



# Boston College Law School

## Office of Career Services

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### 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)
- <https://oscar.symplicity.com/> (lists all federal judges and their contact info – can *not* apply through OSCAR)
- Leadership Library (provides bio for all state appellate and federal court judges; must access through BC Law Library site and from a BC Law computer – go to Alphabetical List of Databases, then click on Leadership Library on the Internet)
- 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 court 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/Resources/Judicial\\_Clerkship\\_and\\_Internship\\_Resources.htm](http://www.vermontlaw.edu/Resources/Judicial_Clerkship_and_Internship_Resources.htm), username: Maple; password: Syrup)
- <http://www.bc.edu/schools/law/services/career/clerkships.html> (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.

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

## 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 state and by court in the state court system. For Federal District Court and other federal judges you should apply directly to the judge.
- Resume (Attend Resume Clinic on November 17, 19 *or* 21)
- Cover Letter (Attend Cover Letter Workshop on November 18)
- 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 Supreme Court, Appeals Court and Superior Court. The courts of limited jurisdiction include the Juvenile Court, Housing 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 or San Francisco, California; or 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 through the ABA (<http://www.abanet.org/litigation/jiop/>) by December 31, 2008. If chosen, the ABA will assign you to a participating judge in a location you selected.

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

- Legal writing and research experience
- Writing sample
- Connections
- Understanding the court system
- Mentoring relationship
- Opportunity for responsibility
- Training for post-graduate clerkship

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

- Take a seminar class during your 2L year 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 2010).
- 3% of BC Law students interned with state or federal judges after their 2L year of law school (based on the Class of 2009).
- In recent years, the percentage of BC Law students doing state or federal clerkships after graduation has ranged from 13% to 17%.

## Applying for a Judicial Internship in Massachusetts

- **Supreme Judicial Court:** The Massachusetts Supreme Judicial Court does not accept summer interns.
- **Appeals Court:** Several of the judges at the Massachusetts Appeals Court have hired summer interns in the past. Unlike the clerkship program for employment after graduation, which has a centralized application process through managing attorney Frank Mockler, internship applications and hiring are handled by the individual judges. Consequently, you will have to apply to each of them separately. A typical application would include a cover letter and a resume. You might wish to include more information: letters of recommendation or references, for example, or a writing sample. Although the judges might respond to an email application, a paper, hard-copy application is preferable.

The address for all the judges is  
Appeals Court  
John Adams Courthouse  
1 Pemberton Square, Suite 3500  
Boston, MA 02108.

Not all the judges are interested in having interns. The following judges have never hired one and are unlikely to do so in the future: Judges Perretta, Grasso, McHugh, Green, Meade, Kaplan, and Armstrong. Applications to those seven are likely to result only in a polite letter back, at most. All the current justices are listed on the court website:

<http://www.mass.gov/courts/courtsandjudges/courts/appealscourt/justices.html>

The court is not in a position to provide compensation for the internships; funding may be available through work/study and other options. Your career service office should be able to fill you in on those programs.

- **Superior Court:** There is a centralized application process at the Massachusetts Superior Court. You should send a resume and cover letter to Linda Layne, Manager of Legal Research, Suffolk County Court House, 3 Pemberton Square, 13th Floor, Boston, MA 02108. Ms. Lane will distribute applications to interested judges. Interested Judges will contact you directly. Positions are usually filled by March.
- **Land Court:** Most of the seven judges on the Massachusetts Land Court accept applications for summer interns. You should send a resume, cover letter, short writing sample and a transcript to Ellen Fiandaca, Judicial Secretary, at

[ellen.fiandaca@jud.state.ma.us](mailto:ellen.fiandaca@jud.state.ma.us). Please do not submit applications before March 1, 2009.

- **Juvenile Court:** There is a centralized application process at the Massachusetts Juvenile Court. Send a resume and cover letter to the Chief Justice of the Juvenile Court, the Honorable Martha P. Grace, Administrative Office of the Juvenile Court, Three Center Plaza, Suite 520, Boston, MA 02108. The Chief Justice will distribute applications based on applicant's geographic preference, which students should indicate in cover letter.
- **Housing Court:** Apply directly to judges. There are five divisions (locations) within the Massachusetts Housing Court System.
- **Probate and Family Court:** There is a centralized application process at the Massachusetts Probate and Family Court. You should send a resume and cover letter to Denise Fitzgerald, Administrative Attorney for Legal Research Services, Suite 210, 2 Center Plaza, Boston, MA 02108.