



## **Alumni Judicial Clerkship Applications: Letters of Recommendation**

The Center for Career Development (CCD) processes and submits letters of recommendation (LORs) from Rutgers Law faculty for post-graduate judicial clerkship applications. Recommenders who are not Rutgers Law Faculty handle their own recommendation submissions.

### **Timing & Submission Requirements**

*Note that the process can be lengthy; please plan accordingly.*

To process your request, the CCD must have the following documents, **at least one week before your application deadline** (at least two weeks during the typical clerkship application season for current students, May–June):

1. **LORs from your faculty recommenders** - faculty should email LORs directly to the appropriate CCD office; it is your responsibility to coordinate with faculty to ensure the LORs arrive at the CCD on time.
  - a) If you previously applied for clerkships as a student:
    - Contact faculty members who wrote your original LORs to **request updated letters** that reflect your graduation status and recent experience or for permission to use the original LOR for a subsequent court term
    - Provide them with your current resume
    - Ask faculty to email updated LORs to the appropriate CCD office with your name and "Alumni Clerkship LOR" in the subject line
  - b) If you are applying for the first time:
    - Review clerkship application guides/resources:
      - NJ State Judicial Clerkships - <https://www.njcourts.gov/become-a-law-clerk>
      - Federal Clerkships - <https://oscar.uscourts.gov/>
      - [Guide to State Judicial Clerkships](#) (please contact the appropriate CCD office to request access information)
    - After securing faculty agreement to write LORs, direct them to email letters to the appropriate CCD office with your name and "Alumni Clerkship LOR" in the subject line
2. **Your Excel spreadsheet** with judge contact information (including name, court, mailing address, and email if applicable) - email this directly to the appropriate CCD office contact

### **Additional Guidelines for Federal Court Applications Outside of OSCAR**

- If you require LORs to be sent to federal judges either via US mail or email, please submit this request at least two weeks in advance, inform us how you know the judge is accepting applications outside of OSCAR, and provide the judge's submission instructions exactly as provided by chambers
- Submit judicial contact information via excel spreadsheet
- For federal court applications via US Mail, we will either mail the LORs directly to the judges, OR we will make the LORs available for pickup in a sealed envelope marked "Confidential"

### **Contact Information by Location**

#### **Camden**

LOR requests - [clerkshiplor@law.rutgers.edu](mailto:clerkshiplor@law.rutgers.edu)  
General inquiry - [ccdCamden@law.rutgers.edu](mailto:ccdCamden@law.rutgers.edu)

#### **Newark**

LOR requests - [ccdNewark@law.rutgers.edu](mailto:ccdNewark@law.rutgers.edu)  
General inquiry - [ccdNewark@law.rutgers.edu](mailto:ccdNewark@law.rutgers.edu)