

Judicial Externship (JEP) 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 appellate, district, or bankruptcy judge or an Illinois Supreme Court, appellate or circuit court judge. JEP consists of both a fieldwork and classroom component. We do not allow 1Ls to receive credit for an externship unless it is after their first year during the summer when they will be “rising 2Ls.”

JEP enables a student to become involved in particular legal problems through research and writing, and to contribute to the resolution of those problems by participating in drafting memoranda and opinions. Depending upon the judge, an extern may also have the opportunity to observe the judge’s day-to-day routine and to discuss with him/her the issues and problems that judges confront. Take advantage of this prestigious learning opportunity while enhancing your marketability in the legal world.

### **To Obtain a Judicial Externship Placement:**

#### **The Chicago-Kent Judicial Externship Program (“JEP”)**

In Spring, Summer and Fall, Chicago-Kent conducts a judicial externship program in which students can apply to pre-screened judges. These judges will not accept applications outside our program. Application forms are distributed electronically, on *12Twenty* and in hard copy in the Law Offices and Career Services detailing how you may apply to the judges. Please watch for announcements about this program as well as the informational meetings held twice a year during which you can ask questions of both prior participants and the Director of the Externship Programs, Prof. Vivien Gross.

The program is 4 credits and requires 16 hours of work weekly for your judge. Additionally, there is an accompanying classroom component. Qualifying GPAs for the program will be announced each semester and students who qualify will be contacted via email with the application form directly as well.

#### **Obtaining a Judicial Externship Opportunity On Your Own**

You can obtain an externship with Judges outside of and not included in our program; however, you will then need to submit the [externship short form](#) to Professor Gross and have a brief meeting with her.

A student who receives a judicial externship through channels like the [ABA’s Judicial Intern Opportunity Program \(JIOP\)](#) or [Just The Beginning - A Pipeline Organization \(JTB-APO\)](#) will also be allowed to participate in JEP.

The courts sometimes post on their webpages, including:

<http://www.cookcountycourt.org/HOME/Internships-Externships>

<https://www.ilnd.uscourts.gov/Pages.aspx?3DQ5SA6/0efkHTLDQhdkuL/51RPPyVOKom742gaZw7I=>

Some other judicial opportunities are announced on *12Twenty*. To search for these opportunities, please go to “OCI And Job Listings,” then select “Judicial Externship” from “Type of Jobs”:

Type of Job Include ▾ ↺ 🗑

Judicial Externship ▾

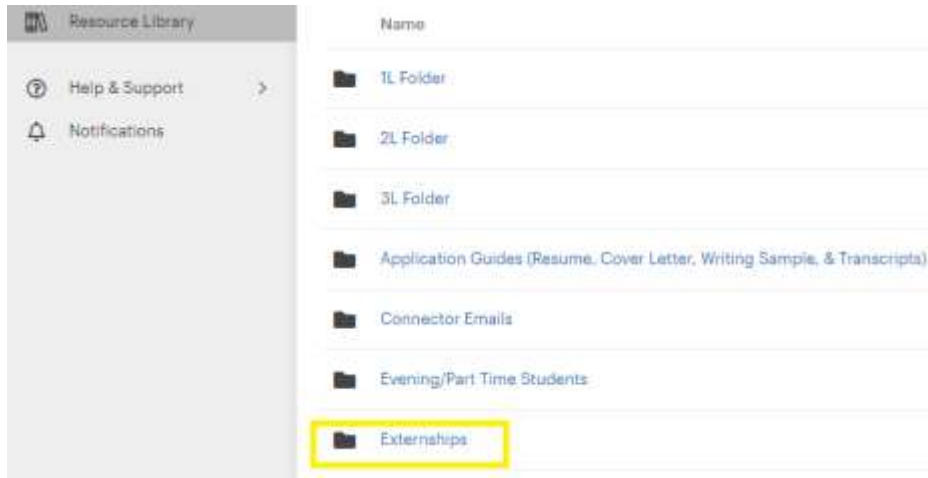
- Full-Time (Other)
- Full-time summer/Part-time school year
- Internship
- JD Advantage/JD Preferred
- Judicial Clerkship
- Judicial Externship
- Part-Time (Attorney)
- Part-Time (Law Clerk)
- Part-Time (Other)
- Pro-Bono Limited Time Commitment
- Remote Opportunity

A judicial externship should not be confused with a judicial clerkship, which is for post-graduation positions, while an externship is for positions during law school. Divisions such as Domestic Relations and Domestic Violence, and Dupage and Will County Judges often post on *12Twenty* and may not have the same GPA requirements as our program. Again, we do not collect resumes for them, you must apply through the Court’s process, as indicated, directly.

For additional information about JEP, you may also refer to the [Law School Website externship page](#). If you have any questions about the Program or the application itself, please contact Professor Vivien Gross ([vgross@kentlaw.iit.edu](mailto:vgross@kentlaw.iit.edu)) or Suzanne Blaz ([sblaz@kentlaw.iit.edu](mailto:sblaz@kentlaw.iit.edu)).

## FORMS:

Applications for many of the above opportunities, when available, will be posted both on the externship site as well as on *12Twenty* in the resource library folder:



Other useful documents such as how to write an unofficial transcript, writing sample tips, etc. will be posted there as well.