

SOUTHERN CALIFORNIA STATE JUDICIAL EXTERNSHIPS
Application Procedures for Summer 2012

LOS ANGELES SUPERIOR COURT (Includes all courthouses in Los Angeles County):

Applications accepted from January 1, 2011 through until February 15, 2012.

All applications should be sent via email to: extern@lasuperiorcourt.org. **The email can be addressed to Nicole Heeseman, Managing Research Attorney. Please type your cover letter into the body of your email.**

In order to receive consideration, the applications **must include a cover letter, resume, writing sample and transcript**. First year students can submit their transcript under separate cover once they have received it. The cover letter should specify the area of interest: civil, criminal, family or juvenile. Those seeking placement in a particular courthouse can also specify so in the cover letter.

CALIFORNIA COURT OF APPEAL – LOS ANGELES:

Applications accepted from December 1, 2011 through February 15, 2012.

All applications should be sent via email to: patty.garcia@jud.ca.gov. **The cover letter should be attached to the email and addressed to Justice Laurence D. Rubin, Administrator of the Judicial Externship Program, Court of Appeal, Second Appellate District, and 300 South Spring Street, Los Angeles, California 90013.**

In order to receive consideration, the applications **must include a cover letter, resume, writing sample and transcript**. First year students can submit their transcript under separate cover once they have received it. Please see the flyer below for more information.

CALIFORNIA COURT OF APPEAL – SAN DIEGO:

Applications accepted from December 1, 2011 through February 21, 2012.

All applications should be addressed and sent by mail to: **Judith M. Bambace, Lead Appellate Court Attorney, Court of Appeal, Fourth District, Division One, 750 B Street, Suite 300, San Diego, California 92101.**

In order to receive consideration, the applications must include a cover letter, resume, writing sample and transcript. First year students can submit their transcript under separate cover once they have received it. The cover letter should not specify an area of interest. Please see the additional information below from the Court's website.



LAURENCE D. RUBIN
ASSOCIATE JUSTICE

STATE OF CALIFORNIA
Court of Appeal
SECOND APPELLATE DISTRICT
300 SOUTH SPRING STREET
LOS ANGELES, CALIFORNIA 90013

TELEPHONE
(213) 830-7365

CALIFORNIA COURT OF APPEAL SUMMER 2012 JUDICIAL EXTERNSHIP PROGRAM

The Court of Appeal in Los Angeles offers first and second-year law students an opportunity to gain an understanding of the appellate decision-making process by participating in the work of a judicial chambers. Performed under the supervision of justices and research attorneys, the work includes reviewing appellate briefs and writ petitions, examining trial court records, conducting legal research, and drafting opinions and memoranda. Externs also participate in weekly writ conferences, attend conferences before and after oral argument, and observe argument sessions.

A weekly seminar component – taught by justices, research attorneys and appellate practitioners – provides instruction on the role of intermediate appellate courts in the development of the law, the principal aspects of the appellate process, the influence of oral argument in reaching a decision, and the post-argument decision-making process. The seminar component also instructs externs on effective opinion-writing techniques and provides constructive feedback on their work product during opinion-writing workshops.

In order to provide a context for understanding issues raised on appeal or by writ, externs also observe trial court proceedings and discuss the trial court decision-finding process with judges conducting those proceedings. Externs also observe oral argument before the Supreme Court. Post-argument discussions with members of the Court explore the procedural similarities and differences between the Supreme Court and intermediate appellate courts.

Students interested in the program are invited to submit applications between December 1, 2011 and February 15, 2012. To receive consideration, the applications must include a cover letter, resume, legal writing sample, and, if available, law school transcript. Immediately upon receipt of completed application packets, the applications will be electronically circulated to the 32 justices on the court for their consideration. The justices will make externship selections based upon a review of the applications and telephonic or personal interviews.

Law students who wish to be considered for the summer program must electronically submit applications (including a cover letter, resume, writing sample, and transcript) in one pdf format document to: patty.garcia@jud.ca.gov (213) 830-7365. Applications that are not submitted electronically will be returned to the sender with instructions to resubmit electronically. Please keep in mind that if your application is returned, it will delay distribution to the justices and may affect your chances of obtaining an externship.

CALIFORNIA COURT OF APPEAL - SAN DIEGO

Extern Program, 4th District, Division One

The Court of Appeal, Fourth Appellate District, Division One offers an extern program for law students. Externs are selected by the individual justices with whom they then work for 20 to 40 hours per week during a school trimester. The program, including an orientation and periodic group meetings, is administered by the Lead Appellate Court Attorney or designee acting as the Extern Coordinator. Students who participate as part of their school's extern program may earn course credit. The court's extern program is conducted during three trimesters: Spring (January-May), Summer (June-August) and Fall (September-December).

The extern program provides law students with a clinical educational experience at the intermediate appellate level. Each student works in chambers, under supervision, in a role similar to that of a judicial staff attorney. The program offers judicial and staff accessibility and the opportunity to hone research and writing skills. To complement the practical experience, lectures are given on opinion writing and various substantive topics.

Program Qualifications

Candidates for the extern program are selected from the top 20% of their class and must have completed first year law school coursework. Candidates with exceptional non-academic experience will also be considered. A minimum commitment of 20 hours per week is required. A total of 6 externs are usually chosen.

Application Process

Applications are due February 21st for the Summer session, March 15th for the Fall session, and October 1st for the Spring session. Adjustments will be made as needed to accommodate variations in individual school calendars.

Candidates must submit a cover letter, resume, official transcript, and writing sample by the specified deadline to Judith M. Bambace, Lead Appellate Court Attorney, Court of Appeal, Fourth District, Division One, 750 B Street, Suite 300, San Diego, California 92101. Qualified candidates will be chosen to participate in the interview phase and selections will then be made. Letters of recommendation are not required, but will be accepted.