

## TIME TABLE OF CURRENT HIRING PRACTICES FOR LEGAL EMPLOYMENT

*Please Note: these are general guidelines; individual organizations may not conform to these patterns. We recommend individual research using the resources listed below. It is suggested that you post these guidelines where you will see them on a regular basis and enter the timelines in a day planner or computer information manager. Page 1 of 2*

EMPLOYERS	TYPE OF EMPLOYMENT	YEAR TO APPLY	WHEN TO APPLY	QUALIFICATIONS	HOW TO APPLY	RESOURCES/BACKGROUND
Law Firms: Large (100+) Med/Large (51-100)	School-year Law Clerk	2nd or 3rd	Anytime, but not all large firms use students during the school year.	Depends on employer.	Send resume and cover letter to firm, or thru CSO if the firm has requested resume referral service.	National Association for Law Placement (NALP) Directory of Legal Employers (on-line in Westlaw - NALPDIR); Martindale Hubbell Law Directory (on-line in LEXIS - MARHUB); LEXIS; WESTLAW; Wyoming (or other state) Bar Journal; legal periodicals such as Lawyers Weekly, National Law Journal, Internet www sites; networking.
	Summer Law Clerk	2nd; 1st where firms indicate interest	1Ls – late Nov/early Dec 2Ls – Fall/Spring OCI Send resume and cover letter during year.	Strong G.P.A., law review, moot court, or other distinguishing honors/awards preferred.	Fall on-campus interview (OCI) program or send resume and cover letter to firm.	
	Associate/Attorney (Post J.D.)	3rd	Fall/Spring OCI; send resume and cover letter during year. Most firms hire associates from offers to previous summer clerks. Additional hiring is to fill unanticipated needs.	Completion of legal writing and research; Civ Pro preferred; may have specific course requirements. Many like to see some of the same qualifications as above.	Most hire as needs arise; others participate in Fall/Spring OCI and job fairs. Send resume and cover letter to firm, or thru CSO if the firm has requested resume referral service. Most firms hiring at UW are small to medium.	
Law Firms: Medium (26-50) Small (11-25) Very Small (2-10)	School-year Law Clerk or Researcher	2nd or 3rd	Anytime, especially late summer, early fall.	Completion of legal writing and research; Civ Pro preferred; may have specific course requirements. Many like to see some of the same qualifications as above.	Most hire as needs arise; others participate in Fall/Spring OCI and job fairs. Send resume and cover letter to firm, or thru CSO if the firm has requested resume referral service. Most firms hiring at UW are small to medium.	Same as above and Career Services Office/ Website
	Summer Law Clerk	1st or 2nd	Anytime, especially late fall and spring.	Bar membership often required; legal and other work experience are important.	Most firms hiring at UW are small to medium.	
	Associate/Attorney (Post J.D.)	3rd, post J.D.	Anytime.	Related experience and demonstrated commitment often outweigh academic consideration.	Timing varies; some hire as needed or when budgets allow. Some participate in Fall/Spring OCI and job fairs. For others, send resume and cover letter to firm, or thru CSO if the firm has requested resume referral service.	
Public Interest Organizations	School-year Law Clerk/Intern	2nd or 3rd	Anytime, especially late summer, early fall.	Post J.D. jobs are competitive; bar membership required.	Timing varies; some hire as needed or when budgets allow. Some participate in Fall/Spring OCI and job fairs. For others, send resume and cover letter to firm, or thru CSO if the firm has requested resume referral service.	Career Services Office/Website; Public Interest Job Search Guides; Equal Justice Works (EJW); Fellowships binder; Student and Graduate job listings; Networking; Informational Interviewing.
	Summer Law Clerk/Intern	1st or 2nd	Anytime, especially late spring. Annual Public Interest/Public Sector Career Day (spring).	Post J.D. jobs are competitive; bar membership required.	Timing varies; some hire as needed or when budgets allow. Some participate in Fall/Spring OCI and job fairs. For others, send resume and cover letter to firm, or thru CSO if the firm has requested resume referral service.	
	Associate/Attorney (Post J.D.)	3L, post J.D.	Job Fairs.	Post J.D. jobs are competitive; bar membership required.	Timing varies; some hire as needed or when budgets allow. Some participate in Fall/Spring OCI and job fairs. For others, send resume and cover letter to firm, or thru CSO if the firm has requested resume referral service.	

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EMPLOYERS	TYPE OF EMPLOYMENT	YEAR TO APPLY	WHEN TO APPLY	QUALIFICATIONS	HOW TO APPLY	RESOURCES/BACKGROUND
Government: Federal, State, Local	School-year Law Clerk	2nd or 3rd	Practices vary widely for law clerks, externships and attorneys, depending on needs and budgets. Research each office. Often spring is when they hire for summer.	Same as small/medium firms and public interest organizations. District Attorney and Public Defender Offices prefer litigation training.	Same as Public Interest.	Career Services Office/Website; Honors/Internship Handbook Online; Wyoming Government Websites; National and Federal Legal Employment Report; OCI ; Internet.
	Summer Law Clerk	1st or 2nd		Post J.D. positions usually require bar admission. Federal honors programs require academic credentials.		
	Associate/Attorney (Post J.D.)	3rd, Post J.D.				
Judicial System	Post-graduate Clerkship	2nd or 3rd	Early 2L spring to early 3L fall for federal and state high courts. Others, including Federal Bankruptcy Courts, Magistrates and state courts, accept applications through 3rd year, depending on need.	Strong research and writing skills. Federal court clerkships are often more competitive and require top academic credentials and law review. Some federal judges, however, may consider other experience in lieu of above. State courts (appellate courts and trial courts) are more flexible in selection criteria.	Usually require cover letter, resume, official transcript, writing sample and letters of recommendation sent to judge.	Federal Law Clerk Information System <a href="https://lawclerks.aolscourts.gov/">https://lawclerks.aolscourts.gov/</a> ; Career Services Office/Website; WESTLAW; LEXIS; Internet.
Corporate In-House Counsel	Summer Law Clerk	2nd	Fall/Spring	Strong G.P.A.; some may require specialized coursework.	Fall/Spring OCI; Informational interviews; alumni contact; resume and cover letters for others.	Student and Alumni job listings; LEXIS; WESTLAW; Internet; UW Alumni.
	Associate/Attorney (Post J.D.)	3rd, post J.D.	Fall/Spring	Post J.D. positions often require two to three years law firm experience.		
CPA Firms	Associate/Attorney (Post J.D.)	3rd	Fall/Spring	Undergraduate degree in Accounting preferred; completion of tax law coursework.	Fall/Spring OCI; resume and cover letters for others.	Student and Alumni job listings; Internet
Fellowships	Associate/Attorney (Post J.D.)	3rd	Usually fall or early spring.	Strong academic record; some require specific field.	Send resume; all have application deadlines; some have application forms.	Career Services Office; EJW Fellowship Guide; Internet.