

# NYU School of Law

## Judicial Clerkship Handbook

### Table of Contents

<b>CLERKSHIP OVERVIEW</b>	<b>1</b>
I. WHAT IS A JUDICIAL CLERKSHIP?	3
II. WHY SHOULD I CLERK?	3
III. TO WHAT TYPE OF COURT SHOULD I APPLY?	4
A. Federal District Court and Court of Appeals Clerkships	4
1. <i>Summary of District Court Clerkship</i>	4
2. <i>Summary of Court of Appeals Clerkship</i>	5
B. Magistrate Judge Clerkships	7
1. <i>Overview of Magistrate Judge Clerkship</i>	7
C. State Clerkships	9
1. <i>Overview of State Supreme Courts</i>	9
2. <i>Lower State Court Clerkships</i>	12
3. <i>Resources Regarding State Court Clerkships</i>	13
D. Specialized Courts Clerkships	13
1. <i>Delaware Court of Chancery</i>	13
2. <i>United States Court of Appeals for the Federal Circuit</i>	13
3. <i>United States Court of International Trade</i>	13
4. <i>United States Bankruptcy Courts</i>	14
5. <i>United States Court of Federal Claims</i>	14
6. <i>United States Tax Court</i>	14
E. International Courts Clerkships	14
1. <i>International Courts</i>	14
2. <i>International Court of Justice (The Hague)</i>	16
3. <i>Resources on International Clerkships</i>	16
IV. WHAT ARE MY CHANCES OF GETTING A CLERKSHIP?	16
<b>RESEARCHING JUDGES</b>	<b>43</b>
V. TO HOW MANY JUDGES SHOULD I APPLY?	45
VI. WHAT SHOULD I CONSIDER IN CHOOSING THE JUDGES TO WHOM I APPLY?	45
A. Academic Competitiveness	46
B. Geography	47
C. NYU Connections	47
D. Judicial Ideology	48
E. Type of Court	48
F. One- v. Two-Year Clerkships	48
G. Senior v. Active Judges	49
H. Elbow Clerks, Court Clerks & Staff Attorneys	49
I. Diversity	50
VII. HOW SHOULD I CONSTRUCT MY JUDGE LIST?	50
VIII. HOW DO I RESEARCH INDIVIDUAL JUDGES?	51

## Table of Contents (cont'd)

<b>THE APPLICATION PROCESS</b>	<b>55</b>
IX. WHAT STEPS DO I NEED TO FOLLOW IN ORDER TO APPLY?	57
X. WHAT SHOULD MY APPLICATION INCLUDE?	57
A. Cover Letter	57
B. Resume	59
C. Transcript	59
D. Writing Sample	60
E. Letters of Recommendation	61
1. <i>Choosing NYU Faculty Recommenders: The Matching Program</i>	61
2. <i>Letters Written By Employers</i>	62
3. <i>What Information Should I Provide To My Recommenders</i>	63
4. <i>The Content of Letters of Recommendation</i>	64
5. <i>Transfer Students</i>	64
6. <i>Letters of Recommendation for Graduates</i>	64
7. <i>Waiver of Right to Review Letters of Recommendation</i>	65
8. <i>Deadlines for Submitting Letters of Recommendation</i>	65
XI. WHAT SHOULD I DO AFTER MY APPLICATIONS HAVE BEEN MAILED?	66
A. "Outreach" To Judges	66
B. Number of Interviews	66
C. Decline An Interview With A Judge If You Would Not Accept An Offer From That Judge	67
D. Scheduling Interviews	67
E. Substance of Interviews	68
F. Preparing for Interviews	70
G. Accepting Offers	71
H. Updating Applications	72
I. Applying to Additional Judges	72
J. Reapplying Next Year	72
<b>ADDITIONAL INFORMATION</b>	<b>73</b>
XII. FINANCIAL IMPLICATIONS OF CLERKING	75
A. Salary Differentials	75
B. Future Status and Bonuses	76
C. Loan Repayment	76
D. Cost of Applications	77
E. Cost of Traveling to Interviews	77
XIII. NON-U.S. CITIZENS	77
<b>ATTACHMENTS</b>	<b>79</b>
1. <i>State Supreme Court Clerkship Application Deadlines</i>	81
2. <i>Sample Resume</i>	101
3. <i>Transcript Addendum and Previous Grading Guidelines</i>	105
4. <i>Instructions for Creating an Excel Judge List</i>	109
5. <i>Instructions for Submitting Letters of Recommendation to JCO</i>	113