

QUICK CHECKLIST FOR PAPER APPLICATIONS

- Pick up the GW folders & labels from the Career Center.
 - Attach a cover sheet with:
 - Your Name
 - Date of Submission to Clerkship Office
 - Names of your **GW Law** professor recommenders.
 - Email a copy of your **PAPER JUDGE LIST** (excel file) to clerkship@law.gwu.edu
 - Make sure the judge list is in alphabetical order by **judge's last name**.
 - Alphabetize your application folders by **judge's last name**.
 - PRINT (*handwritten labels not accepted*) a label for each application folder and attach to the **UPPER LEFT HAND CORNER** of each **GW Law folder**.
Label must include:
 - Applicant: Your Name
 - The Honorable Judge Name
 - Name of the Court
 - City and State where the court is located
- Label Example:
Applicant: Tom Hanks
The Honorable Roger Titus
U.S. District Court for the District of Maryland
Greenbelt, MD
- Include your properly addressed cover letter, resume, transcript, and references (optional) on the **LEFT HAND SIDE** of each GW Law folder.
 - Include your writing sample, and any outside recommender recommendations on the **RIGHT HAND SIDE** of the GW Law folder.
 - Use heavier resume (i.e. nice) paper for your cover letter, resume and references. Use plain white paper for the rest of your materials (i.e. transcript and writing sample).
 - **Sign each cover letter.**