

Summer Judicial Internship Diversity Project - Summer 2021



The **Judicial Resources Committee of the United States Judicial Conference** and **Just the Beginning – A Pipeline Organization** is pleased to announce the tenth annual Summer Judicial Internship Diversity Project (“Project”). The Project’s goal is to provide highly qualified law students from socioeconomic, ethnic, and cultural backgrounds underrepresented in the legal profession with summer judicial internships in the chambers of federal and state appellate judges, federal district judges, and federal bankruptcy and magistrate judges. The Project is national in scope and seeks to place approximately 100 law students as judicial interns across the country.

Interns will have the opportunity to draft bench memoranda, judicial orders, and opinions on a variety of substantive matters, including motions to dismiss, motions for summary judgment, magistrate judge reports, and habeas corpus petitions. Applicants should possess strong research and writing skills and be prepared to handle the rigors of working in a court.

An initial screening of application documents will identify qualified candidates. Applicants who clear this round will be interviewed via telephone by attorneys for a second-round of evaluation. The final round consists of being referred to a judge who will conduct their own interview, either in person or virtually. Each participating judge will make a final hiring decision. Applicants who are hired must commit to two mandatory training workshops and complete a legal writing assignment for the purpose of helping to prepare them for the internship. Candidates must be available to work full-time as an unpaid intern for a minimum of eight weeks.

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HOW TO APPLY: Click [HERE](#) to apply or visit our website, jtb.org.

Paper applications will **not be accepted**. The application will ask applicants to submit the following materials.

- (1) a **cover letter*** explaining the applicant's interest in diversity and participating in the Summer Judicial Internship Diversity Project;
- (2) a **resume**;
- (3) a **law school transcript**, official or unofficial (if first semester law school grades are unavailable at the time of the deadline, please upload an undergraduate transcript and send your law school grades to sjidproject@jtb.org as they become available);
- (4) a **writing sample** (no more than 10 pages in length);
- (5) a list of **three references** (no family members, please); and
- (6) a signed **Memorandum of Understanding** (see below, page 3). This document stipulates the requirements and expectations of the program.

Applications will be received online until **5:00 p.m. EST on Sunday, January 10, 2020**. Early applications are highly encouraged, as acceptance is on a rolling basis.

*Please address your cover letter to Cristina Figueroa, Program Director
70 W. Madison St. Suite 2900, Chicago IL. 60602

At present, this is an unpaid internship. Applicants are strongly encouraged to seek law school or non-profit funding or scholarships. Applicants are also encouraged to seek school credit hours or use the internship hours for pro bono certification. Please contact your law school's career advisor to explore funding options available to students.

General application questions can be directed to sjidproject@jtb.org.

NONDISCRIMINATION POLICY. The officers, directors, committee members, employees, and persons served by this organization shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of JTB-APO not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

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MEMORANDUM OF UNDERSTANDING

The Judicial Resources Committee and Just The Beginning – A Pipeline Organization’s Joint Summer Judicial internship Diversity Project (“JRC-JTB”) is a program that strives to provide underrepresented and economically disadvantaged law students an opportunity to work inside a judge’s chambers as a judicial intern.

INTERN’S OBLIGATIONS

I, _____, understand and agree to the following terms of participation for judicial interns during the Summer of 2021:

1. I agree to be available to work as an unpaid judicial intern for a minimum of eight weeks, 40 hours per week. This minimum requirement ensures that I will receive all the benefits of working in judicial chambers.
2. I understand that this is an unpaid judicial internship, and that I will seek law school or non-profit funding if I need it. If I receive any financial stipend or compensation from any source for the judicial internship, I agree to promptly disclose this to the judge and to JRC-JTB via sjidproject@jtb.org.
3. I agree to make myself available to be interviewed by a screening panel in January 2021.
4. I agree to attend the mandatory JRC-JTB Interview Seminar in the month of February 2021 via videoconference.
5. I agree to promptly respond to any judge’s inquiry and to make myself available to be interviewed by judges beginning January 25, 2021.
6. If I am selected as a judicial intern, I agree to attend the JRC-JTB Legal Writing and Research Workshop in April 2021 via videoconference. I agree to complete and submit a legal writing assignment that I will receive approximately two weeks prior to the workshop. I understand the screening committee will evaluate my writing and provide feedback.
7. I agree that I will uphold the standards of professionalism. This includes wearing business formal attire, unless otherwise instructed by the judge. I will conduct myself in a professional manner, which includes addressing the judge, law clerks, chambers staff, court staff, and court users courteously and reporting for work on time, every day.
8. I agree that all my work must be carefully edited and in at least its third draft before submission to the judge or law clerk. I will ensure that all my work is done to the best of my ability, even if it includes working through the weekend and beyond my forty-hour commitment.

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9. I agree to follow all school internship guidelines for credit hours or for any other benefit. If JTB is not currently on my school's list of providers for academic credit, I will contact JTB immediately.
10. I affirm that I am currently enrolled in good standing in an American Bar Association-accredited law school.
11. I agree to report to both the judge all judicial internship hours worked and to maintain a record of all hours worked. I agree to provide the record of hours I worked upon JRC-JTB's request.
12. I agree to submit to JRC-JTB evaluation reports when requested.
13. I agree to timely respond to JTB requests for information, including evaluations of my intern experience, my current or future employment status and contact information and I agree to submit a student information form with my application.
14. I acknowledge that any internship I obtain is solely for educational purposes. I understand that I will not be an employee of the Judicial Resources Committee, any court, or JTB-APO. I agree that if I undertake an internship it will be primarily for my own benefit and to further my knowledge, and without any expectation that I would receive an offer of employment after the internship is complete.
15. I agree to notify JTB in writing if I am hired as a post-graduate, full-time federal law clerk.

Printed Name _____

Signature _____

Mailing Address _____

Email _____

Cell Phone Number (____) _____