

CHECKLIST FOR PAPER APPLICATIONS

- Complete the Judicial Clerkship Recommendation Letter Registration Form and submit it to clerkship@law.gwu.edu if you wish to have access to your letters.
- Pick up GW folders & labels from the Career Center.
- Attach a cover sheet including:
 - a. Your Name
 - b. Date of Submission to Clerkship Office
 - c. Names of your **GW Law** professor recommenders
- Email a copy of your **PAPER JUDGE LIST** in an Excel file to Corinne Partelow at clerkship@law.gwu.edu and make sure the judge list is in alphabetical order by **judge's LAST NAME**.
- Alphabetize application folders by **judge's LAST NAME**.
- Make sure each of your applications has printed labels (**handwritten labels not accepted**) on the **UPPER OUTSIDE LEFT-HAND CORNER**. The label should 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 website]
- Include your properly addressed cover letter, resume, transcript, writing sample, and references (optional) on the **LEFT-HAND SIDE** of each GW Law folder.
- Include your recommendations on the **RIGHT-HAND SIDE** of the GW Law folder. Please notify Corinne Partelow at the clerkship@law.gwu.edu account if your non-GW recommenders will be emailing these letters instead.
- 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).
- **REMEMBER TO SIGN EACH COVER LETTER**