



# Boston College Law School

## Office of Career Services

---

### How to Find a Summer Job with a Judge

#### Where to Begin?

- [www.mass.gov/courts](http://www.mass.gov/courts) (MA state court judges)
- [www.mad.uscourts.gov](http://www.mad.uscourts.gov) (MA federal court judges)
- [www.ncsconline.org](http://www.ncsconline.org) (comprehensive resource for all state courts)
- [www.fjc.gov](http://www.fjc.gov) (comprehensive resource for all federal courts)
- Student Summer Questionnaires (black binders)
- 1L Job Search Handbook (Recent Employers Section)
- Symplicity (postings)
- Judicial Yellow Book (provides bio of all state appellate and federal judges)
- Behind the Bench, Guide to Judicial Clerkships<sup>1</sup>
- Massachusetts Lawyers' Diary and Manual (provides list of judges sitting in all Mass federal and state courts)
- The Legal Pages (provides short bio of all Mass federal and state court judges)
- Vermont Guide (provides information on state judicial clerkship procedures; also available online at [http://www.vermontlaw.edu/blank\\_template.cfm?doc\\_id=94](http://www.vermontlaw.edu/blank_template.cfm?doc_id=94), username: Guide2007, password: Juneau)
- [www.bc.edu/schools/law/services/career/clerkships/](http://www.bc.edu/schools/law/services/career/clerkships/) (Career Services judicial clerkship page)

#### When to Apply?

- You may begin submitting your resume to employers on December 1.
- For federal judges, apply in December. For state court judges, wait until the beginning of second semester to apply; however, if you are going home for the holidays and plan to apply to judges in your home state, apply in December so that you will have an opportunity to interview in person while home for winter break.

#### How to Apply?

- Create a spreadsheet of judges to whom you plan to apply.
- Find out whether you should send your application to each individual judge for whom you are interested in working or whether there is a central administrative person to whom you should direct all applications for a certain court. This will vary by city and by court.
- Resume (Attend Resume Clinic on November 28, 29 or 30).
- Cover Letter (Attend Cover Letter Workshop on November 28).

---

<sup>1</sup> Some of the resources listed here are geared towards students considering post-graduate clerkships, but are nevertheless useful for students considering judicial internships.

- Writing Sample (have it ready but do not submit with application unless specifically requested).
- References (have a list ready but do not submit with application unless specifically requested).
- Transcript (request two copies of your undergraduate transcript and, when available, two copies of your law school transcript; have available upon request).
- Interview – most judges will want to interview you in person. If an in-person interview is not possible, you may be able to arrange to conduct your interview via video conference. See Wayne Daley in AV at least one week in advance of when you want to schedule your video conference.
  - If you're concerned about interviewing, schedule a mock interview with one of the counselors in the Career Services Office. We're happy to work with you on your interviewing skills.

### **Where to Apply?**

- You will have to decide whether you want to be in federal court or state court and whether you want to work for a court of general jurisdiction or limited jurisdiction.
- In Massachusetts, for example, the courts of general jurisdiction are the Superior Court, Appeals Court and Supreme Court. Each of these courts accepts applications for summer internships. In addition to courts of general jurisdiction, there are many courts of limited jurisdiction including the Juvenile Court, Housing Court, Probate Court, and Land Court.
- Please note that you should apply only to judges from whom you would accept an offer. ***If a judge makes you an offer, you must accept it.*** Please keep this in mind when deciding where to apply.

### **Will I Get Paid?**

- Judicial internships are generally unpaid, but they are PILF-eligible positions. Publication Trust stipends are also available for students doing judicial internships.
- If you are interested in doing a judicial internship in Illinois; Texas; Miami, Florida; Phoenix, Arizona; Los Angeles and San Francisco, California; and Washington, DC, consider applying to the ABA's Judicial Intern Opportunity Program, which provides \$1,500 scholarships to minority and financially disadvantaged law students. To participate in this program, apply directly to the ABA, not the individual judge. If chosen, the ABA will assign you to a participating judge in the location you selected.  
<http://www.abanet.org/litigation/jiop/>.

### **What are the Benefits of Doing a Judicial Internship?**

- Legal writing and research experience – you will gain invaluable experience conducting legal research and writing memoranda and, sometimes, even drafting legal opinions.
- Writing sample – you can expect to leave your internship with at least one strong writing sample and sometimes with several documents to choose from to use as a

writing sample; however, you should *always* check with your judge before using a writing sample from a judicial internship.

- Connections – judges tend to be very well-connected and serve as excellent references for future job searches.
- Understanding the court system – you will gain invaluable insight and a behind-the-scenes understanding of the court system that is unique to a judicial internship or clerkship.
- Mentoring relationship – in some judicial internships you will work directly and in close contact with the judge, while in other internships your primary contact will be the judge's clerk(s). In either scenario, you are likely to develop a close mentoring relationship with your supervisor.
- Opportunity for responsibility – some judges have no law clerks and will depend on you to do most of their substantive research and writing and to help prepare them for hearings.
- Training – if you plan to apply for a post-graduate judicial clerkship, a judicial internship is a smart choice for your 1L summer; however, you do not need to do a judicial internship in order to get a post-graduate clerkship, nor do you have to do a judicial internship to get a law firm job for your 2L summer.

#### **What do I need to know now about permanent clerkships?**

- Take a seminar class during your 2L year so you have an opportunity to establish a close relationship with a professor, who will be able to write a recommendation on your behalf.
- You will start applying for permanent clerkships at the end of your 2L year. Most federal clerkship applications are due in September of your 3L year.

#### **Statistics**

- 15% of BC Law students interned with state or federal judges after their 1L year of law school (based on the Class of 2009).
- 3% of BC Law students interned with state or federal judges after their 2L year of law school (based on the Class of 2008).
- 13% to 17% of graduating BC Law students do state or federal clerkships after graduation. The percentage will vary year to year, but the range in recent years has been 13% to 17%.