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**Judicial Clerkship Application Process Agreement**

Stanford Law School understands how important securing a clerkship is to you and fully supports you in the application process, from advising to recommendation letters to the mailing of applications. In order to provide you, and those who follow you, with the most complete information about opportunities and the best chance of securing a clerkship, we ask that you:

* Prepare your application materials in accordance with the Handbook guidelines.
* Discuss in advance with your recommenders:
  + Whether they want you to obtain their approval first before using their letters to apply to judges not on your original list. If advance approval is required, it is your responsibility to secure approval and maintain a written record.
  + If they would like to be notified anytime you apply to additional judges.
* Only request that recommendation letters be sent to judges for whom faculty have agreed their letters may be used.
* Advise your faculty recommenders and the Judicial Clerkship Director whenever you secure a clerkship interview. Include the contact information, including the telephone number, for each judge.
* Complete an interview evaluation survey for each judge with whom you interviewed.
* Return a judge’s phone call or e-mail within 24 hours.
* After you accept an offer, withdraw within 24 hours from all other judges to whom you applied (unless you are actively seeking a second clerkship).
* When you accept an offer, notify your faculty recommenders and the Judicial Clerkship Director, providing the judge’s name, court, term, and location.
* Stay in touch with the Judicial Clerkship Director throughout your clerkship to advise SLS on your judge’s hiring plans.
* Complete a Clerkship Evaluation survey at the end of your clerkship term.

SLS services, including provision of faculty recommendation letters, are conditioned upon compliance with the above stipulations. I understand that failure to comply may result in the loss of services from the law school.

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| **Signature** | Print your full name |
| **Today’s Date** | Select Today’s Date |