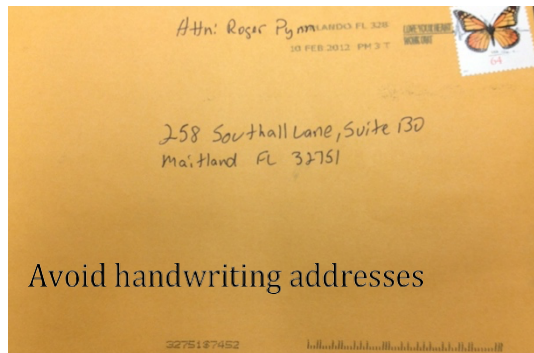


Judicial Clerkship Application Mailing Guide

Not all federal judges accept applications via OSCAR (which is strictly for federal clerkship applications). Students applying to state judges, or to federal judges who accept only paper applications, usually must send their applications through the mail (some state judges use LawQuest, or their own online application system; some accept via email). Some aspects of applying to judges through the mail are the same: You also will provide a spreadsheet to the CDO for your letters to be produced via mail merge—the difference is your letters will be printed and provided to you in sealed envelopes for inclusion with the rest of your application materials, rather than being converted to PDF and uploaded to OSCAR.

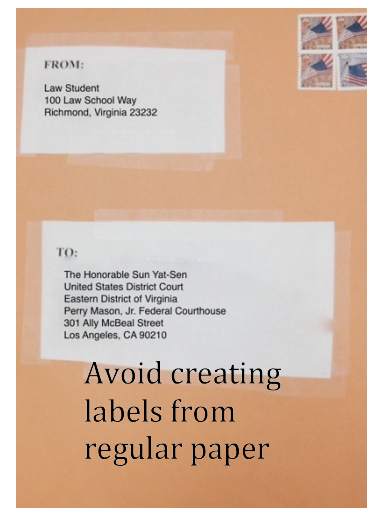
There are some special considerations for hard-copy applications that do not apply to those submitted online. It is important that hard-copy materials are printed on high-quality paper. Your cover letter and resume should be printed on white or off-white “resume” bond paper. Your writing sample (and writing sample cover page) can be printed on regular photocopy-quality paper.

Send your materials in a flat 9-inch by 12-inch envelope. It can be manila, white or match your resume paper. Addressing the envelope is important, too. The judge, and the personnel in the judge’s chambers, are paying attention to your professionalism. You should use address labels, available for purchase from any office-supply store. Use a printer to print the “to” and “from” addresses.

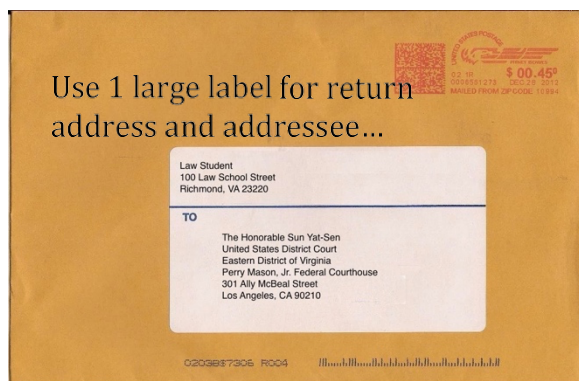


Avoid handwriting addresses

Affix the labels neatly to the envelope. There are templates, typically referenced on the label packaging, to help you print labels.



Avoid creating labels from regular paper



Use 1 large label for return address and addressee...



...or use 2 smaller labels