

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 of our program. There is an online form which can be filled out and you will upload your application packet as well. You may also submit hard copies of your application and packet to Michael in Suite 600, C-K Law Group.

The application packet consists of:

- Cover letter (addressed to the judges you are applying to specifically, see informational form for details on how to address them)
- A copy of your resume
- A writing sample
- A copy of your unofficial transcripts

Create a packet for each judge you wish to apply to. Each cover letter should be addressed to the specific judge to which you are applying.

Application forms and information on how you may apply to the judges are available electronically, on *12Twenty* and in hard copy in the Law Offices and Career Services offices. 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. Jonathan Decatorsmith.

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 are as follows: the minimum GPA for 2L applicants is a 3.3 and for 3L applicants it is a 3.2.

Obtaining a Judicial Externship Opportunity On Your Own

You can obtain an externship with Judges outside of and not included in our program. If you do obtain your own externship, you will then need to submit the externship short form to Professor Decatorsmith and have a brief meeting with him.

A student may also receive a judicial externship through the below channels will be allowed to participate in the JEP:

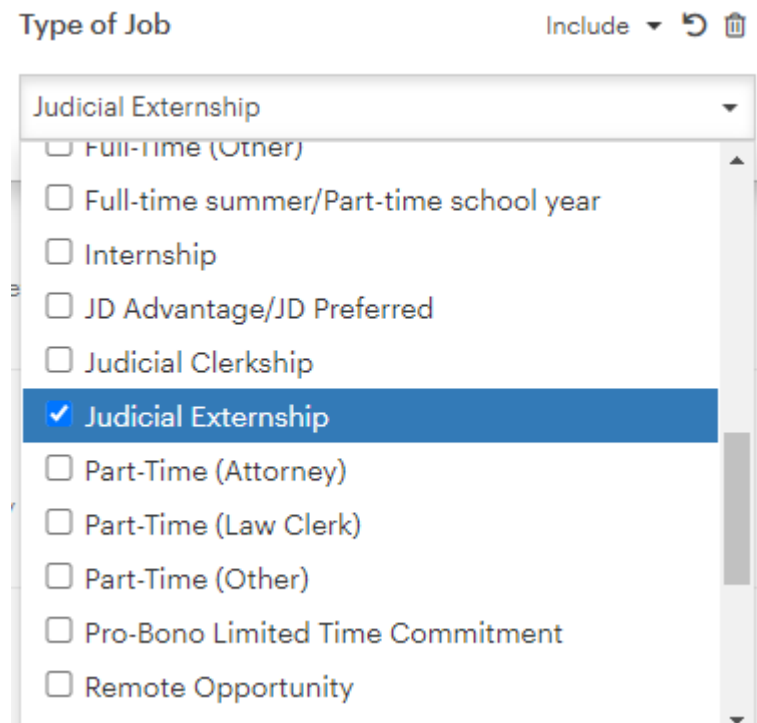
- ABA’s Judicial Intern Opportunity Program (JIOP)
- Just The Beginning - A Pipeline Organization (JTB-APO).

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”:



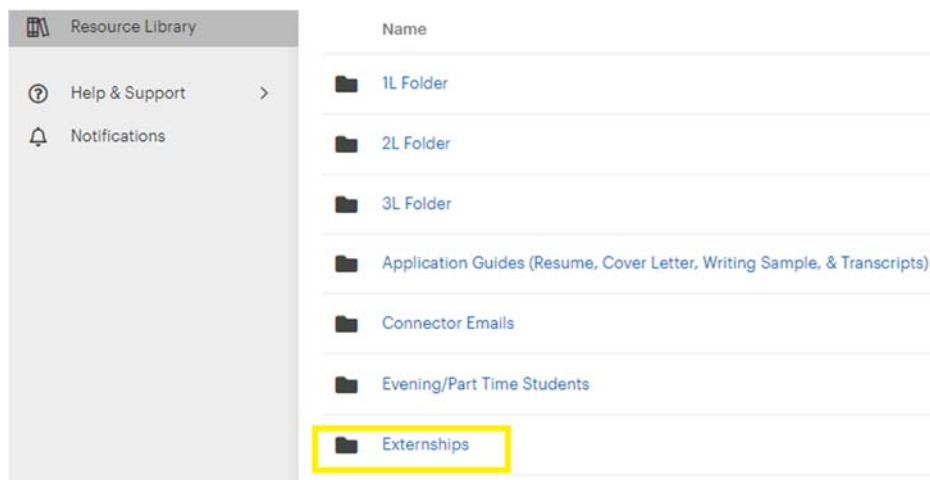
A judicial externship should not be confused with a judicial clerkship, which is for post-graduation positions, while an externship is for positions during law school. Divisions such as Domestic Relations and Domestic Violence, and DuPage and Will County Judges often post on

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 Decatorsmith (jdector@kentlaw.iit.edu) or Michael Oakes (moakes@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.