

DU LAW CLERKSHIP TIMELINE

First Year: 1L

Fall Semester

- Attend CDO programs about judicial clerkships: Clerkships 101 and Meet the Judges.
- Build relationships with your professors so they will be able to write detailed letters of recommendation.
- Attend Externship Office information session regarding summer externships (see externship website for dates).
- Focus on academic success.

Winter Break

- Draft cover letters and ask three individuals to serve as references.
- Revise your resume and writing sample.
- If you are interested in a position in a city where you will be over winter break, research which judges hire summer interns/externs and consider reaching out to their current clerks for a coffee meeting.

Spring Semester

- Attend CDO program about judicial clerkships in January.
- Meet with a Judicial Clerkship Team Counselor and the Externship Office to learn more about summer judicial externship opportunities.
- Finalize your application materials: cover letter, resume, writing sample(s), and list of references. If a transcript is required, download an unofficial copy.
- Apply for summer judicial opportunities January - March.
- Build your network: Contact alumni clerks or former clerks to find out more about their experiences.
- Consider applying to do research for a professor.

Summer Break

- If possible, develop opportunity for new writing sample for post-graduation clerkship applications.
- Contact alumni or speak with current or former clerks or employers who clerked to find out more about their experiences (contact CDO for names and contact information).
- Consider applying to be a research assistant for a professor or to be a judicial extern for the fall.
- Speak with a Judicial Clerkship Team Counselor about clerkships and how to research judges and courts.

Second Year: 2L

Fall Semester

- Attend CDO programs about judicial clerkships: Clerkships 101 and Meet the Judges.
- Speak with a Judicial Clerkship Team Counselor about clerkships and how to research judges and courts.
- Consider taking an elective class taught by a judge or upper level writing class.
- Apply to be a judicial extern/intern for the spring semester.
- Consider joining an Inn of Court.
- Schedule a mock interview and review interview feedback from prior applicants in the CDO office. Complete CDO survey regarding clerkship interviews to help future applicants.
- If you are interested in a position in a city where you will be over winter break, research which judges hire externs/interns and send these judges a resume and cover letter explaining that you will be in the area.

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Winter Break

- Research judges and courts in the geographic areas that interest you.
- Find out application deadlines and requirements (if applicable).
- Update application materials.

Spring Semester

- Apply for summer judicial externships/internships.
- Obtain a transcript that includes your 2L first-semester grades.
- Attend CDO programs about judicial clerkships and speak with the CDO clerkship team about clerkships and how to research judges and courts.
- Ask three individuals (professors or past legal employers) to write recommendations on your behalf for a judicial clerkship.
- Finalize your application materials: cover letter, resume, writing sample(s), and list of references. If a transcript is required, download an unofficial copy.
- Meet with Kate Stoker, Legal Writing Specialist, to finalize your writing sample.
- Apply to appellate state court judges. (Colo. Supreme Court Jan-March; Colo. Crt. of Appeals March- June).
- Work with the Faculty Support Office to facilitate the processing of your recommendations.
- Class of 2020: Students will gain access to OSCAR on February 6, 2019 to build online applications. The system will store these applications and release them to judges on June 17, 2019.
- Class of 2021: Students will gain access to OSCAR on February 5, 2020 to build online applications.

Summer Break

- If you haven't already, ask three professors and/or legal employers to write a letter of recommendation.
- Apply to any state appellate court and federal judges with application deadlines in the summer.
- Work with the Faculty Support Office to facilitate the processing of your recommendations.
- Build your network: Contact alumni clerks or former clerks to find out more about their experiences.

Third Year: 3L

Fall Semester

- Attend CDO programs about judicial clerkships and speak with the CDO clerkship team about your clerkship applications and interviews.
- Finalize your application materials: cover letter, resume, writing sample(s), and list of references. If a transcript is required, download an unofficial copy.
- Apply to state and federal judges who may still be accepting applications.

Winter Break

- Research and apply to off-cycle state and federal judges accepting applications.

Spring Semester

- Apply to state district court judges (Boulder: December/January and Fort Collins March-May).

Summer Break

- Check Symplicity, Court websites, and OSCAR for state and federal off-cycle clerkship opportunities.
- Consider applying for Judicial Fellowship Program.