**Spring 1L and June 1 – July 1 1L Suggested Tasks**

* + - * Meet with Andrea Yang for initial consultation and preview of OSCAR.
      * Meet with Professor Mark Kubisch for initial consultation and application strategy.
      * Complete the Judicial Clerkship Applicant Agreement and submit it to the CDO.
      * Begin assessing geographic limitations, desired type of court, and likely chances.
      * Begin selecting potential recommenders.
      * Procure a writing sample from your summer employment and obtain the required sign-offs.
      * Check the Vermont Law School Guide to research state clerkships and begin reviewing the Federal Judge List prepared by the CDO.
      * Review the CDO’s list of former law clerks who are Pepperdine Law alumni (available upon request to Andrea Yang). Reach out to any alumni to gain insight into their clerkship experiences, especially if you are interested in clerking for their judges.

**July 1 – December 31 2L Suggested Tasks**

**(Earlier is better, especially if applying to non-OSCAR judges)**

* Request recommendation letters and submit Recommender Questionnaires to faculty and non-faculty recommenders.
* Submit drafts of your resume, cover letter, and other materials to Andrea Yang for review and approval. Include your summer and fall employment.
* Research judges and begin to create judge lists, noting which judges will likely post available spots on OSCAR and which are not active on OSCAR.
* For non-OSCAR judges, submit Excel spreadsheets of Judge Lists to the CDO for printing of letters of recommendation (in batches of 20 judges or less).
* For non-OSCAR judges and especially for circuit court clerkships, apply as soon as you have assembled your documents.

**Spring Semester 2L Suggested Tasks**

* Meet with Andrea Yang to discuss final steps of application process and ensure all materials are ready to be finalized.
* Create OSCAR profile (available **February 5, 2020** for Class of 2021), upload documents, search for clerkship positions, and build online applications.
* For judges not active on OSCAR, submit Excel spreadsheets of Judge Lists to the CDO for printing of letters of recommendation (in batches of 20 judges or less).
* For judges likely to post available spots on OSCAR, apply to any with a position posted.
* The sooner you apply during this period, the greater your chances of securing an interview.

**Summer and Fall 3L Suggested Tasks**

* Continue to monitor OSCAR for new positions available and apply as soon as possible to new positions posted.
* Monitor new appointments and apply immediately upon confirmation.
* Schedule a meeting with Andrea Yang to discuss whether to send updated application materials to those judges you applied to at the end of last semester and from whom you have not heard.