

Just the Beginning Foundation Share the Wealth Judicial Clerkship Program

October 24, 2011

This message is to inform you of opportunities to be considered for two federal district court clerkships and to encourage you to apply. I am currently working as a federal judicial law clerk for the Honorable Gerald Bruce Lee in the Eastern District of Virginia. Judge Lee and several of his colleagues feel that it is important to encourage more minorities to apply for federal judicial clerkships. These judges accept and consider law clerk applicants of all backgrounds.

District Judge Marcia Cooke of the Southern District of Florida (Miami) and Magistrate Judge Ivan D. Davis of the Eastern District of Virginia (Alexandria) are currently accepting applications and conducting interviews to select judicial law clerks. District Judge Cooke is accepting applications from law school graduates who have been out of law school for two or more years. The clerkship with Judge Cooke will be for one year beginning in February, 2012. Magistrate Judge Davis is accepting applications from law graduates who have one or two years of practice or clerkship experience for a clerkship with a one-year term beginning in September, 2012.

Judge Cooke's and Judge Davis's mailing addresses are listed below:

The Honorable Marcia G. Cooke
United States District Judge
United States District Court for the Southern District of Florida
Wilkie D. Ferguson, Jr. United States Courthouse
400 North Miami Avenue, Room 11-2
Miami, FL 33128

The Honorable Ivan D. Davis
United States Magistrate Judge
United States District Court for the Eastern District of Virginia
Albert V. Bryan United States Courthouse
401 Courthouse Square
Alexandria, VA 22314

You may send a hard copy of your application package (cover letter, resume, transcript, three letters of recommendation, and a 10-15 page writing sample) to each judge whom you would like to consider your clerkship application. Alternatively, you may submit your application package to Judge Cooke and Judge Davis online via OSCAR at <https://oscar.symplicity.com/>. If you apply through Oscar you need not submit a hard copy of your application package. Additional instructions for applying through OSCAR are provided on the following page.

If you are considering applying to these judges, it is of the utmost importance that you gather your application materials now. Please feel free to contact me if you have any questions.

Sincerely,
Matthew Maddox
matthew_maddox@vaed.uscourts.gov

JTBF Share the Wealth Judicial Clerkship Online Application Instructions

Again, if you apply through OSCAR you need not submit a hard copy of your application package. Follow the instructions below to apply to the participating judges via OSCAR:

1. Log into your OSCAR account
2. Click on “My Profile”
3. Click on the “Edit Profile” box above the “Contact Information” section
4. Scroll down to the “Professional Organization” section
5. Type “Just the Beginning Foundation” in the box as shown below:

The screenshot displays the OSCAR registration page in Microsoft Internet Explorer. The browser's address bar shows the URL: https://oscar.synchrony.com/?_tab=register. The page content includes several sections with radio button options:

- If No, does your law school have a law review journal?:** yes no
- Moot Court Participation:** yes no
- If Yes, Moot Court Name(s):** A text input field with a "Delete" button and an "Add Another Moot Court" button.
- Prior Judicial Experience:**
 - Judicial Internship:** yes no
 - Judicial Externship:** yes no
 - Post graduate Judicial Law Clerk:** yes no
- Professional Organization:** A text input field containing "Just the Beginning Foundation".

Below the text input field is a **Verification of Data:** section with a red border, containing the text: "By choosing Yes, I hereby confirm that all data entered in this profile and any application documents are true and correct. The information in your profile and your verification of the data will be displayed in your application packet(s)." with yes no options.

At the bottom of the form is a "Submit" button. The footer of the page includes links for "Home", "About", "Registration", "Resources", "Privacy", "Contact Us", and "Help".

Also: more information about the Just the Beginning Foundation can be found on www.jtbf.org. The website has lists of the nation’s minority judges, biographies of African-American federal judges and a history of African-Americans in the federal judiciary. Directories of Latino and Asian-American judges are also available on this website.