

SUMMER JUDICIAL INTERNSHIP OPPORTUNITIES

Summer judicial internships are a good way to gain exposure to the judicial world prior to graduation and can potentially lead to a clerkship following graduation either with the same judge or one who appreciates the recommendation from another judge and prior experience in a courtroom. The CCD's March 2009 newsletter *The Briefcase* featured pieces on judicial internships that you may also wish to consult. www.pace.edu/lawschool/files/careerdev/newsletter/newsletter_2009_03.pdf

For more information about judicial internships or would like to schedule an appointment to go over application materials, please contact Stephanie Golden, Private Sector and Judicial Clerkships Advisor, at sgolden@law.pace.edu.

Internships with Federal Judges

Applications for summer judicial internships with federal judges should be sent out to judges **beginning in October (for second-year law students) or in December (for first-year law students)** in order to secure a summer position. You should send out a resume, cover letter and transcript to each federal judge with whom you are interested in interning. Through Symplicity, the CCD maintains a database of all federal judges, which can be used to create mail merges for applications for judicial internships with federal judges. To access the Federal Judicial Database, log on to Symplicity: <https://law-pace-csm.symplicity.com/students>, click on "Clerkships" on the top bar. Fill out the Clerkship Registration Form. (Note: you will only have to do this the first time you log on to Clerkships). This will lead into the clerkship database. In order to export the addresses of judges into an Excel spreadsheet, click "v" next to any judge to which you are applying. Then, click on "Export to Excel." A spreadsheet will pop up in Excel and it will contain the judges' addresses, titles, etc. The database should assist you with mail merges for cover letters (and recommendations) that you are submitting to judges via regular mail. ** Please note that you cannot apply to judicial internships or clerkships through this database. This is solely for research and for you to export the addresses of judges for mail merges.

Internships with State Court Judges

Symplicity. The CCD receives many listings for judicial internships throughout the year, so also be sure to check the job listings on <https://law-pace-csm.symplicity.com/students>.

Ninth Judicial District Program

The CCD presents a program **every March** in order to help students secure summer judicial internships in the New York State Ninth Judicial District (covers Westchester, Rockland, Putnam, Dutchess and Orange counties) in the spring semester. The program lasts for six weeks, and typically begins the first week of June and goes through the second week of July. Interns work with both the judge and the law clerks. Interns have the opportunity to research and write as well as observe the courtroom process. Interns work on motions and are asked to analyze the law and draft proposed decision. In addition, interns have the opportunity to sit in and observe trials, hearings and conferences. On Fridays, there is a brown bag lunch series for all interns. This program is open to all current students and LL.M.s. Students are invited to apply to the program in March and are asked to submit a resume, writing sample, transcript and an optional cover letter. Students are then invited to interview with James Garfein, the Chief Court Attorney for the Ninth Judicial District (and Pace Alum), in April, and are typically notified if they have been selected to interview with a judge for an internship in April or early May. Once a student has accepted an interview with a judge, the student is deemed to be committed to the internship program.

Other States and Districts

For internships with state and local court judges (other than those in the 9th Judicial District or otherwise posted on Symplicity), you should apply **beginning in October** (for second-year law students) or **in December** (for first-year law students) in order to secure a position beginning in June. You should first check the court's website to see if there is a centralized place to send in your applications, otherwise you can send them to individual judges' chambers.

For positions in Connecticut, look on <http://www.jud.ct.gov/intern/law.htm> and apply to:

Office of the Volunteer/Intern Program
Two Riverview Square
99 East River Drive, Room 701
East Hartford, CT 06108

2010 Commercial and Federal Litigation Section Minority Fellowship

Sponsored by the New York Bar Foundation, the fellowship is valued at \$5,000 and will take place in summer 2010. The fellowship is available to all 1L minority students currently enrolled in a law school in New York State. The fellowship will take place in New York City in the Chambers of Honorable Bernard J. Fried, Justice of the Commercial Division of the Supreme Court, New York County. You can access the guidelines and application at <http://www.tnybf.org/ScholarshipFellowships.htm>. The deadline for submission of all application materials is Friday, January 29, 2010.

Joint Minority Bar Judicial Internship Program

The Puerto Rican Bar Association (PRBA), Asian American Bar Association of New York (AABANY), Asian American Law Fund of New York (AALFNY), and the Association of Judges of Hispanic Heritage (AJHH) have once again joined to present the Joint Minority Bar Judicial Internship Program (JMB JIP). This program offers minority students who have completed at least one year of law school the unique opportunity to continue their legal education as summer interns in New York-area courthouses. Last year, the program placed 19 students with distinguished judges at the federal, state, and local levels. Judicial internships are exceptional learning opportunities that offer tremendous insight into the process of judicial decision making. Throughout the summer, interns will strengthen their writing and analytical skills. Applications are due February 12, 2010.

ABA Summer Judicial Intern Program (Multiple Locations)

The American Bar Association Section of Litigation sponsors a full-time, six-week minimum, summer internship opportunity open to all first- or second-year minority and/or financially disadvantaged law students. The program offers a wide range of supplemental events sponsored by local law firms and bar associations. The program offers a \$1,500 award to each selected student. Applications for **second-year law students** are **accepted between October 12 and December 31. Applications for first-year law students are accepted between December 1 and December 31.** All applications will be reviewed on a rolling basis. The program hopes to award 200 internships this summer. Positions are offered in the following locations: Illinois, Texas, California, Washington DC, Miami, and Phoenix. For complete program information, go to www.abanet.org/litigation/jiop.

Hiring Information & General Resources

www.uscourts.gov/links.html (Federal Judiciary homepage)

<http://www.uscourts.gov/understand03/> (Publication titled "Understanding the Federal Courts")

www.courts.net (The Nation's Court Directory)

www.uscourts.gov/alllinks.html (Map of Federal Circuits)

www.abanet.org/jd (ABA Judicial Division Section)

www.allianceforjustice.org/judicial/judicial_selection_resources/index.html (Alliance for Justice)

www.findlaw.com (Legal search engine with links to court websites)

<http://judiciary.senate.gov> (Senate Judiciary Committee)

www.usdoj.gov/olp/judicialnominations.htm (USDOJ Office of Legal Policy, includes biographical and other supporting materials on judicial nominees)

Federal Courts

www.cit.uscourts.gov (US Court of International Trade)

www.vetapp.gov (US Court of Appeals for Veterans Claims)

www.armfor.uscourts.gov (US Court of Appeals for the Armed Forces)

<http://www.ustaxcourt.gov/> (US Tax Court)

www.oalj.dol.gov (US Department of Labor Office of Administrative Law Judges)

www.uscfc.uscourts.gov (US Court of Federal Claims)

www.armfor.uscourts.gov (US Court of Appeals for the Armed Forces)

www.ssa.gov (US Social Security Administration)

www.ussc.gov (US Sentencing Commission)

Administrative Law Judges

www.faljc.org (Information about Administrative Law Judges and Administrative Judges)

www.ferc.gov/about/offices/oalj/oalj-dj.asp (US FERC Office of Administrative Law Judges)

www.hud.gov/offices/oalj/index.cfm (US HUD Office of Administrative Law Judges)

<http://www.epa.gov/aljhome/> (US EPA Office of Administrative Law Judges)

<http://www.eeoc.gov/soars/index.html> (EEOC)

State Courts

www.ncsonline.org (National Center for State Courts)

www.judiciary.state.nj.us/jobs/index.htm (New Jersey Judiciary)

www.courts.state.ny.us (NYS Unified Court System)

www.jud.state.ct.us (Connecticut Judicial Branch)

www.dccourts.gov/dccourts (District of Columbia Courts)

SAMPLE COVER LETTER – JUDICIAL INTERNSHIPS

Following are some examples of the proper way to refer to the judge in the address and salutation portions of your letter:

ADDRESSEE	FORM OF ADDRESS	SALUTATION
Chief Judge Federal or State	Honorable Robert N. Chatigny Chief Judge	Dear Chief Judge Chatigny:
Judge Federal or State	Honorable Myron H. Thompson	Dear Judge Thompson:
Senior Judge Federal or State	Honorable Betty Binns Fletcher Senior Judge	Dear Judge Fletcher:
Chief Justice State Supreme Court State Appeals Court	Honorable Margaret Marshall Chief Justice	Dear Chief Justice Marshall:
Justice State Supreme Court State Appeals Court	Honorable Warren W. Matthews Associate Justice	Dear Justice Matthews:
Federal Magistrate or Bankruptcy Judge	Honorable Debra C. Freeman United States Magistrate Judge	Dear Judge Freeman:

111 North Broadway
White Plains, NY 10603

[Date]

Honorable Bart Simpson
United States Magistrate Judge
United States Courthouse
777 Quarropas Street, Room 444
White Plains, New York 11111

Dear Judge Simpson:

I am a first-year law student at Pace University School of Law and am writing to express my interest in a judicial internship in your chambers for this summer. Enclosed please find my resume and writing sample.

[You should note any exceptional, specific reasons for applying to this particular judge or court. You may also want to emphasize any particular skills or work experience that you could offer, or describe relevant experience from your resume in greater detail. If you have a tie to the geographical location of the internship that is not otherwise evident from your application materials, you should state it here.]

I would welcome the opportunity to meet with you at your convenience to further discuss an internship in your chambers. Please let me know if I can provide you with any additional information. I can be reached at 914-444-1122 and plstudent@law.pace.edu. Thank you for your consideration.

Respectfully yours,

Pace L. Student

Enclosures