Judicial Externship Guide
Berkeley Law Career Development Office

This publication was written in response to the large number of first-year students who have questions concerning externships with judges during the summer after their first year and those students who are considering an externship during a school semester.

**Note:** Academic year externships for credit are administered by Berkeley Law’s Field Placement Program. If you are interested in such an externship, you should review the information on the Field Placement Office’s [webpage](#) and make an appointment with Sue Schechter, Field Placement Coordinator. You can contact Sue at sschechter@law.berkeley.edu or at 510-643-7387. She is located in 471 Boalt Hall. Sue maintains a binder in her office containing detailed student evaluations of academic-year field placements (including judicial externships).

**NOTICES OF JUDICIAL EXTERNSHIPS**

*Most judges nationwide – both at the federal and state level – *do not* post announcements for summer and academic-year judicial externships.* From time to time, though, mostly Bay Area judges (along with an occasional group of Southern California judges) will post summer and academic-year judicial externships in the jobs section of the [B-Line](#) (the CDO’s on-line jobs database).

*While most judges *do not* affirmatively inform the CDO of externship positions, many federal and state court judges hire externs.* A mailing to the judges in your chosen geographic area is generally the most effective way to apply for externships. See the “**How and When to Apply**” section below for more information about the timeline and logistics.

**SUMMER 2015 JUDICIAL INTERN OPPORTUNITY PROGRAM**

The American Bar Association Section of Litigation has announced its [Summer 2015 Judicial Intern Opportunity Program](#). (This is the only opportunity for students to obtain funding for a summer judicial externship.) This annual program is a full-time, six-week minimum, summer internship program open to all first- or second-year minority, LGBT and/or economically disadvantaged law students. The ABA will begin accepting applications from second-year students on November 3, 2014 and will begin accepting applications from first-year students on December 1, 2014. The deadline for applying is January 9, 2015.

**NOTE:** We would encourage 1Ls to apply on December 1, 2014 and then to supplement their applications once first-semester grades are available.

Selected students are given an opportunity to intern for six weeks or more during the summer with a participating state or federal judge. The program offers a $2,000 award to each selected student. The award is intended to be reimbursement for some of the expenses associated with the placement.
Internship opportunities will be offered to 170 minority and/or economically disadvantaged law students. You can find a copy of the program application and more detailed information here. Please contact Eric Stern in the CDO if you should have any questions about this program.

NOTE: Diverse and/or economically disadvantaged law students should also click here to read more information about a summer judicial externship opportunity with the Just the Beginning Foundation. While this program, unlike JIOP is unpaid, it still represents a great opportunity to obtain a judicial externship placement with a high-profile judge. Applications will be received until January 5, 2015, but we would encourage 1Ls to apply on December 1, 2014.

TYPES OF JUDICIAL EXTERNSHIPS

As a 1L, you can apply for externships with judges on federal circuit courts, federal district courts, state supreme courts, and other state courts (i.e., the intermediate courts of appeal and superior courts). You should also consider applying for externships with specialty courts, such as bankruptcy and tax, and with federal magistrates. (For more information about these various courts, consult the section beginning on page 8 of our Judicial Clerkship Guide, also available via our Judicial Clerkships page.)

The experience and supervision you receive in any of these externships will vary widely with each court and each judge. Although some may view the most “prestigious” externships as those with federal court judges, state courts should not be overlooked because of the breadth and variety of experiences they offer, the significant level of responsibility you may have (particularly with CA Courts of Appeal justices), and the mentoring relationship you may develop with the judge. In fact, it is often who you extern for, not which court, that will make a difference to you personally and to your future employers. Also, what you do as an extern can be just as important as for whom you work. Research the judges, talk to professors, attorneys, and other students who have externed and rely on your own good judgment to decide which judge will provide you with the most satisfying and worthwhile experience.

NOTE: Given the competitive nature of landing a summer externship with a 9th Circuit or Federal District Court judge in the Bay Area, students who are geographically inflexible and who really want a summer judicial externship should strongly consider applying for externships with justices on the California Courts of Appeal and judges on the California Superior Courts.

You can find out what students who have externed in the past thought of their experience with their judge by reviewing their evaluation forms. You can find student summer externship evaluations online in the b-Line (follow the quick link to “Summer Evaluations” on the b-Line homepage; once there, click on the “Search” tab and then select “Judge/Judiciary” to review judicial externship evaluations); and school-year student judicial externship evaluations can be found in the Field Placement Office (471 Boalt Hall).

You can also review narrative evaluations that have been filled out by alums who worked for a year or two as judicial law clerks for various judges. Those evaluations can be accessed here.
Finally, you should feel free to consult with Eric Stern in the CDO who may be able to connect you to students and alums who may have clerked and/or externed for judges for whom you are interested in externing.

AN EXTERN’S DUTIES

An extern’s work consists primarily of researching and writing memoranda for the judge and his or her law clerks. Depending on the judge, an extern will be directly supervised either by the judge, the term or career clerks, or, for state court judges, the permanent staff attorneys. Externs attend hearings, draft opinions, help with administrative duties, and generally perform functions similar to law clerks. Law clerks often review an extern’s written work before it is submitted to a judge, but often judges will meet regularly with the externs to discuss their work directly.

As indicated above, the work you do as an extern may be every bit as important to you and to your future employers as the judge for whom you worked. In some cases, you will work directly for the judge’s clerks, who may assign you more menial or uninteresting tasks, while in other settings judges treat you like another clerk and work with you directly. Again, careful research of the judges, a thorough review of student evaluations and lots of conversations with former externs and professors will help you decide which externship may be the best fit for you.

Information about externship duties with judges on the SF Superior Court. The Court is divided into Civil and Criminal Divisions. Externs research and write to assist judges in ruling on motions; externs will also have the opportunity to observe court proceedings.

Information about externship duties with justices on the California Courts of Appeal. Under the supervision of justices and research attorneys, externs will review appellate briefs and writ petitions, examine trial court records, conduct legal research, and draft opinions and memoranda. Externs also attend conferences before and after oral argument and observe argument sessions.

Information about externship duties with justices on the California Supreme Court. Externs often screen petitions for hearing and write "conference memos" recommending whether a hearing should be granted or denied. Some externs may work on "calendar memos" for cases for which a hearing is granted -- discussing issues in greater detail in and recommending disposition.

Information about externship duties with judges on the U.S. District Court. Externs prepare "bench memoranda" to assist judges in ruling on various pretrial motions (civil and criminal). Externs also draft dispositions on social security, habeas corpus, and prisoner civil rights claims.

Information about externship duties with magistrate judges on the U.S. District Court. In the Northern District of California, magistrates have their own case calendars as well as matters, such as discovery disputes or settlement, referred by [Article II] district court judges. Externs prepare bench memoranda to assist magistrates in ruling on matters referred by district judges and related to their own caseload.
Information about externship duties with judges on the U.S. Court of Appeals. Externs prepare bench memoranda to assist judges at oral argument. Externs also draft "memorandum dispositions" and opinions following oral argument.

HOW AND WHEN TO APPLY

Timing of Applications

If serving as a summer extern for a federal district or circuit court judge is your number one goal, we would recommend that you submit your applications on or around December 1, 2014. This advice is particularly true for the judges located in major metropolitan markets (e.g., NYC).

(Please see pages 5-13 of this guide for specific advice on applying to judges on the Northern District of California, Central District of California, Eastern District of California and the 9th Circuit.)

Some federal judges hire on a rolling basis and will consider applications as soon as they begin arriving after December 1st. This universe of judges will be making decisions without seeing your first-semester grades and tend to prefer candidates with pre-law school work experience.

Other federal judges will accept applications beginning on December 1, 2014. These judges may get in touch with some applicants based on the strength of their resumes, and request that those applicants submit their first-semester grades as soon as they are available.

And, finally, some judges will not invite any 1Ls for interviews until they have had a chance to review applicants’ first-semester grades.

You should feel free to submit your first-semester grades to those judges that you applied to on December 1st, 2014 from whom you have neither received an interview invitation or a rejection letter. (You should keep in mind, though, that most judges neither send acknowledgement of your application or a rejection notice once they have filled their 1L summer externship positions.)

In past years, we have observed that even students who fail to apply on December 1st are still able to obtain externships (though they will likely have to be more flexible about where and for whom they extern). This is particularly true for 1Ls with a strong first-semester transcript.

BOTTOM LINE: Your candidacy will not be harmed by submitting your applications on December 1, 2014 (with the exceptions listed in this guide on the pages that follow).

However, many students decide to forgo these opportunities in favor of focusing all of their efforts on studying for first-semester finals. If you decide to apply for judicial externships over break, you will only miss the opportunity to extern with the universe of judges who hire during the first couple weeks of December. If you need strategic advice on the timing of your applications, please feel free to contact Eric Stern in the CDO.
Timing of Interviews

Some students who sent their materials in early December ended up interviewing during the finals period; these students recommended that 1Ls try to avoid doing this if possible by respectfully (and if possible) requesting an interview at least after the last day of finals. Some judges will have their clerks contact you immediately upon receiving your letter to schedule an interview that same week. Other judges will wait for grades to be issued before they interview or hire.

IMPORTANT NOTE ABOUT APPLYING “BACK HOME”: If you are applying to courthouse(s) in the city where you are from and will be traveling home while on winter break, you should make sure to mention this and the exact dates of your availability in your cover letter. This will allow the judge’s chambers staff to interview you in person during winter break should they be interested in your qualifications for a summer judicial externship.

SPECIFIC INFORMATION ABOUT CA FEDERAL JUDGES

For federal district court judges in the Northern District of California (ND. CA)
The Northern District of California includes the federal district court, magistrate and bankruptcy judges located in San Francisco, Oakland and San Jose.

BOTTOM LINE: While your candidacy will not be harmed by applying to ND. CA judges on December 1, 2014, many ND. CA judges will not be making interviewing or hiring decisions until they have had a chance to review your first-semester grades. So again, if you decide to apply in 2015 when you get your grades – you are unlikely to miss out on being considered for a number of judicial externship opportunities in the ND. CA.

While not all of the chambers to which we reached out responded to our survey, many did and we have reported that information below.

Judge Alsup:
✓ Submit paper application to the attention of Katherine Young (Judicial Assistant) on December 1, 2014 before you receive first-semester grades; if you are not contacted in December - you should submit first-semester grades in January as soon as available.
✓ Should submit undergraduate grades if applying before receiving first-semester grades.

Judge Armstrong:
✓ Apply via email on or after December 1, 2014 to Keith K. Fong at keith_fong@cand.uscourts.gov.

Judge Beeler
✓ Submit standard paper application on December 1, 2014 (no need for undergraduate transcript)
✓ If you are not contacted in December, you should submit your first-semester grades.
Judge Breyer:
✓ May submit application on December 1, 2014 before you receive first-semester grades. Applicants may be contacted to submit their grades later. Include an undergraduate transcript.
✓ Prefer applications via court’s system, but paper copies to chambers are also acceptable.

Judge Chen:
✓ 1Ls should submit paper applications by no later than April 17, 2015.
✓ Application must include first-year grades.

Judge Chesney:
✓ Did not hire Summer 2014 interns; 2015 status unknown.

Judge Conti:
✓ Not Hiring Summer Externs.

Judge Corley
✓ 1Ls should submit email applications by no later than January 1, 2015 to caroline_jacobs@cand.uscourts.gov.

Judge Cousins
✓ 1Ls should submit email applications on December 1, 2014 to jonah_lalas@cand.uscourts.gov and maria_radwick@cand.uscourts.gov.
✓ You should be prepared to supplement your application with your first-semester grades as soon as they become available.

Judge Davila
✓ Apply via email to Mayela_Montenegro@cand.uscourts.gov on or after December 1, 2014.
✓ Application should also include a list of 3 references.

Judge Donato
✓ Apply on-line on December 1, 2014 to jdexternapp@gmail.com.
✓ You should be prepared to supplement your application with your first-semester grades as soon as they become available.

Judge Freeman
✓ Apply via email to Christian_delaney@cand.uscourts.gov.
✓ Applications will be reviewed on a rolling basis and you should be prepared to supplement your application with your first-semester grades as soon as they become available.

Judge Grewal
✓ Will begin accepting applications beginning December 1st, 2014.
✓ May apply without first-semester grades, but must provide as a supplement as soon as they are available.
Judge Gonzalez Rogers:
✓ Submit an electronic application via email at ygrchambers@cand.uscourts.gov with “Summer 2015 Externship” in the subject line.
✓ No deadline – summer externship applicants should apply by no later than late January 2015.

Judge Hamilton:
✓ Submit paper application as soon as first-semester grades are available.

Judge Henderson:
✓ Not hiring for Summer 2015.

Judge Illston:
✓ May submit paper application on December 1, 2014, but interviews historically have been conducted in late January/early February.
✓ Be prepared to submit grades as soon as they become available (again, historically interviews have typically not been conducted without chambers reviewing candidates’ first-semester grades).

Judge James:
✓ Submit paper applications as soon as first-semester grades are available.

Judge Jensen:
✓ Not hiring for Summer 2015.

Judge Koh:
✓ May apply on December 1, 2014, but must supplement their applications right away with first-semester grades. Hiring will be completed by mid-February 2015.
✓ Apply on-line to Charles_proctor@cand.uscourts.gov.
✓ Application materials must include an undergraduate transcript.

Judge Laporte:
✓ Prefer paper applicants apply on December 1, 2014.
✓ Will not conduct interviews until grades come in. Will request grade information from applicants of interest.

Judge Lloyd:
✓ Only hiring 2L and 3L summer externs.

Judge Orrick
✓ Submit e-mail application by no later than February 1, 2015 to orrick_applications@cand.uscourts.gov.

Judge Ryu:
✓ Submit a paper application on December 1, 2014.
✓ No need for undergraduate transcript.
Judge Seeborg:
✓ Submit a paper application after first-semester grades have been received.

Judge Spero:
✓ Will begin accepting applications beginning January 1, 2015. May apply without first-semester grades, but must provide as a supplement as soon as they are available (interviews will not be conducted without first-semester grades).
✓ Apply via email to Melissa_dawson@cand.uscourts.gov.

Judge Tigar
✓ Submit applications as soon as grades are available via email to tigarexternapplicant@gmail.com. Interviews will not be conducted without chambers’ reviewing candidates’ first-semester grades.

Judge Vadas:
✓ Click here for more information.

Judge Westmore:
✓ Submit paper application as soon as first-semester grades are available.

Judge White
✓ Submit paper application as soon as you have your first-semester grades.

Judge Whyte
✓ Accepts paper applications on December 1, 2014, but (historically) interviews have not been conducted until January 2015.
✓ Application materials should include an undergraduate transcript.

Chief Judge Wilken
✓ Not hiring summer externs.

Judges on the Central District of California (Los Angeles, Santa Ana and Riverside)

Judge Anderson
  o Not hiring for Summer 2015

Judge Bernal
  o Submit paper application to chambers.
  o No deadline, although applicants should apply after they have received their first semester grades.

Judge Bristow
  o Not hiring for Summer 2015

Judge Carney
  o Not hiring for Summer 2015
Judge Carter
- Apply via email to linda_enneman@cacd.uscourts.gov. These emails should also CC marie_jonas@cacd.uscourts.gov and Cynthia_liao@cacd.uscourts.gov.
- No deadline, although application review will begin in January. Be prepared to supplement your application with your first-semester grades.

Judge Fitzgerald
- ✓ Students should apply anytime on or after December 1st.

Judge Gee
- ✓ Students should apply anytime on or after December 1st. Be prepared to supplement your application with your first-semester grades.

Judge Guilford
- o Apply on or after December 1st via email to joel_mallord@cacd.uscourts.gov
- o Application should undergraduate transcript.

Judge Gutierrez
- o Submit a paper application to chambers on or after December 1st, 2014.
- o Application should include an undergraduate transcript and one letter of recommendation (instead of list of references).

Judge King
- o Apply via email to Nadine_johnson@cacd.uscourts.gov
- o No deadline, although application review will begin in January.

Judge Otero
- o Submit a paper application to chambers as soon as first-semester grades are available.

Judge Pregerson
- o Paper applications should be submitted after students have received their first semester grades.

Judge Selna
- o Submit a paper application on or after December 1st, 2014.

Judge Snyder
- o Apply via email to leah_judge@cacd.uscourts.gov
- o Applicants should apply in January after they have received their first semester grades.
9th Circuit Judges Who Are Hiring Summer Externs:

Judge Alacorn
✓ Accepting applications after first-semester grades have been received.
✓ Apply via email at Jeffrey_Payne@ca9.uscourts.gov.

Judge Berzon
• Apply via email to Rebecca_lee@ca9.uscourts.gov as soon as your first-semester grades are available.
• Your application must include an undergraduate transcript.

Judge Callahan
✓ While we did not hear from Judge Callahan’s chambers regarding her summer 2015 hiring plans, she did hire 2014 summer interns.
✓ In past years, she begin accepting applications on December 1st, but then required 1Ls to supplement their applications once first-semester grades were available.

Judge Clifton
✓ Apply on December 1, 2014; if you are from Hawaii and will be there over the holiday break - be sure to convey this in your cover letter as Judge Clifton often hires students over break in Hawaii; you can submit a paper applications or via email to: (Judge_Clifton@ca9.uscourts.gov).

Judge Friedland
✓ Submit an email application (apps_jmtf@ca9.uscourts.gov) on December 1, 2014.
✓ At least two references required – one of whom must be your LRW Professor.

Judge Murguia
✓ Applications will be considered through the ABA’s Judicial Internship Opportunity Program (see pg. 1 of this guide for more information).

Judge Noonan
✓ Submit paper applications as soon as you have your first-semester grades.

Judge O’Scannlain
✓ Submit email applications on December 1, 2014 to Judge_OScannlain@ca9.uscourts.gov
✓ Applicants should include their undergraduate transcript.

Judge Paez
✓ Submit paper applications directly to chambers.

Judge Pregerson
✓ Submit email (elena_sadowsky@ca9.uscourts.gov) application by no later then January 1, 2015.
✓ Writing sample must be less than 10 pages.

**Judge Reinhardt**
✓ Applications should be received by December 1, 2014.
✓ Apply via email at Jeremy_Kreisberg@ca9.uscourts.gov
✓ Applicants *should* include their undergraduate transcript.

**Judge N. Randy Smith**
✓ Submit a paper application as soon as your first-semester grades are available.

**Judge Milan Smith, Jr.**
✓ Submit a paper application as soon as first-semester grades are available.
✓ Application materials should include an undergraduate transcript.

**Judge Tallman**
✓ Submit an email application to judge_tallman@ca9.uscourts.gov as soon as your first-semester transcript is available.
✓ Application materials should include the following items in one PDF file: resume, cover letter (addressed to the judge), first-semester grades (grade sheet is fine), undergraduate transcript, and writing sample.
✓ Subject line of the email should be the following: “Summer 2015 Externship Application: [First Name Last Name]”

**Judge Tashima**
✓ Submit an email application on December 1, 2014 to Sam_Siegel@ca9.uscourts.gov.
✓ Application materials should include an undergraduate transcript.

9th Circuit Judges Who Either Told Us They Are Not Hiring Summer Externs, Who Only Hire 2L Externs, or Who Have a History of NOT hiring Summer Externs: Fletcher, Bea, Leavy, Nelson (Dorothy), Goodwin, Gould, Rawlinson, Fernandez, Nguyen, Christen, Graber, Kleinfeld, Trott, Silverman, and Watford.

**How to Apply for Summer Federal Judicial Externships**

First, decide where, geographically, you would like to work. Next, decide which federal and/or state courts to which you are interested in applying. Then, begin building your list of judges.

You can find mailing addresses for federal judges in our **B-Line Judicial Clerkship Database**, an online, searchable directory of the federal judiciary that Berkeley Law maintains primarily to assist 3Ls in applying for post-graduate clerkships. You can access this database by clicking on the “Clerkships” tab from your B-Line homepage. You can use it to: 1) identify the judges who match your search criteria; 2) find their contact information; and 3) efficiently prepare your cover letters and judge mailing labels.
You can also use The Leadership Library to find contact information for federal and state court judges, as well some administrative law judges. You can access this resource by clicking here and entering your CAL NET ID and Pass Phrase.

**STATE COURT OPPORTUNITIES**

For California Supreme Court and California Appellate and Superior Courts

We have confirmed that three Justices are interested in receiving applications from 1Ls for summer judicial externship positions.

**Associate Justice Kennard**
- ✓ Send a paper application to the attention of John Murphy as soon as your first-semester grades are available.

**Associate Justice Liu**
- ✓ 2Ls can apply anytime.
- ✓ 1Ls should apply as soon as they receive their first-semester grades.
- ✓ Email your application to Pat Sheehan at pat.sheehan@jud.ca.gov; e-applications must be submitted in one single PDF document)
- ✓ Application should include cover letter, resume, unofficial transcript of law school grades, and a 5-10 page legal writing sample in one pdf.

**Associate Justice Cuellar**
- • Apply via email to Chief of Staff Victor Rodriguez (Victor.Rodriguez@jud.ca.gov)
- • Apply as soon as first-semester grades are available.
- • Undergraduate transcript required.

Associate Justice Corrigan is not currently accepting summer judicial externship applications and Chief Justice Cantil-Sakauye and Associate Justices Chin, and Werdegar prefer 2L summer judicial externs.

Information about California Supreme Court Justices, as well as the court’s mailing address, can be found here.
California Courts of Appeal

This website contains a sidebar with links to each of the California Courts of Appeal. These links will take you to pages that contain mailing address information for the courts that you can use in your cover letters and address mailing labels.

The following is a list of (First District) justices in San Francisco who have historically accepted applications for summer judicial externships. Students should apply directly to each justice with whom they hope to work. All justices require that the applications include a cover letter, resume, law school transcript, writing sample and a list of two references. Applications should be submitted as soon as 1L students have received all of their first-semester grades.

**Division One**
Justice James Humes

**Division Two**
Justice J. Anthony Kline
Justice Therese Stewart

**Division Three**
Justice Martin J. Jenkins

**Division Four**
Justice Ignazio J. Ruvolo (*2Ls only*)
Justice Timothy A. Reardon
Justice Maria Rivera

**Division Five**
Justice Mark Simons

California Superior Courts

Click here for a website that contains links to all of the California Superior Courts. You will be able to find mailing address contact information on each of the courts' websites.

As soon as you have received your first-semester grades, you should submit an application packet to each of the judges for whom you would like to extern. That packet should contain the following application materials (a cover letter, resume, 5-8 page writing sample, a list of two references & a copy of your unofficial transcript).

**NOTE ON RESPONSES FROM CHAMBERS:** Unlike with other job applications, you should not expect to receive either acknowledgement of your application materials or a formal rejection letter from chambers.
Semester Externships

Law students are permitted and encouraged to pursue judicial externships during the fall and spring academic semesters (and for students who need to earn income during the summer, semester externships are a good option). Students may receive academic credit for working with federal, state, and administrative law judges upon approval from Sue Schechter - the Field Placement Director.

Students are urged to schedule an advising session with Sue to learn about potential opportunities and discuss their plans. Students may work in the Bay Area or outside of the Bay Area in accordance with the Away Field Placement Program where students earn 10 units of credit at an away placement.

While the Field Placement Program website maintains a Judicial Externship section with contact information for the San Francisco/Bay Area judges, students are advised to use the Career Development Office resources for more up to date information. Once students have identified and secured an appropriate placement, they complete an Application Form, available at the Field Placement website: http://www.law.berkeley.edu/2813.htm. The Application Forms are reviewed and if approved, then the course control numbers are sent out for registration purposes. In accordance with ABA Standard 305, Study Outside the Classroom, students earning academic credit are required to take a contemporaneous class component – the Judicial Externship Seminar. The Seminar is a credit/no credit course and currently meets for a full day at the beginning of the semester and then several times during the semester. Students are required to completed timesheets, memos, and other reports to receive credit for the Program. Away Field Placement students attend a mandatory orientation prior to leaving the SF/Bay Area and do their contemporaneous component directly with Sue.

In terms of the number of hours students work at the chambers or court, that is between the student and the judge to arrange. Berkeley Law’s program allows judicial externs to receive up to 10 units of credit, which translates into a full-time placement (40 hours a week times 14 weeks equals 560 hours or 10 units). The minimum number of acceptable units is 4 units, although judges do tend to prefer more hours and it is not uncommon for a judge to require a full-time commitment. Furthermore, the more hours a student puts in at a chambers or court, the more he/she will get out of the experience and able to take on timely work and get fully entrenched in the judicial experience for a relatively extended period of time.

Students must follow the school’s academic rules in the 295 series, which state that students may only earn up to 10 units in field placement units (including judicial externships) throughout their academic career – out of the 15 unit non-classroom limit. Students may not enroll in externships in the fall of their second year for more than 5 units. For any full-time, including away externships, students are required to get approval from the Dean of Students to be away from the campus for the semester.

Judges are eager to work with Berkeley law students and students who participate in the program claim it is one of their best law school experiences.

Although school-year positions in the Bay Area are less competitive than summer positions, you should still apply early to the judges who interest you the most.
**TIMING OF APPLICATIONS.** For spring semester positions, September is the appropriate time to apply, although some students who applied in October have been successful. One student who applied in late October said that her co-externs at the federal court in San Francisco had all applied in the first week of September. A former law clerk to a federal judge agreed that September is the time to apply for spring positions. For fall positions, apply in March and April although earlier is better.

Students are welcome to review past student externship evaluations in 471 Boalt Hall. Students thinking about semester externships are encouraged to schedule an advising appointment with Sue Schechter, Field Placement Director. To schedule an advising appointment, please contact Sasha Thomas-Nuruddin, field placement program assistant at sthomas-nuruddin@law.berkeley.edu or (510) 642-6818 or Sue at sschechter@law.berkeley.edu or at 510-643-7387 with some suggested meeting times.

**APPLICATION MATERIALS**

Your summer judicial externship applications should include a cover letter, resume, writing sample, list of references and a transcript, if one is available at the time of application.

**Cover Letter**

The cover letter should highlight any research and writing experience you have had either prior to, or during, law school and should mention any journals you have joined at Berkeley Law. Also, remember to include an explanation of why you want an externship position. (See samples at the end of this publication and more samples and guidance in the CDO Cover Letter Guide.)

The advice of a former clerk who reviewed extern applications is to keep your cover letter short and to the point. She advised, “Don’t use any catchy phrases or make ridiculous statements which will make you stand out for the wrong reasons. A simple and direct approach is best. The worst letter [she has seen] included the line: “I’ve always wanted to be a federal judge!” Another included a short story as the body of the letter. Take her advice on this issue.

In terms of who will review that letter initially, another current extern said that, in her office, the secretary, chambers manager or administrative law clerk makes the initial cut. Other judges have law clerks review externship applications, and a few judges will review materials themselves.

**Transcript**

Grades are important to some, but not all, judges looking for summer externs. Grades may also be a factor in academic year externships. If you are a 1L and your transcript is not available by the time you apply for a summer externship, offer to provide a copy of it when it becomes available. Undergraduate transcripts, unless explicitly requested, do not typically need to be submitted.

[ Berkeley Law Grade Sheet](#) (you can use this for your unofficial transcript)
Resume
Experience in a job prior to law school can be a plus for extern applicants. Some judges like to have externs who have had professional pre-law school work experience. One current extern advises that you have something on your resume, beyond good grades, to distinguish you (e.g., an interests section). Our Resume Writing Guide provides specific resume advice and resume samples.

Writing Sample
Your writing sample can be a (5-8 page) excerpt from one of your LRW memoranda. Some judges may not require a writing sample, but other judges consider it essential. Unless the cost is prohibitive, there is no harm in sending one with each application. We would also recommend including a short paragraph that describes the context in which you wrote this piece (e.g., LRW course assignment, etc.). This paragraph can go at the top of your writing sample or it can appear in a separate cover sheet to your writing sample. (See page 71 of the Judicial Clerkship Guide for sample cover sheets).

List of References
Unlike the post-graduate clerkship application process, actual letters of recommendation are not necessary (unless explicitly requested). However, you should include a list of references in the materials you send to a judge for whom you would like to extern. It should simply be a separate sheet of paper (with the heading “References”) that lists the name, title, and complete contact information for two, or preferably three, individuals who will enthusiastically vouch for your intelligence, research and writing abilities and work ethic. References can include current professors, or LRW instructors, prior employers, or even an undergraduate professor. (This section of our Early Interview Week (EIW) Guide provides some specific guidance on references. Please note, though, that this guide is intended primarily for 2L students).

RESEARCHING THE JUDGES
Careful research of judges and conversations with former externs or professors should help to lessen the possibility of your interviewing with judges who would not be a good fit for your first summer internship.

For a comprehensive list of resources, please review the section beginning on page 20 of our Judicial Clerkship Guide.

As mentioned earlier, one of the best research resources available are student evaluations. Summer externship evaluations can be found in the B-Line and academic-year externship evaluations can be found in the Office of Field Placement. You might also want to review the alumni clerkship evaluations – which contain surveys filled out by alumni about their post-graduate clerkship experience. These evaluations often provide a candid picture of the judge’s
personality, demeanor and what they look for in externs and post-graduate clerks. You can access our alumni clerkship evaluations here.

If you are only planning on applying to California state and federal judges, we would recommend that you review the California Courts and Judges Handbook (found in the CDO Resource Library). We have also assembled CA State Court Judge Profiles here and CA federal judicial profiles here. Information about California state court judges can also be found at the California Court System’s website.

For general research on judges nationwide, we would recommend The Almanac of the Federal Judiciary (which is sort of like an encyclopedia of judges). This on-line resource (available through WESTLAW and in print at the Law Library) provides biographical information on federal judges.

**IP-Oriented Student?**

If you are interested in working for a judge who might hear a significant number of IP-related cases, you might want to consider applying to the judges on the Federal Circuit Court of Appeals (which has exclusive jurisdiction over patent-related appeals). You might also want to review page 11 of the Clerkship Guide, which contains more information about the Patent Pilot Program and its participating judges.

**Special Opportunity in the Central District of California (CD. CA):** The CD. CA is one of fourteen district courts participating in the Patent Pilot Program. This jurisdiction includes Los Angeles, Riverside and Santa Ana. The CD. CA has a couple of full-time unpaid summer judicial externships available with the Program. Externs perform legal writing and research, observe hearings, and otherwise get a sense of patent litigation at the district court level.

The CD. CA is especially interested in candidates who have knowledge of and interest in patent law. 2Ls can apply anytime, while 1Ls should apply on December 1, 2014. Candidates can email their application materials (resume, cover letter, writing sample and any available grades) to Jonathan Rotter (Law Clerk - Patent Pilot Program) (Jonathan_Rotter@cacd.uscourts.gov).

**THE INTERVIEW**

Most interview questions begin with your resume, and many judges and their clerks will walk you through each entry on your resume. This may seem obvious, but be prepared to discuss everything, including your undergraduate thesis topic if you have listed it! Beyond the resume, the questions students are most commonly asked during an externship interview include:

Why do you want to be a judicial extern?

Why do you want to work for this court?

Why do you want to work for this judge?

Why did you choose to go to law school?

What kind of law do you think you might want to practice?
What activities are you involved in at law school?
What was your favorite class in law school thus far and why?
Tell us why you would be an effective extern in our chambers.

For a comprehensive list of questions we put together to prepare 3L students for post-graduate clerkship interviews, please see the section beginning on page 52 of our Clerkship Guide. This list also includes questions we suggest you might want to think about asking the judge and her clerks when they ask you whether you have any questions for them at the end of the interview. But, you should assume that the externship interview will be far less comprehensive than the clerkship interview and that you are unlikely to be asked all of the questions listed in the Clerkship Guide.

Although the questions about your resume and law school are typical, the interview format is not. There is a great variety of interviewing techniques among state and federal judges.

According to a current extern, the judge she works for never interviews externs. She was interviewed by his three clerks, all at the same time, for approximately 45 minutes. Other students have reported being interviewed only by clerks, so this is not an isolated incident. Other interviews begin with the judge and end with the clerks. Some judges have their clerks conduct a screening interview followed by an interview with the judge.

The interview may turn out to be more conversational and might not include a formal question and answer format. However, be prepared to think on your feet. Sometimes, but not often, you will be asked hypotheticals or other challenging legal questions. These questions are simply designed to help the clerks and/or the judge to assess how you think and approach problem-solving. Just do your best to identify the issues, set out a research plan and talk about how you would come to a conclusion after a careful review of your research.

In general, you should demonstrate enthusiasm for the job. Prior to any interviews, talk to 2Ls or 3Ls who have externed to learn more about the work experience and to better understand what your duties might be for the summer. Remember, you can find student evaluations in the B-Line and in the Field Placement Office.

Thank you Notes

We recommend that you send thank you notes (email or hand-written are fine) to everyone with whom you interviewed in chambers. You should do so immediately after your interview and should make sure that the notes are perfect (i.e., contain no misspellings names or grammatical errors). If you only have the email address of one of the people with whom you interviewed, be sure in that thank-you email note to reference how much you enjoyed meeting with everyone in chambers. For more guidance on thank you notes, please refer to this tip sheet.

OFFERS AND ACCEPTANCE

Typically, it is the judge who makes the final decisions regarding the hiring of externs, but sometimes the law clerks will extend the offer on the phone. Judges often decide whom to hire anywhere from 10 minutes into the interview to one week later. One student was offered his position twenty minutes after his interview; another was offered a position the following day. Others have reported offers within a week (longer than two weeks is somewhat unusual.)
As for accepting the offer, most judges want an immediate answer. You can ask for a few days to consider the offer, but do not be surprised if the judge wants a quick response. (This can also have an impact on other pending internship opportunities; you should feel free to talk to a CDO Attorney-Counselor about this aspect of your first-summer job search).

**IMPORTANT NOTE:** Careful research will ensure that you are NOT applying to any judges with whom you would have a negative or unpleasant experience. However, if something inappropriate occurred during your interview or you get a strong sense that you will not be a “good fit” in the judge’s chambers, you should respectfully decline the judge’s offer. Please note that this situation is rare and that nearly all Berkeley Law 1Ls are delighted to accept summer offers from judges.

**CDO COUNSELING SUPPORT.** If you should need any assistance navigating the offer and acceptance phase of this process, please feel free to contact CDO Director of Operations Eric Stern at 510-643-4260 or at estern@law.berkeley.edu.
# HOW TO ADDRESS LETTERS TO JUDGES

## U.S. Courts of Appeal

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<tr>
<td>Form of Address</td>
<td>The Honorable Richard H. Smith</td>
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<td>Salutation</td>
<td>Dear Chief Judge Smith:</td>
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## Federal District Courts

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<td>Dear Chief Judge Doe:</td>
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<td>Salutation</td>
<td>Dear Judge Doe:</td>
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State Supreme and Appeals Courts

Addressee           Chief Justice
Form of Address     The Honorable Molly T. Doe
Salutation          Dear Chief Justice Doe:

Addressee           Associate Justice
Form of Address     The Honorable Molly T. Doe
Salutation          Dear Justice Doe:

State Trial Courts

Addressee           Chief Judge
Form of Address     The Honorable Molly T. Doe
Salutation          Dear Chief Judge Geraghty:

Addressee           Judge
Form of Address     The Honorable Molly T. Doe
Salutation          Dear Judge Geraghty:
December 1, 2014

The Honorable Deborah A. Batts
United States District Court for the Southern District of New York
Daniel Patrick Moynihan United States Courthouse
500 Pearl Street, Room 2510
New York, NY 10007-1312

Dear Judge Batts:

I am a first-year law student at the University of California, Berkeley, School of Law and am writing to apply for a summer externship in your chambers. A copy of my resume, a writing sample, and a list of references are enclosed. Upon request, I would also be happy to provide you with an unofficial copy of my first-semester transcript as soon as it becomes available.

My legal experience to date has been in the field of environmental law. I spent a year at Oxford on a Fulbright scholarship researching barriers to the implementation of Member State environmental laws within the increasingly federal European Union. I was an intern at the Environmental Law Institute and the Lyndon Baines Johnson Intern with Congressman Henry Waxman. I graduated from the University of California at Santa Cruz with highest honors in Economics and honors in American Studies. I anticipate that my economics background, my legal background, and my ability to quickly learn new skills would all prove useful as an extern in your chambers this summer.

I would welcome the opportunity to discuss my candidacy with you. Please contact me at [phone number] or at [email address] if you should need any additional information. Thank you for your time and consideration.

Sincerely,

Your name (typed)

Enclosures
February 1, 2015

The Honorable Jacqueline S. Corley  
U.S. District Court for the Northern District of California  
Phillip Burton United States Courthouse  
450 Golden Gate Avenue  
San Francisco, CA 94102-3434

Dear Judge Corley:

I am a first-year student at the University of California, Berkeley, School of Law and am writing to apply for a summer externship in your chambers. As my resume indicates, I have over two years of work experience in a legal setting. I believe that this experience, combined with my education, will allow me to serve as an effective extern in your chambers this summer.

As a legal assistant for O’Melveny & Myers in Washington, D.C., I worked closely with both attorneys and clients. My assignments, which afforded me a great deal of responsibility, required strong leadership and communication skills and the ability to work as a team member. In addition to providing me with an intimate knowledge of a legal environment, my experience helped me to learn how to work efficiently and effectively under stressful conditions. Although my legal assistant work was primarily within the international trade department, I was exposed to a variety of other practice areas, including litigation. My former employers will confirm that I am highly motivated, hard-working and eager to learn.

Please find attached a copy of my resume, writing sample, a list of references and an unofficial copy of my first-semester law school transcript. If you should need any additional information, please feel free to contact me at [phone number] or [email address].

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Your name (typed)

Enclosures
February 1, 2015

The Honorable Maria P. Rivera
California Court of Appeal, First District
350 McAllister Street
San Francisco, CA 94102-3600

Dear Justice Rivera:

I am a first-year law student at the University of California, Berkeley, School of Law and I am writing to apply for a summer externship in your chambers. In general, analytical thinking and research appeal to me. In particular, a judicial externship would enable me to enrich my understanding of the law and develop the skills necessary to become an effective attorney.

My interests and skills are suited to the task of working with a judge. As an undergraduate, I completed my major in History by writing a thesis, a project which involved substantial research and the synthesis of disparate sources of information. My participation in the Berkeley Journal of International Law entails some editing work as well as cite-checking duties. And, in addition to the standard course on legal writing, I wrote four memoranda during the semester, each requiring independent research.

I consider myself a self-starter and a creative worker. As for those long hours of work, I have a good sense of humor and an easygoing disposition.

Enclosed is a copy of my résumé, a writing sample, a list of references and an unofficial law school transcript. If you should need any further information or would like to schedule an interview, please do not hesitate to contact me at [phone number] or at [email address].

Thank you for your time and consideration.

Sincerely,

[Your name (typed)]

Enclosures