

**IIT CHICAGO-KENT COLLEGE OF LAW  
JUDICIAL EXTERNSHIP PROGRAM – Spring 2023**

**Information and Application Form**

**I. COURSE DESCRIPTION**

Judicial Externship is a **4-credit hour Pass/Low Pass/Fail** program open to students in their **second** and **third year** who want to do legal research and writing for a **federal or state court judge**. *You cannot receive pay for this externship and must pay regular tuition for all 4 credits*

A judicial externship enables a student to become involved in particular legal problems through research and writing, and to contribute to the resolution of those problems by writing memoranda and drafting opinions. Depending upon the judge, an extern may have the opportunity to observe the day-to-day routine of a judge and discuss with the judge or the judge's law clerk those legal problems which attorneys face in their profession, as well as the specific problems confronted in the courtroom.

An **accompanying classroom discussion component** meets on **Fridays at 12:00 p.m.** The class focuses on various aspects of judicial decision-making and, where appropriate, how those aspects affect the extern's work product.

**II. TIME COMMITMENT: FIELDWORK COMPONENT**

**Tuesday, January 17, 2023 – Friday, April 28, 2023**  
**16 hours minimum per week – 224 hours minimum total**

All judicial externs will work under the direct supervision of and coordinate their externship schedule with their judge and / or their judge's law clerk. The extern must work **16 hours per week** for the judge during the Spring semester, for a total of at least **224 hours**.

For Spring 2023, the fieldwork must be completed to the satisfaction of the judge by Friday, April 28, 2023, the last day of classes. If, for some reason, a student cannot complete the externship by that date, that student must inform Professor Gross immediately and follow the procedures explained in the Student Handbook for receiving an "I" (Incomplete).

**III. APPLICATION PROCEDURE**

If you have secured an externship with a judge who is not a participating member in the Chicago-Kent Judicial Externship Program and wish to explore the possibility of converting that opportunity into a for-credit externship, please contact Professor Vivien Gross ([vgross@kentlaw.iit.edu](mailto:vgross@kentlaw.iit.edu)). In addition, please fill out the accompanying application.

**IV. OUTSIDE LEGAL EMPLOYMENT**

**A judicial extern may not have simultaneous legal employment** either in the private or public sector. Judges must avoid any possible conflicts of interest and appearance of impropriety.

**V. LEGAL WRITING IV EXEMPTION FOR JUDICIAL EXTERNS**

Because of the significant and complex legal research and writing performed by judicial externs, 2Ls in JEP are eligible to opt out of Legal Writing 4 by registering for a special series of one-hour non-credit/tuition-free Legal Writing 4 Equivalency classes devoted to research training exercises.

**VI. COURSE REGISTRATION**

After you accept an externship with a chambers, please notify Professor Gross immediately. Proper notification is a prerequisite to registration.

## Application Checklist

### Spring 2023 Judicial Externship

Name \_\_\_\_\_ Month/Year Expected Graduation \_\_\_\_\_  
Student ID # \_\_\_\_\_ In Spring 2023, I will be a: 2L \_\_\_\_ 3L \_\_\_\_  
Address \_\_\_\_\_ Cumulative G.P.A. \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Phone: \_\_\_\_\_  
Preferred pronoun: \_\_\_\_\_

Have you participated in the Judicial Externship Program before? Yes \_\_\_\_ No \_\_\_\_

If so, when and for which judge did you extern? \_\_\_\_\_

**2L Applicants:** after you secure permission to register for Judicial Externship, you may also opt out of Legal Writing 4 by registering for the non-graded, tuition-free Legal Writing 4 Equivalency class.

**Judge For Whom You Will Extern:** \_\_\_\_\_

**Judge's Preferred Contact Person:** \_\_\_\_\_

**Court:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*Please attach a copy of your resume and unofficial transcript.*

**Applications must be submitted by Tuesday, January 3, 2023**