

LOYOLA LAW SCHOOL

2006-2007

HANDBOOK FOR JUDICIAL EXTERNS

A guide to the application process, the interview process and other summer opportunities.

JUDICIAL EXTERNSHIP HANDBOOK

This handbook contains information to assist you in applying for a judicial externship during the summer or during the academic year. Individual counseling is not available in the Externship Department for students who plan to volunteer for the externship as opposed to taking the externship for units. Please read this material carefully to enhance your chances for success in securing a judicial externship.

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INTRODUCTION TO THE APPLICATION PROCESS

IN JUDICIAL CHAMBERS

Students who work in judicial chambers are usually referred to as “interns” or “law clerks.” Students perform tasks such as case file evaluation, legal research and writing, and/or preparation of memoranda to assist the judge or the graduate law clerks in the chambers to evaluate specific legal issues raised in case pleadings.

Both state courts and federal courts seek summer interns as well as interns during the academic year for upper division students. Referral sheets for all courts requesting Loyola students are included in this Handbook. **None** of the positions are paid positions. Virtually all of the courts accept volunteers who can commit to a regular schedule if you cannot or do not wish to pay for summer units for the experience. Judicial externships during the academic year do not cost extra; those units are included as part of day or evening tuition. The Federal Central District courts are frequently the courts receiving the highest number of applications, not only from Loyola students but also from students in other area ABA law schools. For that reason, do not overlook courts such as the federal bankruptcy courts, the federal magistrate courts and the various state superior courts, all of whom usually want students and offer excellent opportunities to top applicants.

The following procedures are recommended in applying for a judicial internship, whether as a summer volunteer or as an extern during the academic year for upper division students:

1. **IF YOU ARE A CONTINUING STUDENT: Grades matter** to judges. If you are an advanced student and your GPA is not at or near the mean of 3.00, you may not be successful with your application at this point in your law school career. You might want to consider a government agency or public interest opportunity while you get your grades up.

2. **IF YOU ARE FIRST YEAR DAY OR EVENING STUDENT LOOKING FOR A SUMMER JUDICIAL OPPORTUNITY:** Many judges, especially superior court judges, will accept first year students who have completed the first year of studies for a summer judicial externship. Please be aware that judges will not accept a summer application **until December 1, 2006**. This means you will not be able to provide grades unless you wait to apply in late January when you may have some grades. Waiting will probably put you at a disadvantage; an earlier application without grades is the wisest course. You usually do not have to send more than 25-30 applications; if those applications do not generate several calls from judges interested in interviewing you by the end of January, then you are probably not competitive at this point in your legal career, although you certainly may be later. Look into other summer opportunities offered by Loyola, such as the **Summer Public Interest Employment Program** (described in the

Public Interest section of the LLS web site) or volunteer opportunities with public interest agencies or government agencies.

3. **Update your resume** and have it approved and registered with the Office of Career Services.
4. **Prepare a cover letter.** A sample is included in this handbook. Your letter and resume should be printed on quality paper with a matching envelope. The purpose of the cover letter is to convince the chambers that *your skills* will be a benefit to *them*. Phrases like “I think this will be a good experience for me” will not generate attention to your application.
5. **Include a writing sample with each application:** A writing sample should indicate your proficiency with legal writing and **bluebook legal citation** form. Be sure you send the most polished sample of which you are capable.
6. **Transcripts and/or grades:** Most judges recognize that first year students applying in December do not have grades, although they may request them later (in January). This means you must do your best to distinguish yourself in your cover letter and resume. Some judges will ask you to send your Fall grades as soon as they are available. As for upper division students, some judges will require a transcript, others will not. You *may* include exceptional grades in your cover letter, but if the grades included are not final grades (for example, a midterm grade), be very careful not to mislead as to the nature of the grade in your cover letter.
7. **If you are called for an interview:** Dress professionally in a dark suit. See *What to Expect in an Interview with a Judge* included in this Handbook.
8. **If you are offered a position:** Accept it! It is *never* acceptable behavior to delay accepting an offer because you think you may prefer to be somewhere else! Don’t go to an interview unless you are prepared and happy to assist the chambers selecting you for the interview. Given the volume of applications most courts receive each summer, it is an honor to be invited for an interview. Treat any offer as an honor and give it the respect it deserves. Your personal reputation and the reputation of the Law School will be affected by your behavior.

WARNING: Do not make a commitment to continue a judicial externship into the Fall semester if you are volunteering during the summer after your first year. 2D students still have required curriculum and it is difficult to find enough full days free to provide satisfactory services to judicial chambers. Students receive no preference in class scheduling for any externship, so be aware and **be warned**. It is your reputation that will be hurt if you hastily make a commitment to a judge for the Fall semester and then cannot follow through with it because of required curriculum.

Sample Cover Letter

Cover letters for purposes of externship applications are formal job applications. They should look professional and be typed. They should be *no longer than one page*. A cover letter can be accomplished in three paragraphs. Here are some suggestions:

SARAH L. STUDENT

919 Albany Dr.

Los Angeles, CA 90015

213/555-1234

Voicemail: 213/736-1234

{PRIVATE }Internet: Sarah.student@lls.edu{tc \l 1 "Internet":
Sarah.student@lls.edu"}

Date:

The Honorable Larry M. Loyola
United States District Court
Central District of California
312 N. Spring Street
Los Angeles, CA 90012

RE: Externship Application

Dear Judge Loyola:

First paragraph note: the first paragraph identifies who you are and **clearly** states what you are applying for and **when**. It might look something like this:

I am a first year [or upper division or third year, if applicable] Loyola Law School student, and I am seeking an externship in your chambers [or *in the California Department of Corporations*, or *office of the District Attorney*, etc., if appropriate] for the summer (or Fall semester, etc.) of 20___, which begins in late May. My resume is enclosed for your review.

Second paragraph note: This paragraph is your chance to sell yourself or highlight any skills or experiences making you unique. We don't provide sample language here because it is important that you individualize your letter. It doesn't do any good to say something like "I think an externship will be a valuable experience." Of course it will, but the point is that you need to convince the judge or attorney to whom you are applying that you will be a **benefit to them**. You might consider including such things as:

- (1) **Prior work experience:** Obviously legal experience is more compelling than non-legal, but if you don't have legal experience, then point to non-legal experience,

stressing the fact that you have a work ethic, understand the importance of thoroughness, pay attention to detail, did well in your legal writing course, etc.

- (2) **Completion of certain courses or exceptional grades:** As to upper division applicants, most judges prefer that you have completed a course in Evidence, and many Federal judges appreciate the completion of the advanced Constitutional Law course. If you are applying to specialized agencies such as the Dept. of Corporations, or the SEC, then it is helpful to point out that you have completed or will have completed relevant courses. If you have advanced class standing, or an exceptional grade in evidence, or civil procedure, (or a high grade in criminal law or procedure if you are applying to an agency dealing with criminal law) you might mention those exceptional grades.
- (3) **Other activities that point to your initiative:** Supervising attorneys and judges look for students who are "self-starters" and work well independently without constant supervision. Did you establish or administer any programs in college or in your past life before law school (if indeed there is life before law school)? Are you active in any student associations in law school? Do you have an accounting or engineering background requiring precision and attention to detail? Do you have any management experience in your background? You get the picture.

Third paragraph note: Here's where you ask for an interview and offer references and writing samples. Include or offer your transcript if you have one and if it works to your advantage. You also want to thank the judge or lawyer for considering you. It's usually a good idea to include a message number here, so you can be reached easily. The last paragraph might look like this:

I look forward to hearing from you and would appreciate an interview at your earliest convenience. A brief writing sample (and transcript, if appropriate) is/are enclosed. References are available upon request. You may reach me or leave a message anytime at _____, or I will follow up with you shortly. Thank you for your consideration.

Respectfully yours, (if your letter is to a judge, or "Very truly yours" if your letter is to an attorney other than a judge)

Sarah L. Student

*Remember, the **suggested language is just a sample**. Be sure and revise it so that it suits your own particular style.

Cover Letter Errors

Students always make the same common errors in writing a cover letter. In evaluating your own letter after the first draft, put yourself in the shoes of the judge or attorney to whom you are applying. Would your letter impress you? Have you used your resume to the best possible advantage? In short, would your letter convince *you* to hire you? If it might, it is probably because your letter convinces the attorney or judge that your unique blend of skills will make the employer's job (or the judge's job) easier because you are coming on board. That's really the key here – successful job and externship applicants convince the employer in a cover letter that an interview is warranted because the attitudes and skills demonstrated by the applicant will make life easier in the workplace.

Here are some common mistakes and how to deal with them:

1. **Grammar errors:** Proofread for grammatical errors! Why would a judge hire you to write legal memoranda if you can't write a grammatically correct application letter?
2. **Spelling errors:** There is no excuse for spelling errors and no excuse for relying on a spell check function exclusively. One student spelled Loyola as "Loyla" on his resume and sent it with his cover letter! Another student wrote that he/she wanted to learn how to draft a "compotent" motion. Pretty much tells you all you need to know, doesn't it? Into the circular file....
3. **Effusive complimentary language:** Lots of students think effusive compliments impress the judge. Students will say "I have a deep respect for the judicial system, and for your chambers; I know this will be an opportunity for me to work with the finest." Judges know that most students don't have the slightest idea who they are as individuals, and have probably never been in judicial chambers before, so this is non-helpful language – just empty filler in place of solid qualifications.
4. **Too much emphasis on undergraduate education and activities:** The judge is not really that interested in what you did as an undergraduate, *unless* those activities demonstrate attention to detail, strong work ethic, organizational ability or time management skills. Most judges or employers, if they are interested at the outset, will pick up those undergraduate activities from the resume. This is not to say those activities are not useful in the cover letter. They are, if they can be linked to the skills necessary in the workplace. Select them carefully.
5. **Ineffective use of the resume:** Very often 1L students say "But I don't have any legal experience. What do I put in paragraph 2 (the paragraph where you sell yourself)?" Most judges know that 1L students probably won't have much actual legal experience unless they were employed as paralegals or legal

support staff before law school. So what is there in your background? Did you take a year of accounting? Did you work as an office manager prior to coming to law school, or organize a child care center or work long hours in a battered women's center? Here's how you might utilize such experience in a cover letter:

“As you will note from my resume, although I do not have legal experience prior to law school, I do have a broad range of accounting and organizational skills. My accounting career impressed upon me the critical importance of attention to detail and thoroughness in every task – a skill that has translated well into the skills necessary for success in law school. Additionally, as I experience the rigors of law school, my strong work ethic and skills of time management are invaluable. I am confident I will be an asset in your chambers.”

Or, “As you will note from my resume, although I do not have legal experience prior to law school, I did work as a general office manager for a General Electric subsidiary. I developed strong time management and organizational skills, as well as good “people” skills. I was considered not only a good team player myself, but one able to motivate others to join the team. I am confident that my demonstrated work ethic, my organizational skills and my willingness to work as a team player will make me an asset in your chambers.”

Or even: “As you will note from my resume, I do not have legal experience prior to law school. However, as you will further note, I worked in a broad range of offices and companies throughout my undergraduate years, including many hours counseling battered women. Working while in school requires excellent time management skills that have served me well so far in law school. I am also adaptable, have good communication skills and a solid work ethic.”

It is genuinely pointless for a letter to gush on about what a tremendous opportunity it will be to work in chambers, and how ready you are to observe the inner workings of the legal world. Of course it will be a good experience for you; it is your job to convince the judge or supervising attorney it will be a good experience *for him or her* to hire you!

UNITED STATES CENTRAL DISTRICT REFERRAL LIST, LOS ANGELES

All judges request a cover letter, resume, transcript and brief writing sample. You must have a Social Security number and a valid drivers license for the federal security check.

The following Central District judges are located at:

**United States District Court
Central District of California
312 N. Spring Street
Los Angeles, CA 90012**

The Honorable Dean D. Pregerson
213/894-3913

The Honorable John F. Walter
213/894-5396

The Honorable Ronald S. W. Lew
213/894-2682

The Honorable Robert M. Takasugi
Senior District Judge
213/894-5858

The Honorable George P. Schiavelli
213/894-2719

The Honorable Edward Rafeedie
Senior District Judge
213/894-3453

The Honorable A. Howard Matz
213/894-5283

The Honorable Stephen V. Wilson
213/894-2881

The Honorable Christina A. Snyder
213/894-3433

The Honorable Percy Anderson
213/894-1795

The Honorable Consuelo B. Marshall
Chief District Judge
213/894-5288

The Honorable S. James Otero
213/894-1796

The Honorable William D. Keller
Senior District Judge
213/ 894-5350

The following Central District judges are located at:

**U.S. District Court
Central District of California
Edward R. Roybal Federal Building
255 E. Temple Street
Los Angeles, CA 90012**

The Honorable Gary A. Feess
213/894-3840

The Honorable George H. King
213/894-6907

The Honorable Florence Marie Cooper
213/894-1782
*must work Mon-Wed., 7 hrs. each day

The Honorable Audrey B. Collins
213/894-3759

The Honorable Margaret Morrow
213/894-7857

The Honorable Gary Klausner
213/894-2649

The Honorable Dale S. Fischer
213/894-0435

The Honorable Dickran Tevrizian
213/894-3538

UNITED STATES CENTRAL DISTRICT COURTS, OTHER AREAS

CENTRAL DISTRICT – SANTA ANA

**U.S. District Court
Central District of California
411 West Fourth Street, Ste. 1053
Santa Ana, CA 92701**

The Honorable Alicemarie H. Stotler
714/338-4758

The Honorable David O. Carter
714/338-4543

The Honorable James V. Selna
714/338-2848

The Honorable Cormac J. Carney
714/338-2849

The Honorable Andrew J. Guilford
714-338-4710

CENTRAL DISTRICT – RIVERSIDE

**U.S. District Court
Central District of California
3470 Twelfth Street
Riverside, CA 92501-3000**

The Honorable Virginia Phillips
951/328-4461

CENTRAL DISTRICT BANKRUPTCY REFERRAL LIST

Insert “The Honorable” before all Bankruptcy Judge names. Address your cover letter as follows:

The Honorable _____
 U. S. Bankruptcy Judge
 U.S. Central District Bankruptcy Court
 Address
 City, State and Zip

CENTRAL DISTRICT – LOS ANGELES**Los Angeles (Downtown) Offices**

**Edward R. Roybal
 Federal Building
 255 E. Temple Street
 Los Angeles, CA 90012**

Samuel L. Bufford
 213/894-0992

Thomas B. Donovan
 213/894-3728

Ellen Carroll
 213/894-4034

Alan Ahart
 213/894-3745

Theodor C. Albert
 213/894-2552

Ernest M. Robles
 213/894-1522

Sheri Bluebond
 213/894-8980

Vincent P. Zurzolo
 213/894-3755

Barry Russell
Chief Judge
 213/894-6091

Richard M. Neiter
 213/894-5860

Victoria S. Kaufman
 213/894-2552

San Fernando Valley (Woodland Hills) Division Office:

**21041 Burbank Blvd.
 Woodland Hills, CA
 91367**

Geraldine Mund
 818/587-2840

Kathleen T. Lax
 818/587-2823

Maureen A. Tighe
 818/587-2815

CENTRAL DISTRICT - SANTA BARBARA

**1415 State Street
 Santa Barbara, CA
 93101**

Robin L. Riblet
 805/884-4860

CENTRAL DISTRICT – RIVERSIDE

**3420 Twelfth Street
 Riverside, CA 92501**

Mitchel R. Goldberg
 951/774-1026

Meredith A. Jury
 951/774-1043

David N. Naugle
 951/774-1021

Peter H. Carroll
 951/774-1031

CENTRAL DISTRICT - SANTA ANA

**411 W. Fourth Street
 Santa Ana, CA 92701**

John E. Ryan
 714/338-5450

Robert W. Alberts
 714/338-5420

James N. Barr
 714/338-5430

Erithe A. Smith
 714/338-5440

CENTRAL DISTRICT FEDERAL MAGISTRATE REFERRALS

The duties of Magistrate Judges include conducting preliminary proceedings in criminal cases, the trial and disposition of misdemeanor cases, conducting pretrial matters and evidentiary proceedings on delegation from judges of the District Court, the trial and disposition of civil cases upon consent of the litigants, *habeus corpus* petitions and other matters as may be assigned. Magistrate Judges are appointed by the Judges of the District Court. The term of office is eight years, and Magistrate Judges may be re-appointed to subsequent terms.

Insert "The Honorable" before all Magistrate Judge names. Address all Magistrate Judges as follows:

The Honorable _____
 U.S. Magistrate Judge (or Special Title)
 United States District Court
 Central District of California
 Address
 City, State & Zip

The following Magistrate Judges have offices in the **Spring Street Federal Courthouse:**

**312 N. Spring Street
 Los Angeles, CA 90012**

Charles F. Eick 213/894-5234	Suzanne H. Segal 213/894-0958	Fernando M. Olguin 213/894-0215	
Jeffrey W. Johnson 213/894-5369	Rosalyn Chapman 213/894-7103	Margaret Ann Nagle 213/894-8285	Jennifer T. Lum 213/894-0216
Paul L. Abrams 213/894-7103	Victor B. Kenton 213/894-1831	Patrick J. Walsh 213/894-8958	Jacqueline Chooljian 213/8942921

The following Magistrate Judges have chambers in the **Edward R. Roybal Federal Building:**

**255 E. Temple Street
 Los Angeles CA, 90012**

Andrew J. Wistrich 213/894-6509	Stephen J. Hillman 213/894-6487	Carolyn Turchin 213/894-6513
Carla M. Woehrle 213/894-6825	Ralph Zarefsky <i>Chief U.S. Magistrate Judge</i> 213/894-8256	

The following Magistrate Judges have offices in **Santa Ana:**

411 West 4th Street, Ste. 1053, Santa Ana, CA 92701

Marc L. Goldman 714/338-4755	Arthur Nakazato 714/338-4756	Robert N. Block 714/338-4754
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The following Magistrate Judges have offices in **Riverside:**

3470 Twelfth Street, Riverside, CA 92501

Stephen G. Larson 951/328-4464	Oswald Parada 951/328-4463
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LOS ANGELES AREA STATE COURT REFERRALS

Los Angeles Superior Court

These courts are all “fast track” civil courts. They handle a wide array of civil matters from filing of the matter through trial, if necessary. First contact is *never* appropriate by telephone. Please send a cover letter, resume and brief writing sample (blue book citation form) to the supervising research attorney for the courts and she will place students with judges requesting them. To apply in this manner, send your materials to:

Ms. Nicole Heeseman
Supervising Research Attorney
Los Angeles Superior Court
111 North Hill Street
Los Angeles, CA 90012
213/974-7743

email at: nheesema@lasuperiorcourt.org

Or, if you are interested in these courts, send a cover letter, resume and brief writing sample directly to the address below:

Juvenile Court - Monterey Park
Michael Nash, Presiding Judge
Los Angeles Superior Ct., Juvenile Div.
Edmund D. Edelman Children's Court
201 Centre Plaza Dr.
Monterey Park, CA 91754
213/526-6377 Fax: 213/881-3794
Send resume, cover letter, writing
sample. Attn: Research Attorneys

Complex/long cause civil litigation
The Honorable Carl J. West
Judge of the Superior Court
Central Civil West
600 Commonwealth Ave.
Los Angeles, CA 90005
213/351-8610
The Honorable Charles W. McCoy
213/351-8580

Superior Court, Orange County

Send cover letter, resume and brief writing sample (blue book form) to:

The Honorable Peter J. Polos
Judge of the Superior Court
Superior Court of California, County of Orange
700 Civic Center Drive West
P.O. Box 1994
Santa Ana, CA 92702-1994

CALIFORNIA COURT OF APPEAL REFERRAL LIST

LOS ANGELES AREA:

The California Court of Appeal, located in Los Angeles, offers law students the opportunity to participate in the work of the appellate court and to prepare legal memoranda and opinions under the supervision of an appellate justice.

Applications should be submitted:

For the Spring program, by mid-October
For the Summer program, by March 1
For the Fall program, by mid-March

A complete application should include:

A cover letter indicating the approximate number of hours per week the student is available, as well as the anticipated start and completion date;
A resume;
A legal writing sample;
Class ranking, or in the case of an unranked first year student, a transcript.

Submit all applications to:

The Honorable Paul Boland, Director
Judicial Externship Program
California Court of Appeal
300 South Spring Street, South Tower
Los Angeles, CA 90013

ORANGE COUNTY AREA:

Submit complete applications to:

The Honorable William F. Rylaarsdam
Associate Justice
California Courts of Appeal
925 N. Spurgeon Street
P.O. Box 22055
Santa Ana, CA 92702

WHAT TO EXPECT IN AN INTERVIEW WITH A JUDGE

Congratulations. You sent your applications and now you have some interviews scheduled. If you plan on taking a judicial externship for units, you have presumably also already filed an application on time with the Externship Department and been pre-approved for eligibility for your externship. If you are volunteering for the summer, you need not contact the Externship Department.

How should I prepare for the interview?

The truly prepared interviewee has done some homework. “Homework” means the following:

The Externship Office may have a “Judicial Profile” prepared by the daily legal newspaper, the *Daily Journal*. If so, request a copy and read it.

“Google” the judge with whom you have an interview. The internet usually turns up a wealth of information.

Do a LexisNexis search for the judge’s name to learn whether he or she has presided over a high-profile case, where she has spoken and the topic she addressed. Look for anything else the newspapers might have reported recently.

For Federal Judges, search the LexisNexis “Career;jclerk” database for your judge. Do a LexisNexis or Westlaw search of legal periodicals to learn whether your judge has published an article. A judge who takes the time to write an article very likely cares a great deal about the subject.

Do a LexisNexis search of published opinions.

Talk to students, professors or lawyers who may be familiar with the judge.

Anticipate questions that may be asked and prepare responses (see below).

What can I expect in an interview?

The interview often includes an initial interview with the current clerks for the judge, followed by a meeting with the judge. Clerks often play a key role in the selection of externs, and sometimes are delegated by the judge to make the final decision. They should be approached seriously and professionally. Other staff members, including secretaries, may be asked for input on hiring decisions and should also be treated with respect. It goes without saying that you should dress professionally in a dark business suit and be on time.

It is impossible to predict what the judge and/or clerk(s) will want to talk about or what kind of questions they may wish to ask. Some may want to talk about your law school experience, why you went to law school, your career goals, etc. Most will ask why

you want to extern in the court of your choice. Think about it. Are you looking for exposure to a wide area of legal practice? Are you interested in the process of judicial decision making? Are you interested in seeing first hand the practice of law by lawyers and courts, and the written and oral advocacy involved? It is rarely an impressive answer to say something like “I think the experience will be valuable in terms of improving my writing and research skills.” Of course it will be! It is *your* primary job to convince the judge and the clerks that you are prepared with the skills to make their jobs easier – you are a team player, work well without supervision, have a good work ethic, etc. Remember also that during an interview, the judge and clerks are not only evaluating you on whether you can perform the work. They also want to learn whether they would enjoy working closely with you in a structured work environment, often with fast-paced court calendars. To that end, you should be as relaxed and congenial as possible.

You might have questions of your own to ask – for example, their expectations concerning days and hours required of externs. If, by the conclusion of the interview, the clerks or the judge don’t indicate the date of any decision, it is appropriate for you to ask the date upon which they expect to make decisions on externs. When you leave an interview, tell the clerks or the judge that you are confident you will be an asset to the chambers.

All interviews should be immediately acknowledged with a thank you letter.

What if I am offered a position?

Accept it! Unlike offers for employment in the private sector, you usually do not have the opportunity to collect several offers before ultimately selecting one. Some judges may allow a short window of time to allow a student to accept an offer, but this is the exception and not the rule. If you receive an offer from a second choice judge, you might politely ask “May I give you an answer on Tuesday?” (within two days of the interview), but if the answer is no, be prepared to accept on the spot. Attempt to plan your interviews in order of your preference, if possible, to avoid such a situation. Exercise great caution if you ask for time to make a decision; judges and clerks within the same building often exchange notes on prospective externs, and you may run the risk of offending the judge or the clerks who made an initial offer. Unhappy judges have been known to revoke offers or contact the law school; the best attitude to adopt is equanimity – happily accept the first extended offer.

What do I do after I accept a position?

Offers are usually made by phone, although some chambers send a written offer letter. Return the call promptly, accept the offer and follow up with a letter expressing enthusiasm and indicating the date upon which you expect to start. If you have any interviews pending, contact all chambers, thank them, and withdraw your name from consideration. If you plan to enroll for units, contact the Externship Department and provide them with a copy of your written offer. They will then assist you in enrolling for units. **Good Luck!**

SUMMER OPPORTUNITIES OTHER THAN JUDICIAL EXTERNSHIPS

PAID PUBLIC INTEREST JOBS:

Loyola provides federal work-study funding for seventy public interest and government jobs each summer. You must be eligible for federal work-study and apply for it by the summer deadline, usually in early March. More than half of the 70 jobs last summer went to first year students. Information is available on the Public Interest Department web site on the LLS web site. Deadlines will also be posted in the online newsletter *In Brief*. Public Interest job referral lists are available in the Public Interest Department, Founders Hall, 2nd Floor.

SUMMER EXTERNSHIPS FOR UNITS:

Day and evening first year students can enroll in externships for unit credit in judicial chambers, government agencies and public interest law firms. Evening students who must attend classes in the summer to graduate on schedule find this program useful. Summer externships are not paid positions; in fact, you pay Loyola tuition for each unit. There is a two-unit minimum and a six-unit maximum. Information about available opportunities and application procedures is always available at the Externship Department website on the LLS website and in the Externship Department, Founders Hall, 2nd Floor.

PRO BONO VOLUNTEERS:

Lots of public interest agencies need volunteers, and by providing forty hours of verified services, you automatically complete your pro bono graduation requirement. Further information and detailed referral lists are available on the Public Interest website and in the Public Interest Department, Founders Hall.

VOLUNTEERING IN GOVERNMENT AGENCIES AND JUDICIAL CHAMBERS:

If you can't afford to pay for summer units, lots of judges, government agencies and public interest law firms gladly accept summer volunteers for students who can commit to a regular work schedule. Information is always available on the Externship website on the LLS website. Electronic referral lists for government agencies and public interest firms may be requested by emailing barbara.blanco@lls.edu.

DO LEGAL RESEARCH FOR A PROFESSOR OR WORK IN A CAMPUS DEPARTMENT:

If you are work-study eligible, you can apply to do research during the summer for Loyola professors, or you can apply to work in many campus departments such as the Library, the Externship/Public Interest Department or the Development Office. Professors or departments seeking applicants for research assistants or working students usually advertise in the online newsletter *In Brief* or request resumes via the Electronic Board on campus.

ON-CAMPUS CLINICAL OPPORTUNITIES

(All opportunities satisfy the Law School Pro Bono Requirement)

Disability Rights Legal Center:

The Disability Rights Legal Center is an on-campus legal clinic providing free legal services to people with disabilities who experienced discrimination as a result of their disability. Law student externs develop practical litigation and client-relation skills by working with staff attorneys on litigation with far-reaching practical and precedent setting effects. The Center handles cases ranging from housing and employment discrimination access to public services and private businesses. Apply at the offices on campus. See also the **Civil Rights Litigation Project** at the same location.

Contact: Eve Hill, Ex. Director, 736-1031 **Location:** Founder's Hall, Rm. 214

Education Advocacy Project

The Education Advocacy Project advocates for students with learning disabilities to receive special education services to which they may be entitled, including individualized education plans, mediation and/or due process proceedings. The Project also conducts outreach and training for parents so they can become effective advocates for their children.

Contact: Program Director, 213/736-8366 **Location:** Founder's Hall, Rm. 214

The Center for Conflict Resolution

The Center for Conflict Resolution provides mediation, conciliation and facilitation (ADR) services, as well as conflict resolution training services to the communities adjacent to the Law School, to law students and to Law School faculty and staff. The Center offers a public interest clinical opportunity to Loyola students year-round. The CCR asks for a two-semester commitment. Following extensive training, students do direct intake work and provide conciliation services to live clients. Apply at the CCR.

Contact: Professor Mary Culbert, 213/ 736-1145 **Location:** Casassa Building, First Fl.

The Disability Mediation Center

The DMC is an on-campus mediation and conciliation project. The center mediates and conciliates cases involving compliance with federal and state discrimination laws, such as the Americans With Disabilities Act, and/or any other commercial, employment, workplace, business, landlord-tenant, contract, or education dispute involving a party with a disability. Law students receive training in mediation and conciliation skills and process. Students observe and participate in all aspects of the Center's work from initial intake to conciliation or mediation. Apply at the DMC.

Contact: Daniela Saza-Kaneko, Director, 213/736-8104 **Location:** Founder's Hall, Rm. 214

The Cancer Legal Resource Center

The CLRC is an on-campus community-based resource program working with a pro bono panel of attorneys providing information and education outreach on legal issues to people with cancer, cancer survivors, care givers, health care providers and employers. Law students handle direct intake, conduct research, develop informational materials and participate in community outreach seminars. Apply at the Center

Contact: Barbara Schwerin, Director, 213/736-1455 **Location:** Founder's Hall, Rm. 214

Center for Juvenile Law and Policy

The Center for Juvenile Law and Policy was created to foster systemic reform of the Los Angeles juvenile justice system by participating in and encouraging research, discussion and advocacy. Students represent children charged with criminal acts in the Los Angeles County Superior Court Juvenile Division in Inglewood. Students are responsible for all aspects of representation, including interviewing, negotiation, investigation, discovery, trial advocacy, sentencing and post disposition. Contact Roxanne Hill, Program Administrator (736-8339 or Roxanne.Hill@lls.edu) for clinic application. Bring a resume

Director: Cyn Yamashiro (Cyn.Yamashiro@lls.edu) **Location:** C508 (Fifth Fl.), Casassa Building