



CHAPMAN UNIVERSITY  
FOWLER SCHOOL OF LAW

---

Career Services Office

# Judicial Clerkship Handbook 2017-2018

Please contact Assistant Director of Career Services, Camille Heenan, at [heenan@chapman.edu](mailto:heenan@chapman.edu) if you have any questions.

## GENERAL INFORMATION

The handbook is organized into four sections: (1) an explanation of the purpose and benefits of a clerkship, (2) information regarding the application process, (3) a description of the selection process, and (4) a listing of useful information and resource materials available electronically and in the Law School. The handbook also contains certain rules that students **must** follow in applying for judicial clerkships if they wish to use the CSO, Law Library, or faculty references in the application process. *Failure to follow the rules and deadlines will result in forfeiture of your eligibility to participate in the Judicial Clerkship Program.* These rules promote the highest consideration for all current and future applications. Much of the information in the handbook addresses problems and questions that typically arise after the initial decision to apply. We suggest that you refer back to the handbook periodically during the process.

### **What is a Post-Graduate Judicial Law Clerk?**

Many judges in both the state and federal courts employ recent law school graduates as their personal law clerks. Some law clerks are brand new law school graduates, while other judges will choose someone with post-law school experience. Therefore, if you are truly interested in obtaining a clerkship, there will be more than one opportunity within the span of your career to obtain one. Clerkships can vary in length depending upon the type of appointment. There are three different types of clerkships in the federal judiciary.

**Term Appointment**—This is the most common type of clerkship available. The term for federal clerkships is generally one to two years. Judges typically hire new law school graduates or graduates who have been practicing for a short amount of time to fill these positions.

**Career Appointment**—Career clerks are appointed for longer terms, usually several years. A growing number of judges, particularly magistrate and bankruptcy judges hire career clerks. Judges who hire career clerks are often seeking experienced practitioners to fill these positions.

**Temporary Appointment**—Occasionally, emergency situations require a judge to obtain additional law clerk assistance for a limited period of time and with a specific termination date. For example, if one of the judge's clerks will be out of the office for an extended period of time due to a medical issue, the judge may receive authorization to hire a temporary clerk for the duration of the disability leave. These appointments, like all others, are listed on OSCAR.

A law clerk works under the direction of a particular judge. His or her duties will be defined by the nature of the cases pending before the court and the needs of the judge. Due to the variety of courts and judges, a clerkship is a unique experience and is difficult to exactly define.

Although the duties of a clerk may vary from court to court and from judge to judge, clerks generally perform legal research, prepare memoranda and draft orders, write draft opinions and stipulations, assemble documents and perform other duties as the judge may require. Generally, appellate court clerks assist the judge in preparing for hearing oral argument, often by drafting bench memoranda on the cases to be heard and researching and preparing drafts of opinions. Most appellate court clerks find that their jobs consist primarily of legal research and writing which affords an opportunity to reflect on a variety of legal issues in a relatively sustained and scholarly way. Trial court clerks assist the trial judge in the tide of pre-trial motions, conferences, hearings and trials. Trial court clerks may spend a good deal of their time in court observing trials and researching matters that arise during the course of litigation. They draft court memoranda, orders and opinions, and perform many other tasks that hone legal skills and give insight into the judicial process.

Law clerks play an essential role in the judicial decision-making process. Often, judges ask their clerks to review the facts and law in a case and to make recommendations regarding the disposition of the matter. Additionally, the judge may use his or her clerks as a sounding board as he or she prepares for oral argument or formulates analysis of a case. Because of this role, a clerk may even have the opportunity to take part in creating new law.

### **Should You Seek a Clerkship?**

A clerkship is the most prestigious job available after graduation and is considered to be the capstone of a legal education. It is the method by which many notable legal professionals and scholars have embarked on their careers. Very few other achievements or accomplishments are as noteworthy as a judicial clerkship.

Many people consider clerking for a judge an exciting form of public service. A clerkship will give you an opportunity to observe and understand the inner workings of the judicial system in a way that no class or other job can. It will give you a unique perspective on law and the legal system, and an opportunity to observe and participate in judicial decision-making.

Many clerks believe that their clerkship was the best educational experience they ever had. Some clerkships are the equivalent of year-long seminars, taught by incisive and influential legal thinkers and focusing on problems that are both interesting and immediate. The writing experience alone can far surpass in depth and intensity anything that law school can offer.

Regardless of when you begin your judicial clerkship, it can enhance your legal career goals. Students who obtain a clerkship immediately upon graduation will find that they have more career options available to them than they originally contemplated. A clerkship is highly esteemed by virtually every type of legal employer. Some law firms (and many other legal employers) will hold an offer for an associate position open until the completion of a clerkship. All major law firms are aware of the timing surrounding the judicial clerkship application process. Most firms agree to hold associate offers open until the completion of the judicial clerkship hiring process.

Many judges are now hiring law school graduates with one or more years of legal experience. Pursuing a clerkship at this stage of your career may be a method to enhance your writing skills, provide you with a more in-depth knowledge of the litigation process, or give you insights into the judiciary that prove to be valuable when you return to your firm. Alternatively, for those who pursue a clerkship as a permanent position, the opportunity to form the law with a judge is a very interesting legal career option.

A judicial clerkship provides many direct practical benefits. If you plan to be a litigator, both trial court and appellate clerkships, particularly in the geographic area in which you plan to practice, may be of direct and immediate value in your practice. Many trial attorneys have commented that their trial court clerkship helped them to learn proper courtroom procedure and afforded them the opportunity to observe effective litigation skills. Similarly, a clerkship in a court with a large caseload in your field of interest may be of direct value to a non-litigator. Even if these direct benefits are not present, an understanding of how courts really work will be useful to a lawyer in almost any field.

Clerkships also provide another chance to review your long-term career plans. You will come to know other clerks in your court and, most likely, some of your judge's former clerks and members of the local bar. During your clerkship, you will gain time to decide what you want to do. You will also gain useful insights into the many sub-specialties in the legal profession.

Finally, most law clerks just have a wonderful time. The work is usually interesting, the experience intense, your colleagues intelligent, the hours (in most clerkships) reasonable, and the inner view of the judicial process fascinating. The positive aspects of the experience are by no means limited to the clerkship year. Many judges form warm and lasting friendships with their law clerks.

Clerking involves an investment of time and, for most of you, a sacrifice in income. These considerations are not insubstantial, but they should not be exaggerated. These sacrifices involve only one or two years of your working life, and some employers give salary and longevity credit for the clerkship year. (See the section on "Financial Considerations.")

### **Who Can Obtain a Clerkship?**

For clerkships which commence immediately upon graduation with federal bankruptcy, tax, Administrative Law Judge (ALJ), or state court judges, the clerkship application process is competitive, and it helps to be realistic about your application strategy. Clerkships are rarely easy to attain. In screening applications, judges generally give considerable weight to academic record and evidence of strong writing ability. For bankruptcy clerkships, for the most part, only those students who have completed a bankruptcy externship will be competitive. It also helps to be ranked in the top 20% of the class and have law review experience. Many judges also consider an applicant's character, maturity, personality, prior work experience, extracurricular activities, and an interest in practicing in the community where the judge sits.

However, a clerkship is not necessarily unattainable if you are willing to consider a broad range of courts. For instance, many state trial court judges outside of California use recent law school graduates as law clerks. State clerkship opportunities would be particularly helpful to students who would like to begin a trial career in that geographic region. Additionally, a growing number of judges are now hiring experienced law school graduates as permanent clerks. Prior work experience and writing ability are requirements for these positions. There are only a few rare opportunities for state clerkships in California, such as the post-graduate law clerk positions with the Los Angeles County Superior Court and the summer volunteer program with the California Supreme Court.

## **Financial Considerations**

The salary and benefits available to law clerks depend upon the type of appointment (term appointment, career appointment, or temporary appointment). Most recent law school graduates with academic excellence qualify for an appointment at least at grade JSP-11, step 1 (annual base salary of \$52,329). One year of post-graduate legal experience and bar membership qualifies the appointee for grade JSP-12, step 1 (annual base salary of \$62,722). If an appointee has two years of post-graduate work experience, plus bar membership, he or she qualifies for appointment at JSP-13, step 1 (annual base salary of \$74,548). Specific information about salary can be made available prior to accepting an offer from the employing court's personnel representative.

The salary for career clerks varies greatly depending upon the amount of experience the graduate possesses prior to the appointment. The salary range is generally indicated on the position announcement.

Although you may be concerned about the level of these salaries, you must remember that a judicial clerkship is an extremely valuable investment in your future. Many employers either pay judicial clerkship bonuses and/or give you credit in terms of seniority or partnership (i.e., you begin your career as a second-year associate with its accompanying pay). Finally, several young attorneys have found that their clerkship experience was so beneficial with regard to a particular case or transaction that they received projects that would have otherwise been assigned to more senior associates.

## **FAQs: Frequently Asked Questions about Judicial Clerkships**

### **1. *Can I defer repayment of my student loans while I clerk?***

No. Your loan repayment date will begin six months after graduating from law school. (This means that if you commence your clerkship in August or September, you will have a few months to begin saving money to repay your loans.) As long as you are working, your creditors will expect you to fulfill your financial obligations. It is unfortunate that some students feel compelled to pass over desirable career opportunities because of student and consumer debt. This is why debt management during law school is extremely important. To the extent possible, minimize your debts and economize. The Financial Aid Office can assist you in determining loan repayment amounts and provide you with appropriate financial counseling.

- 2. *Can I accept an associate position prior to the beginning of my clerkship?***  
Generally, the answer to this question is yes. Most judges allow you to accept an employment offer as an associate prior to the beginning of your clerkship. Likewise, many firms will allow you to defer your start date for one year in order to work as a judicial law clerk. It is appropriate to ask the judge what his or her policy is regarding acceptance of law firm offers. If you accept an offer prior to the start of your clerkship, the judge will not assign cases to you in which that employer is involved.
- 3. *How will a judicial clerkship affect my chances of finding permanent employment?***  
A clerkship will generally **enhance** your likelihood of finding permanent employment. Firms and other legal employers are typically eager to hire judicial law clerks; if a judge selects you to clerk, your “stock” with your summer or school-term firm is likely to rise substantially. Some firms will give a law student who will have a judicial clerkship an offer for employment commencing after the student finishes her clerkship; others will give an offer that can be accepted after the student starts the clerkship, so as not to be perceived as creating a conflict of interest for the judge (i.e., the potential for you, as the judge’s clerk, to be biased in favor of your future employer). In any event, it is rare for a potential employer to lose interest in a law student because he or she has accepted a judicial clerkship and cannot commence employment immediately. If you do not secure permanent employment prior to the start of your clerkship, there are often many employers who will be interested in you afterwards.
- 4. *When should I apply for permanent employment?***  
If you are currently working as a summer associate for a large law firm, you should anticipate that the firm will issue its offers during the fall—when you are applying and interviewing for judicial clerkships. Large law firms should hold your offer open until you have completed the clerkship hiring process. However, what if you are seeking post-graduate employment concurrent with the judicial clerkship? You should anticipate that some employers might inquire into your clerkship plans, and this may be a factor in determining which candidate receives an offer. Carefully take into consideration your commitment to the judicial clerkship process and the level of risk with which you are comfortable.
- 5. *How do I find information about judicial clerkship opportunities?***  
If you are interested in a federal clerkship, begin by reviewing the Online System for Clerkship Application and Review (OSCAR) <https://oscar.uscourts.gov/>. This site provides information about the federal courts and some specialty courts and permits you to conduct a search for judicial clerkship vacancies based on a variety of factors. Additionally, Westlaw and the National Association for Law Placement (NALP) offer excellent and comprehensive resources regarding the judiciary’s hiring needs. For those seeking a state court clerkship, NALP’s ***Insight and Inside Information for Select State Court Clerkships*** is an excellent resource

[http://www.nalp.org/uploads/INSIGHT INSIDE INFO STATE COURT CLERKS HIPS.pdf](http://www.nalp.org/uploads/INSIGHT_INSIDE_INFO_STATE_COURT_CLERKS_HIPS.pdf)). For comprehensive biographical information about federal judges, including comments by lawyers who practice before them, consult the *Almanac of the Federal Judiciary*, which is available on Westlaw and the Federal Judicial Center (<http://www.fjc.gov/public/home.nsf/hisj>). Remember each judge manages the hiring of clerks for his or her own chambers, so do not be surprised if a judge makes hiring decisions very early or very late in the process. The key is to decide to which judges you would like to apply and then to perform research to determine their hiring needs. Additionally, the members of the judicial clerkship committee attempt to gather as much information as possible regarding judicial clerkship opportunities. Therefore, they are able to provide guidance and support as you search for a position as a judicial law clerk.

**6. *How are applications to more than one judge on a particular court perceived?***

It is common for students to apply to more than one judge on a particular court. It is also common for students to interview with more than one judge on a court, especially if they are attending a law school outside of the court's geographic area. Therefore, as you develop your application strategy, you should consider: (1) the type of court for which you would like to clerk, (2) the type of work to which you would like to be exposed, and (3) the geographic areas in which you would like to or would be willing to live.

**7. *Will I get a stipend for relocation expenses?***

Unlike a private law firm, the courts will **not** pay moving expenses, reimburse you for travel costs associated with your interview, or give you a stipend to pay for your bar review. However, if you have already accepted a position with a large firm during the fall of your third year of law school, the firm will generally give you its standard bar exam stipend. The firm may even pay to move you at the completion of your clerkship to the city where it is located.

**8. *Is the experience as a clerk worth the money I will give up for one or two years?***

This depends on your employment prospects, career goals, and financial circumstances. While the salary as a judicial law clerk is only a little lower than the median starting salary for attorneys nationwide, it is substantially lower than the starting salaries at the top law firms. Therefore, you need to assess your situation and the pros and cons of each decision. Even if you have the opportunity to work at a large law firm, the long-term rewards of clerking typically exceed the financial sacrifices made during that year.

## You Should Apply for a Judicial Clerkship if:

- You are in the top 5% of your class (to apply to federal district courts, federal bankruptcy courts, specialty courts, state courts, and magistrate and administrative law judges, etc.).
- You are in the top 20% of your class (to apply to federal bankruptcy courts, specialty courts, state courts, and magistrate and administrative law judges, etc.).
- You are on the *Chapman Law Review*.
- You enjoy research and writing and would like to improve your writing skills.
- You plan to be a litigator, or would like to see how different types of transactions are construed in litigation.
- You want an opportunity to observe and participate in the judicial decision-making process.
- You want to enhance your legal career opportunities.
- You would like to develop a lasting relationship with a judge.
- You would like the opportunity to do something intellectually stimulating for a year in a different city or state.

## THE CLERKSHIP APPLICATION PROCESS

### Instructions for Using OSCAR

The Online System for Clerkship Application and Review (OSCAR) is a web-based system that enables clerkship applicants to review judicial clerkship openings and submit applications online. Recommendation letters can also be uploaded onto the OSCAR system by the CSO or individual recommenders. OSCAR was designed by the Symplicity Corporation. Since the Fowler Law CSO uses Symplicity, OSCAR should look very familiar to you.

Please note that some judges who participate in OSCAR will only accept applications submitted through this system. Other judges may choose to accept their applications by direct e-mail or in hard copy by mail and/or fax. The important thing to know is that each judge will have his or her own specific instructions as to how applications are to be submitted. Please follow the individual instructions provided by each judge to whom you are applying.

### Getting Started...

You will need to register yourself as an applicant to use OSCAR. Begin by going to <https://oscar.uscourts.gov/>. This will take you to the OSCAR sign-in screen. If you have not yet created an OSCAR account, please click on the "Registration" tab. **Your Symplicity username and password will not work in OSCAR.**

After you have registered yourself as a user, go back to the OSCAR sign-in screen and click on the link for “Resources” to access the “Applicant Resources” sub-tab. You can download the Applicant User Guide and tip sheets for review, which are very helpful in navigating through OSCAR.

Begin by creating your profile by clicking on the “Registration” tab at the top of the OSCAR home page.

Your profile is available for judges to view alongside your resume, cover letter, writing sample, transcripts, and letters of recommendation. Judges can specifically search applications on OSCAR by class rank, law school, journal participation, and other fields. So, you must build a complete profile. Also, be aware that like the Symplicity system, you must upload a resume before the OSCAR system will allow you to submit an application.

To research clerkship opportunities, click the “Judges” tab on the main navigation bar. You can view and search for clerkships, apply for clerkships, or organize your clerkship search by flagging clerkships or exporting a list of clerkships to an Excel file. From this tab you will be able to review information regarding the clerkship, application requirements, and other details. Make sure to follow the application requirements exactly as outlined. Please note that your research results will not be saved unless you flag and move the results to a folder or export the desired information into an Excel spreadsheet.

### **Creating Your Applications in OSCAR**

After conducting some preliminary research, begin uploading your application documents (resume, cover letters, transcripts (grade sheets) and writing sample). Please be aware of the following five requirements:

- 1) You must upload your application documents to OSCAR *before* building any applications.
- 2) All documents uploaded into OSCAR must be in .pdf format. The only exception is if cover letters are created using the OSCAR online editor.
- 3) OSCAR does not accept any scanned documents.
- 4) The document size of any file uploaded must not exceed 300 kilobytes.
- 5) FINALIZE your application **by the Application Deadline**. Once you finalize your application, you can no longer edit your application, upload new documents or add document folders on OSCAR.

In order to submit an application, you must first identify your recommenders. The law school has already uploaded a master directory of faculty recommenders. Select faculty recommenders from the master directory pick list located in the drop down menu under “Select Your Faculty Recommenders Here.” After selecting your first faculty recommender, click on the “Add to My Recommenders” button to add each subsequent recommender’s name to your list.

If you will be using someone other than a faculty member as a recommender (e.g., an employer), please search for the recommender under the “Search the System for

Recommenders Here” tab. If you cannot find your recommender, then you will need to click on the “Create New Recommender” tab to manually enter in that person’s information. Camille Heenan will assist Fowler Law faculty with uploading their letters of recommendation. Non-faculty letters of recommendation should also be submitted to Camille Heenan for uploading. For outside recommenders, Fowler Law will not have electronic signatures on file as it does for faculty members, so please instruct your outside recommenders to address their letters “To Whom It May Concern” and then e-mail a Word version and a signed .pdf of the letter to Camille Heenan at [heenan@chapman.edu](mailto:heenan@chapman.edu).

**You will be able to edit your applications and attach different or revised versions of application documents up until the time you finalize your documents on OSCAR.**

## **When to Apply**

For current students, the clerkship application process begins one year prior to graduation. Each judge manages his or her own chambers, including the hiring of law clerks. Therefore, each judge may individually decide when he or she would like to begin reviewing resumes and interviewing candidates.

### **1. Federal Clerkships**

Students may forward application materials to many federal and some specialty court judges through OSCAR for those judges who have chosen to receive their application materials through the online system. However, some judges simply post their clerk positions and application requirements on OSCAR, but choose to receive paper applications by mail or fax. Be sure to follow the particular application submission instructions for each judge to whom you are applying. It is incumbent upon you to research the judges in which you are interested to determine when you should apply.

### **2. State Clerkships**

The application schedule for state judicial clerkships varies from state to state. It is incumbent upon you to research the courts / individual judges in which you are interested to determine when you should apply.

***Note regarding California state judicial clerkships:*** In California, the state trial courts and appellate courts hire permanent judicial clerks. You must be a licensed attorney to be considered for these positions. Furthermore, attorneys who work at the appellate level have several years of legal experience. Some California trial courts, such as the Los Angeles County Superior Court, do offer post-graduate clerkships.

## **Law Judge Clerkships**

Administrative Law Judges (ALJs) are independent, impartial triers of fact in formal administrative hearings. Over 30 U.S. government departments and agencies employ over 1,300 ALJs. Some ALJs hire recent law school graduates as law clerks. These positions may be permanent career positions, or short-term, temporary clerkships. Law clerks in these positions become very well versed in the federal laws surrounding their agencies and can

successfully establish niche practices afterwards. In addition, clerking for a federal agency can open doors to a permanent position within the federal government. There is no centralized place for ALJ clerkship postings, although many will be posted on [www.usajobs.gov](http://www.usajobs.gov) and/or on the agency's website in the employment section. NALP has compiled an Excel document with information on the hiring practices of ALJs. Please visit [www.nalp.org/aljclerkshipinfo](http://www.nalp.org/aljclerkshipinfo) to view this resource.

## What to Include in Your Application

The standard judicial clerkship application packet includes: **(1) a brief cover letter, (2) a current resume, (3) a law school transcript, (4) a writing sample, and (5) two to three letters of recommendation.** Please note that some judges may require additional application items, such as undergraduate transcripts, additional writing samples or a government application form. You can determine whether the judges to whom you are applying require additional information by checking on OSCAR or the various courts' websites. It is vital that you submit a complete application packet. First, you will not be considered for employment unless you submit all the necessary materials. More importantly, many judges believe that if you will not even spend a few minutes to ascertain the necessary application materials, you will not spend the requisite amount of time to precisely and thoroughly review a case. An incomplete or poorly drafted application packet reflects badly on you as a candidate and on Fowler Law in general.

**Brief cover letter:** (generally no more than one page in length): While a good cover letter, free of any typographic or spelling errors, is necessary to obtain any legal position, it is especially important when applying for a judicial clerkship. Drafting bench memoranda and assisting the judge in writing and editing opinions are major functions of most judicial clerkships. Your writing ability will be thoroughly scrutinized as the judge reviews each component of your application packet. Therefore, **every** item within your application packet is considered to be a writing sample.

A well-written cover letter will concisely identify the position for which you are applying and set forth your credentials. A short cover letter provides fewer opportunities to create mistakes and is more likely to be read. (Judges receive hundreds of resumes for one to three judicial clerkship positions.) Using the following guidelines will help you to draft a more precise and professional cover letter.

*It can be very helpful to individualize your cover letter.* A brief explanation of why you would like to clerk for the particular judge can work wonders. If you can comment on the judge's career, experience, or opinions, and draw some connection to your own work or experience, you can get a leg up. Flattery, as long as it is thoughtful and sophisticated, can be of great use.

- **Use the correct forms of address:** A chart indicating how correspondence is to be addressed has been included for your convenience.

- **Identify yourself:** You can note any exceptional, specific reasons for applying to this particular judge or court. Briefly mention credentials that you believe will be particularly important to the judge, name the people who will be writing letters of recommendation for you, and mention your availability for interviews. If you do not have writing experience as a law journal member, you should highlight other clear evidence of your strong writing skills. Additionally, you will want to mention any skills, experiences or interests that will make your application stand out in a unique and interesting way. Remember that you need to create a *professional* image. Therefore, you may want to mention past work experience, experience living in or around the region where the court is located or previous extracurricular activities. However, these descriptions should be **very brief**. If you have any questions regarding the impression your cover letter will make, please bring it to the CSO for review.
- **Scheduling/travel:** If you are applying to a distant city, you may want to mention that you have a preplanned trip to the area during which you would be available for an interview. Some judges hesitate to have students incur travel costs if they are not sure they will hire the applicant. Stating that you will be in the area may increase your chances of getting an interview with such a judge.

**Current resume:** Please see the sample resumes on the CSO webpage. Like cover letters, resumes should be free of any spelling, grammatical or other errors. Prior to submitting your resume for uploading or mailing, please have it reviewed by the CSO.

**Transcript:** You want to present a polished and professional image; therefore, please obtain an official transcript from the Registrar's Office. Note: The Fowler Law Registrar's Office cannot provide you with a copy of your transcript from another institution. Please plan ahead by obtaining two or three official copies of your transcript from each institution you attended. Generally, you will be able to submit an unofficial transcript. However, in case a judge requests an official transcript, it will save you much time and effort if you already have one on hand.

**Writing sample:** There is one simple rule regarding the selection of a writing sample: it should be your best piece of legal writing. A strong writing sample should demonstrate a fluent writing style and the ability to do sustained legal analysis. Writing samples must demonstrate significant legal research and sophisticated, complex legal analysis. A law review piece or a substantial research paper for a law school course is ideal. However, please remember that the judge wants to see **your** writing ability, not the editorial abilities of the law review staff. Therefore, if you choose to submit a case note as your writing sample, please make sure that other individuals have not substantially edited it. *A memorandum written in your 1L Legal Research and Writing course is not an acceptable writing sample.*

Other work that shows your analytical ability is also suitable. Prepare to spend time polishing and revising your writing sample, particularly if you are using work from a writing course or a summer job. If you use a piece prepared as part of a job, make sure to get your employer's prior approval and redact any confidential information. A faculty member can offer general suggestions regarding your writing sample; however, the faculty will not edit your writing sample. Writing samples prepared in connection with judicial externships should be viewed with caution. Some judges do not permit the use of writing samples by their externs. You should check to see if there is such a prohibition. Moreover, frequently the cases that externs work on are very basic. Even a strong writing sample in a very simple and straightforward case may tell the judge little about an applicant's abilities. Strong work that reflects some complexity will usually be more effective than even a pitch-perfect writing sample in an easy case. For this reason, law review writing may frequently be superior to externship writing samples. Your cover letter can make clear that additional writing samples, including judicial externship work (if permitted), are available on request. Many judges impose page limits on writing samples. Check to see if such a limit is applicable to the judges to which you apply.

**Letters of recommendation:** Recommendations are very important. All letters of recommendation should be e-mailed to Camille Heenan in Career Services where they will be uploaded onto OSCAR and submitted to each judge. In the case of paper applications, the CSO will mail individualized recommendation letters on your behalf. All letters of recommendation should be addressed in a general "To Whom It May Concern" format and sent as a **Word document** to add electronic signatures from faculty. *For outside recommenders, request an electronic signature in addition to the letters of recommendation.*

You should have **at least two, and not more than three**, letters of recommendation. In general, at least two of these should be from law school faculty. Letters from people other than law school faculty are rarely helpful, but if you believe an outside recommendation will be particularly meaningful to the judge, you may seek one. If at all possible, at least one letter should be from a professor who knows you from something other than a large exam class. Judges are most interested in comments on your writing and research skills; a professor for whom you have written a good paper is a natural recommender.

A few students in the past have asked if they may review their letter of recommendation. This is strictly at the discretion of the faculty member who is writing the letter. It is prudent to ask the faculty member **before he or she writes the letter** whether or not he or she knows you well enough to write a strong letter on your behalf.

## **FAQs: Frequently Asked Questions about OSCAR**

### **Can I use OSCAR to apply to both law clerk and staff attorney positions?**

Yes. OSCAR provides the capability for applicants to build individual applications for both law clerk and staff attorney positions. For law clerk positions, OSCAR lists the following types of clerkships: term law clerk-chambers, career law clerk-chambers, temporary law clerk-chambers, pro se law clerk, death penalty law clerk, and bankruptcy appellate panel (BAP) law clerk. The term law clerk-chambers, career law clerk-chambers, and temporary law clerk-chambers work in the chambers of the hiring judge. The pro se law clerk, death

penalty law clerk, and BAP law clerk positions are posted under the chief judge, and these positions serve the court. Appellate staff attorney offices use OSCAR to hire staff attorneys.

**Is there a limitation in the number of electronic applications that I can submit through OSCAR for law clerk positions?**

Yes. OSCAR limits applicants to a total of 100 finalized applications to law clerk positions of any term length (i.e., Term Law Clerk-Chambers with 1, 2, 3, and 4-year terms). The 100-finalized application limit does not apply to staff attorney applications and pro se, death penalty, and BAP law clerk applications. OSCAR permits applicants to create unlimited draft applications. OSCAR allows applicants to recover an application slot by withdrawing an application. Additionally, if an applicant has an application to a clerkship that is marked "Filled," OSCAR does not count this application toward the 100 total. If an applicant has an application to a position that expires, the applicant can withdraw the application to regain the application slot or OSCAR automatically returns that application slot after the position has been expired for 30 days. Archived applications do not count against the 100 total. In the event that a judge account is deleted and then restored with applications, those applications are granted an exemption from the total application count.

**What is the distinction between non-participating and participating judges and staff attorney offices in OSCAR?**

Both the Judges List and Staff Attorney Offices List visually distinguish between non-participating and participating judges. The names of non-participating judges and staff attorney offices are grayed out on the Judges List and Staff Attorney Offices List. OSCAR shows a judge or staff attorney office as participating if they registered for an account and maintain a profile. The participating designation does not relate to the method of accepting applications or the posting of a position. For the participating judges and staff attorney offices, you can click on their name and view profile and position information (if there is a position posted).

**How do I determine if a participating judge or staff attorney office is hiring?**

OSCAR establishes the clerkship/staff attorney position posting as the focal point for hiring. The posting of an available position indicates that the judge or staff attorney office is hiring. Applicants can search by Position Status (Available, Filled, Expired, None, or Archived). The term "Available" means that the judge or staff attorney office is accepting applications. The term "Filled" means that the judge or staff attorney office closed the position and filled it. The term "Expired" means that the system automatically closed the position after six months. The term "None" means the judge or staff attorney office has not posted a position. The term "Archived" means that OSCAR archived the position.

**Should I send a paper application to an OSCAR participating judge or staff attorney office who has not yet posted a position?**

No. OSCAR participating judges and staff attorney offices may post their positions at any time during the year. OSCAR provides applicants with the option under the My Profile tab

to receive email alerts regarding new position postings. The posting of a position indicates that a judge or staff attorney office is hiring and accepting applications.

### **How do I know if a judge or staff attorney office updated their profile?**

When viewing the Judges List or the Staff Attorney Offices List, OSCAR displays the date of the last time the profile was updated in the Date Updated column, located on the far right of the screen.

### **Why isn't my law school graduation year in the drop-down list to register for an account?**

OSCAR updates the drop-down menu of graduation years at the beginning of the calendar year to grant second-year law school students access to the system.

### **When will OSCAR release the applications to the judges?**

OSCAR releases the applications at the time that the applicants finalize their applications to the judge.

### **Why can't I upload a transcript?**

In order to prevent file corruption within the application, OSCAR does not allow you to upload any transcripts. OSCAR provides a Grade Sheet Form that converts the entered grades into a PDF document for the applicant. Applicants can view the Grade Sheet Form as a PDF document, just as the judge or staff attorney office will see it.

### **Isn't it a problem if this transcript is unofficial?**

No. Judges and staff attorney offices participating in OSCAR are aware that these are unofficial transcripts. Judges and staff attorney offices can request a formal transcript later in the hiring process.

### **What is the document type Other Grade Sheet for?**

Applicants can use the Other Grade Sheet for advanced degrees or trade schools.

### **Can I update my Law School Grade Sheet on a Finalized Application?**

Yes. OSCAR allows applicants to update Law School Grade Sheets attached to finalized applications. Applicants can update individual finalized applications from the My Applications section of the Applicant interface using the Update Grade Sheet button. The Update Grade Sheet button allows an applicant to select a new or updated grade sheet to attach to the application.

### **My law school is not listed on the drop-down list. What should I do?**

OSCAR provides a drop-down listing of all law schools that have received accreditation or provisional accreditation from the American Bar Association (ABA). If your school is not on the list, you will need to select "Other" from the drop-down list as your law school.

### **My undergraduate school is not available from the drop-down list.**

Please email the name of your missing undergraduate school to the OSCAR Program Office at [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov).

### **What does it mean when OSCAR lists a judge or staff attorney office as participating?**

There are two types of judge or staff attorney office listings in OSCAR. OSCAR participating judges or staff attorney offices request an OSCAR account and maintain a profile with their hiring preferences. OSCAR also displays non-participating judges or staff attorney offices. The non-participating judges or staff attorney offices are grayed out.

### **What Internet browsers does OSCAR prefer?**

Internet Explorer 7+  
Firefox 3+  
Safari  
Chrome

### **What file types can be uploaded into OSCAR?**

Documents may only be uploaded in PDF format; all other formats are UNACCEPTABLE.

### **What is the maximum file size that can be uploaded?**

The maximum file size for resumes, cover letters, writing samples, and recommendation letters is 300KB.

### **Can the OSCAR Program Office tell me my password?**

No. OSCAR staff cannot view passwords. Applicants can use the Forgot Password feature available on the login page. Type in your user name and click the Forgot Password button. OSCAR will email you a new password. (The system matches the user name to the email address associated with that applicant's profile.) If you forgot your user name, send an email to the OSCAR Program Office at [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov).

### **Can my recommender upload letters of recommendation after I finalize my applications?**

Recommenders can upload letters of recommendation to your applications even after they are viewable to the judges or staff attorney offices and up to 30 days after the position's

close date. Note: OSCAR will display to the judges or staff attorney offices that the letters are pending until they are uploaded.

**I finalized and released my applications. Can my letters still be uploaded by my recommenders?**

Yes. The judge or staff attorney office will see that your recommendations are pending. Once the recommender(s) uploads the letters, the judge or staff attorney office can view them. Once an application is released, you cannot change the recommenders for that application.

**How can I find out the status of my recommendation letters?**

Go to the My Recommendations tab and click on Status of Clerkship Recommendations or Status of SAO Recommendations tab. The Complete column indicates the status of the letter of recommendation. Completed letters will display a green check mark in the Complete column. To perform a search on completed or pending letters of recommendation, use the Recommendations Complete search (located in the gray box above the grid). Applicants may search for recommendations by keyword, which queries the recommender's name. Once search criteria are entered, click the Apply Search button.

## HOW TO ADDRESS JUDGES

All judges are referred to in the address by:

The Honorable [First Name] [Middle Initial] [Last Name]  
 The Court  
 The Court's Full Address

**In the address block, do not refer to the judge as "The Honorable Judge -----." When you use the title "Honorable," you do not also include "Judge."**

The salutation would be, depending on the proper title:

Dear Judge [Last Name] or  
 Dear Justice [Last Name]

The following are examples of how to properly address correspondence to judges or justices:

<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>
	<b><u>U.S. District Court</u></b>	
Chief Judge	The Honorable (Full Name) Chief Judge, United States District Court, Central District of California Address	Dear Judge (Surname):
Judge, Senior Judges, Magistrate Judge	The Honorable (Full Name) United States District Court, Central District of California Address	Dear Judge (Surname):
	<b><u>Other Federal Courts</u></b>	
Chief Judge	The Honorable (Full Name) Chief Judge, (Court Name) Address	Dear Judge (Surname):
Judge	The Honorable (Full Name) (Court Name) Address	Dear Judge (Surname):
<b>Addressee</b>	<b>Address on Letter and Envelope</b>	<b>Salutation</b>

**State Supreme Courts**

Chief Justice      The Honorable (Full Name)  
Chief Justice, (State Name) Supreme Court  
Address

Dear Justice (Surname):

Justice              The Honorable (Full Name)  
(State Name) Supreme Court  
Address

Dear Justice (Surname):

**State Appellate Courts**

Chief                  The Honorable (Full Name)  
Judge/Presiding      Presiding Justice, (Name of Court)  
Justice                  Address

Dear Justice (Surname):  
Dear Judge (Surname):

**State Trial Courts**

Presiding Judge      The Honorable (Full Name)  
Presiding Judge, (Name of Court)  
Address

Dear Judge (Surname):

Judge                  The Honorable (Full Name)  
Commissioner          (Name of Court)  
Referee                  Address

Dear Judge (Surname):  
Dear Commissioner  
(Surname):  
Dear Referee (Surname):

**SAMPLE COVER LETTER 1**

**Heather M. Johnston**

534 Foolsgold Lane ▪ Etna, CA 93504 ▪ (232) 818-825 ▪ johnston400@mail.chapman.edu

June 27, 2016

The Honorable Glenn T. Suddaby  
United States District Court  
Northern District of New York  
James M. Hanley Federal Building  
100 South Clinton Street, Room 342  
Syracuse, NY 13261-7367

Dear Judge Suddaby:

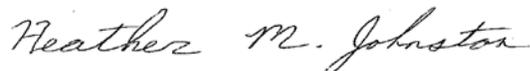
I am a third-year law student at Chapman University, Fowler School of Law in Orange, California, and I am writing to apply for a judicial clerkship in your chambers for the next available term. I am ranked fifth in my class and serve as an Articles Editor of the *Chapman Law Review*. I believe that my experiences in law school, my academic record, and my strong work ethic qualify me for the position. I have many family members in New York, which makes this position even more appealing.

Throughout law school, I have learned that I am most fulfilled when working with other people who care about the law and its faithful execution. Last summer, I enjoyed working at the Pacific Legal Foundation in Redding, California, a public interest law firm that focuses on property rights litigation. While clerking there, I drafted an *amicus curiae* brief in the California Court of Appeal and conducted research for numerous other cases. Last semester, I worked for the Claremont Institute Center for Constitutional Jurisprudence to continue my training and education in public interest law. As a law clerk, I wrote a Conditional Cross-Petition for Writ of Certiorari in the U.S. Supreme Court. These experiences sharpened my research and writing skills and solidified my desire to become a knowledgeable and effective legal advocate.

Currently, I am working as a research intern at the Rehnquist Institute, a Sacramento-based think tank. Helping to edit the *Rehnquist Supreme Court Review* and taking advantage of the Institute's myriad lectures and Capitol Hill briefings have shown me the vital role that law plays in fashioning public policy. I continue to find the inherent mixture of legal theory and real-world application a very compelling aspect of the law. I hope to have the opportunity to work as a judicial clerk, not only to expand my skills and knowledge, but also to witness firsthand the dynamic process whereby judicial theory is translated into real-world consequences.

I would be honored to have the opportunity to interview with you. Please let me know if I can provide you with any further information. I hope to hear from you soon. Thank you for your consideration.

Sincerely,



Heather M. Johnston

**SAMPLE COVER LETTER 2**

Linda Jones

47 Flagstaff Rd., Apt. D • Vacaville, MN 55528 • 555.555.2115 • linjones@gmail.com

June 27, 2016

The Honorable Roberta Kim  
Montana Court of Appeals  
Kennedy Courthouse  
120 Cremona Drive, Suite D  
Montana City, MT 33117

Dear Judge Kim:

I am a third-year law student at Chapman University, Fowler School of Law in Orange, California. I respectfully ask you to consider the enclosed application for a judicial clerkship in your chambers starting in the fall of 2016.

I graduated *magna cum laude* in my undergraduate studies in political science, which led me to pursue a degree in law where I have continued to excel academically. I rank in the top 7% of my class and am a member of the executive board of the *Chapman Law Review*. Moreover, I serve on the Honor Council Committee and had the opportunity to be a Dean's Fellow for Legal Research and Writing. I believe that my exceptional writing skills will allow me to be an effective judicial clerk.

My work experience at the Arizona Superior Courts enabled me to gain firsthand knowledge and insight into the judicial system, and opened my eyes to many aspects of the state court systems. Further, my work experience with both the United States Immigration Inspection Service, as well as the Wyoming Innocence Project, has allowed me to gain insight into the federal courts. I have thoroughly enjoyed the experiences that I have had in the courtroom, as well as the relationships I was able to build with all of the actors involved. The ability, through your clerkship, to gain knowledge and experience in all aspects of the legal system would provide me with an unparalleled employment experience.

I would greatly appreciate an opportunity to interview with you. If you would like any additional information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,



Linda Jones

## Developing an Application Strategy

To be successful in any type of job search you need to start first by assessing yourself and your motivations for pursuing this type of employment. Begin by identifying why you are interested in pursuing a judicial clerkship. Are you attempting to gain a particular type of insight into the litigation process, have the opportunity to develop a specific legal skill, or develop connections in a geographic region where you hope to establish your practice? Next answer the question “Why should I hire you?” Since the primary functions of the clerk are conducting legal research, analyzing legal issues, and drafting bench memoranda or opinions, consider your abilities in these areas. Begin to research judicial clerkship opportunities only after you have completed these first two steps.

There are many factors to consider as you determine where to apply, how many applications to submit, and whether you will apply as a student or at some time in the future after you have graduated from law school. You will want to spend some time researching judges in geographic areas of interest to find a good fit for you. Because your interests and backgrounds are so different, we can give you only the most general advice. The following paragraphs suggest some fruitful and systematic ways for you to decide where to apply; in addition, you may find it helpful to talk to members of the Faculty Judicial Clerkship Committee.

### Where to Apply

The most competitive cities for judicial clerkships are Los Angeles, San Francisco, New York, Boston, Chicago, and Washington, D.C., and other major metropolitan areas. To improve your chances of obtaining a judicial clerkship, you may want to consider applying to federal district courts located in more remote areas (e.g., remote counties in California, Nevada, Alaska, and Texas). Remember that a clerkship lasts only for a year or two at most. You may greatly enhance your chances by not limiting your applications to cities in which you would like to locate permanently. Indeed, many clerks find the experience of living in a new city for one or two years very interesting and rewarding. However, keep in mind that judges are due a high degree of respect throughout the application process. You simply cannot withdraw your application because the court is in an undesirable geographic location. Therefore, you will need to consider carefully your own personal geographic flexibility before commencing the application process; keep in mind any geographic constraints, such as the ability and willingness of your family to relocate for one to two years.

**Note:** Some judges prefer to have as their clerks someone who has an interest in or tie to the city or state where the clerkship is located. Although this is especially true for state courts, it is sometimes true at the federal level as well.

## To Which Judges Should You Apply?

This is another question for which there are no easy answers. You need to look for the best fit for you; you want to identify those judges whose personalities, workload, and views best fit you and with whom you have a **reasonable** chance for a clerkship. Try not to overemphasize the political perspective of a judge. Most cases just do not present politically charged issues.

In making your decision, you should consult:

- a. The faculty, including both professors you know well and professors who have indicated special knowledge about courts in which you are interested.
- b. If you really want to get a feeling for a particular judge, read some of the judge's published opinions (use LEXIS or Westlaw to find a particular judge's opinions). They can give you a good idea of the judge's views, style, and even personality. Also read articles written by or about particular judges.

If a judge is listed as "senior," that means that the judge is over a specified age (usually 65 or 70) and has chosen a somewhat reduced role. Many senior judges are in demand to sit by designation on other courts where case backlogs are heavy; working for these judges may provide opportunities for travel. Senior judges often have some discretion in selecting the cases on which they will work, which can provide their clerks the opportunity to avoid tedious or otherwise less attractive cases. You will need to find out the level of activity of each senior judge who interests you. However, some senior judges select "permanent clerks" and do not hire annually.

Chief judges have special administrative responsibilities that may affect the kind of work performed by their clerks. Chief judges are entitled to one additional clerk in recognition of this administrative responsibility, and some chief judges designate one clerk to work on matters of court administration in addition to traditional law clerk work.

## Which Courts?

You will have to examine your own motivations for determining which type of court will be of most interest to you. In determining application strategies, many students choose between these factors.

### 1. State vs. Federal Court

One of the primary differences between state and federal courts is their jurisdictional focus. Federal courts have "limited" jurisdiction as opposed to state courts, which are usually courts of general jurisdiction. Each state has its own court system to handle claims arising under the constitution and laws of that state. Matters typically handled by state courts and federal courts include:

### *State Court*

Contract disputes  
Domestic relations matters  
Constitution  
Criminal cases  
Personal injury claims

### *Federal Court*

Cases in which the United States is a party  
Cases that involve the United States  
and statutes passed by Congress  
Cases that involve disputes between  
states  
A variety of criminal offenses  
Bankruptcy cases  
Diversity cases

## **a. The Benefits of Clerking for a State Court**

While some people consider a federal court clerkship more prestigious, state court clerkships are also extremely competitive. State supreme courts are courts of discretionary review. This means that the justices are able to select the most interesting cases with the best attorneys to address those issues. For this reason, a state supreme court can be a much more fulfilling experience than a federal trial court.

As practitioners, most lawyers will spend the majority of their time focusing on state court issues. A clerkship at a state court provides the clerk with the opportunity to influence state law, and gain an in depth knowledge of local pleading and practice rules. Certainly, state court clerkships should be considered by all Fowler Law students who are seeking to relocate outside of California. However, they are equally valuable for the student who wishes to return to California after a year of clerking. The writing and training that comes from working daily in chambers is valuable to employers. Additionally, spending one year in a different location is viewed by many people as a wonderful adventure. Fowler Law graduates, who have clerked for state courts outside of California, have received offers from California employers prior to the completion of their clerkship.

## **2. Trial vs. Appellate Court**

Both the state and federal court systems encompass trial and appellate courts. Therefore, many students first decide whether they would prefer a trial or appellate experience and then apply to both state and federal courts within that category. Both courts provide an excellent background to students interested in either litigation or transactional work. If you would prefer to observe trial proceedings, review motions for summary judgment or become better acquainted with the pace of litigation, a trial court clerkship is preferable. On the other hand, appellate court clerks spend time reviewing trial records and appellate briefs, researching legal issues related to an appeal and observing appellate argument. If you are seeking an experience which appears more scholarly, an appellate court clerkship will be more conducive to your interests.

**Note:** Students interested in clerking in California may find appellate clerkships rare or difficult to obtain. If you are interested in an appellate clerkship, you may want to consider applying to courts in states other than California.

### **3. Courts with Special Subject Matter Jurisdiction**

There are a number of courts within the federal system authorized under Article I of the Constitution to which you may want to apply. Examples of these types of courts include the United States Tax Court and the United States Court of Federal Claims. The statutes creating these courts grant them special subject matter jurisdiction over a specified type of claim. These are prestigious federal clerkships, which, because of the courts narrower focus, are often overlooked. At the completion of their clerkship, former judicial law clerks are perceived to be well on their way to developing expertise in that area of the law. Employers with an emphasis in that practice area seek applications from former clerks. Even if you would prefer not to practice that particular area of the law, the clerkship and the skills gained as a result of it are highly regarded by other employers. However, since the court has limited jurisdiction, clerks are generally not exposed to cases from more than one practice area. Therefore, if you would prefer to be exposed to several areas of law, this clerkship will not be as enjoyable.

### **4. Miscellaneous**

#### **a. Staff Attorney Positions**

There are a variety of positions available for lawyers at the courts. Rather than working with one individual judge, some lawyers work for the entire court as staff attorneys, pro se law clerks, habeas clerks, or staff counsel. These positions exist in both the state and federal courts. In some courts, these positions are permanent positions filled by experienced attorneys. At other courts, new law school graduates are hired for varying lengths of time. While the duties and responsibilities of staff attorneys will vary from court to court, they generally include reviewing appeals and correspondence, preparing memoranda, and assisting in case management and settlement procedures.

#### **b. Tribal Courts**

As sovereign nations, some Native American tribes have their own tribal courts that hire law clerks. Funding for such positions comes from the tribe itself. Therefore, the level of funding may fluctuate depending upon the tribe's economic resources. Postings can often be found in *Indian Country Today*, a newspaper (online at [www.indiancountrytodaymedianetwork.com](http://www.indiancountrytodaymedianetwork.com)). Additionally, the National American Indian Court Judges Association may have additional information.

### **How Many Applications?**

This is a difficult question to answer, as it is affected both by how many judges interest you and by how many judges you are likely to interest. You are allowed to apply to 100 judges via OSCAR. See more detailed information regarding the 100 application limit in the FAQs section above. Note, the average OSCAR applicant applies to 75 judges. For paper applications, you are allowed to apply to 100 judges.

## **Information about Federal and State Courts**

***United States District Courts:*** Most federal cases are initially tried and decided in the U.S. District Courts, the federal courts of general trial jurisdiction. Subject matters which are specifically heard by these courts include actions against foreign states, bankruptcy appeals, election disputes, eminent domain, federal question jurisdiction, matters involving Indian tribes, interpleader actions, postal matters, removal suits, Senate actions, and taxes by states. There are 94 district courts in the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, and the territories of Guam, the U.S. Virgin Islands, and the Northern Mariana Islands. Each district court also has a bankruptcy unit. With the exception of the three territorial courts, the President with the advice and consent of the Senate appoints all district court judges for life. Magistrate judges also handle a variety of matters including civil consent cases, misdemeanor trials, preliminary hearings and pre-trial motions.

***United States Magistrate Courts:*** A U.S. magistrate judge is a judicial officer of the district court and is appointed by majority vote of the active district judges of the court to exercise jurisdiction over matters assigned by statute as well as those delegated by the district judges. Duties assigned to magistrate judges by district court judges may vary considerably from court to court.

***United States Bankruptcy Courts:*** Bankruptcy courts hear matters regarding individual and business insolvency and reorganization. Under the federal bankruptcy code, there are four categories of such cases:

- Chapter 7 liquidation, suitable for giving individuals and businesses a fresh start;
- Chapter 11 reorganization, suitable for large corporate debtors;
- Chapter 13 reorganization, suitable for individual wage earners; and
- Chapter 12 reorganization, suitable for family farmers.

Bankruptcy judges are appointed by the court of appeals for a term of 14 years.

***Court of International Trade:*** Congress created the U.S. Court of International Trade in the Customs Court Act of 1980 to deal with cases involving international trade and customs duties. The court has the same powers in law and equity as the district courts. Most of its cases concern the classification and valuation of imported merchandise, customs duties, and unfair import practices by trading partners. Appeals from this court go to the U.S. Court of Appeals for the Federal Circuit. The President with the advice and consent of the Senate appoints the nine judges of the Court of International Trade for life. The court sits in New York City.

***U.S. Court of Appeals for the Armed Forces:*** The court's jurisdiction encompasses only questions of law arising from trials by court-martial in the United States Army, Navy, Air Force, Marine Corps, and Coast Guard in cases where a death sentence is imposed, where a

case is certified for review by the Judge Advocate General of the accused's service, or where the accused, who faces a severe sentence, petitions and shows good cause for further review. The five judges of the U.S. Court of Appeals for the Armed Forces are civilians appointed for 15-year terms by the President with the advice and consent of the Senate. The court is located in Washington, DC.

***U.S. Court of Veterans Appeals:*** The U.S. Court of Veterans Appeals was created by Congress in 1988 to exercise exclusive jurisdiction over the decisions of the Board of Veterans' Appeals. Such cases include all types of veterans' and survivors' benefits, mainly disability benefits, and also loan eligibility and educational benefits. The court has seven judges. Judges are appointed by the President with the advice and consent of the Senate. The court is based in Washington, DC.

***U.S. Court of Federal Claims:*** The U.S. Court of Federal Claims has nationwide jurisdiction over a variety of cases, including tax refunds, federal taking of private property for public use, constitutional and statutory rights of military personnel and their dependents, back-pay demands from civil servants claiming unjust dismissal, persons injured by childhood vaccines, and federal government contractors suing for breach of contract. Most suits against the government for money damages in excess of \$10,000 must be tried here. However, the district courts have exclusive jurisdiction over tort claims (a civil wrong or breach of duty) and concurrent jurisdiction over tax refunds. The U.S. Court of Federal Claims also hears appeals of decisions of the Indian Claims Commission and has jurisdiction to review certain cases involving federal government contractor disputes. Either house of Congress may refer to the chief judge a claim for which there is no legal remedy, seeking findings and a recommendation as to whether there is an equitable basis upon which Congress itself should compensate the claimant. The 16 judges of the U.S. Claims Court are appointed for terms of 15 years by the President with the advice and consent of the Senate. The court's headquarters are in Washington, DC.

***U.S. Tax Court:*** The U.S. Tax Court decides controversies between taxpayers and the Internal Revenue Service involving underpayment of federal income, gift, and estate taxes. The 19 tax court judges are appointed by the President for terms of 15 years. In addition, there are currently 17 authorized special trial judges appointed by the chief judge, who serve under rules and regulations promulgated by the court. The Tax Court's offices, and the majority of judges, are located in Washington, DC.

***State Supreme Courts:*** These are usually the highest appellate court in a state. (A few states refer to their trial courts as supreme courts.) It is generally considered to be the final authority on state legal issues. When federal constitutional or statutory issues are involved, appeals from these courts are referred to the United States Supreme Court. Although most states refer to their highest appellate court as the state supreme court, this court is referred to in some states as the court of appeals. All 50 states have a highest state appellate court.

***State Court of Appeal:*** This court is the intermediate court of appeal to which issues from trial courts would be referred. Most states refer to this court as the state court of appeal.

However, some states have assigned other titles such as the Florida District Court of Appeals and the Pennsylvania District Court. Some states have separate intermediate appellate courts for civil and criminal matters. Forty of the 50 states have at least one intermediate appellate court.

**State Trial Courts:** Known as the Superior Court in California, these courts are often referred to as District Courts in other jurisdictions. All cases involving state law, which have not been removed to the U.S. District Court, are tried in the state trial courts. Although the California Superior Court judges do not hire law clerks, trial court judges in several other western states hire law school graduates as bailiffs/clerks.

*Used with permission from the Office of the Circuit Executive, United States Courts for the Ninth Circuit, original materials may be found at [www.ce9.uscourts.gov](http://www.ce9.uscourts.gov)*

## THE SELECTION PROCESS

### Preparing for the Interview

For a judge, choosing a law clerk can range in importance from choosing a close assistant to choosing a family member. Most judges are reluctant to make that decision without meeting the applicants. Judges usually give interviews only to a small number of candidates, so if you receive one, you should be pleased.

If a judge invites you for an interview, the real process is just beginning. Your paper credentials pale in significance to the impression you make on the judge and on the judge's clerks. Many judges have tight schedules, so be prepared to arrange the interview at the judge's convenience, not at yours. It is in your interest to interview at the judge's earliest convenience. The judicial clerkship screening and interview process is conducted very quickly. If you delay, there is a possibility that another student will be interviewed and selected for the clerkship. Judges realize that the best candidates are interviewing with more than one judge during a very short time period. Therefore, they want to extend offers quickly to secure the best clerk for the upcoming term. Students must pay the costs of traveling to an interview. Judges outside of California will understand that you need to make travel plans. However, attempt to do so as quickly as possible and keep the judge's staff apprised of your travel arrangements. While some judges may offer to conduct an initial phone interview, you should never request one.

The interview with the judge will probably last somewhere between 15 minutes and one hour. However, some interviews are considerably longer and you should be prepared for either circumstance. As you are arranging the interview, ask with whom you will be meeting and how long you should plan to spend in the office. If possible, obtain the names of the current clerks and other staff members so they will be easier to remember while you are interviewing. Although most judges will not test your substantive legal knowledge, some judges will ask difficult questions to test your reasoning abilities. It is very common for judges to test your analytical abilities by asking about your writing sample. The judges will also usually ask about law school, your courses, and your outside activities. Judges are

also interested more broadly in applicants--their interests, career plans, and world-view. Few judges seem to have political litmus tests, but all judges need to decide whether you will be a comfortable addition to the small world of chambers or whether you will drive everyone crazy before the end of the year.

You must prepare for your interviews. Re-familiarize yourself with the topic of your writing sample and any publications you cited on your resume. You can anticipate many of your interview questions. Determining beforehand how you will answer those questions will help you to present a professional image. Ask the members of the Faculty Judicial Clerkship Committee for a mock interview before you visit the judge's chambers. We **strongly** encourage all judicial clerkship candidates to engage in a mock interview! Additionally, feel free to ask the faculty or alumni who have previously clerked for the judge for helpful advice about how to interview.

**Be sure to review your resume and be prepared to have something interesting to say about each item.** You can never tell in advance which of your experiences will interest the judge; it may be the most significant or the most mundane. Additionally, you should perform basic research on the court and the judge. The *Almanac of the Federal Judiciary* is an excellent resource tool. It provides a short biographical sketch of the judge's professional accomplishments and includes lawyers' comments. The *Judicial Yellow Book* in the library and in Career Services has similar information. You should also read one or more of the judge's opinions or articles. Use LEXIS or Westlaw to find a judge's opinions.

At the interview, be prepared to stress one qualification in particular--your writing. Tell the judge how much writing experience you have and how well you write. Back it up by describing good papers or memos you have written. If the judge does not ask about your writing, you may bring it up. Even in trial courts where published opinions are uncommon, written words make up most of a judge's product. The ability to write well, more than anything else, increases your value to a judge.

Before or after you speak to the judge, you will talk informally with one or more of the judge's current clerks. They will seem interested, friendly, and informal. Recognize that this conversation is a **very important** part of your interview. The judge will consider not only the impression you made in your formal interview, but also what the clerks thought of you in your less guarded or nervous moments. Your discussion with the clerks is also a good opportunity to find out more about the clerkship; they will usually be very helpful and informative.

Most judges are highly intelligent, experienced, and competent lawyers. Do not underestimate them. On the other hand, they are all people, trying to fit together a peaceful and productive chamber. They will be interested in your personality as well as your ability. Try to relax during the interview. If you sound competent and seem personable, you will have an excellent chance.

## Contacting the Judge

Although it is not a good idea to bother a judge's current clerks with repeated telephone calls, it is acceptable to call the judge's chambers to find out where the judge stands in the hiring process. If you receive an interview with one judge on a distant court, you may inform other judges on the court that you will be visiting to give them the opportunity to schedule an interview during your visit. It is also acceptable to call a judge's chambers to say that you will be visiting the area and to request an opportunity to see the judge while you are there. Do not count on being able to schedule all interviews for the same visit, however. If you get more than one interview, you may have to make some difficult travel decisions.

Although some judges send letters of regret to students whom they decide not to interview, other judges never respond to applications. However, do not assume that judges who do not respond are not interested; they may simply make decisions later than other judges on their courts. Until you confirm that a judge has completed hiring clerks, you should treat your application as pending.

If you are not successful with your initial applications and truly want a clerkship, do not give up. Several of the clerks in federal courthouses first entered practice for one year prior to commencing their clerkships. As difficult as it is to leave a permanent job, it is possible to reapply after graduation.

## When You Receive an Offer

**You must accept the first judicial clerkship offer you receive.** This is a standard rule at most law schools and standard etiquette among most courts. It shows the respect for the judiciary that it is due. In fact, many judges expect you to accept the clerkship offer on the spot. Failure to do so may offend the judge. Judges are due a high standard of respect and deference. Unlike a law firm, **you may not under any circumstances** try to use one judge's offer to get a "better" offer from a different judge. Judges take offense at such tactics. The usual result is rescission of the first offer and no offer from the second judge. Do not begin the application process if you are not willing to adhere to this policy. Failure to comply with this policy will result in forfeiture of the right to use the services of the Career Services Office and the Faculty Judicial Clerkship Committee.

## After You Accept an Offer

Promptly after accepting an offer, withdraw your application from other judges with whom your application is pending. Also, please inform the CSO and the Judicial Clerkship Committee of your success. Whether you accept a clerkship during the next school year, or after you graduate, it is very important that you notify the CSO of your clerkship appointment for two reasons: (1) this is an important resource for future Fowler Law students in their clerkship application process, and (2) various law firms may request copies of the clerkship appointment lists in their employee searches.

## **Common Interview Questions**

### **Questions a Judge May Ask You**

1. Why do you want to clerk?
2. Why did you apply to this court?
3. What do you hope to learn from a clerkship?
4. Why do you want to clerk for me?
5. Why do you want to clerk in this city (region)?
6. Do you plan to return to this region after your clerkship?
7. To what other judges have you applied?
8. What do you consider to be your greatest strengths and/or weaknesses?
9. What qualities do you have that might make you a valuable law clerk?
10. What is your view of the judiciary's role in society?
11. What are your short and long range legal career goals?
12. Where do you hope to practice after your clerkship?
13. What type of law interests you most?
14. Describe your work experience.
15. Describe the work you have completed for your law journal.
16. Tell me about the courses (grades, professors) you had in law school.
17. Why did you decide to attend Fowler Law?
18. What do you enjoy most/least about law school?
19. What is your favorite course?
20. Has there been a particular issue in a law school course that has captured your attention?
21. How would you approach this particular issue, case, problem?
22. Do you prefer to work with others or do you prefer to work independently?
23. How do you view the long hours and low pay associated with a judicial clerkship?
24. If you and I disagree about a certain issue, would you have a problem drafting an opinion incorporating my viewpoint?
25. What interests do you have outside of law school?
26. What questions do you have for me?

### **Questions You Might Ask the Current Clerks**

1. Describe a typical day as a clerk in this court. What responsibilities do you have?
2. Describe your relationship with the judge.
3. What contact do you have with the other clerks?
4. Tell me about this city (state, region) as a place to live.
5. How has this clerkship affected your career goals?
6. What percentage of time do you spend in court, conducting research, drafting opinions, interacting with the judge?
7. What criteria seem to affect the judge's selection of a clerk?

### **Questions You Might Ask a Judge**

1. What criteria do you use in selecting a clerk?
2. Who was the best law clerk you ever had and why?
3. What qualities do you value most in a law clerk?
4. What will be the scope of my responsibilities?
5. What is the nature of your docket?
6. Could we discuss the issues you had to address in your recent decision of [case]?  
(Do not pick a controversial case where the judge has been criticized for the opinion.)
7. What is your timetable for making a decision?
8. Describe your legal philosophy.
9. What do you see as the primary role of this court?
10. What percentage of my time would I spend in court, conducting research, drafting opinions?
11. Do you allow your clerks to accept with a firm before the clerkship period is completed?

### **Questions You Should Never Ask a Judge**

1. Will I be expected to work more than 40 hours a week?
2. Do you really read all those briefs lawyers file?
3. Are you more likely to hire me if I am a Democrat/Republican/Rotarian, etc.?
4. How do you decide who should win a case?
5. May I maintain a private law practice on the side while I clerk?
6. How much does the job pay and is there any opportunity for a yearend bonus?

**APPENDIX: RESOURCE MATERIALS**

**List of Fowler Law Faculty and Administration Judicial Clerkships:** The most important resource you have is the members of the Fowler Law community.

Name	Judge	Court	Date of Clerkship
Michael J. Bayzler	Ozell M. Trask	U.S. Court of Appeals, 9 <sup>th</sup> Circuit	1981-1982
Tom Campbell	Byron White	U.S. Supreme Court	1977-1978
Tom Campbell	George E. MacKinnon	U. S. Court of Appeals, District of Columbia Circuit	1976-1977
Lan Cao	Constance Baker Motley	U.S. District Court for the Southern District of New York	1988-1989
John Eastman	J. Michael Luttig	U.S. Court of Appeals, 4 <sup>th</sup> Circuit	1995-1996
John Eastman	Clarence Thomas	U.S. Supreme Court	1996-1997
Hugh Hewitt	George E. MacKinnon and Roger Robb	U. S. Court of Appeals, District of Columbia Circuit	1983-1984
Janine Kim	Alfred T. Goodwin	U.S. Court of Appeals, 9 <sup>th</sup> Circuit	2002-2003
Donald Kochan	Richard F. Suhrheinrich	U.S. Court of Appeals, 6 <sup>th</sup> Circuit	1998-1999
Celestine McConville	Cynthia Holcomb Hall	U.S. Court of Appeals, 9 <sup>th</sup> Circuit	1991-1992
Celestine McConville	William H. Rehnquist	U.S. Supreme Court	1992-1993
Celestine McConville	Donald C. Nugent	U.S. District Court, Northern District of Ohio	1997-1998
Henry Noyes	Jesse Eschbach	U.S. Court of Appeals, 7 <sup>th</sup> Circuit	1995-1996
Matthew Parlow	Pamela Ann Rymer	U.S. Court of Appeals, 9 <sup>th</sup> Circuit	2003-2004

Abigail Patthoff	Frederick P. Stamp, Jr.	U.S. District Court, Northern District of West Virginia	2006-2008
Richard E. Redding	Michael Farrell	U.S. Court of Appeals, District of Columbia Circuit	1992-1993
Susanna Ripken	Robert Boochever	U.S. Court of Appeals, 9 <sup>th</sup> Circuit	1994-1995
Lawrence Rosenthal	Prentice Marshall	U.S. District Court, Northern District of Illinois	1981-1983
Lawrence Rosenthal	John Paul Stevens	U. S. Supreme Court	1983-1984
Ronald D. Rotunda	Walter R. Mansfield	U.S. Court of Appeals, 2 <sup>nd</sup> Circuit	1970-1971
Robin Wellford-Slocum	James H. Meredith	U.S. District Court, Eastern District of Missouri	1982-1983
Ronald Steiner	Ferdinand Fernandez	U.S. Court of Appeals, 9 <sup>th</sup> Circuit	1998-1999

### List of Fowler Law Alumni Judicial Clerkships

Name	Judge	Court	Date of Clerkship	Graduation Year
Rebecca Weiss	Raymond Finch	U.S. District Court, District of the Virgin Islands	1999-2001	1999
Cara Brookhouse	Thomas F. Crosby, Jr.	California Court of Appeal	1999-2000	1998
Diana Prince	David G. Sills	California Court of Appeal	1999-2000	1998
Gary Crockett	David G. Sills	California Court of Appeal	2000-2002	
Ric Tilley	G. Barry Anderson	Minnesota Court of Appeal	2001-2002	2001
Michael Fairchild	Jane Dickson McKeag	U.S. Bankruptcy Court, Eastern District of California	2002-2003	2002
M.D. Schopper	Larry R. Hicks	U.S. District Court, District of Nevada	2002-2003	

Melanie Triebel	Ronald S. W. Lew	U.S. District Court, Central District of California	2002-2003	2002
Ryan Williams	Joanne Vogt	Colorado Court of Appeal	2002-2003	2002
David Banack	Administrative Law Judges	U.S. Department of Labor	2003-2005	2003
Melanie Ells	Peggy Leen	U.S. District Court, District of Nevada	2003-2005	2003
Caroline Hahn	Robert Takasugi	U.S. District Court, Central District of California	2003-2004	2003
Robert Maynes	Robert Alberts	U.S. Bankruptcy Court, Central District of California	2003-2004	2003
Laura Morse	J. Robin Hunt, Chief Judge	Washington Court of Appeal	2003-2004	2003
Lisa M.J. Spillman	Manuel Real	U.S. District Court, Central District of California	2003-2004	2003
Amy Duncan	John M. Roll	U.S. District Court, District of Arizona	2004-2006	2004
Karl Triebel	R. Gary Klausner	U.S. District Court, Central District of California	2004-2005	2004
Nicole Bensimon-Buitrago	R. Gary Klausner	U.S. District Court, Central District of California	2005-2006	2005
Allison Gomez	Panel of Judges	Florida 18 <sup>th</sup> Circuit Court	2005-2006	2005
Shawn Ripley	Administrative Law Judges	U.S. Department of Health and Human Services	2005-Present	2005
Beth Gaschen	Erithe Smith	U.S. Bankruptcy Court, Central District of California	2006-2009	2006
Alan Darby	Cormac Carney	U.S. District Court, Central District of California	2006-2007	2006
Ben Rubin	Andrew Guilford	U.S. District Court, Central District of California	2006-2007	2006

Alex Kugelman	Thomas Ludington	U.S. District Court, Eastern District of Michigan	2007-2009	2007
Hillary Bunker	Brent Adams	Washoe County District Court, Nevada	2008-2009	2008
Chase Corum	F. Michael Kruse	High Court of American Samoa	2008-2009	2008
Carrie Law	Ronald S. W. Lew	U.S. District Court, Central District of California	2008-2009	2008
Brian Thomley	Robert Kwan	U.S. Bankruptcy Court, Central District of California	2009-2010	2009
Meghann Ahern	Kathleen Thompson	U.S. Bankruptcy Court, Central District of California	2009-2010	2009
Melissa Johrendt Prochilo	Theodor C. Albert	U.S. Bankruptcy Court, Central District of California	2009 (Temporary Clerkship)	2008
Melissa Johrendt Prochilo	Erithe Smith	U.S. Bankruptcy Court, Central District of California	Career Clerk	2008
Teresa Guenther Theodore	Catherine Bauer	U.S. Bankruptcy Court, Central District of California	2009-2010	2009
Brett Ramsaur	Deborah Saltzman	U.S. Bankruptcy Court, Central District of California	2009-2010	2009
Jared Day	Lee M. Jackwig	U.S. Bankruptcy Court, Southern District of Iowa	2009-2011	2009
Teresa Guenther Theodore	Scott C. Clarkson	U.S. Bankruptcy Court, Central District of California	2010-2011	2009

Andrew Dualan	Ramona See and Richard Rico	Los Angeles County Superior Court	2010	2009
Jennifer L. Spinella	Vincent P. Zurzolo and other judges	U.S. Bankruptcy Court, Central District of California	2010-2012 (Rotating Clerk)	2008
Jennifer L. Spinella	Robert Kwan	U.S. Bankruptcy Court, Central District of California	Career Clerk	2008
Paul Alarcon	J. Leon Holmes	U.S. District Court, Eastern District of Arkansas	2010-2012	2010
David Lee	Robert Kwan	U.S. Bankruptcy Court, Central District of California	2010-2011	2009
David Wood	Erithe Smith	U.S. Bankruptcy Court, Central District of California	2010-2013	2010
Michael Delaney	Ernest M. Robles	U.S. Bankruptcy Court, Central District of California	2011-2012	2008
Ryan O'Dea	Meredith A. Jury	U.S. Bankruptcy Court, Central District of California	2011-2013	2010
Allison Stouch	David R. Workman	Lancaster County, Pennsylvania Court of Common Pleas	2011-2012	2011
Austin Holt	Diane L. Kroupa	U.S. Tax Court	2011-2012	2007
Jessica Bagdanov	Ellen Carroll	U.S. Bankruptcy Court, Central District of California	2011-2012 (Temporary Clerk)	2011
Siavash Rokni	Vincent P. Zurzolo, Thomas B. Donovan, and Christopher M. Klein	U.S. Bankruptcy Court, Central District of California	2011-2012 (Rotating Clerk)	2011

Jessica Bagdanov	Bankruptcy Appellate Panel	Ninth Circuit Court of Appeals	Summer 2012	2011
Paul Alarcon	Daniel Manion	U.S. Court of Appeals, 7th Circuit	2012-2014	2010
Kristin Smith	Erithe Smith, Theodor C. Albert, and Catherine Bauer	U.S. Bankruptcy Court, Central District of California	2012-2013 (Rotating Clerk)	2012
Jessica Bagdanov	Robert Kwan	U.S. Bankruptcy Court, Central District of California	2012-2013	2011
Alex Kugelman	Diane L. Kroupa	U.S. Tax Court	2012-2014	2007
Leslie Seibert	Erithe Smith	U.S. Bankruptcy Court, Central District of California	2013-2015	2013
Rebecca Kipper	James Seibert	U.S. District Court, Northern District of West Virginia	2013-2014	2013
Katherine Currie-Diamond	Jessie Walsh	8 <sup>th</sup> Judicial District, Clark County, Nevada	2015-2016	2014
Johannes Hsu	R. Gary Klausner	U.S. District Court, Central District of California	2016-2017	2015
Andrew Still	Catherine E. Bauer	U.S. Bankruptcy Court, Central District of California	2016-2017	2016

## Useful Resources

**See the CSO website,** <http://www.chapman.edu/law/careers/students-alumni/judicial-clerkships/index.aspx>.

**Online System for Clerkship Application and Review,** This site was designed to facilitate the federal law clerk application process. The site contains information regarding judicial clerkships and, most importantly, allows you to search for judges with current vacancies and submit online applications. **This should be the first resource you access as you navigate the application process.** Located at <https://oscar.uscourts.gov/>.

***Almanac of the Federal Judiciary***, Updated semi-annually is a very useful reference. Provides biographical information on federal judges and media and attorney evaluations of judges and statistical information regarding the federal judicial system. Located in the library.

***The American Bench***, Includes a listing of judges from all levels of federal and state courts; current edition provides biographical information on an enormous number of judges. The information is gathered from a questionnaire sent to judges and court personnel. First section deals with U.S. courts; remaining sections cover the 50 states and the District of Columbia. Located in the law library reference area.

***Behind the Bench: The Guide to Judicial Clerkships***, This book is filled with nuts and bolts advice on all aspects of the application process, including building a successful application, interviewing, etiquette of offers and acceptances, and special strategies designed to help you in your quest for the perfect clerkship. Located in the CSO.

***California Courts and Judges***, Contains biographical information on state judges (including municipal court and superior court judges) and judges on the U.S. Supreme Court, the Ninth Circuit, and the four U.S. District Courts located in California. Biographies include significant decisions. Located in the CSO.

***California Judicial Branch Career Opportunities***, <http://www.courts.ca.gov/careers.htm>  
Links to all the superior courts in California.

***CQ Press Judicial Staff Directory***, The complete insider's guide to all levels of the U.S. court system, including all State Appellate Courts' contact information. Located in the CSO.

***Directory of Minority Judges in the U.S.***, Listing of federal and state minority judges. Located in the Law Library.

***Federal Judicial Vacancies and Confirmations***,  
<http://www.uscourts.gov/JudgesAndJudgeships/JudicialVacancies.aspx>  
This website provides a current list of federal judicial vacancies, appointments and confirmations. Consult this website throughout the year to apply to newly appointed judges.

***Judicial Yellow Book***, A comprehensive list of all federal judges and all state appellate level judges. Contains biographical information for federal judges and judges sitting on each state's highest and intermediate courts of appeal. Also lists the judges' current law clerks. Located in the CSO.

***Judicial Staff Directory***, Contains information regarding Federal and State Courts, Judges, and staffs. Located in the CSO.

**National Center for State Courts**, <http://www.ncsc.org/Information-and-Resources/Browse-by-State/State-Court-Websites.aspx> Links to numerous state and international court sites.

**Want's Federal-State Court Directory**, Names, addresses and telephone numbers of federal judges (including bankruptcy judges), magistrate judges, and highest state court judges. Contains very helpful organizational charts for the federal and state court systems and brief descriptions of the jurisdiction (i.e., the types of matters which the court may hear) of the special federal courts. Located in the law library reference area and in the Career Services Office. Call number KF8700.A19F42.

**Hiring Practices of ALJs, compiled by NALP**, <http://www.nalp.org/aljclerkshipinfo>



CHAPMAN  
UNIVERSITY

**STUDENT AUTHORIZATION AND WAIVER FOR RELEASE OF EDUCATIONAL RECORDS  
FOR RECOMMENDATIONS**

I authorize Chapman University school officials to release, or otherwise allow for the inspection, copying or other disclosure, including discussion of, any and all education records to or with **any and all judges on any spreadsheet, e-mail, or OSCAR application that I create and/or send to the Career Services Office** for the purpose of providing a recommendation to an educational institution, employer or other third party.

This authorization does not permit disclosure of these records to any other persons or entities without my written consent unless specifically allowed under the Family Educational Rights and Privacy Act. I understand I may revoke this authorization at any time by a subsequent signed writing.

Further, I hereby release Chapman University, its employees, officers or agents, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates because of compliance with this authorization and consent to release information, or any attempt to comply with it

A photocopy or facsimile of this authorization and release will be valid as an original hereof, even though the said photocopy or facsimile does not contain my original signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID