw in the AFJ database. In addition, you can research decisions rendered by a judge on LEXIS and you can search for articles written about a judge on NEXIS. There are also some helpful websites that contain judicial biographies as well as the names of various judges. This list can be found at the end of this guide.

The Clerkship Notification Blog provides a forum for applicants to share updated information regarding clerkships: [http://lawschoolclerkship.blogspot.com](http://lawschoolclerkship.blogspot.com).

Additionally, the United States Department of Justice maintains a list of federal court nominations, confirmed nominees and vacancies for each Congress. Background information on each nominee is also included: [www.usdoj.gov/olp](http://www.usdoj.gov/olp).

Finally, speak with the faculty and the faculty committee on clerkships.
F. When Should I Apply for a Judicial Clerkship?

Most of the federal judges have shifted law clerk hiring from the second to the third year of law school. Here are the new deadlines:

- April 23, 2010: Submit application forms to Linda Wysocky and Brooke Loesby
- July 15, 2010: Upload all materials on OSCAR and have faculty/non-faculty recommendations to Faculty Support Services
- July 30, 2010: Turn in paper application packets to Faculty Support services
- September 7, 2010: First date when applications may be received by judges.
- September 10, 2010: First date judges may contact applicants and schedule interviews.
- September 16, 2010: First date when interviews may be held and offers made.

Some clerkships may be available well into the student's third year. These include clerkships for judges newly appointed to the bench. A judicial nomination database can be found at The Thomas Library of Congress Senate Nominations: [http://thomas.loc.gov/home/nomis.html](http://thomas.loc.gov/home/nomis.html). You may also contact the chambers of individual judges for detailed information. A list of resources is available in the Office of Career Services.

G. What Should I Include in a Judicial Clerkship Application?

There is no specific application to fill out for judicial clerkships. Rather, the application process varies from judge to judge. For federal judges, refer to the judge’s OSCAR listing at [https://oscar.symplicity.com](https://oscar.symplicity.com). For state courts check the court’s website, or do not hesitate to call a judge’s chambers to inquire about application requirements. A clerkship application generally consists of a well thought out cover letter and resume, law school transcript, letters of recommendation, and sometimes a writing sample. A more detailed discussion of the application follows.

1. **Cover Letter.** YOUR COVER LETTER IS A WRITING SAMPLE. Take the time to craft a strong, compelling letter. Have several different people review your letter before you finalize it.

   Be brief!! Your cover letter should be no more than one page. Identify a connection with the judge or that particular geographic area. Also, mention the year for which you are applying, the enclosures, your references and your availability for an interview. Be sure to address the judge correctly, using the term “Judge” or “Justice” as appropriate. (See sample cover letter at the end of this guide). Also, make sure that you identify the court by its proper name (i.e., United States District Court for the Southern District of New York; United States Court of Appeals for the Ninth Circuit; The Supreme Court for the State of Arizona, etc.).

2. **Resume.** Use the traditional legal resume format as described in the Career Services Handbook. Highlight any research and writing accomplishments, legal publications, and judicial externship experience. Unlike a traditional legal resume, you should list your references. Also, include a brief description of your hobbies to show the judge that you are an interesting individual.
3. **Transcripts.** Obtain a copy of your transcript from the Loyola Registrar’s Office and include it with your cover letter and resume. Some judges also request a copy of your undergraduate transcript and/or your LSAT scores.

4. **Letters of Recommendation.** Many judges find the letters of recommendation to be the most important part of the clerkship application package. An insightful letter can provide a lot of information about your work ethic, your character and your personality.

   Most judges ask for two letters of recommendation, although some do request only one or as many as four. Letters of recommendation can be submitted by your professors, an attorney for whom you have done extensive legal work, or a judge for whom you externed. Make sure that the person writing your evaluation knows you well. For example, if you ask a professor to provide a letter in support of your application, the professor should know you both inside and outside the classroom. Certainly it is also helpful if the person recommending you knows the judge personally. When you ask someone to write a letter of recommendation, you should provide him/her with a typed list of the judges to whom you are applying in case there are any judges whom they know, or to whom they would not be willing to send a letter. Ask a faculty member who knows the judge to write a personalized letter to the judge.

5. **Writing Sample.** Some judges require a writing sample. Others do not. Even if none is required, it is advisable to offer to provide one upon request in your cover letter.

   Your writing sample, like all other materials you give to the judge, must be perfect. If you use a paper, memo, or motion written as a class assignment, print a clean copy to give to the employer, free from grades or any other markings. If you use something written during an externship or previous employment, be certain to redact the names of the parties and be sure your prior employer knows you will be using it as a writing sample. If you have more than one possible sample, choose the one most appropriate for the position (e.g., journal comment, motion, seminar paper). The length of your writing sample should be between 10 and 20 pages.

H. **How do I Apply?**

For federal clerkships, you apply through an online system called OSCAR to each of the judges for whom you would like to clerk. OSCAR can be found at https://oscar.symplicity.com/. Most, but not all federal judges, use OSCAR. For those federal judges who choose not to use it, you should plan to submit a paper application packet following the instructions as outlined in the Judicial Clerkship Application Procedure and Policies handout available at OCS. For an updated list of federal judges participating in OSCAR, go to http://oscar.dcd.uscourts.gov/participating_judges.pdf. All applications for state or local clerkships must be submitted via paper application packets.

Office of Career Services can assist you with the process of drafting cover letters and resumes. However, faculty support services will assist you with faculty recommendation letters and the
actual mailing of paper application packets. Applicants are limited to 75 paper application packets. In order to enlist the help of faculty support, you are required to fill out a Loyola Judicial Clerkship Application Form and Authorization for Faculty Letters of Recommendation which can be found in the Office of Career Services and must be completed and returned to Linda Wysocky, Faculty Legal Assistant, or Pam Buckles. Their offices are located in Burns 320. In addition, you are required to complete an Office of Career Services Judicial Clerkship Form and schedule and appointment with Brooke Loesby, Assistant Director, Career Services. Any questions or concerns about OSCAR will be addressed at this meeting. These forms must be completed and submitted by April 23, 2010.

You should follow-up on your initial judicial clerkship application. Each applicant normally receives some notice from the judge, if only an acknowledgement of receipt. You should follow any instructions in that notice. If no notice is received within two or three weeks, or if the notice contains no instructions, you may contact the judge’s secretary or current judicial clerk in order to ascertain the judge’s timetable for making a decision.

I. What is the Interviewing Process Like?

Most judges will meet with 20 to 25 applicants before they select a law clerk. The focus of the interview will primarily be on whether you are a person s/he would like to work with and whether you will mix in well with the judge’s chambers. Therefore, be courteous to everyone you meet. They may all have some input into the decision making process.

Be aware of the fact that you will probably have to finance the expense of these interviews. The cost of travel, lodging and meals will usually not be reimbursed by the judge. Try to coordinate your trips so that you can meet with more than one judge (or law firm) each time you visit an area.

Typically, the judge will question you about your law school classes, any articles or papers you have written, and your prior work experience. Prepare for the interview by researching the judge thoroughly and knowing yourself well. Schedule a mock interview with a career counselor before the interview. Also, contact alumni and professors who clerked for the judge to ask for interviewing tips.

Each judge traditionally reviews several clerkship applications at the same time. Therefore, an aggressive approach may help you get your foot in the door. If you are seriously interested in a particular clerkship, contact the judge’s chambers and let them know that you will be in town at a particular time. Ask if it is possible to have an interview with the judge. Many judges will be accessible.

Here is a list of interview questions to help you prepare:

1. Tell me about yourself and about why you’re interested in this job.
2. What do you know about this court/job?
3. How would you go about learning about the court/how to do the job?
4. What makes you think you would be particularly good at this job? What particular skills and experiences do you bring to it?
5. From what you know about clerkships, what area would be easiest? What would require the most stretch?
6. How did your education and/or work experience prepare you for this job?
7. What was your favorite course in law school? Favorite activity?
8. What do you like most about legal research? Least?
9. How would you go about conducting wide-ranging legal research in an area that was unfamiliar to you?
10. Tell me about your research and writing proficiency. What types of electronic research have you worked with?
11. If I asked you to tell me the law, how confident would you be in your answer?
12. Describe your writing style.
13. Why do you think you would be able to write well about the subjects before this court?
14. What do you think would be the characteristics of a good bench memo? a good decision?
15. From your past experiences, describe your thinking in analyzing a case. For example, how would you go about applying the law to the facts of a case in a judicious way? How would you weigh the competing arguments?
16. How would you build good working relationships with other people here?
17. Describe a project or task you worked on as part of a team. What was your role? What challenges did you face? What successes or failures were important to you in working with the other members of the team?
18. Describe how you handle projects or tasks requiring a high degree of accuracy and attention to detail. Describe a project or task that required organizational skills. How did you proceed?
19. What circumstances bring out the best in you? The worst?
20. Why do you think you would thrive in this job?
21. Do you have any questions for me?

It is highly advisable that you research the judge thoroughly, perform a mock interview and review the Law Clerk Handbook before your interview. Also, look over the Code of Conduct for Judicial Law Clerks attached at the end of this handout. It outlines the conduct to be observed by a law clerk during his or her tenure as a clerk.

J. What is the Timetable for Offers, and Accepting/Rejecting Offers?

Be prepared to receive an offer during your interview. Judges require an answer to a job offer very quickly; sometimes at the time it is offered. Therefore, you should determine how you will respond to a judge if s/he offers you a clerkship opportunity at an interview. Consider the following:

- Be tactful.
- Establish the time period during which the offer with remain open. Be aware that a judge frequently expects an immediate response and you may not have more than 24 hours to make a decision.
- It is very bad form to rescind your acceptance of an offer, so choose carefully!
- You should inform the judge immediately if you decide to accept an offer from another judge. In fact, you should inform all the judges to whom you have applied and from
whom you have not received rejections, that you have accepted another clerkship and are, therefore, withdrawing your application.

K. Final Note

Make an effort to know the faculty well by taking seminar classes, writing papers, and/or serving as a research assistant. Try to work on Law Review or Moot Court. Research each judge thoroughly. Speak with a career counselor at OCS to map out a strategy that works for you. Keep in touch with OCS and let us know what happens.

GOOD LUCK!!
APPENDIX “A” - BASIC STRUCTURE OF UNITED STATES COURT SYSTEM

Supreme Court of United States

State Supreme Courts

Court of Appeals for the Federal Circuit

U.S. Court of Appeals for the Armed Forces

U.S. Court of Appeals

U.S. District Courts

Intermediate Appellate Courts

Trial Courts or Courts of General Jurisdiction

Courts of Limited Jurisdiction: District, County, or Municipal Court; Juvenile or Family Court; Probate Court; Criminal Court

U.S. Court of Federal Claims

U.S. Court of International Trade

U.S. Court of Veterans Appeals

Tax Court

Administrative Agencies
Federal Trade Commission, National Labor Relations Board, etc.
APPENDIX “B” - STRUCTURE OF CALIFORNIA COURT SYSTEM

Chief Justice:
303 Second Street
South Tower
San Francisco, CA 94107
(415) 396-9400

Clerk of Supreme Court:
303 Second Street
South Tower
San Francisco, CA 94107
(415) 396-9400

Court Administration:
Admin. Office of Courts
303 Second Street
South Tower
San Francisco, CA 94107
(415) 396-9100

Governor:
State Capitol, 1st Floor
Sacramento, CA 95814
(916) 445-2864

Main State Capitol:
(916) 445-2841

Attorney General:
1300 I Street, Suite 1740
Sacramento, CA 95814
(916) 324-5437

Secretary of State:
1500 11th Street
Sacramento, CA 95814
(916) 653-7244

Vital Statistics:
Vital Statistics Branch
Department of Health Services, 410 N Street
Sacramento, CA 95814
(916) 445-2684

SUPREME COURT
One Chief Justice and Six Associate Justices

Forth District

Fifth District
1 div., 9 justices ea., in Fresno.

Sixth District
1 div., 6 justices ea., in San Jose.

Superior Courts*
58 (1 for each county) with a total of 804 Judges
Jurisdiction
Civil: over $25,000
Criminal: original jurisdiction in all causes except those given by statute to municipal or justice courts
Appeals: to Court of Appeals of the district

Municipal Courts
109 with total of 676 judges
Jurisdiction
Civil: $25,000 or less
Small Claims: $5,000 or less
Criminal: misdemeanors and infractions
Appeals to appellate department of Superior Court

* Death penalty cases are automatically appealed directly from the Superior Court to the Supreme Court

Court of last resort
Intermediate Appellate Court
Court of General Jurisdiction
Court of Limited Jurisdiction
APPENDIX “C” – SAMPLE CODE OF CONDUCT FOR JUDICIAL LAW CLERKS

Canon 1. A law clerk should uphold the integrity and independence of the judiciary and the office.

An independent and honorable judiciary is indispensable to justice in our society. A law clerk should observe high standards of conduct so that the integrity and independence of the judiciary may be preserved. The provisions of this Code should be construed and applied to further that objective. The standards of this Code shall not affect or preclude other more stringent standards required by law, by court order, or by direction of the appointing judge.

Canon 2. A law clerk should avoid impropriety and the appearance of impropriety in all activities.

A law clerk should not engage in any activities that would put into question the propriety of the law clerk’s conduct in carrying out the duties of the office. A law clerk should not allow family, social, or other relationships to influence official conduct or judgment. A law clerk should not lend the prestige of the office to advance the private before the court, and should immediately inform the appointing judge of any such contact. A law clerk should never communicate to attorneys or parties in a pending case the law clerk’s opinion or attitude toward the issues pending before the judge. A law clerk should not give advice to attorneys or parties on matters of substantive or procedural law. A law clerk should be particularly careful to treat all attorneys and parties equally.

Canon 3. A law clerk should perform the duties of the office impartially and diligently.

The official duties of a law clerk take precedence over all other activities. Official duties include all the duties of the office prescribed by law, by the court in which the law clerk serves, and by the appointing judge. In the performance of these duties, the following standards apply:

A. A law clerk should respect and comply with the law. A law clerk’s conduct should at all times promote public confidence in the integrity and impartiality of the judiciary and of the office.

B. A law clerk should maintain professional competence in the profession. A law clerk should be dignified, courteous, and fair to all persons with whom the law clerk deals in the law clerk’s official capacity. A law clerk should diligently discharge the responsibilities of the office. A law clerk should bear in mind the obligation to treat fairly and courteously the general public as well as the legal profession.

C. (1) The relationship between the judge and law clerk is essentially a confidential one. A law clerk should never disclose to any person any confidential information received in the course of the law clerk’s duties, nor should the law clerk use such information for personal gain. A law clerk should avoid comment on the process of decision-making including the extent of the law clerk’s involvement. This duty extends beyond the term of clerkship.
(2) A law clerk enjoys a unique relationship with a judge. While a law clerk must be aware of the proper respect due a judge, a law clerk should not fear expressing a contrary opinion when personal opinions are asked. A law clerk is always an assistant to the judge, who has the ultimate authority and responsibility in deciding a case. Without sacrificing intellectual honesty, a law clerk must accept the decision of the judge.

(3) A law clerk should abstain from public comment about a pending or impending proceeding in the court in which the law clerk serves, except to the extent authorized by the appointing judge.

D. A law clerk should promptly inform the appointing judge of any circumstance that might serve as a basis for disqualification of the law clerk or judge, including, but not limited to, any relationship or association of the law clerk with any person or entity interested in a case in any way.

E. A law clerk should discuss any questions of interpretation or applicability of this Code with the appointing judge.

Canon 4. A law clerk may engage in activities to improve the law, the legal system, and the administration of justice.

A law clerk, subject to the proper performance of official duties, may engage in the following law-related activities:

A. A law clerk may speak, write, lecture, teach, and participate in other activities concerning the law, the legal system, and the administration of justice.

B. A law clerk may serve as a member, officer, or director of an organization or governmental agency devoted to the improvement of the law, the legal system, or the administration of justice. A law clerk may assist such an organization in raising funds and may participate in their management and investment but should not personally participate in public fund-raising activities. A law clerk may make recommendations to public and private fund-granting agencies on projects and programs concerning the law, the legal profession, and the administration of justice.

C. A law clerk may promote the development of professional organizations and foster the interchange of technical information and experience with others in the profession. A law clerk may be available to the public at large for speaking engagements and public appearances designed to enhance the public’s knowledge of the operation of the court system.

Canon 5. A law clerk should regulate extra-official activities to minimize the risk of conflict with official duties.

A. Avocational activities. A law clerk may write, lecture, teach and speak on non-legal subjects and engage in the arts, sports, and other social and recreational activities, if such avocational activities do not detract from the dignity of the office or interfere with the performance of official duties.

B. Civic and charitable activities. A law clerk may participate in civic and charitable activities that do not detract from the dignity of the office or interfere with the
performance of official duties. A law clerk may serve as an officer, director, trustee or non-legal advisor of an educational, religious, charitable, fraternal, or civic organization and solicit funds for any such organization subject to the following limitations:

1. A law clerk should not use or permit the use of the prestige of the office in the solicitations of funds.
2. A law clerk should not solicit court personnel to contribute to or participate in any civic or charitable activity, but may call their attention to a general fund-raising campaign such as the United Way.
3. A law clerk should not solicit funds from lawyers or persons likely to come before the court in which the law clerk serves.

C. Financial activities.

1. A law clerk should refrain from financial and business dealings that tend to detract from the dignity of the office, interfere with the proper performance of official duties, exploit the law clerk's position, or involve the law clerk in frequent transactions with individuals likely to come in contact with the law clerk or the court in which the law clerk serves.

2. Neither a law clerk nor a member of the law clerk's household should solicit or accept a gift, bequest, favor or loan from anyone except for:
   
   a. a gift of incident to a public testimonial, books, tapes and other resource materials supplied by publishers on a complimentary basis for official use, or an invitation to the law clerk and a family member to attend a bar-related function or an activity devoted to the improvement of the law, the legal system, or the administration of justice;
   b. a gift, award or benefit incident to the business, profession or other separate activity of a spouse or other family member of a law clerk residing in the law clerk's household, including gifts, awards, and benefits for the use of both the spouse or other family member and the law clerk (as spouse or family member), provided the gift, award or benefit could not reasonably be perceived as intended to influence the law clerk in the performance of official duties;
   c. ordinary social hospitality;
   d. a gift from a relative or friend, for a special occasion, such as a wedding, anniversary or birthday, if the gift is fairly commensurate with the occasion and the relationship;
   e. a gift, bequest, favor or loan from a relative or close personal friend whose appearance or interest in a case would in any event require that the law clerk take no official action with respect to the case;
   f. a loan from a lending institution in its regular course of business on the same terms generally available to persons who are not law clerks;
   g. a scholarship or fellowship awarded on the same terms and based on the same criteria applied to other applicants; or
   h. any other gift, bequest, favor or loan, only if:
      
      i. the donor has not sought and is not seeking to do business with the court or other entity served by the law clerk; or
      ii. the donor is not a party or other person who has had or is likely to have an interest in the performance of the law clerk's official duties.
D. Practice of law. A law clerk shall not practice law in any federal, state, or local court, or undertake to perform legal services, whether or not for remuneration. This prohibition, however, shall not be construed to preclude the performance of routine legal work necessary to management of the personal affairs of the law clerk or a member of the law clerk's family, so long as:

1. Such work is done without compensation or for nominal compensation;
2. It does not require any act, including the entry of an appearance in a court of the State of Delaware, that would suggest that the position of law clerk is being misused, that preferential treatment is being sought by virtue of the holding of that position, or that would otherwise be inconsistent with the law clerk's primary responsibility to the court; and
3. Such activity does not have actual conflict or appear in conflict with court duties or will not reflect adversely on the court or create the appearance of impropriety.

E. Future employment. During the clerkship, a law clerk may seek and obtain employment to commence after the completion of the clerkship. A law clerk is not disqualified per se from working on a case in which a prospective employer is involved. If any lawyer, law firm or entity with whom a law clerk is seeking or has obtained future employment appears in any matter pending before the appointing judge, the law clerk should promptly bring this fact to the attention of the appointing judge, and the extent of the law clerk’s performance of duties in connection with such matter will be determined by the appointing judge. A law clerk may not accept the payment of any bonuses or moving expenses until the end of the clerkship. However, during the tenure of the clerkship, a law clerk may have the expenses of traveling to and from an interview reimbursed. A law clerk may also be reimbursed by a future employer for the expenses of taking a bar examination and a bar review course. A law clerk shall promptly inform the appointing judge of all such payments under this section. A law clerk should ascertain and observe any limitations imposed by the appointing judge or the court which the appointing judge serves concerning the practice of law by a former law clerk before the judge or the court.

Canon 6. A law clerk should regularly file any required reports of compensation received for all extra-official activities.

A law clerk may receive compensation and reimbursement of expenses for all extra-official activities permitted by this Code, if the source of such payments does not influence or give the appearance of influencing the law clerk in the performance of official duties or otherwise give the appearance of impropriety, subject to the following restrictions:

A. Compensation. Compensation should not exceed a reasonable amount nor should it exceed that normally received by others for the same activity.

B. Expense reimbursement. Expense reimbursement should be limited to the actual cost of travel, food and lodging reasonably incurred by a law clerk and, where appropriate to the occasion, by the law clerk’s spouse. Any payment in excess of such an amount is compensation.

C. Public reports. A law clerk should make and file such reports as may be prescribed by law.
Notwithstanding the above, a law clerk shall not receive any salary, or any supplementation of salary, as compensation for official services from any source other than the State.

Canon 7. A law clerk should refrain from political activity.

A law clerk should refrain from political activity; a law clerk should not act as a leader or hold office in a political organization; a law clerk should not make speeches for or publicly endorse a political organization or candidate; a law clerk should not solicit funds for or contribute to a political organization, candidate or event; a law clerk should not become a candidate for political or public office; a law clerk should not otherwise engage in political activities.
APPENDIX “D” – LIST OF WEBSITES

Alliance for Justice, Judicial Selection Project
Provides demographic lists and tables of sitting federal judges based on categories such as appointing president, ethnicity and gender, as well as reports on nominations and the confirmation process

http://www.judicialselectionproject.org/

Federal Judicial Center
Contains biographical on all past and present federal judges, court histories, educational materials and links to other legal resources

http://www.fjc.gov/

California Judicial Branch
http://www.courtinfo.ca.gov/
http://www.courtinfo.ca.gov/jobs

Alabama Judicial System
http://www.judicial.state.al.us/

Alaska Court System
http://www.state.ak.us/courts/
http://www.state.ak.us/courts/recruit.htm

Arizona Judicial Branch
http://www.supreme.state.az.us/
http://www.supreme.state.az.us/hr/hrjobs/main.htm

Arkansas Judiciary
http://courts.state.ar.us/
http://courts.state.ar.us/employment/index.cfm

Colorado State Judicial Branch
http://www.courts.state.co.us/
http://www.courts.state.co.us/Careers/Index.cfm

Connecticut Judicial Branch
http://www.jud.state.ct.us/
http://www.jud.state.ct.us/external/news/jobs/

Delaware State Courts
http://courts.delaware.gov/
http://courts.delaware.gov/Career%20Opportunities/

Florida State Courts
http://www.flcourts.org/
http://www.floridasupremecourt.org/employment/index.shtml
| Judicial Branch of Georgia | http://www.georgiacourts.org/  
|                          | http://www.georgiacourts.org/aoc/job.php |
| Hawai’i State Judiciary  | http://www.courts.state.hi.us/  
|                          | http://www.courts.state.hi.us/page_server/GenInfo/JobOpportunities/46B2CFC80BCC54F4FE0782E81C.html |
| Idaho State Judiciary    | http://www.isc.idaho.gov/ |
| Illinois Courts          | http://www.state.il.us/court/ |
| Indiana Courts           | http://www.state.in.us/judiciary/  
|                          | http://www.in.gov/judiciary/jobs/ |
| Iowa Judicial Branch     | http://www.judicial.state.ia.us/  
|                          | http://www.judicial.state.ia.us/Administration/Career_Opportunities/index.asp |
| Kansas Judicial Branch   | http://www.kscourts.org/  
|                          | http://www.kscourts.org/Court-Administration/Job-Opportunities/default.asp |
| Kentucky Courts          | http://courts.ky.gov/  
|                          | http://apps.kycourts.net/employment/ |
| Louisiana Supreme Court  | http://www.lasc.org/  
|                          | http://www.lasc.org/employment/job_opportunities.asp |
| Maine Judicial Branch    | http://www.courts.state.me.us/  
|                          | http://www.courts.state.me.us/court_info/jobs/index.shtml |
| Maryland Judiciary       | http://www.courts.state.md.us/  
|                          | http://www.courts.state.md.us/jobs/index.html |
| Massachusetts Court System | http://www.mass.gov/courts/  
|                          | http://www.mass.gov/courts/jobs/index.html |
|                         | http://www.mass.gov/courts/sjc/employment.html |
|                         | http://www.mass.gov/courts/appealscourt/employment.html |
| Michigan Courts          | http://courts.michigan.gov/  
|                          | http://courts.michigan.gov/scao/features/jobs/ops.htm |
| Minnesota Judicial Branch | http://www.courts.state.mn.us/  
|                          | http://www.courts.state.mn.us/?page=163 |
Mississippi Judiciary  http://www.mssc.state.ms.us/  http://www.mssc.state.ms.us/employment/employment.html


Nevada Supreme Court  http://www.nvsupremecourt.us/ http://www.nvsupremecourt.us/info/employment/

New Hampshire Judicial Branch  http://www.courts.state.nh.us/ http://www.courts.state.nh.us/aoc/hr/index.htm


New York State Unified Court System  http://www.courts.state.ny.us/ http://www.courts.state.ny.us/careers/


North Dakota Judicial System  http://www.ndcourts.gov/  

Ohio Supreme Court & Ohio Judicial System  http://www.supremecourt.ohio.gov/ http://www.supremecourt.ohio.gov/Employment/

Oklahoma State Courts  http://www.oscn.net/ http://www.oscn.net/JobOpportunities/

Oregon Courts  http://www.ojd.state.or.us/ http://www.ojd.state.or.us/jobs/jobsvolunteers.htm

Pennsylvania Courts  http://www.courts.state.pa.us/default.htm  http://jobs.aopc.org/
Judiciary of Rhode Island
http://www.courts.ri.gov/
http://www.courts.ri.gov/home/employment.htm

South Carolina Judicial Department
http://www.judicial.state.sc.us/

South Dakota Judicial System
http://www.sdjudicial.com/

Tennessee Court System
http://www.tsc.state.tn.us/
http://www.tsc.state.tn.us/geninfo/employ/CurrentPos.htm

Texas Courts
http://www.courts.state.tx.us/
http://www.courts.state.tx.us/jobs/employment.asp

Utah State Courts
http://www.utcourts.gov/
http://www.utcourts.gov/admin/jobs/

Vermont Judiciary
http://www.vermontjudiciary.org/
http://www.vermontjudiciary.org/JC/MasterPages/HR-Employment.aspx

Virginia Judicial System
http://www.courts.state.va.us/
http://www.courts.state.va.us/jbrr/jbrr.htm

Washington Courts
http://www.courts.wa.gov/
http://www.courts.wa.gov/employ/

West Virginia Court System
http://www.state.wv.us/wvsca/
http://www.state.wv.us/wvsca/jobann/jobs2.htm

Wisconsin Court System
http://www.wicourts.gov/
http://www.wicourts.gov/about/employment/index.jsp

Wyoming Judicial Branch
http://courts.state.wy.us/
http://courts.state.wy.us/Employment.aspx
APPENDIX “E” - SAMPLE COVER LETTER

JOYCE WILLIAMS
555 Barrington Avenue
Los Angeles, California 90049

September 2, 2010

Honorable Hilda Jones
U.S. Courts – District of Idaho
550 W. Fort Street, Rm. 400
Boise, Idaho 83724

Dear Judge Jones:

Please accept this letter as part of my application for a law clerk position in your chambers. Since I will be graduating from Loyola Law School in the spring of 2010, I am interested in a clerkship that would commence in the fall of 2010.

As a resident of Boise, I intend to return to Idaho after law school. I am particularly interested in working with you because many of the attorneys who have clerked and/or externed in your chambers describe you as a great mentor. Also, I have been very active in various groups designed to protect the rights of women throughout the United States, and understand that you handle numerous cases involving these issues.

Enclosed is a copy of my resume and law school transcript. Professor Joseph McFarland and Judge Alan Rothman will be forwarding letters of recommendation in support of my application directly to you. If you would be interested in reading a sample of my writing, I recently published an article on domestic violence and would be more than happy to send you copy of it.

I will be in Boise during the week of September 22nd and would welcome the opportunity to meet with you at that time.

Thank you for your time and consideration.

Respectfully yours,

Joyce Williams
Enclosure
jw
# APPENDIX “F” - HOW TO ADDRESS YOUR COVER LETTER

<table>
<thead>
<tr>
<th>Addressee</th>
<th>Envelope Address</th>
<th>Salutation</th>
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<tbody>
<tr>
<td><strong>Federal Courts</strong></td>
<td></td>
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<tr>
<td><em>U.S. Supreme Court</em>:</td>
<td></td>
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</tr>
<tr>
<td>The Chief Justice</td>
<td>The Chief Justice of the United States Address</td>
<td>Dear Chief Justice:</td>
</tr>
<tr>
<td>Associate Justice</td>
<td>Justice (surname) Court Address</td>
<td>Dear Judge (surname):</td>
</tr>
<tr>
<td><em>U.S. Court of Appeals</em>:</td>
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<tr>
<td>Chief Judge</td>
<td>Honorable (full name) Chief Judge, United States Court of Appeals Address</td>
<td>Dear Judge (surname):</td>
</tr>
<tr>
<td>Judge or Senior Judge</td>
<td>Honorable (full name) Court Address</td>
<td>Dear Judge (surname):</td>
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<tr>
<td>Judge or Senior Judge</td>
<td>Honorable (full name) Court Address</td>
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<td><em>Other Federal Courts</em>:</td>
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<tr>
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<td>Dear Judge (surname):</td>
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<tr>
<td>Judge</td>
<td>Honorable (full name) Court Address</td>
<td>Dear Judge (surname)</td>
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<td><em>State Supreme Courts</em>:</td>
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<tr>
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</tr>
<tr>
<td>Justice</td>
<td>Honorable (full name) Court Address</td>
<td>Dear Justice (surname)</td>
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<tr>
<td>Other State Courts:</td>
<td>Honorable (full name)</td>
<td>Dear Judge (surname):</td>
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<tr>
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<td>Judge</td>
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