Judicial Clerkship Resources

To make an informed decision about which judges to apply to for clerkships, you must do your research. The following resources will help you find out what you need to know about the judges to whom you are interested in applying.

**Almanac of the Federal Judiciary**
Lawletters, Inc.
Volume 1: Profiles of U.S. District Court Judges
Volume 2: Profiles of U.S. Court of Appeals Judges
Contains detailed biographical information on all federal judges, including publications, noteworthy rulings, affiliations, associations, and lawyers’ evaluations. Also available on Westlaw.

**The American Bench: Judges of the Nation**
Reginald Bishop, Forster & Assoc. (available in the Westminster Library Level 3 Ref: KF 8700.A19 A47)
Contains biographies of federal and state judges. Covers judicial structure of each state and contains judicial boundary maps.

Debra M. Strauss, The BarBri Group, Inc.
Comprehensive new book covers everything you need to know - the value of a clerkship, the keys to success in finding one, a description of the various types and overview of the different courts, how to choose the best for you (court and judge), nuts and bolts on completing applications, and interviewing tips.

**Chambers Handbook for Judges’ Law Clerks and Secretaries**
Federal Judicial Center, West Publishing (1994)

**Colorado State Courts**
Information about the state courts and judges in Colorado is available at [www.courts.state.co.us/aocindex.htm](http://www.courts.state.co.us/aocindex.htm). This web site includes online brochures, educational resources, court facts, research links, and programs. State court job postings are available at [www.courts.state.co.us/chs/hr/employment/jobann/jobannpage.htm](http://www.courts.state.co.us/chs/hr/employment/jobann/jobannpage.htm).

**DU Judicial Clerkship Web Page**
Available at [http://www.law.du.edu/index.php/career-development-center/student-resources/judicial-clerkships](http://www.law.du.edu/index.php/career-development-center/student-resources/judicial-clerkships). Includes a mail merge for appellate court judges in Colorado, a list of alumni who have clerked for judges, resources, and detailed information about the mechanics of applying for clerkships.

Spring 2007
Directory of Minority Judges of the United States
American Bar Association, Judicial Division (available in Westminster Library Level 3 Ref Desk KF 8700.A19 D573 2001)
Provides names and addresses of more than 2000 minority judges.

Federal Judges Biographical Database
Federal Judicial Center
Available at http://www.fjc.gov/public/home.nsf/hisj, this database contains biographical information on federal judges.

Judging: A Book for Student Clerks (Available in the Career Development Office)
Louis J. Sirico, Jr., LexisNexis
This new book is written for judicial law clerks. It contains articles written by judges and others about various aspects of clerking in a judge’s chambers.

Judicial Clerkship Web Site
Available at www.judicialclerkships.com, this database provides comprehensive information on judicial clerkships. It lists all of the names and addresses of all state and federal courts in the United States. It has biographical information on judges. It also lists available clerkships.

Judicial Yellow Book: Who's Who in Federal and State Courts
Leadership Directories, Inc.
Lists biographical profiles of federal and state judges. Includes judges' addresses, telephone numbers, and staff information (names of current law clerks and the schools they attended). Daily updates of this printed directory are available on-line at www.leadershipdirectories.com.


By Alvin Rubin and Laura Bartell. (Available in the Westminster Library Level 3 KF 8771.D54)

Legal Trac
Internet database indexing over 800 law reviews, legal periodicals and legal newspapers form 1980 to date.

LexisNexis
1. To prepare for an interview by uncovering background information about a particular judge,
   ii. Select Judicial Staff Directory. Search: name(john /3 doe).
2. Also search news sources for recent news articles about judges. After signing onto Lexis, select News, then select News Group File, click on Most Recent 90 Days. Search: john /3 doe.


NALP Federal and State Judicial Clerkship Directory
National Association for Law Placement (NALP)
The NALP Clerkship Directory contains information regarding the hiring practices of state judges. It is available in the Career Development Office. In 2000, NALP conducted an extensive survey of judicial law clerks. The results of the study can be found at http://www.nalp.org/content/index.php?pid=135.
NALP has recently published two articles on judicial clerkships:

National Center for State Courts
Available at www.ncsconline.org. Includes links to federal, international and state court websites as well as a number of local and municipal court websites.

Online System for Clerkship Application and Review (OSCAR)
Available at http://oscar.dcd.uscourts.gov. Allows students to upload all application materials for federal judges to review. This database provides prospective judicial law clerks with a free, accessible source of information on clerkship opportunities. Also see https://lawclerks.ao.uscourts.gov/. The names and addresses of all federal court judges are available at www.uscourts.gov.

The Third Branch

Vermont Law School’s Guide to State Judicial Clerkship Procedures
Vermont Law School
Only printed source that contains an overview of all state court clerkships. Provides basic information about the procedures each state uses for hiring law clerks for its courts. Available online at http://www.vermontlaw.edu/Career_Paths.htm. This site is password protected. Contact the Career Development Center if you have difficulty accessing the site. There will be a new password in mid-summer 2008.

Want’s Directory of State Court Clerks & County Courthouses
Want Publishing Company
Contains names, addresses and telephone numbers of state courts. Also includes a listing of State attorneys general and their staffs.

Want’s Federal-State Court Directory
Contains names, addresses and telephone numbers of federal judges, Canadian Court clerks and courthouses, and addresses of highest courts around the world. Also contains state court directory listings and helpful organizational charts. Note that this information is also available online, at www.courts.com. It is updated with new appointments.

CLERK) and the Almanac of the Federal Judiciary (AFJ). The following overview demonstrates the databases and searches most useful for discovering information about judges and judicial clerkships on Westlaw:

**Database: WLD-CLERK** Contains West's Legal Directory of Judicial Clerkships, which is a database derived from judges' responses to questionnaires. To find a listing for a particular judge, type his/her name in the Hiring Judge text box. You can also utilize as searchable the test boxes for Selection Criteria (e.g., type in "law review") or Past and Present Clerks (e.g., type in "Denver").

**Database: WLD-JUDGE** West's Legal Directory of Judges. Includes contact information as well as information on the judge's education, work history, published works, and significant decisions. Enter the particular judge's name in the Judge's Name blank.

**Database: WLD-COURT** Contains West's Legal Directory of Courts, which provides information about state courts as well (enter the word "state" in the Court blank).

**Database: AFJ** Carries the Almanac of the Federal Judiciary described above.

**Database: WLD** To find the names of attorneys who have clerked for a particular judge, click "Terms & Connectors" in the Search type box, and enter the search, e.g., stephen /3 breyer /s clerk.

**Database: ALLNEWS** Search to find recent stories about noteworthy cases in which a particular judge has been involved, e.g., judge /s barrington /s parker.

**Database Search - Judicial Opinions** To find opinions the judge has written, run a segment search in the database of the court in which the judge is located. For example, ju(parker).

Another valuable resource available on Westlaw is AttorneyJobsOnline, which allows students to search for clerkships as well as other legal jobs across the country. To access AttorneyJobsOnline, go to Westlaw first. Do not sign in. Rather, click on the CAREERS/AJO button. Then, click on AJO/Law Student Jobs Online. Then click on LawStudentJobsOnline and enter your Westlaw password.

**Blogs or Forums discussing Judges:**

http://underneaththeirrobesblogs.com/main/

http://www.soyouwanttobealawclerk.com/

http://lawschoolclerkship.blogspot.com/
http://lawclerkaddict2009.blogspot.com/
# Addressing Cover Letters to Judges

## Federal Courts

<table>
<thead>
<tr>
<th>Addressee</th>
<th>Address on cover letter and envelope</th>
<th>Salutation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. Supreme Court</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Chief Justice</td>
<td>The Honorable (full name) Chief Justice of the United States Supreme Court 1 First Street, N.E. Washington, D.C. 20543</td>
<td>Dear Chief Justice (last name):</td>
</tr>
<tr>
<td>Associate Justice</td>
<td>The Honorable (full name) Associate Justice of the United States Supreme Court 1 First Street, N.E. Washington, D.C. 20543</td>
<td>Dear Justice (last name):</td>
</tr>
<tr>
<td><strong>U.S. Court of Appeals</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Judge</td>
<td>The Honorable (full name) Chief Judge United States Court of Appeals for the (X) Circuit Address</td>
<td>Dear Judge (last name):</td>
</tr>
<tr>
<td>Senior Judge</td>
<td>The Honorable (full name) Senior Judge United States Court of Appeals for the (X) Circuit Address</td>
<td>Dear Judge (last name):</td>
</tr>
<tr>
<td>Judge</td>
<td>The Honorable (full name) United States Court of Appeals for the (X) Circuit Address</td>
<td>Dear Judge (last name):</td>
</tr>
<tr>
<td><strong>U.S. District Court</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Judge</td>
<td>The Honorable (full name) Chief Judge United States District Court for the District of (X) Address</td>
<td>Dear Judge (last name):</td>
</tr>
<tr>
<td>Senior Judge</td>
<td>The Honorable (full name) Senior Judge United States District Court for the District of (X) Address</td>
<td>Dear Judge (last name):</td>
</tr>
<tr>
<td>Judge</td>
<td>The Honorable (full name) United States District Court</td>
<td>Dear Judge (last name):</td>
</tr>
</tbody>
</table>
U.S. Magistrate Judge:

Judge  The Honorable (full name)  Dear Judge (last name):
United States Magistrate Judge
United States District Court for
the District of (X)
Address

U.S. Bankruptcy Judge:

Chief Judge  The Honorable Judge (full name)  Dear Judge (last name):
Chief Judge
United States Bankruptcy Court
for the District of (X)
Address
Judge  The Honorable Judge (full name)  Dear Judge (last name):
United States Bankruptcy Court
for the District of (X)
Address

Other Federal Courts

Chief Judge  The Honorable (full name)  Dear Judge (last name):
Chief Judge
Name of Court
Address
Judge  The Honorable (full name)  Dear Judge (last name):
Name of Court
Address

State Courts

State Supreme Court:

Chief Justice  The Honorable (full name)  Dear Chief Justice (last name):
Chief Justice
Supreme Court for the State
(or Commonwealth) of (State)
Address
Justice  The Honorable (full name)  Dear Justice (last name):
Supreme Court for the State
(or Commonwealth) of (State)
Address

State Court of Appeals:

Chief Judge  The Honorable (full name)  Dear Judge (last name):
Chief Judge
Court of Appeals for the State

Spring 2007
September 7, 2004

The Honorable John D. Doe
United States District Court
for the District of Colorado
901 19th Avenue
Denver, Colorado 80294

Re: Judicial Clerkship Application for Fall 2005

Dear Judge Doe:

We met recently at the Business Law Society meeting at the law school when you came to speak about commercial litigation. I am interested in becoming a litigator and learned a great deal from your remarks. I never realized that juries view commercial cases from a tort perspective while the clients think only in terms of contract. This insight is one I will remember throughout my career. I am sure that your remarks about commercial litigation represent just a small fraction of the practical and valuable information I could learn while clerking for you.

A good lawyer communicates well in writing. I have sought out many opportunities to improve my research and writing skills. As a first year law student, I received the highest grade in my legal writing class and was selected as a finalist for the Hartje Writing Award. During my second year, I worked as a research assistant for two professors at the law school, researching and drafting chapters for their respective casebooks. This past summer, I clerked for the Denver firm of Able & Able. There, I wrote twelve memos and three briefs concerning a wide variety of issues. These experiences should provide me with the tools to succeed as a judicial law clerk in your chambers.

I have enclosed a resume, transcript, and writing sample consisting of one of the briefs I wrote this summer. Also enclosed are letters of recommendation from Professors Johnson and Smith as well as Mr. Mike Able, my previous employer.

It would be an honor and a privilege to clerk for you. Thank you for your consideration of my application. I look forward to hearing from you.

Sincerely,

Emily P. Jones

Emily P. Jones

Enclosures
May 6, 2004

The Honorable John P. Doe
District Court Judge
United States District Court
for the District of Colorado
901 19th Avenue, 6th Floor
Denver, CO 80294

Re: Application for Judicial Clerkship Beginning in Fall 2005

Dear Judge Doe:

Having served as a judicial intern in Colorado for United States Magistrate Judge William T. Smith, I understand the value of a judicial clerkship in building a solid foundation for a successful legal career. An opportunity to serve as a judicial clerk in your chambers is my reason for contacting you.

I learned from my work with Magistrate Judge Smith that keen legal analysis, thorough legal research, and excellent writing skills are essential to the judicial clerk’s role. I believe I possess those skills and could provide the kind of analysis, research and writing necessary to serve as your law clerk. I excelled as an English Literature major at the University of Kansas, and my academic success has continued at the University of Denver Sturm College of Law. I am especially proud of my success at moot court competitions and of my research and writing for Magistrate Judge Smith, who relied on much of my work in issuing orders selected for publication.

Beyond my legal analysis and writing skills, I make a point of conducting myself with integrity and graciousness towards others, which are important in creating positive working relationships. These are qualities I learned from my family and community while growing up in Salina, Kansas. I have further developed these qualities as a student in Europe, an English teacher in China, a missionary in Bolivia, and now as a law student in Denver. Positive working relationships are important to me, and I would be delighted to build those relationships with you and your staff.

I would appreciate the opportunity to meet with you at a personal interview to discuss how I could serve you and make vital contributions to the important work you do.

Thank you very much for your consideration. My resume, unofficial transcript, two letters of recommendation, and writing sample are enclosed. Feel free to contact Magistrate Judge Smith at 303-844-1111 for his views on my work in his chambers. Should you require additional information, please contact me at the phone number or e-mail address listed above. I look forward to hearing from you soon.

Sincerely,

John P. Jones

John P. Jones

Enclosures
September 3, 2005

The Honorable Percy Anderson  
United States District Court for the Central District of California  
163 United States Courthouse  
312 North Spring Street  
Los Angeles, CA 90012

Re: Application for Judicial Clerkship beginning Fall 2006

Dear Judge Anderson:

In law and life there is no substitute for good writing. I learned this fact early on and have availed myself of many opportunities to hone my writing abilities.

I developed my writing skills pursuing a major in English literature as an undergraduate at Cornell University. At the University of Denver Sturm College of Law, the Law Review has been the main outlet for my legal writing. During the summers, I have capitalized on my employment opportunities, gaining substantial practical writing experience. While interning for Denver District Court Judge Gloria Rivera, I worked on numerous orders of the court and interacted directly with Judge Rivera, fine-tuning my writing with a special focus on the brevity and clarity required when composing judicial orders. This past summer, I applied my writing skills to various research projects that I completed while working at the Denver law firm of Hill & Robbins as well as the Colorado Attorney General’s Office.

As my resume details, I was a member of a volunteer fire department during my final three years of college. The leadership and teamwork skills that I gained at the fire department translate well to situations in which interpersonal communication is required. Working for Judge Rivera, I realized that one needs to be a responsive colleague in order to operate successfully in the close-knit atmosphere of a judge’s chambers.

Recently, I was elected to a position on the College of Law Honor Board. Integrity and professionalism are qualities that I strive to achieve. I am committed to maintaining a high ethical standard among the student body at my school, as well as in all of the work that I do. I will carry this high level of professionalism into each situation that I encounter in your courtroom, irrespective of whether I am speaking with victims, litigants, jurors or attorneys.

Thank you for considering my application. I have enclosed my resume, transcript, letters of recommendation, and writing sample. I would greatly appreciate an opportunity to meet with you to discuss the skills that I would bring to your chambers and to answer any questions you might have.

Respectfully,

Neal M. Fletcher

Neal M. Fletcher

Enclosures
7 September 2007

The Honorable John Smith
United States District Court Judge
901 19th Street
Denver, CO 80294

Re: Fall 2007 Judicial Clerkship

Dear Judge Smith:

Having interned for Judge Carparelli on the Colorado Court of Appeals last fall, I am familiar with the skills necessary to be an effective clerk. In fact, I discovered my passion for crafting order out of messy law and messy facts. With my nose deep in the record and my fingers tapping away at Westlaw, I experienced deep satisfaction with the mental challenge each case presented.

Of course, I have always enjoyed stringing words together. For my senior seminar writing workshop in college, I wrote an eighty-five page cycle of short stories. Each character memorialized an element of myself, and, at times, posed questions for which I had no answers. Now, I prefer the story-telling that occurs in the legal profession, since it is less self-indulgent and driven more toward resolution of complex issues. Working with Judge Carparelli, I gained a sincere appreciation for the way judges provide answers to difficult disputes.

I will bring to your clerkship position a passion for finding answers to difficult questions, and for communicating those answers effectively. Through practical experience in the legal field, I have honed my writing, editing and research skills. For example, as a paralegal for a large Kansas City law firm, I analyzed complex documents on a daily basis. In addition, I drafted many trial briefs, memoranda, and motions as a clerk for a small general practice firm. More recently, as a Court Report Editor for the University of Denver Water Law Review, I critiqued the work of my peers and other authors, which further improved my writing and editing skills.

I have enclosed my resume, transcript, writing sample, and letters of recommendation for your review. Thank you very much for your consideration of my application, and I look forward to hearing from you soon.

Respectfully,

Gabriella D. Rivera

Enclosures
June 22, 2007

The Honorable XX
Address
City, State Zip

Re: Judicial Clerkship

Dear Judge ________:

I have always looked for new and exciting opportunities. At age thirteen, I left home to pursue a career as an international ski racer. I traveled between the northern and southern hemispheres so that I could compete in endless winters. During this time, I learned a great deal about discipline, perseverance, and time management. For example, while competing for the University of Colorado, I excelled academically and earned a 4.0 GPA despite missing one-third of my classes due to my competition travel schedule.

The invaluable life skills I acquired as a competitive athlete, coupled with my exceptional academic achievements, will allow me to excel as your judicial law clerk. I am confident my research, writing, and organizational skills will deliver consistent quality work product to your chambers. My confidence arises out of the experiences I have had teaching legal research and writing skills to first year law students as well as my work this summer with the Colorado Attorney General’s Office.

I have developed a passion for litigation while working for the special litigation group in the Colorado Attorney General’s Office. My greatest desire now is to understand the inner-workings of the courtroom from behind the bench. I truly wish to learn about litigation and judicial decision-making from a judge’s point of view.

I am motivated, enthusiastic, and possess an unparalleled work ethic that I will use on a daily basis in your chambers. Attached please find my resume, writing sample, and letters of recommendation. Thank you for your consideration.

Sincerely,

Timothy R. Erickson

Timothy R. Erickson
Enclosure
September 2, 2004

The Honorable Peter T. Johnson
United States District Court for the District of Wyoming
123 South 3rd Street
Cheyenne, Wyoming  12345

Re: Judicial Clerkship Fall 2005

Dear Judge Johnson:

Born and raised in Colorado as a fourth generation resident, in a Mexican-American household, my family has always stressed the importance of community well-being, personal integrity and the highest personal achievement. These values have allowed me to succeed as a law student at the University of Denver Sturm College of Law. These same values motivate me to seek a position as a judicial law clerk in your chambers beginning in the fall of 2005.

In law school I have spent countless hours in leadership positions, mentoring law students, and promoting community development. As a Co-Chair for the 8th Annual National Latino Law Student Association Conference in Denver, I oversee numerous committees in preparing for a national conference that will bring to the forefront issues facing minority communities as well as the means to address and overcome such issues. As the Chair of the Honor Board, I help ensure that the highest standards of professional conduct are upheld at the Law School. In my role as a tutor to incoming law students, I help foster students’ development in the importance of community respect for our system of justice.

While contributing significantly to my law school community, I have continued my commitment to academic excellence. I am in the top 6% of my law school class. I was also selected as a Senior Staff Editor on Law Review. Through my law review experience, I have learned the importance of attention to detail and significantly improved my editing and proofreading skills. In addition, I have worked hard to enhance my research, writing, and oral advocacy skills by serving as a member of the ABA National Appellate Team for DU, as well as writing motions and briefs as a member of the Tenth Circuit Clinic on behalf of prisoners.

Enclosed please find my resume, transcript, letters of recommendation and writing sample, which I wrote as a summer associate at Baker & Hostetler. It would be an honor and a privilege to clerk for you. Thank you for considering my application. I look forward to hearing from you regarding this position.

Very truly yours,

Jack M. Sandoval

Enclosures