

IIT Chicago-Kent College of Law
Information and Application
Judicial Externship Program – Summer 2023

I. Course Description

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.

II. Fieldwork Component

Judicial Externship fieldwork 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 on the pandemic and the courthouse restrictions, an extern may also 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 confronted in the courtroom.

Judicial externs 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 **32 hours per week** for the judge during the Summer session for a total of **256 hours**. Due to Covid restrictions, whether this work will be remote, in-person, or hybrid is to be determined at that time.

For the Summer 2023 semester, the fieldwork should be completed in a satisfactory manner by the last day of the semester, Friday, July 14, 2023, or at the latest by Monday, July 31, 2023, unless given an exemption to work longer. If a student, with the judge's approval, chooses to extend the duration of the externship beyond the last day of the session or for some reason cannot complete his/her/their assignments by that date, the student must inform Prof. Gross and follow the procedures explained in the Student Handbook for receiving an "I" (Incomplete) grade.

III. Classroom Component

The **accompanying classroom component** meets on designated **Wednesdays at noon**. The class focuses on various aspects of judicial decision-making and, where appropriate, how those aspects affect the extern's work product.

IV. Grade Point Eligibility Required by Listed Participating Judges

When applying to any of the judges participating in our Summer 2023 JEP (as listed on pp. 5-7): **rising 2L applicants** are required to have a **minimum cumulative G.P.A. of 3.25**, and **rising 3L applicants a minimum cumulative G.P.A. of 3.3**.

V. Application Procedures

To apply to any of the judges participating in our Summer 2023 JEP as listed on pp. 5-7 of this application, you must apply **only** through this application process to be considered. These judges **do not** accept individual applications.

An application packet to a judge will consist of:

- cover letter
- resume
- writing sample (unless otherwise noted)
- law school transcript

1. Cover Letter

The cover letter should contain a brief statement of reasons for seeking a judicial externship placement, the number of credit hours you will have accumulated toward your degree by the end of the Spring 2023 semester, as well as your most recent cumulative grade point average. The correct heading and salutation for judges are as follows:

Federal Court

District Court:

Honorable (Name of judge to whom you are applying)
United States District Court
Northern District of Illinois
219 South Dearborn Street
Chicago, Illinois 60604

Dear Judge _____:

Magistrate Judge:

Honorable (Name of judge to whom you are applying)
United States District Court
Northern District of Illinois
219 South Dearborn Street
Chicago, Illinois 60604

Dear Judge _____:

Bankruptcy Court:

Honorable (Name of judge to whom you are applying)
U.S. Bankruptcy Court
Northern District of Illinois
219 South Dearborn Street
Chicago, Illinois 60604

Dear Judge _____:

State Court

Illinois Appellate Court:

Justice (Name of judge to whom you are applying)
Illinois Appellate Court
160 North LaSalle Street
Chicago, Illinois 60601

Dear Justice _____:

Circuit Court of Cook County:

Honorable (Name of judge to whom you are applying)
Circuit Court of Cook County
Richard J. Daley Center
50 W. Washington Street
Chicago, Illinois 60602

Dear Judge _____:

2. Resume

Your resume should include your name, address, home and work telephone numbers, educational background, and professional or other work experience.

3. Writing Sample

Almost all of the judges require a legal writing sample. The shorter in length the sample you submit, the better. Please no moot court brief, neither in its entirety nor in part. If you have any questions about your writing sample, please contact Prof. Gross at vgross@kentlaw.iit.edu.

4. Transcript

You may use either an official or unofficial copy of your law school transcript.

VI. Submission of Applications

Electronic copies (**in PDF**) of the documents needed for your applications are preferred. The following documents will need to be turned in or be sent electronically to Suzanne Blaz (sblaz@kentlaw.iit.edu) **by 12 p.m. on Monday, February 20, 2023:**

1. Your Resume;
2. Your Transcript (official or unofficial);
3. Your Writing Sample;
4. Cover Letters – you must complete one separate cover letter for each judge, i.e. if you are applying to five judges, you will need to send five separate cover letters; and
5. A filled out *Application Checklist* form (the last page of this application).

Please send all documents in PDF format.

Each chambers will contact student applicants directly, if a judge wishes to set up an interview.

VII. Selection Guidelines and Rules

Judges make their own selection of externs. The selection process is, of course, competitive, but do not let competition discourage you. Kent has an excellent reputation with the judges and prior Kent externs have done very well.

To increase your chances of being selected, you may apply to as many judges as possible whose eligibility requirements you meet.

Some judges make their selections more quickly than others. You may receive a call from a judge to set up an interview within an hour or within several days after the applications have been delivered. *If you have not heard from any chambers by early April and have any questions about the likelihood of being selected, please contact Prof. Gross.*

Not getting an offer is not a rejection. Consider reapplying for a future semester. Most students get an externship their second time around. Circumstances change, clerks change, judges' needs change. Student applicants who have completed only their 1L year are clearly not as competitive as they would be with more classes/experience. So if you do not get an externship the first time around, we strongly encourage you to consider applying for Fall 2023 or for another semester.

You must **accept the first offer** you receive from a judge or the clerk who has interviewed you. Judges do not like to compete with one another for externs.

When you accept a Judicial Externship with one of the listed participating judges, you commit yourself to that judge and to the program for the coming semester. **For many important reasons, breaching your promise to extern is the equivalent of an ethical violation.**

For the sake of the continued success of JEP and the ability of Kent students to have the privilege of continuing to extern with these judges, **you cannot withdraw from or drop Judicial Externship as you can other law school courses.** If you accept a Judicial Externship you must complete it in a satisfactory manner.

You cannot accept more than one judicial externship per semester.

VIII. Judicial Externships With Chambers Not Listed On This Application

If you applied but do not receive an offer from one of the participating judges the beginning of April, but are still interested in participating in the Summer 2023 Judicial Externship program, please contact Prof. Gross. She may be able to connect you with another judge interested in obtaining an extern for the Summer.

Alternatively, some students receive an offer to extern from a judge not listed on pp. 5-7 of this application or via the JIOP. If you secure an offer to extern for a judge not included on the list on your own, and would like to explore the possibility of converting that opportunity into a for-credit externship, please contact Prof. Vivien Gross via email. Applications to extern for a judge not included in our program are available online (Short Form Summer 2023 Judicial Information with Application). The deadline to submit this short form application and the application materials to me is on or **before Tuesday, May 2, 2023.**

IX. Judicial Externship for a Second Semester

If you wish to continue as a judicial extern in the same chambers for a second semester, you must first obtain approval from your judge and then notify Prof. Gross in a timely manner.

You may do a second semester with another Judge by applying through this program again or securing your own judicial externship.

X. Outside Legal Employment

For important ethical and policy reasons, a judicial extern may **not** be enrolled in a **simultaneous** Law Offices program or have **simultaneous** legal employment either in the private or public sector.

XI. Legal Writing 4 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 the non-credit/tuition-free Legal Writing 4 Equivalency class devoted to research training exercises. Students are normally required to take this equivalency course the same semester as their externship; however, it is not offered in the summer. Any students wishing to take the equivalency course who participate in the Summer JEP must register for it in the Fall 2023 semester.

XII. Summer 2023 Judicial Externship Program Registration

Notify Prof. Gross immediately upon receiving an offer to extern. Proper notification is a prerequisite to registration. No student can register for the Summer 2023 Judicial Externship unless they have submitted the application materials and been approved by Prof. Gross before May 2, 2023.

<p>XIII. Participating Judges</p> <p>Federal District Court Judges</p> <p>Use the below address:</p> <p>United States District Court Northern District of Illinois 219 S. Dearborn Street Chicago, IL 60604</p>	<p>Honorable John R. Blakey</p> <p>Honorable Sharon Johnson Coleman</p> <p>Honorable Virginia M. Kendall</p> <p>Honorable Matthew F. Kennelly</p> <p>Honorable Charles P. Kocoras</p> <p>Honorable Joan Humphrey Lefkow</p> <p>Honorable Mary M. Rowland</p> <p>Honorable Manish S. Shah</p> <p>Honorable Andrea R. Wood</p>
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<p>Federal Magistrate Judges</p> <p>Use the below address:</p> <p>United States District Court Northern District of Illinois 219 S. Dearborn Street Chicago, IL 60604</p>	<p>Honorable Heather K. McShain</p>
<p>Federal Bankruptcy Court</p> <p>Use the below address:</p> <p>United States Bankruptcy Court Northern District of Illinois 219 S. Dearborn Street Chicago, IL 60604</p>	<p>Honorable Timothy A. Barnes</p>
<p>Illinois Appellate Court</p> <p>Use the below address:</p> <p>Illinois Appellate Court 160 North LaSalle Street Chicago, IL 60601</p>	<p>Justice Cynthia Y. Cobbs</p> <p>Justice Mary L. Mikva</p>

Circuit Court of Cook County

Use the below address:

Circuit Court of Cook County
Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602

Note: Be sure to include the Division noted below the name.

Honorable David B. Atkins

Chancery Divisions

Honorable Ronald F. Bartkowicz

Law Division (Trial and Motions)

Honorable Alison C. Conlon

Chancery Division

Honorable Cecilia A. Horan

Chancery Division

Honorable Daniel B. Malone

Probate Division

Honorable Pamela McLean Meyerson

Chancery Division

Honorable Michael F. Otto

Law Division, Commercial Calendar

Honorable Clare J. Quish

Chancery Division

Honorable Eve M. Reilly

Chancery Division

Honorable Allen Price Walker

Chancery Division

Application Checklist

Summer 2023 Judicial Externship

Name _____ Month/Year Expected Graduation _____

Student ID # _____ In Summer 2023, I will be a *rising*: 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.

Federal Judges to whom I am applying:

U.S. District Court Judges

John Blakey _____
Sharon Johnson Coleman _____
Virginia Kendall _____
Matthew Kennelly _____
Charles Kocoras _____
Joan Humphrey Lefkow _____
Mary Rowland _____

Manish Shah _____
Andrea Wood _____

Magistrate Judge

Heather Kirsten McShain _____

Bankruptcy Judge

Timothy Barnes _____

State Judges to whom I am applying:

Illinois Appellate Court

Cynthia Cobbs (3Ls only) _____
Mary Mikva _____

Alison Conlon _____
Cecilia A. Horan _____
Daniel Malone _____
Pamela McLean Meyerson _____

Circuit Court of Cook County

David Atkins _____
Ronald Bartkowicz _____

Michael Otto _____
Clare Quish _____
Eve Reilly _____
Allen Price Walker _____

Please attach an extra copy of your Resumé, Writing Sample and Unofficial Transcript to this checklist

Applications due Monday, February 20, by 12:00 p.m.

Email to sblaz@kentlaw.iit.edu in PDF or bring your documents to Room 618