

## **CHECKLIST FOR PAPER APPLICATIONS**

- Did you complete the Judicial Clerkship Recommendation Letter Registration Form and submit it to [clerkship@law.gwu.edu](mailto:clerkship@law.gwu.edu) (if you wish to have access to your letters).
- Did you pick up the GW folders & labels from the Career Center?
- Did you attach a cover sheet including:
  - a. Your Name
  - b. Date of Submission to Clerkship Office
  - c. Names of your **GW Law** professor recommenders
- Did you email a copy of your **PAPER JUDGE LIST** in an Excel file to Corinne Partelow at [clerkship@law.gwu.edu](mailto:clerkship@law.gwu.edu)?
- Did you make sure the judge list is in alphabetical order by **judge's LAST NAME**?
- Are your applications in alphabetical order by **judge's LAST NAME**?
- Do each of your applications have printed labels (**handwritten labels not accepted**) on the **UPPER OUTSIDE LEFT-HAND CORNER**?

Does the label include:

- a. Applicant: Your Name
- b. The Honorable Judge Name
- c. Name of the Court
- d. 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

[Refer to the label template to use with the mail merge function on the clerkship web site]

- Did you include your properly addressed cover letter, resume, transcript, writing sample, and references (optional) on the **LEFT-HAND SIDE** of each GW Law folder?
- Did you include your recommendations on the **RIGHT-HAND SIDE** of the GW Law folder? Please notify Corinne Partelow at the [clerkship@law.gwu.edu](mailto:clerkship@law.gwu.edu) account if your non-GW recommenders will be emailing these letters instead.
- Did you use heavier resume (i.e. nice) paper for your cover letter, resume and references? Did you use plain white paper for the rest of your materials (i.e. transcript and writing sample)?
- **DID YOU REMEMBER TO SIGN YOUR COVER LETTERS?**