LOYOLA LAW SCHOOL

2009-2010

HANDBOOK FOR JUDICIAL EXTERNS

A guide to the application process, the interview process and other summer opportunities for first year and continuing students.
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 in the Externship Department is only available for students who plan to enroll for units, and is not always available for students who plan to volunteer. Please read this material carefully to enhance your chances for success in securing a judicial externship.

TABLE OF CONTENTS

I. Introduction: The Application Process In Judicial Chambers

II. Sample Cover Letter and Common Cover Letter Errors

III. Referral Lists for Judges

   a. U.S. Central District Federal Judges
   b. U.S. Central District Bankruptcy Judges
   c. U.S. Central District Magistrate Judges
   d. Los Angeles area State Superior Court Judges
   e. California Court of Appeals Judges
   f. Ninth Circuit Court of Appeals¹ (referral list not included; see footnote below)

IV. Researching Judges

V. What to Expect in an Interview with a Judge

VI. Opportunities Other than Judicial Externships

VII. Opportunities on Campus

¹ The Ninth Circuit Court of Appeals generally does not accept applications from students who have completed the first year of legal education. Upper division applicants should expect to commit to a full-time, 40 hour per week, 10 unit externship during the academic year or a full time experience during the summer. Contact the Externship Department directly for referrals.
1. INTRODUCTION: 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 upper division interns during the academic year. 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 they 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, the state superior courts and the California Court of Appeals, 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 above 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 work to improve your grades.

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, 2009. This means you will not be able to provide final grades unless you wait to apply in late January when you may have some grades. You may use good midterm grades in your cover letter if you are careful to specify that they are only midterm grades. Waiting to send your applications until you have final grades will probably put you at a disadvantage; an earlier application without grades (or only midterm grades) is the wisest course since judges who are initially interested in you can always ask for your grades when they are available.
3. **HOW MANY APPLICATIONS SHOULD I SEND?** 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 in your legal education. Look into other summer opportunities offered by Loyola, such as the **Summer Public Interest Employment Program** (a program described in the Public Interest section of the LLS website) where you can be paid for the summer for working at public interest or some government agencies. Opportunities are described in this handbook in Sections VI and VII.

4. **WHAT DOES AN APPLICATION LOOK LIKE?** You should send a one page cover letter requesting an interview, an updated resume and a brief legal writing sample (see below for more details).

5. **UPDATE YOUR RESUME!** You must also register it with Career Services and have it approved.

6. **PREPARE A PROFESSIONAL AND SUCCINCT COVER LETTER:** A sample cover letter 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. Many judges or clerks will not consider an application if the cover letter has misspellings or punctuation errors. Be sure to **sign** your cover letter. Your cover letter is the first indication a judge has as to your writing ability! Make it good.

7. **CLEAN UP YOUR FACEBOOK, MYSPACE OR ANY OTHER NETWORKING PAGE!** This should go without saying, but **don’t even think about applying to a judge** with indiscreet information or pictures on the Internet. Lots of clerks and employers go there first for information about you.

8. **YOUR WRITING SAMPLE:** A writing sample should indicate your proficiency with legal writing, analysis and **bluebook legal citation** form. Assume that your cover letter is the first sample of your writing ability that a judge or clerk will see and evaluate. Be sure you send the most polished sample of which you are capable. If you are a 1L without a writing sample in December, indicate in your cover letter when you anticipate having a polished writing sample available for submission.

9. **TRANSCRIPTS AND GRADES:** Most judges recognize that first year students applying in December do not have grades, although they may request grades in January. This means you must do your best to distinguish yourself in your cover letter and resume. 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.

10. IF YOU ARE CALLED FOR AN INTERVIEW: Dress professionally in a dark suit and read What to Expect in an Interview with a Judge included in this Handbook for additional tips. Give yourself plenty of time to arrive early to find the proper courtroom. Here is what employers say: **to arrive on time is late; to arrive early is on time.**

11. IF YOU ARE OFFERED A POSITION: Accept it! It is never acceptable 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 to 2L students:** 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. 2L 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.
II. Sample Cover Letter and Common Cover Letter Errors

Cover letters for purposes of externship applications are formal job applications. They should be on heavy resume paper (any office supply store will point it out for you) with a professional look. A cover letter should be no longer than one page. It must be signed in ink. Your cover letter is the first sample of your writing that a judge will see, so edit and proofread accordingly. 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
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 the following:

(1) Prior work experience: Obviously legal experience is more compelling than non-legal experience. 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 Constitutional Law II. 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 such as business association or securities regulation law. If you have an impressive class rank, emphasize it. If you have 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 should 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? Any experience with writing or editing? 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)

**SIGN YOUR COVER LETTER IN INK HERE!** PROOFREAD FOR TYPOS – THIS LETTER IS THE FIRST INDICATION OF YOUR WRITING ABILITY.

Sarah L. Student

*Remember, the suggested language is just a sample. Be sure and revise it so that it suits your own particular style.*
COMMON COVER LETTER ERRORS THAT CAN SINK YOU BEFORE YOU EVEN START!

Students always make the same common errors in writing a cover letter for an externship. 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? Are there typos in it that indicate that you don’t proofread or pay attention to detail? Have you used your resume to the best possible advantage? Is your letter signed? If not, many clerks will just toss your letter and resume in the trash. 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 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 for the judge or the supervising attorney.

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

1. **Grammar errors**: Proofread, proofread and proofread again for grammatical errors! Why would a judge hire you to write legal memoranda if you can’t write a grammatically correct application letter? Your letter is the first sample of your writing the judge will see. Make it shine. **Sign your letter in ink!**

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 the resume and sent it with the 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. Pretty much no one cares about what you did in high school or in a social fraternity or sorority.
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 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 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!
III. U.S. CENTRAL DISTRICT FEDERAL JUDGES

http://www.cacd.uscourts.gov/

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

Insert “The Honorable” before the name of each judge. The following judges are located in the Spring Street building. Address your cover letter as follows:

The Honorable ____________
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 Valerie Baker Fairbank
213/894-0066

The Honorable John F. Walter
213/894-5396
The Honorable Ronald S. W. Lew
213/894-2682

The Honorable George P. Schiavelli
213/894-2719
The Honorable George H. Wu
213/894-0991

The Honorable A. Howard Matz
213/894-5283
The Honorable Otis D. Wright II
213/894-8266

The Honorable Stephen V. Wilson
213/894-2881
The Honorable Christina H. Snyder
213/894-3433

The Honorable Percy Anderson
213/894-1795

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

The Honorable George H. King
213/894-6907
The Honorable Margaret M. Morrow
213/894-7857

The Honorable Audrey B. Collins, Chief Judge
213/894-3759
The Honorable Dale S. Fischer
213/894-0435

The Honorable Gary Klausner
213/894-2649

The Honorable Philip S. Gutierrez
213/894-8899
The Honorable S. James Otero
213/894-1796
# UNITED STATES CENTRAL DISTRICT COURTS, OTHER AREAS

## CENTRAL DISTRICT – SANTA ANA

<table>
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<tr>
<th>U.S. District Court</th>
<th>Central District of California</th>
<th>411 West Fourth Street, Ste. 1053</th>
<th>Santa Ana, CA 92701</th>
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<tr>
<td>The Honorable Alicemarie H. Stotler</td>
<td>The Honorable David O. Carter</td>
<td>714/338-4543</td>
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<td>Senior District Judge</td>
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<td>714/338-4758</td>
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<tr>
<td>The Honorable James V. Selna</td>
<td>The Honorable Cormac J. Carney</td>
<td>714/338-2849</td>
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<tr>
<td>The Honorable Andrew J. Guilford</td>
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<td>714-338-4757</td>
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## CENTRAL DISTRICT – RIVERSIDE

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<th>Central District of California</th>
<th>3470 Twelfth Street</th>
<th>Riverside, CA 92501-3000</th>
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<tr>
<td>The Honorable Virginia Phillips</td>
<td>The Honorable Stephen G. Larson</td>
<td>951/328-4461</td>
<td>951/328-4464</td>
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UNITES STATES CENTRAL DISTRICT BANKRUPTCY JUDGES
www.cacb.uscourts.gov

Insert “The Honorable” before the name of each judge. 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.ufford  Thomas B. Donovan  Ellen Carroll  Alan Ahart
213/894-0992  213/894-3728  213/894-4034  213/894-3745

Ernest M. Robles  Sheri A. Bluebond  Vincent P. Zurzolo, Chief Judge
213/894-1522  213/894-8980  213/894-3755

Barry Russell  Richard M. Neiter  Victoria S. Kaufman
Chief Judge  213/894-5860  213/894-2552
213/894-6091

San Fernando Valley (Woodland Hills) Division Office:
21041 Burbank Blvd.
Woodland Hills, CA 91367

Geraldine Mund  Kathleen Thompson  Maureen A. Tighe
818/587-2840  818/587-2823  818/587-2806

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

Meredith A. Jury  David N. Naugle  Peter H. Carroll
951/774-1043  951/774-1021  951/774-1031

CENTRAL DISTRICT - SANTA ANA
411 W. Fourth Street
Santa Ana, CA 92701

Theodor C. Albert  Erithe A. Smith  Robert N. Kwan
714/338-5450  714-338-5440  714/338-5450
UNITED STATES CENTRAL DISTRICT FEDERAL MAGISTRATE JUDGES

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, social security appeals cases and conducting habeas 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 the name of the Magistrate Judge. Address all Magistrate Judges as follows:

The Honorable _______
U.S. Magistrate Judge
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  Suzanne H. Segal  Fernando M. Olguin  Alicia G. Rosenberg
213/894-5234  213/894-0958  213/894-0215  213/894-5419

Jeffrey W. Johnson  Rosalyn Chapman  Frederick F. Mumm  Jennifer T. Lum
213/894-5369  213/894-7103  213/894-3046  213/894-0216

Paul L. Abrams  Victor B. Kenton  Patrick J. Walsh  Jacqueline Chooljian
213/894-7103  213/894-1831  213/894-8958  213/894-2921

The following Magistrate Judges have chambers in the Edward R. Roybal Federal Building:
255 E. Temple Street
Los Angeles CA, 90012

Andrew J. Wistrich  Stephen J. Hillman  Carolyn Turchin
213/894-6509  213/894-6487  213/894-6513

Carla M. Woehrle  Ralph Allen Zarefsky  Margaret Ann Nagle
213/894-825  213/894-8256  213/894-8285

The following Magistrate Judges have offices in Santa Ana:
411 West 4th Street, Ste. 1053, Santa Ana, CA 92701

Marc L. Goldman  Arthur Nakazato  Robert N. Block
714/338-4755  714/338-4756  714/338-4754

The following Magistrate Judges have offices in Riverside:
3470 Twelfth Street, Riverside, CA 92501

John C. Rayburn  Oswald Parada
951/328-4466  951/328-4463
LOS ANGELES AREA STATE SUPERIOR COURT JUDGES

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. 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
You may submit by email at: nheesema@lasuperiorcourt.org

The following specific civil judges always welcome applications from Loyola students, but you may only apply by sending a cover letter, resume and brief writing samples directly to them. All of the judges are located at the Hill Street address:

The Honorable Richard Fruin
Judge of the Superior Court
111 North Hill Street
Los Angeles, CA 90012
213/974-5606

The Honorable Aurelio Munoz
Same address
213/974-5667

The Honorable Teresa Sanchez-Gordon
Same address
213/974-6241

In the Criminal Courts, the following two judges will accept applications:

The Honorable Michael E. Pastor
Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street, Dept. 107
Los Angeles, CA 90012
213/974-5731
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

**Superior Court, Orange County**

Send cover letter, resume and brief writing sample (Blue Book citation 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 APPEALS JUDGES

LOS ANGELES AREA

The California Court of Appeals, 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. The work also includes reviewing appellate briefs and writ petitions, examining trial court records, conducting legal research and drafting opinions and writ memoranda.

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:

Justice Laurence D. Rubin, Administrator
Judicial Externship Program
California Court of Appeals
300 South Spring Street, South Tower
Los Angeles, CA 90013
213/830-7365

Your letter should open with: Dear Justice Rubin:

ORANGE COUNTY AREA:

Submit complete applications to:

The Honorable William F. Rylaarsdam
Associate Justice
California Court of Appeals
925 N. Spurgeon Street
P.O. Box 22055
Santa Ana, CA 92702
IV. RESEARCHING JUDGES

If you are a 1L student seeking a summer judicial externship, it will usually not be productive for you to research all of the 25-30 judges to whom you are sending applications. *ANY* judge who is interested in interviewing you will be a great placement for you if the judge offers you a position. If you do want to research judges, here are some methods you might find helpful.

All Central District and Magistrate Judges:
www.ca9.uscourts.gov
- Click on “About the Court”
- Click on “Federal Judges Biographical Database”
- Type in the name of any Circuit, District, or Magistrate Judge

Bankruptcy Judges:
www.cacb.uscourts.gov
- Click on “Information”
- Click on individual Bankruptcy Judge’s names
- Click on “About the Judge” for biographical information

California Court of Appeals:
www.courtinfo.ca.gov/courts/courtsofappeal
- Click on “2nd District”
- Click on “Justices”
- Click on the Justice’s name for biographical information
V. 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 must do the following before your interview:

- Be sure you have been screened for eligibility. You must be in good academic standing and have completed one year of studies, either day or evening. If you are interested in a full-time judicial externship, your GPA must be 3.00 or above.
- Complete an application form and a contact sheet (they are in the Externship Department or on the Externship website) and file them with the Externship Department, Room 240.
- Be sure you know what the externship requirements are before you decide to enroll. You can find the *Handbook for Off Campus Externs* on the Externship website.

If you are volunteering for a judicial externship, you do not need to contact the Externship Department, but whether you are interviewing for a judicial externship for credit, or for a volunteer judicial externship, the following information still applies. **Be early** for your interview and avoid that last minute stress. Wear a dark suit. Allow yourself ample time to find the correct building and courtroom. Nearly everyone gets lost at first, so allow time for errors on the way. Wearing as little metal as possible will get you through security quickly. In the federal courthouse, if your cell phone has a camera in it, you will be asked to check your phone with security while you are in the building.

**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 or has spoken publicly and on what topic. 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 (again) 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? Are you eager to learn the distinction between excellent legal writing and the not-so-excellent variety? 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 and look forward to working with them.

All interviews should be immediately acknowledged with a written, mailed 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 you 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 and 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. If you plan to volunteer, you need not contact the Externship Department. Good Luck!
VI. 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 on the Public Interest Department website. The Department is located in Founder’s Hall 240.

Watch your LLS email – information is frequently circulated about available opportunities!

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 240.

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 240. Most of the on-campus law firms gladly accept volunteers (next page for information).

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 at the Faculty Support office on the third floor of the Burns Building.
VII. OPPORTUNITIES ON-CAMPUS
(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. Check the web site on Loyola’s page.

Contact: Paula Pearlman, 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 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, caregivers, 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: 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