

Judicial Externship Handbook



The Law School

2005-2006

The information contained in this Handbook is compiled in an effort to provide USC law students with assistance in applying for judicial externships. To the extent this handbook is inaccurate or incomplete, your comments and/or suggestions are encouraged and should be sent to Dean Balaban.

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Introduction

A **Judicial Externship** (Law 781 or 782) is a field placement in a state or federal court in the Southern California area. Other geographical locations will be considered on a case-by-case basis. The judicial extern acts as an aid to the judge, with duties similar to that of the judge's regular law clerk.

A **Clinical Internship** (Law 781 and Law 782) is a law office field placement course in which a student receives academic credit for working under the supervision of an attorney as a law clerk in a government or public interest non-profit organization.

The purpose of Clinical Internships and Judicial Externships is to supplement classroom instruction by placing the student in a law practice setting which will expand upon the subject matter of a course which the student has already taken or is taking concurrently with the internship/externship. Since the student receives academic credit for the internship, the student may not receive wages or cash payment of any kind.

Participants in the Clinical Internship/Judicial Externship Program must read through this handbook or the Internship Handbook before applying for credit. The handbooks detail application procedures and descriptive information on approved placements. They are also available on our website.

In this Handbook, you will find a list of pre-approved judges, the student application/agreement, as well as several sections which detail your responsibilities over the course of your internship or externship including: program policies and procedures; confidentiality issues; mid-semester meetings; and progress report submission requirements. Please read them carefully and contact Dean Balaban if you have any questions.

Please note: The intern/extern application must be signed by you and your supervising attorney or judge and then submitted to Dean Balaban; Dean Balaban must approve all applications. You will be notified by email when your application has been approved. The Registrar will be provided a copy of your application prior to registration. The Registrar will enroll you in the course (Law 781 or Law 782); you will not have to register yourself for this course once your application has been approved.

Under no circumstances can you begin accumulating hours for academic credit until a completed application has been received and approved by Dean Balaban. Hours worked prior to application submission and approval will **not** be accepted.

What are the benefits of doing an externship?

Most students who have worked for a judge or justice say that it is among the best experiences they had while a law student. Externs have an opportunity to develop legal analysis and writing skills, gain exposure to adversarial practice, and witness the decision-making process from a perspective not otherwise available. Externships can also give students an opportunity to think about the type of practice they wish to enter. In addition, the extern works in a close and collegial atmosphere with the judge and his or her clerks, often developing important lasting relationships.

Students get out of an externship only what they are willing to put into it. The more interest the student demonstrates, the more likely the judge and clerks will delegate responsibility and treat the student as an additional clerk. Students who report the most rewarding and educational experiences are the ones who fully dedicate themselves. Unlike a regular course, there is no faculty member to point out trends, make observations about the judicial decision-making process and the like. Thus, students considering an externship should be self-starters and aggressive about their own learning experience in order to fully benefit from the opportunity. Externships can serve a number of valuable objectives, including:

1. Encouraging the further development of student research, writing and drafting skills through work on legal documents such as legal memoranda, bench memoranda, opinion drafting, and motion evaluation;
2. Exposing students to the judicial decision-making process through participation in the various activities of judicial chambers such as case evaluation, legal research, evaluation of attorney performance, oral advocacy, and case conferences;
3. Developing students' oral advocacy skills through observation of court, discovery and administrative proceedings, and through making informal presentations to the judge in matters upon which the student has worked;
4. Allowing students to obtain practical legal experience while enhancing their understanding of the application of the principles learned in law school to the resolution of legal problems through the judicial process;
5. Giving students the opportunity to participate in, and reflect upon, the work of legal institutions;
6. Exposing students to issues of professional responsibility within the context of legal practice;
7. Encouraging students to explore and consider different roles for lawyers and to expose them to the range of career opportunities available in the law;

8. Permitting students to gain practical experience in specialized areas of the law through experience that will supplement their course work within the law school; and

9. Instilling fundamental values of the legal profession, including the provision of competent representation, the promotion of justice, fairness and morality, and the commitment to an ongoing process of professional self-development and growth.

What are the requirements with which I must comply in order to secure academic credit?

The following list comprises the basic requirements for receiving academic credit for an externship during the summer or academic year. For more detailed information, see Section 4.

- For each academic unit received, the student must work a minimum of 56 hours in the clinical placement. This translates to 4 hours per week per unit, or approximately 16 hours a week, for a 4-unit externship earned during a fourteen-week semester;
- The student must submit a typewritten, bi-weekly progress report;
- The student must author a written evaluation of the experience at the end of the semester, along with the final progress report;
- Students participating in judicial externships of more than 6 units must participate in a classroom or tutorial component and a site visit with the Law School Externship Professor;
- **The student MUST adequately perform his/her duties professionally and competently while at the placement. Note: An Externship is an academic program and should be treated as such. Poor job performance may result in denial of credit or a reduction in the number of units received;**
- The student must receive a favorable evaluation from the placement supervisor; and
- The student must hold absolutely confidential all information obtained directly or indirectly regarding work at the placement.

How many units can I earn through externships?

Each student is eligible to enroll in a maximum of **TWO** externships or internships, but not with the same judge or same court, for a maximum of **8** units, unless one of the externships is in the U.S. District Court or U.S. Court of Appeals.

Each externship is generally available for three to four units. However, by petition, submitted to and approved by Dean Melissa Balaban, students can request that **one** judicial externship in the U.S. District Court or the U.S. Court of Appeals be expanded to a maximum of ten units. A petition for five to ten units will be considered for federal district court and circuit court judicial externships only. This exception does **not** apply for summer judicial externships, which are always limited to 4 units. For any externship approved for more than 6 units, a tutorial or classroom component and site visit are also required.

Students may also petition Dean Balaban for a 1- or 2- unit externship. However, these will only be granted under exceptional circumstances. Part-time externships are generally not recommended.

Additionally, enrolling in fewer than four units does not mean "extra" units are later available; once you have signed up, you cannot change the amount of credits you receive. You must apply the units to the applicable semester; if you choose not to, you will forfeit any units you do not use.

Please note that, in compliance with ABA accreditation standards, all students are required to enroll in six full-time semesters. However, a "full-time" externship is only ten units; a full-time semester is a minimum of thirteen units. Therefore, full-time externs must round out their schedule with a dissertation or, if the supervisor agrees to the work schedule, a regular course offering.

Can I earn credit for work performed during the summer?

Provided you apply by the summer application deadline and space remains available in the course, you can earn **UP TO FOUR FALL SEMESTER UNITS** during a summer externship. However, the units must be used the fall semester immediately following the summer externship. These units will be part of your flat-rate tuition for a standard full-time semester's course load (13-17 units). This means you can register for, at most, 13 additional units in the fall without paying additional fees.

There are **NO EXCEPTIONS** to the maximum **four** units. Further, if you do not use your units the following Fall semester, you cannot use them at all.

All requirements for fall and spring semester externships apply to summer externships. Applications must be received **by the due date for that semester, but no later than two weeks prior** to starting your summer externship (provided there are still spaces available),

in order for Dean Balaban to approve, process and send confirmation letters to site supervisors. (See Section 3 for application deadlines.)

How is my externship graded?

Externships are graded on a CR/D/F basis only. Credit will only be awarded after the Registrar receives notification from Dean Balaban that all requirements have been met.

What should I know before I apply?

All students participating in the clinical judicial externship program (particularly students doing a full-time externship) are responsible for checking their USC-issued email account and school mailboxes on a regular basis; not being on campus is no excuse for missing OCI, financial aid, registration and other deadlines and important notices.

Students considering full-time externships should do so with the awareness that the externship will represent nearly 1/6 of their academic career and eliminate the option of taking numerous courses.

Students should also be aware that they will be paying full tuition, yet receiving direct institutional supervision only for their dissertation or, when it can be arranged, a few units of class work.

Students must fulfill responsibilities and meet all deadlines during the program. This is an academic program. Therefore, it must be taken as seriously as any other program that is of an academic nature.

Can I earn credit for an externship if I'm being paid for the

No. Unfortunately, you cannot receive compensation for an externship other than reimbursements for incidental expenses, such as parking (for errands outside the courthouse) or photocopying. Typically, California judges have never had a budget to compensate judicial externs and generally do not provide students with daily parking at the courthouse.

Can I earn credit for summer work if I apply for an externship after I have already completed the work experience?

No. You must register for an externship prior to beginning work to receive academic credit.

Can I extern if my GPA is below 2.9?

Your GPA must be 2.9 or above to participate in the internship/externship program. If you are ineligible due to your GPA and wish to appeal, you may submit a detailed academic petition to Dean Lisa Mead. The petition must include: 1) the steps you are taking to improve your academic performance 2) an explanation as to how you will be able to perform at a reasonable level of competence at an outside clinical placement while also being able to devote adequate attention to your academic work, as well as any other extenuating circumstances you believe warrant an exception to the policy. Dean Mead reviews these petitions on a case by case basis. Before submitting the petition, please carefully review section 6.1 of the Student handbook regarding the restricted enrollment guidelines.

Who determines my work schedule?

The actual schedule will be negotiated between the student and judge and need not follow a regular or preset pattern, so long as the student meets the required 56 hours per unit. All scheduling questions should be addressed to the judge and law clerk(s).

Please note: During the summer, most judges expect students to work full-time for at least 8-10 weeks even though the student can only receive only a maximum of 4 units.

If I am not certain yet that I will accept an externship offer if made, should I go ahead and apply anyway?

Absolutely not. Do not apply for an externship unless you are ready and willing to accept an offer immediately. Externship offers **CANNOT** be used as placeholders for alternative paid positions.

THINKING ABOUT APPLYING FOR AN EXTERNSHIP

2.0

For what courts can I extern?

The first step toward obtaining a judicial externship is deciding the type of externship in which you are interested. The decision is a function of numerous variables. Choices must be made between the state and federal systems; positions in trial, appellate or specialized courts; and geographic location. What follows is some general information as to the types of externships that are available. This information is meant to provide an introduction to the positions available and can be supplemented by further research into particular areas of interest. A list of sources of information regarding judges and justices can be found in Section 6.

Federal

Court of Appeals

The Ninth Circuit in the federal court of appeal which we are located, covers the largest geographic territory. It is also considered to be one of the most diverse courts of appeal in terms of issues presented to the judges. As with all the various categories described here, the actual responsibilities of the extern vary from chambers to chambers. However, the following are some of the responsibilities you may expect:

- A typical appellate extern will spend his or her time preparing the judge for oral argument;
- The extern will work with the judge and clerks in researching issues presented to the court and preparing the written disposition of a case;
- Unlike trial-level externships, the appellate extern will not be exposed to trial court practice and procedure; however, the appellate extern gains a valuable view of how cases move from the trial through the appellate process;
- Circuit judges hear oral argument for one week of the month, nine months per year. Additionally, oral argument typically only takes place in Pasadena, San Francisco, Portland and Seattle, and externs may not have the opportunity to observe the oral argument for cases on which they worked. However, an appellate externship offers students an intensive opportunity to improve legal research, writing and reasoning skills; and
- Opinions frequently address the broader implications of the issues raised as part of the process of shaping the developing law. In contrast, district court cases are more likely to address the law as applied to the specific facts of the case before it.

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Ninth Circuit judges virtually never consider externs for part-time positions. As a general rule, Circuit externships are only available for students willing to extern full-time.

District Court

A District Court externship allows broad exposure to litigation in federal district courts. Again, responsibilities will vary from judge to judge; however, a District Court extern will generally be exposed to all phases of federal practice and procedure.

- Externs will work with the judge and clerks to prepare bench memoranda, assist with pretrial, trial and post-trial motions, and will research issues related to preparation of the final dispositions.
- A district court externship is an unparalleled opportunity to witness the judicial decision-making process from the court's perspective. Those students who are inclined to litigate often prefer it.
- Externs will gain broad exposure to a variety of litigation strategies and advocacy skills and will develop a sense of effective lawyering by reviewing papers submitted to the court, observing oral argument, and seeing what techniques are favored and disfavored by the judge.
- Even those students who are interested in other practice areas can benefit by externing in the district court. By learning about how judges reach decisions, non-litigators gain invaluable insight into how to anticipate the way in which a court will view matters which lead to litigation and thus protect their clients' interests as they work through various aspects of the "deal."

Most district court judges insist that students work full-time. In the recent past, however, a small number of judges have accepted part-time externs. Part-time experiences are rarely recommended.

Bankruptcy Court

Every judicial district has a bankruptcy court to which it may refer bankruptcy cases and proceedings.

- Although bankruptcy is a specialized area, the bankruptcy courts are increasingly being asked to handle complex very interesting matters relating to the ongoing operations of businesses seeking protection from the bankruptcy courts. Thus, for example, bankruptcy judges have been required to make important decisions related to the settlement of complex litigation claims and union-management issues.
- Because of the increased breadth of bankruptcy court proceedings, a bankruptcy court externship can be of great interest and value, even to those who do not anticipate that they will practice in this area.

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- Students who anticipate a practice in virtually any area that relates to the interests of business, real estate or commercial law can learn a great deal; moreover, bankruptcy courts see a tremendous amount of oral argument and offer the chance to see a broad range of advocacy styles.

We have not yet encountered a bankruptcy judge who was unwilling to accept part-time externs.

U.S. Magistrate Judges

Under the Magistrate Act, each district court may appoint full- and part-time magistrates. Magistrates assist district judges in the conduct of civil and criminal pretrial or discovery proceedings. The duties of a magistrate include, among other things:

- Administering oaths on criminal complaints;
- Issuing search and arrest warrants;
- Conducting preliminary hearings in criminal cases;
- Reviewing habeas corpus petitions;
- Trying persons accused of misdemeanors when authorized by the district court to do so;
- Pro se civil rights claims;
- Social Security; and
- Civil discovery matters.

Often, a district court judge will issue a standing order for all pretrial civil discovery motions in a particular case to be heard by a magistrate. Thus, externs would have the opportunity to observe and participate in resolving discovery disputes, this area of law – As most civil litigation settles during discovery, it is critically important to understand.

Most magistrate judges will accept part-time externs.

State Externships

Court of Appeal

Like an externship for the Ninth Circuit, students externing for a state appellate justice have an opportunity to intensively work on their research, writing and reasoning skills.

Unlike a Ninth Circuit externship, however, students will be more likely to observe at least some oral argument since it occurs more frequently and all oral argument for the Los Angeles area division in the Second Appellate District takes place in Los Angeles. (See Federal Court of Appeals section above for a more complete description of appellate work.)

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State Court of Appeal externships are typically available part-time.

Superior Court

Students externing for a Fast Track judge in the Los Angeles Superior Court can expect to be:

- reading, researching and writing "workups" (i.e., summaries and recommended rulings) for motions filed by attorneys;
- researching and writing draft decisions made after a Court trial;
- researching and making recommendations regarding judgments of orders in default matters;
- observing and participating in status conferences (i.e., meetings with attorneys to set time guidelines for progress of cases);
- observing and participating in trial matters; and
- observing and participating in hearings regarding orders to show cause and ex parte motions (i.e., basic motions made on 24 hours notice).

Other Externships

Equal Employment Opportunity Commission (EEOC) --- Federal Section

Students externing for the EEOC will participate in the enforcement of federal laws that prohibit discrimination or harassment in employment by federal agencies on the basis of race, sex, age, national origin, religion, disability, or in reprisal for the employees having asserted rights protected by the laws against such discrimination. Geographic coverage is for all federal agencies in Southern California and the state of Nevada.

Department of Justice Executive Office for Immigration Review, Immigration Court

Students also have the opportunity to work for other, more specialized courts like Immigration Court (see also the Department of Justice, Executive Office for Immigration Review, Immigration Court folder in the resource room file drawer in the Career Services Office). In addition to working closely with the judge and his/her clerks, externs to this administrative court learn about immigration law by observing court appearances by attorneys from the U.S. Citizenship and Immigration Services and private practice.

How do I select judges to whom to send my application?

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Review the Pre-Approved Judges/Justices list in Section 4 and Sources of Information in Section 5. The ultimate goal of the process of selecting judges is to create a list of judges for whom you would work if given an offer. The list should be organized in order of preference, with the most desirable externships applied for first, followed by some "fall-back" positions.

By submitting your applications in "rounds," you can enhance your chances of receiving an offer from a preferred judge before being contacted by other chambers. However, the longer you wait to apply to a particular judge, the more you risk losing that opportunity.

Creating the list only comes with good research. A complete list of sources of information regarding judges and justices can be found in Section 5. Evaluations authored by former Law School externs are organized by the judges' names in files in the Pre-Approved Externship file cabinet drawers located in the Career Services Office.

In addition to these resources, you are strongly encouraged to review your list with anyone who has some knowledge of the judges you have preliminarily selected. Students who are currently externing or have recently externed are also beneficial resources. A sample of USC Law School students or graduates who are serving or have served as law clerks or externs are listed in section 5.

For a more complete list of graduates who have clerked, see the Judicial Clerkship handbook.

What if I want to apply to a judge who is not listed in Section 5?

The judges listed in Section 5:

- 1) had USC student externs or clerks in the past or currently;
- 2) have contacted the Law School regarding their willingness to consider student externs; and/or
- 3) are judges that were recently appointed and are likely to consider extern applications.

Please note that the list is not exhaustive of all judges in the Southern California area and is largely limited to Los Angeles and Orange Counties.

Please see Section 5, Sources of Information, to create a comprehensive list of all judges to whom you are interested in applying. **Students who are interested in externships beyond this geographic area or are interested in applying to a local judge who does not appear on the lists in Section 4 must discuss this with Dean Balaban.**

MECHANICS OF THE APPLICATION AND INTERVIEW PROCESSES

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Are there enrollment limits?

Yes. The Clinical Internship/Externship Program has the following enrollment limits:

Fall: 25 students
Spring: 30 students
Summer: 70 students

What are the deadlines to apply?

The Clinical Internship/Externship Program deadlines are as follows:

Fall 2005: August 5, or until the enrollment limit is reached (whichever comes first), but no later than September 2, **provided spaces are still available.**

Spring 2006: November 11, or until the enrollment limit is reached (whichever comes first), but no later than January 20, **provided spaces are still available.**

Summer 2006: April 28, or until the enrollment limit is reached (whichever comes first), but no later than May 19, **provided spaces are still available.**

PLEASE NOTE: You should be applying to the placements for which you would like to work well before the program deadline to secure a position and meet the application deadlines.

It is the student's responsibility to ensure that spaces are still available before turning in an Agreement Form. Since this form must be signed by a supervisor which sometimes causes delays, we recommend checking with the Career Services Office regularly to see if the program is filled.

When do I apply?

Students should not apply for an externship until they are prepared to accept an offer. Unlike offers for employment in the private sphere, a student will not have an opportunity to collect several offers before ultimately selecting one. Students are expected to accept an offer immediately although some judges will allow a short window of time in which to either accept or decline. Should you receive an offer from a chambers of second choice, you may want to request a 24-hour period. During that time, contact the other judges with whom you have interviewed but are still awaiting a decision. These judges may be prompted into an

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early decision if they realize that you may take another offer. Call another judge in this manner only if you prefer that judge and will accept that judge's offer (if made) on the spot.

However, exercise great caution in this venture as the clerks and judges within the same district, circuit, or courthouse, often exchange notes on these matters and thus you run the risk of offending the judge who made the initial offer. Judges have been known to revoke offers before they were accepted. The best attitude to adopt is equanimity -- be prepared to happily accept whichever offer is extended first.

Perhaps just as important and most relevant to summer positions is that judges expect that once the offer is accepted, the student will not subsequently back out and accept a different position. An externship **CANNOT** be used as a placeholder until a paid, or for some reason "better," position becomes available. On the rare occasions that this has happened, judges have been known to contact the student's school to say that they would never again consider a resume from that school. If a student declined an offer he/she has previously accepted or otherwise exhibits poor judgment indication of the same may be placed in the student's permanent file.

Judges set their own hiring practices which may be changed at any time, without notice. Students typically begin applying for an externship in June and July for **Fall** semester, in September and October for **Spring** semester and in December and January for the **Summer**. Generally speaking, federal district court and circuit court judges hire the earliest. The justice who runs the externship program in Los Angeles for the state appellate courts typically does not make selections until the middle or end of the preceding semester.

Other courts may choose to interview early-to-mid-semester. Please be aware that these are only generalizations and that it is not uncommon to secure an externship at the beginning of the same semester the externship will be performed or to contact a chambers on the first day of the second month of the Fall semester and find the judge has already made her summer selections. As a general rule, students should apply early and as soon as they are confident they will accept an offer if given.

What do I include in the application packet to the Judge?

Cover Letter

Your Cover letter should be short and simple. It should indicate your name, law school, year in law school, that you seek an externship for a particular semester, whether you desire a part- or full-time externship or have no preference, and a list of the contents of your application. The only descriptive material that may be necessary is some explanation of your writing sample. Do not spend time trying to make an impression with an interesting cover letter. These letters almost never make a positive impression and sometimes detract from an otherwise fine application. Each letter should be individually addressed. Standardized cover letters are ineffective at best and insulting at worst. (Also see the

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Writing Cover Letters and Other Job Search Related Letters handout available on our web site and in the Information Center in the Career Services Office, Room 110).

As to the mechanics of producing your cover letters, both Word Perfect 8 and Microsoft Word (which is installed in the Law Library) have merge functions that allow the user to merge a typed list of addresses with a standardized body of text. Once the letters are merged, you can access them individually to add specific information. A step-by-step outline on how to mail merge is available in the Law Library and in the Information Center in the Career Services Office, Room 110.

Resume

To the extent possible, your resume should emphasize the strengths in your academic record and your demonstrated research and writing ability. (Please see the *Building a Resume* handout available on our web site and in the Information Center in the Career Services Office, Room 110.)

Writing Sample

Many judges will request a writing sample prior to the interview. It is up to you whether or not to submit a writing sample with the initial application letter. The sample may be your student note, a legal memorandum prepared in the course of your summer employment, or a paper written for a Law School class, such as a Legal Writing memorandum or brief.

(Note: If you send a writing sample produced through employment, be absolutely certain that it neither discloses nor appears to disclose any potentially confidential information. This means that you should ask permission from your employer to use the document. You should delete any identification of particular clients, including names and identifying descriptions. And you should never disclose any information about pending matters that might compromise either the client's interest or the judge's impartiality in a case that could come before her or him.)

Please thoroughly check for typographical, grammatical and spelling errors. Do not solely depend on computer spelling/grammar checks.

Record of Academic Performance (RAP)

Judges generally do not expect you to send your RAP in your application. Some never request one even in advance of the interview; thus, it is not necessary to submit one unless/until asked by a judge to do so.

During which semester should I extern?

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For many students, it makes the most sense to extern during your third year. Judges and clerks are more inclined to delegate greater responsibility and more fully integrate you into the chambers if you have taken more law classes and have worked at a law job during a summer. It is generally unwise to extern first semester, second year -- this is likely to be your busiest semester particularly if you are participating in on-campus interviews, working on a journal or moot court, have first year advisees, etc.

How should I prepare for the interview?

The truly prepared interviewee is the one who has done his or her homework. "Homework" means (preferably all of) the following:

- Review all the information in the judicial profiles listed in Section 5 and any student evaluations of the judge in the extern files;
- Do a LexisNexis search for the judge's name to learn whether she has presided over a high-profile case, where she has spoken and the topic she addressed or anything else on which the newspapers might have reported;
- For Federal Judges, search the LexisNexis "Career;jclerk" database for your judge; a LexisNexis or Westlaw search of legal periodicals to learn whether your judge has published anything (if a judge takes the time to write an article she likely cares about the topic a great deal);
- A LexisNexis or Westlaw search of published opinions;
- Talk to people in the Law School, friends, and/or attorneys who might know your judge; become familiar with the role of the court to which you have applied (i.e., if your interview is with a magistrate judge, learn the relationship between magistrates and district court judges); and
- Anticipate questions that may be asked and prepare responses. Please refer to Appendix A for sample interview questions.

Not only will this preparation make you more confident when you walk into the interview, but you will also undoubtedly have the opportunity to reveal some of the specific knowledge you have acquired. Remember: the primary responsibility of externs is to perform research -- this is your opportunity to demonstrate that you take initiative and know how to do research.

What can I expect during the interview?

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The interview itself usually includes an initial interview with the judge's current clerks followed by a meeting with the judge. The judge's clerks play a key role in the selection process -- sometimes they make the ultimate decision -- and should be approached seriously and professionally. Other staff members and secretaries also have some control over hiring decisions and should always be treated with respect.

Be prepared to discuss a substantive legal issue of interest in case you are asked about law school.

It is impossible to predict what the judge and/or clerk will want to talk about or what kind of questions she will ask. Inevitably, some may want to talk about your law school experience, the issues presented in your writing sample, why you went to law school, your career goals, or something that struck her interest on your resume. Often during the interview, the judge and clerks are not simply attempting to evaluate whether you can perform the work -- they also hope to learn whether they would enjoy working closely with you. To that end, you should simply be relaxed and congenial.

Be prepared with some questions of your own. For example, because active status Ninth Circuit judges only sit 5 days within each 9 month period, ask when during the semester she will have calendar and what city it is in; a senior status District Court judge might be asked whether she has limited her caseload by type, i.e., only civil and not criminal. You should feel free to ask any judge about expectations concerning hours and days.

The interview should be acknowledged immediately with a thank-you letter.

What do I do after I accept a position?

Once you have accepted an offer, you should contact all chambers and other employers that are still considering your application and withdraw your name from consideration.

Next, complete the application contained in this booklet (or available on our website) and submit to the CSO.

You **MUST** complete and submit the externship application by the priority deadline, or as soon thereafter as possible if spaces in the program are still available, but no later than the day before the last day to drop and add classes for fall or spring, and two weeks before your start date for the summer. This time is necessary for the staff to approve and process a confirmation packet to be sent to placement supervisors.

Please Note: under no circumstances can you begin working at your placement for academic credit until a completed application has been received and approved by Dean Balaban.

MECHANICS OF THE APPLICATION AND INTERVIEW PROCESSES

3.0

Hours worked prior to the approval date of the application will **not** be counted toward receipt of academic credit.

**INTERN/EXTERN PROGRAM POLICIES
AND PROCEDURES**

Internships (student placements in a pre-approved public interest or government office) and externships (student placements with a judge or justice) provide a variety of opportunities for students to have direct experience with clients and legal problems in attorney-supervised settings as part of their second- and third- year curriculum.

In order to achieve these objectives and satisfy academic program requirements, the Law School has implemented the following policies and procedures for students and supervisors participating in our program. In order to receive full academic credit, students are required to strictly adhere to the procedures outlined below which conform with the American Bar Association, American Association of Law Schools, and Greater Los Angeles Consortium on Externships (GLACE).

POLICIES AND PROCEDURES

4.0

STUDENT'S RESPONSIBILITIES

1. Each student must complete the required 56 hours per unit by the end of the semester.
2. Students must submit a bi-weekly, 2- to 5- page typewritten or word processed progress report. This is now available in a downloadable electronic format. Please see Section 7, below, for details.
3. The student cannot receive compensation for an internship or externship other than reimbursements for incidental expenses, such as parking or photocopying.
4. Students are responsible for retaining photocopies of all materials submitted to Dean Balaban.
5. Students must author a written evaluation of their experience at the placement due at the end of the semester/summer, along with submission of the final progress report. The Final Evaluation should be 2-5 pages long and include the following information:
 - The kind of work performed;
 - The amount and quality of supervision;
 - What was learned;
 - Whether and how often you were able to attend hearings, trials, and other proceedings;
 - Whether the placement is recommended to other students;
 - The amount of contact with the judge/justice; and
 - A brief description of the office space (including whether you had access to a computer, desk, phone, library, online research tools, etc).

These evaluations will be kept on file in the Career Services Office, Room 110, for student review.

6. As this is an academic program which is closely monitored by the American Bar Association (ABA), it is essential for you to adhere to the guidelines in order to receive appropriate credit and to maintain this valuable program at the law school.

PROGRESS REPORTS

1. CONTENT

- a. You must include the date, time, and total hours worked. If you choose not to use the electronic spreadsheet available on our website, *please* double check your calculations when totaling your hours.
- b. You must include a description with substantive information regarding the legal work performed (e.g., types of cases and issues presented, types of documents produced, other work performed). Entries should reflect, in some detail, the nature of the issues researched, the subject of written assignments, the nature of client contact (if applicable to the placement), meetings with supervisors, and other activities related to the work done in the office.
- c. The entries must be organized on a daily basis. Non-law related activities, lunch hours, and breaks cannot be counted as internship/externship hours for purposes of meeting the 56-hour per unit requirement. Similarly, school, national or court holidays do not relieve students of the obligation to perform 56 hours of work per unit.
- d. Progress reports must be signed by the supervisor and turned in to room 110, or via fax at (213) 740-4038 on or before the stated deadline (see section regarding deadline dates).

2. FORMATTING

- a. Please find a blank progress report and sample completed progress reports on pages 52-58. If you prefer to create your own forms, please make sure you provide **ALL THE SAME INFORMATION IN THE SAME FORMAT AS THE SAMPLE.**
- b. **At the top of each progress report, be sure to include the appropriate time period, the judge's name, clerk's name, name of court and the due date for the hours/days you are reporting.**
- c. Days of work listed on a progress report should **always fall within the particular time period being reported.** For example, work done on September 18 falls within the September 5 - September 16 time period and should be reported on the progress report due September 21.

POLICIES AND PROCEDURES

4.0

- d. If you work on a weekend, please record those hours on the progress report for the relevant time period. For example, work done on Saturday, September 11 falls within the September 5 - September 16 time period and should be reported on the progress report due September 21.

3. DOCUMENTING HOURS

- a. **Non-law related activities, lunch hours and breaks cannot be counted as internship/externship hours** for purposes of meeting the 56 hours per unit requirement.
- b. Please **round off hours worked to the nearest quarter hour** (e.g., 7.25 hours is seven hours and fifteen minutes of work). Do not use fractions to denote time (e.g., 7 1/4 hours should be 7.25).
- c. Progress reports must be signed by the supervising attorney or judge. In the **rare** case that the judge or law clerk or supervising attorney is completely unavailable to sign your progress report in order for you to meet the relevant deadline, please send it in WITHOUT the signature with a note on the signature line saying: "[supervisor's name] unavailable to sign--signed copy will follow by _____ (date)." The signed copy must be received no later than the Friday following the date for which that progress report was due. Again, this should be for extraordinary circumstances such as vacation or illness.

4. SUBMISSION PROCESS

- a. Progress reports should be turned in to room 110. You may also submit them by fax to (213) 740-4038. If you choose to submit by fax, it is **your responsibility** to make sure the progress report successfully arrives in our office.
- b. Please be aware that timely submission of the progress reports throughout the semester is mandatory and a prerequisite to your receiving academic credit. **If you do not submit your progress reports in a timely manner, we may be required to reduce the number of hours of academic credit you receive.** If there is a problem regarding your ability to comply with this requirement, please contact Dean Balaban as soon as possible.

If you have questions about any of the above, please do not hesitate to contact Malissa Barnwell at (213) 740-7397.

PROGRESS REPORT DUE DATES

FALL 2005

The due dates for all Fall 2005 Intern/Extern Progress Reports are as follows:

TIME PERIOD

Start date - September 2
September 5 - September 16
September 19 - September 30
October 3 - October 14
October 17 - October 28
October 31 - November 11
November 14- completion of hours

DUE DATES

September 7
September 21
October 5
October 19
November 2
November 16
December 2

Final Progress Report and Site Evaluation for fall 2005 Internships/Externships are due no later than **Friday, December 2, 2005.**

SPRING 2006

The due dates for all Spring 2006 Intern/Extern Progress Reports are as follows:

TIME PERIOD

Start date - January 20
January 23 - February 3
February 6 - February 17
February 20 - March 3
March 6 - March 17
March 20 - March 31
April 3 - completion of hours

DUE DATES

January 25
February 8
February 22
March 8
March 22
April 5
April 21

Final Progress Report and Site Evaluation for Spring 2006 Internships/Externships are due no later than **Friday, April 21, 2006.**

POLICIES AND PROCEDURES

4.0

SUMMER 2006

The due dates for all Summer 2006 Intern/Extern Progress Reports are as follows:

TIME PERIOD

Start date - May 26
May 29 - June 9
June 12 - June 23
June 26 - July 7
July 10 - July 21
July 24 - August 4
August 7 - completion of hours

DUE DATES

May 31
June 14
June 28
July 12
July 26
August 9
August 18

Final Progress Report and Site Evaluation for Summer 2006 Internships/Externships are due no later than **Friday, August 18, 2006**.

SUPERVISING JUDGE'S/CLERK'S RESPONSIBILITIES

1. Each placement shall designate one attorney/clerk as the supervisor of the student intern/extern. This attorney/clerk is responsible for the overall supervision of the student's experience and must be available to the student and the Law School for consultation about the placement. This does not, however, preclude a student from working for other clerks in the office. The supervising attorney must sign the student's progress reports prior to submission.
2. The supervising attorney should strive to provide the student with as many different kinds of experiences and responsibilities as the placement will allow. Ideally, students will have the opportunity to have direct client contact, observe or perform courtroom-type experiences, research, write, etc. Non-law related activities, lunch hours, and breaks cannot be counted as internship/externship hours for purposes of meeting the 56 hour per unit requirement.
3. All supervisors will be asked to prepare an evaluation of the student's work. Students cannot receive course credit until the evaluation has been received. A letter soliciting the evaluation will be sent at the end of the semester.
4. The supervisor must also agree to comply with the Greater Los Angeles Consortium on Externships' (GLACE) Guidelines for Supervising Judges and Attorneys.

If you feel the placement is not complying with the above responsibilities, please contact Dean Balaban as soon as possible.

CONFIDENTIALITY

It is extremely important to emphasize that **you must keep strictly confidential all information about cases.** This includes written and oral communications between you and your judge and/or supervising attorney/clerk. Confidentiality violations are a serious breach of ethics and could have significant ramifications for your entry into the profession. With regard to progress reports, please be conscientious of providing detailed substantive information regarding the legal work performed **without** revealing case or party names (see progress report samples beginning on page 11).

If you have any questions about what may or may not be considered confidential, please do not hesitate to contact Dean Balaban or discuss the matter with your supervisor.

GLACE

GREATER LOS ANGELES CONSORTIUM ON EXTERNSHIPS

Participating Schools:

Loyola Law School
Pepperdine University School of Law
Southwestern University School of Law
UCLA School of Law
USC Law School
Whittier Law School

JOINT STANDARDS FOR SUPERVISION OF JUDICIAL EXTERNSHIP STUDENTS

Introduction

In 1993, six Los Angeles ABA accredited law schools formed the Greater Los Angeles Consortium on Externships (GLACE). The purpose of the organization is to develop joint standards for the supervision of externship students, including the supervision of judicial externs. Participating schools are Loyola Law School, Pepperdine University School of Law, Southwestern University School of Law, UCLA School of Law, the USC Law Center and Whittier Law School.

The American Bar Association standard 305 relating to law school field placement programs has been interpreted to require that any law school permitting students to participate in activities or studies away from the law school develop and publish a statement defining the educational objectives of externship programs. While each individual participating law school has developed specific objectives, GLACE has prepared this handbook of joint educational objectives and supervision standards for the assistance of all supervising judges and students who participate in judicial externships. The GLACE-endorsed educational objectives of judicial externships are:

1. To encourage the further development of student research, writing and drafting skills through work on legal documents, such as legal memoranda, bench memoranda, opinion drafting, and motion evaluation;
2. To expose students to the judicial decision-making process through participation in the various activities of judicial chambers, such as case evaluation, legal research, evaluation of attorney performance, oral advocacy, and case conferences;
3. To develop students' oral advocacy skills through observation of court, discovery and administrative proceedings, and through making informal presentations to the judge in matters upon which the student has worked;
4. To give students practical legal experience and to enhance their understanding of the application of the principles learned in law school to the resolution of legal problems through the judicial process;

5. To give students the opportunity to participate in, and reflect upon, the work of legal institutions;
6. To expose students to issues of professional responsibility within the context of legal practice;
7. To encourage students to explore and consider different roles for lawyers and to expose them to the range of career opportunities available in the law;
8. To permit students to gain practical experience in specialized areas of the law through experience that will supplement their course work within the law school; and
9. To instill fundamental values of the legal profession, including the provision of competent representation, the promotion of justice, fairness and morality, and the commitment to an on-going process of professional self-development and growth.

THE ROLE OF THE SUPERVISING JUDGE IN ACHIEVING EXTERNSHIP OBJECTIVES

In any externship program, the ability of the student to achieve the goals stated above depends in large measure on the quality of the student's daily relationship with his or her supervising judge, and the supervisory methods employed by the judge. The success of judicial externship programs depends on the willingness and ability of the supervising judges to serve as available role models and teachers.

An essential element of effective supervision is a reasonable supervisor-to-student ratio. In judicial chambers, GLACE recommends that judges always perform primary supervision of externs, including work assignments, supervision of work in progress and critiques of student work. Day-to-day details regarding student workflow or time management may be delegated to law clerks. In judicial chambers, GLACE recommends that clerks with less than two years' experience limit indirect supervision to no more than the equivalent of three law students per chambers' in any semester or summer session, with direct supervision of externs performed by the chambers judge. Under ABA standards effective in July 1993, a full-time faculty member of the placement school is required to document a site visit to the chambers of all full-time judicial externs. A review of student supervision standards is an essential component of the site visit. Additionally, all regular full-time judicial externship placement sites must be evaluated in writing by a full-time faculty member every three years and a review of student supervision standards is again an essential component of the evaluation.

GUIDELINES FOR JUDICIAL EXTERNSHIP SUPERVISION

POLICIES AND PROCEDURES

4.0

GLACE recognizes that by including the judicial externship program in the law school curriculum, we rely heavily on judges to assume responsibility for the legal education of law student externs. GLACE has developed and endorsed the following guidelines to help assure the educational value of the externship and to allow the law school to monitor and evaluate the student's progress during the semester:

1. The extern should be provided with an orientation to the court's work and the extern's role in it;
2. The extern should be assigned a progression of challenging, varied, and increasingly complex legal projects associated with on-going work in chambers. Routine and repetitive work should be avoided as much as possible. In most respects, the work assigned to the extern should be the same as that given a law clerk, making due allowance for the extern's relative inexperience at the beginning of the semester;
3. The externs should be encouraged to observe court proceedings including, as appropriate, trials, motion practice, settlement conferences, and appellate arguments, particularly when the extern has worked on a matter before the court;
4. Externs should be provided with detailed critiques of their written work. Rewrites should be encouraged to assure a high standard of final product. Some GLACE schools require that copies of a student's written work product be provided to a faculty supervisor for review during or at the end of the externship. It is the responsibility of the extern to comply with all chambers' confidentiality concerns;
5. The extern should work directly with the judge in matters such as supervision of work in progress and critique of work product. Such regular direct contact with the judge provides the extern with the unique insights into the judicial process that make a judicial externship a valuable educational experience;
6. To the extent that the extern receives additional supervision by a law clerk or research attorney, the extern should be assigned, if practicable, to the most experienced law clerk or research attorney; and
7. GLACE law schools require regular written reports of the extern's activities and work hours.

INDIVIDUAL SCHOOL AND STUDENT RESPONSIBILITIES

In addition to this introduction to effective externship supervision, each GLACE law school has individual policies and procedures applicable to students. The GLACE school placing your extern has attached a copy of specific policies and requirements necessary for completion of the judicial externship at the GLACE placement law school.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Loyola, Southwestern, UCLA, USC and Whittier law schools are committed to a policy against discrimination in employment based on color, race, religion, sex, national origin, age, marital status, sexual orientation, disabilities and military status.

POLICIES AND PROCEDURES

4.0

**USC LAW SCHOOL
INTERNSHIP/EXTERNSHIP PROGRAM
LAW STUDENT EVALUATION**

Semester _____ 20 _____

Date _____

STUDENT:

OFFICE/COURT:

In each category below, please provide detailed evaluation/substantive comment on the student's ability and performance.

1. **QUALITY OF WORK:**

(Understanding of legal concepts, thoroughness and accuracy of research, understanding of court procedures, ability to communicate legal concepts)

2. **QUANTITY OF WORK:**

(Amount of work performed, pace at which work was performed, willingness to take an extra task)

3. **WORK HABITS:**

(Reliability, attendance, follows instruction, completion of work on schedule, organization of work)

4. **ATTITUDE:**

(Initiative, responsiveness to supervisor, cooperation with other personnel)

POLICIES AND PROCEDURES

4.0

**USC LAW SCHOOL
INTERNSHIP/EXTERNSHIP PROGRAM
LAW STUDENT EVALUATION**

Semester _____ 20 _____

Date _____

5. **SUGGESTED AREAS OF IMPROVEMENT:**

6. **GENERAL COMMENTS:**

DATE: _____

SIGNATURE OF JUDGE OR SUPERVISOR

PRINT OR TYPE NAME

TITLE

This evaluation will be released to the student. If you would prefer it not be released, please contact Dean Melissa Balaban at (213) 740-7397.

Please return this form to:

**Melissa Balaban
Assistant Dean
Internship/Externship Programs
The Law School, Room 110
University of Southern California
Los Angeles, CA 90089-0071
FAX: (213) 740-4038**

ALPHABETICAL LIST OF PRE-APPROVED JUDGES/JUSTICES

5.0

Explanation and Notes

The judges listed in this either have or had Law School student externs or clerks in the recent past or have contacted the Law School regarding their willingness to consider student externs and/or are judges who were recently appointed and are likely to consider extern applications.

This list is **not** exhaustive of all judges in the Los Angeles area and is largely limited to Los Angeles and Orange County. Please see Section 5, Sources of Information, if you wish to create a more comprehensive list of judges to whom you are interested in applying.

The judges' names and phone numbers are preceded by the proper address of the court and salutation to the judge. However, please be aware that the Federal judges may have a particular suite number or P.O. Box number in addition to the standard court address. Students are advised to call the judge's contact phone number to verify the complete mailing address of a judge prior to sending correspondence via mail.

PLEASE NOTE: Students who are interested in externships beyond this geographic area or are interested in applying to a local judge who does not appear on the lists in Section 5.0 should first discuss it with Dean Melissa Balaban.

Please see the Internship and Externship Files in Room 110 for past student evaluations.

ALPHABETICAL LIST OF PRE-APPROVED JUDGES/JUSTICES

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<u>NAME OF JUDGE</u>	<u>COURT</u>	
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Johnson	Earl	CA Court of Appeals.....	43
Jury	Meredith	U.S. Bankruptcy Court.....	41
Keller.....	William D.	U.S. District Court.....	38
King	George H.	U.S. District Court.....	39
Larson.....	Stephen	U.S. District Court.....	39
Lax	Kathleen T.	U.S. Bankruptcy Court.....	41
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Mund.....	Geraldine	U.S. Bankruptcy Court.....	41
Naugle	David	U.S. Bankruptcy Court.....	41
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Riblet.....	Robin	U.S. Bankruptcy Court.....	41
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Russell	Barry	U.S. Bankruptcy Court.....	40
Ryan	John E.	U.S. Bankruptcy Court.....	41
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ALPHABETICAL LIST OF PRE-APPROVED JUDGES/JUSTICES

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Stotler	Alice Marie	U.S. District Court.....	39
Takasugi	Robert M.	U.S. District Court.....	38
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Taylor.....	Gary L.	U.S. District Court.....	39
Tevrizian, Jr.	Dickran M.	U.S. District Court.....	39
Turchin.....	Carolyn	U.S. Magistrate Judge.....	42
Walsh.....	Patrick J.	U.S. Magistrate Judge.....	42
Wardlaw	Kim M.	U.S. Ninth Circuit Court of Appeals.....	35
Wilson	Stephen V.	U.S. District Court.....	37
Woehrle	Carla M.	U.S. Magistrate Judge.....	42
Zarefsky	Ralph	U.S. Magistrate Judge.....	42
Zurzolo*	Vincent P.	U.S. Bankruptcy Court.....	40

*Vincent P. Zurzolo is not accepting applications for Spring 2006.

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

FEDERAL JUDGES			
NINTH CIRCUIT COURT OF APPEALS			
Proper Address and Salutation:			
The Honorable [full name of judge] United States Court of Appeals for the Ninth Circuit See below for street address, city, state and zip Dear Judge: [last name only]			
<i>Los Angeles:</i>	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
[Courthouse if listed] U.S. Court of Appeals 312 N. Spring Street Los Angeles, CA 90012	Stephen Reinhardt 1747 U.S. Courthouse	213.894.3639 Fax 213.894.0060	<ul style="list-style-type: none"> • Anne Hwang, Summer '00 • LeAnna Gutierrez, Fall '00 • Rebecca Lefler, Spring '02 • Marcus Spiegel , Summer '03 • David German, Fall '03 • Sharla Manley, Spring '04 • Daniel Seltzer, Spring '04 • Devon Myers, Fall '04
	Senior Judge		
	Arthur Alarcon (USC Law Graduate) 1607 U.S. Courthouse	213.894.2693	<ul style="list-style-type: none"> • Tony Lu, Spring '02 • Jennifer Sloan, Summer '02 • William Dentino, Summer '04
<i>Pasadena:</i>	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
U.S. Court of Appeals Bldg. 125 S. Grand Avenue [Suite or Room if listed] [P.O. Box if listed] Pasadena, CA 91109	Harold Marenus, Chief Deputy Clerk	626.229.7232	<ul style="list-style-type: none"> • Meeta Dama, Summer '04
	A. Wallace Tashima P.O. Box 9150	626.583.7374	<ul style="list-style-type: none"> • USC grad David Lincicum, '02-'03 clerk
	Kim M. Wardlaw (Judge Wardlaw seeks full-time externs only)	626.583.6717	<ul style="list-style-type: none"> • USC grad Ryan Hedges '01-02 clerk • Ignacio Garcia, Spring '02 • Keith Anthony, Spring '03 • Lynn DiPaola, Spring '03 • Enrique Monagas, Summer '03 • Antoinette Tabibi, Summer '03 • Mark Weaver, Spring '04 • Jacob Dy-Johnson, Sum '04 • Joel Farar, Summer '04 • Colin MacMillan, Summer '05
	Senior Judges		

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

Pasadena: U.S. Court of Appeals Bldg. 125 S. Grand Avenue [Suite or Room if listed] [P.O. Box if listed] Pasadena, CA 91109	Ferdinand F. Fernandez USC Law Graduate Suite 302 P.O. Box 9150	818.583.7121 626.229.7250 fax: 818.583.7142	<ul style="list-style-type: none"> • USC graduate, Terri Lilley '02 -'03 clerk
	Alfred T. Goodwin Room 506 P.O. Box 9150	626.229.7100 626.229.7250 fax 626.229.7453	
	Cynthia Holcomb Hall Suite 603 ZIP code: 91105	626.229.7300	<ul style="list-style-type: none"> • USC graduate, Rex Glensy, '99-'00 clerk
Woodland Hills: 21800 Oxnard Street Suite 1140 Woodland Hills, CA 91367	Harry Pregerson	818.710.7791 Fax 818.710.7816	<ul style="list-style-type: none"> • Zehra Vahanvaty, Spring '00 • Gargi Dave, Summer '04

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

FEDERAL JUDGES				
DISTRICT COURT				
Proper Address and Salutation:				
The Honorable [full name of judge] United States District Court Central District of California See below for street address, city, state and zip Dear Judge: [last name only]				
<i>Los Angeles:</i>	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs	
U.S. Courthouse [Court if listed] [Room if listed] 312 N. Spring Street Los Angeles, CA 90012	Gary A. Feess	213.894.3480	<ul style="list-style-type: none"> • Yu-Chun Wang, Summer '01 • Aron Rofer, Spring '05 	
	Terry J. Hatter, Jr. Room 17	213.894.5276 213.894.3535	<ul style="list-style-type: none"> • Alexandra Susman, Summer '02 	
	Ronald S.W. Lew Room 21	213.894.3508	<ul style="list-style-type: none"> • Robert Franklin, Summer '00 • Nathaniel Lacktman, Summer '02 • Todd Scherwin, Summer '03 • Ivy Tseng, Summer '03 • Aaron Aftergood, Spring '04 • Lauren Eber, Summer '04 • Dawn Kennedy, Summer '05 	
	Nora M. Manella (USC Law Graduate)	213.894.0200	<ul style="list-style-type: none"> • Oliver Theard, Spring '01 • Kelly Feary, Summer '04 • Michael Lee, Summer '04 • Craig Levine, Spring '05 • Adam Ravitch, Summer '05 • Diana Roman, Summer '05 	
	A. Howard Matz	213.894.5283	<ul style="list-style-type: none"> • USC grad Joseph Ybarra, '01-'02 clerk • Eric Bernhardt, Spring '01 • Lori Chang, Summer '01 • Kimberly Encinas, Summer '03 	
	Dean D. Pregerson	213.894.3913	<ul style="list-style-type: none"> • David Shraga, Spring '02 • Mark Kachner, Spring '03 • Raymond LaManga, Summer '04 • Marisol Perea, Summer '04 	
	Christina A. Snyder	213.894.3433	<ul style="list-style-type: none"> • Michael Schwimer, Summer '05 	
	Stephen V. Wilson Courtroom 6 Room 217	213.894.4327	<ul style="list-style-type: none"> • Daniela Stolman, Summer '04 • Bryan Smith, Spring '05 	
	Chief Judge			
	Consuelo B. Marshall Room 2	213.894.6314	<ul style="list-style-type: none"> • Cynthia Hernandez, Spring '00 • Jason Taketa, Summer '00 • Scott Shaw, Spring '01 • David Ayvazian Spring '05 	

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

Senior Judges			
Los Angeles: U.S. Courthouse [Court if listed] [Room if listed] 312 N. Spring Street Los Angeles, CA 90012	William Matthew Byrne, Jr. Room 9	213.894.3537 213.894.3535 Fax	<ul style="list-style-type: none"> • Natasha Bellroth, Summer '00 • Shanaira Udhwadia, Summer '02
	William D. Keller Room 1600	213.894.0924	
	J. Spencer Letts Room 4	213.894.2600	
	Edward Rafeedie (USC Law School Grad) Room 1	213.894.6927	<ul style="list-style-type: none"> • USC grad Ian Jablon, '99-'00 clerk • USC grad Monika Wiener, '01-'02 clerk • USC grad Kathy Forster, '01-'02 clerk • Andrea Garcia, 'Spring '02 • Daniel Guggenheim, Summer '02 • Nikolaus Peterson, Spring '04 • Lauren Goldberg, Summer '04 • Jesse Leff, Summer '04
	William J. Rea Courtroom 10	213.894.0466	<ul style="list-style-type: none"> • JoAnne Sweeny, Summer '00 • Lindsay Terris Feldman, Summer '01 • Leslie Cowan, Summer '04
	Robert M. Takasugi (USC Law School Grad) Room 520 <i>*Please note: Judge Takusugi only accepts applications from 2L and 3L law students</i>	213.894.5858 213.894.3924 Fax	<ul style="list-style-type: none"> • Hiroki Sayam, Spring '01 • Shehnaz Bhujwala, Summer '01 • Kasie Lee, Fall '02 • Winston Lin, Summer '04 • Janae Torrez, Fall '04 • William T. Uyesugi, Fall '04
NAME OF JUDGE Phone Number Recent Law Clerks/Externs			
Los Angeles: Roybal Federal Building 255 E. Temple Street [Room if listed] Los Angeles, CA 90012	Lourdes G. Baird	213.894.1478	<ul style="list-style-type: none"> • Carolyn Ko, Summer '00 • Julian Forman, Fall '00 • Christina Lee, Fall '00 • Phillip Kraft, Summer '01 • Shirah Dedman, Fall '01 • Matthew Wickersham Summer '03 • Edward Hsieh, Spring '04
	Audrey B. Collins Room 670	213.894.3579	<ul style="list-style-type: none"> • USC grad Jorge DeNeve, '99-'00 clerk • Casey Bonaguidi, Summer '00 • Michelle Feinstein, Summer '00 • Mark Anderson, Summer '01 • Christina Yang, Summer '02 • Valyncia Saunders, Spring '03 • Elena Min, Fall '03 • Mary Beth Maloney, Summer '05
	Florence Marie Cooper Room 760	213.894.2147 213.894.3535	<ul style="list-style-type: none"> • Sheryl Holtzman, Summer '01 • Amber Grayhorse, Spring '03
	Dale S. Fischer	213.894.7115 213.894.5676 Fax	<ul style="list-style-type: none"> • Emily Abbott, Fall '04 • Christine I. Kawasaki, Fall '04

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

	George H. King (USC Law Graduate)	213.894.6907	<ul style="list-style-type: none"> • USC grad Paul Davis, '98-'99 clerk • USC grad Emily Yukich, '99-'00 clerk • USC grad Sean Commons '01-'02 clerk • USC grad Carol Silberberg, '01-'02 clerk • James Wald, Summer '01 • David Swift, Spring '03 • Sam Yebri, Summer '04 • Eric Jokinen, Summer '05
	Margaret M. Morrow	213.894.7857	<ul style="list-style-type: none"> • Marianne El Sonbaty, Summer '00 • Jessica Kaplan, Summer '00 • Daniel Lee, Spring '04
	Dickran M. Tevrizian, Jr. (USC Law Grad) Courtroom 880	213.894.4047	<ul style="list-style-type: none"> • USC grad Michael Amerian, '99-'00 clerk • Mark Poochigian, Fall '01 • Brad Grabske, Fall '02 • Liana Seriobian, Spring '03 • John Paul Youssef, Summer '03 • Marc Rabinovitz, Spring '04 • Devon Courtney Spring '05
	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
Santa Ana: Ronald Reagan Federal Building & U.S. Courthouse 411 West Fourth Street [Suite if listed] Santa Ana, CA, 92701	David O. Carter Suite 9-160	714.338.4543	<ul style="list-style-type: none"> • Ashleigh Aiken, Summer '00
	Alice Marie Stotler (USC Law Grad)	714.338.4730	<ul style="list-style-type: none"> • USC grad Matthew Ferguson, '02-'03 clerk • Daniel Ahn, Summer '02
	Gary L. Taylor	714.338.4757	<ul style="list-style-type: none"> • Jenny Kleinberg, Summer '01 • Teresa Kuo, Spring '04
	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
Riverside: 3470 Twelfth Street Riverside, CA 92501	Virginia Phillips	909.328.4461	
	Stephen Larson		<ul style="list-style-type: none"> • Rueben Escalante, Fall '04 • Carlton Morse, Summer '05

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

FEDERAL JUDGES			
U.S. BANKRUPTCY COURT			
Proper Address and Salutation:			
The Honorable [full name of judge] United States Bankruptcy Court Central District of California See below for street address, city, state and zip Dear Judge: [last name only]			
Los Angeles:	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
Roybal Federal Building [Court or Suite if listed] 255 East Temple Street Los Angeles, CA 90012	Alan M. Ahart Courtroom 1375	213.894.3745 213.894.3118	<ul style="list-style-type: none"> • Stacey Lee, Summer '01 • Eric Cheung, Summer '02 • Nelson Wong, Summer '02 • Andrew Tam, Summer '03
	Samuel L. Bufford Courtroom 1575	213.894.0992 213.894.6407	<ul style="list-style-type: none"> • Lee-Ann Chae, Summer '02 • Shirley Scheker, Fall '04 • Gloria Chang, Summer '05
	Ellen Carroll	213.894.4034	<ul style="list-style-type: none"> • Dale Collingwood • Neal Salisian, Summer '03
	Thomas B. Donovan	213.894.3746	<ul style="list-style-type: none"> • Sarah Houshiar, Summer '02 • Alison Fleischer, Spring '03
	Kathleen P. March Courtroom 1468	213.894.3724	<ul style="list-style-type: none"> • USC grad John Tedford, '99-'00 clerk • Tenlay Naliboff, Summer '02 • John Nielsen, Summer '02 • Nina Patel, Summer '02
	Ernest M. Robles Suite 1560	213.894.1522	<ul style="list-style-type: none"> • Ido Dotan, Summer '02 • Ezri Vargas, Summer '02 • Carlos Dominguez, Summer '03 • Brian Harvey, Summer '03 • Jacob Dy-Johnson, Summer '04 • Jennie Tan, Summer '05
	Barry Russell <i>Courtroom 1660</i>	213.894.6091 <i>(performs Bankruptcy Appellate Panel work in addition to regular duties)</i>	<ul style="list-style-type: none"> • Marc Lipson, Spring '03 • Brian Hom, Summer '03
	Erithe Smith Courtroom 1645	213.894.4082	<ul style="list-style-type: none"> • Anthony Jones, Spring '01 • HaYoung Kim, Summer '03
	Vincent P. Zurzolo Courtroom 1365	213.894.3721 <i>(not accepting applications for Spring 2006; likely accepting for Summer and Fall 2006)</i>	<ul style="list-style-type: none"> • David Hengstler

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

Riverside:			
Riverside Division [Courtroom if listed] 3420 Twelfth Street Riverside, CA 92501	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
	Mitchel R. Goldberg	951.774.1026 951.774.1000	
	Thomas Hollenhorst	909.248.0313 909.248.0200	<ul style="list-style-type: none"> • Ruben Escalante, Summer '04
	Meredith Jury	909.774.1045	<ul style="list-style-type: none"> • USC grad Monique Jewett-Brewster, '01-'02 clerk • Chun Hsu, Summer '03
	David Naugle Courtroom 304, 3 rd Floor	909.774.1021	
Santa Barbara:			
Santa Barbara: 1415 State Street Santa Barbara, CA 93101	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
	Robin Riblet	805.884.4860	
Woodland Hills:			
Woodland Hills: 21041 Burbank Blvd. Woodland Hills, CA 91367	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
	Katheleen T. Lax	818.587.2823	<ul style="list-style-type: none"> • Gregory Barchie, Summer '02
	Chief Judge Geraldine Mund	818.587.2840	
Santa Ana:			
Santa Ana: 411 West Fourth Street [Room or P.O.B. if listed] Santa Ana, CA 92701	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
	Robert W. Alberts Room 6135	714.338.5420 714.338.5300	<ul style="list-style-type: none"> • Laura Noroski, Summer '01 • Sheela Shah, Summer '03
	James N. Barr P.O. Box 12600	714.338.5430 714.338.4750	
	John E. Ryan P.O. Box 22026	714.338.5450	<ul style="list-style-type: none"> • Louie Lopez, Spring '00 • Brian Bauer, Summer '03 • J. R. Sechrist, Summer '04

PRE-APPROVED JUDGES/JUSTICES

(Federal Judges)

6.0

FEDERAL JUDGES			
MAGISTRATE JUDGES			
Proper Address and Salutation:			
The Honorable [full name of judge] U.S. Magistrate Judge See below for street address, city, state and zip Dear Judge: [last name only]			
Los Angeles: U.S. Courthouse 312 N. Spring Street Los Angeles, CA 90012	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
	Charles Eick	213.894.5234	
	Jeffrey W. Johnson	213.894.5094 213.894.0401 Fax	
	Jennifer T. Lum	213.894.5154 213.894.513	<ul style="list-style-type: none"> • Herman Enayati, Summer '04 • Audrey Shen, Summer '05
	Patrick J. Walsh	213.894.5722	<ul style="list-style-type: none"> • USC graduate Ryan Williams, '01-'02 clerk • Yulia LaRoe, Spring '03
	Carla M. Woehrle	213.894.6875	<ul style="list-style-type: none"> • John Lawless, Summer '00
	Ralph Zarefsky	213.894.8256	<ul style="list-style-type: none"> • Michael Drake, Summer '00
Los Angeles: U.S. Courthouse 255 E. Temple Street Los Angeles, CA 90012	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
	Stephen J. Hillman	213.894.6487	<ul style="list-style-type: none"> • Angela Lopez, Summer '00 • Elena Villasenor, Summer '02 • Brian Bergman, Summer '03 • Tara Cooper, Summer '03 • Allison Hoover, Summer '03 • Li-Ling Wang, Summer '04 • Veronica Diaz, Summer '05
	Carolyn Turchin <i>(very interested in mature-preferably second career- law students; former deputy chief of training for U.S. Attorney's Office)</i>	213.894.6513	<ul style="list-style-type: none"> • USC graduate Lucas Messenger, '01-'02 clerk
Santa Ana: U.S. Courthouse 411 West Fourth Street Suite 1053 Santa Ana, CA 927101			

PRE-APPROVED JUDGES/JUSTICES

(State Judges)

4.0

	STATE JUDGES	
	CALIFORNIA COURT OF APPEAL	
	Proper Address and Salutation:	
	The Honorable Paul Boland, Director Judicial Externship Program California Court of Appeal 300 South Spring Street, South Tower Los Angeles, CA 90013	
	Dear Justice Boland: [last name only]	

Justice Paul Boland runs the Externship program for the Los Angeles justices, collects resumes, makes selections and assigns students to Justices who have requested assistance. There is typically no interview. Please read the student evaluations of the various justices before applying as you will have little control over who your assigned justice will be applying by this method. However, if you have an interest in applying to a specific justice directly, you may do so as many justices will choose to hire their own externs.

In the Orange County area, students should apply to individual justices.

USC Law Students have recently externed with the following Appellate Justices to whom you can apply directly:

	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
Los Angeles: California Court of Appeal 300 South Spring Street Los Angeles, CA 90013	Justice Judith Ashmann-Gerst	213.830.7323	<ul style="list-style-type: none"> • Erika Stambler, Spring '02 • Jeffrey Chiao, Summer '02
	Justice Paul Boland (USC Law Grad)	213.830.7370 213.830.7000	<ul style="list-style-type: none"> • Miguel Espinoza, Summer '04
	Justice Candace D. Cooper (USC Law Grad) West District, Department C	213.830.7323 213.830.7000	<ul style="list-style-type: none"> • Katherine Agbayani, Spring '00 • Nancy Riley, Summer '02 • Olabisi Martin, Fall '03 • Josh Gordon, Summer '04 • Raymond LaMagna, Summer '04 • Nnanna Ogbu, Spring '05 • An-Yen Hu, Summer '05 • Jordan Raphael, Summer '05
	Justice Walter Croskey (USC Law Grad)	213.830.7483 213.830.7000	
	Justice Daniel Curry	213.830.7440 213.830.7000	<ul style="list-style-type: none"> • Donald Bunnin, Summer '00 • Alexandra Haskell, Summer '02 • Aron Rofer, Summer '03 • Gargi Dave, Summer '04 • Robert Elting, Summer '04 • Stefanie J. Heim, Summer '04
	Justice Norman Epstein	213.830.7438 213.830.7000	<ul style="list-style-type: none"> • Sunhee Kang, Summer '00
	Justice Earl Johnson	213.830.7383	<ul style="list-style-type: none"> • Connie Chang, Summer '01 • Melody Bell, Summer '02 • Chris Johnston, Summer '02 • Jeremiah Kelman, Summer '03

PRE-APPROVED JUDGES/JUSTICES

(State Judges)

4.0

	NAME OF JUDGE	Phone Number	Recent Law Clerks/Externs
	Justice Michael Nott (USC Law Grad)	213.830.7305	<ul style="list-style-type: none">• Courtney Miller, Summer '04
Santa Ana: 4 th District, 925 N. Spurgeon St. Santa Ana, CA 92701 (714) 558-6777	Justice David Sills	714.558.6777	<ul style="list-style-type: none">• Erina Kwon

PRE-APPROVED JUDGES/JUSTICES

(State Judges)

4.0

	STATE JUDGES	
	SUPERIOR COURT	
	Address	
	Nicole Heeseman Supervising Research Attorney Los Angeles County Superior Court 111 N. Hill Street, Room 204A Los Angeles, CA 90012 (213) 974-4624	

As Superior Court has a central application system, you should send your resume and cover letter to the address above.

However, if you are interested in a particular judge, you may apply to him/her directly, as some judges prefer to hire externs themselves. Please refer to each of the Parker Directories or the Directory of California Lawyers Directory of Courts, (both available in the CSO Resource Room) to locate the addresses of individual judges.

Some examples of recent externships in the Superior Court include:

(Please Note: This is not an exhaustive list of Superior Court Judges. It is only representative of judges for whom students have externed.)

	NAME OF JUDGE	Recent Law Clerks/Externs
Los Angeles: Los Angeles County Superior Court 111 N. Hill Street, Room 204A Los Angeles, CA 90012 (213) 974-4624	Joseph A. Brandolino	<ul style="list-style-type: none"> • Nancy Lu, Summer '04
	Lawrence W. Crispo	
	J. Stephen Czuleger	<ul style="list-style-type: none"> • Emerson DuBois, Summer '00
	Maureen Duffy-Lewis	<ul style="list-style-type: none"> • Lindsey Rosso, Summer '04
	Lee Edmon	<ul style="list-style-type: none"> • Brian G. George, Fall '04
	Haley J. Fromholz	
	Ernest Hiroshige	<ul style="list-style-type: none"> • Lesley Cheung, Summer '04
	Susan Isacoff	<ul style="list-style-type: none"> • Marc Bauer, Summer '04
	Marvin Lager	
	Commissioner Michael Levanas	<ul style="list-style-type: none"> • Carolyn Reichardt, Summer '04
	Peter D. Lichtman	
	Thomas McKnew, Jr.	
	Rita J. Miller	<ul style="list-style-type: none"> • David Wilson, Summer '04
	Aurelio N. Monoz	
	Ben A. Nguyen, Staff Attorney	<ul style="list-style-type: none"> • Amber Tull, Summer '04
	John W. Ouderkirk	
John H. Reid		
John Sandoz		

PRE-APPROVED JUDGES/JUSTICES

(State Judges)

4.0

	John Segal		<ul style="list-style-type: none">• Marisa Zweben, Summer '01• Anne Wells, Summer '02• Aundrea Newsome, Summer '03• Amanda Vinson, Summer '04
	Bobbi Tillmon, Commissioner		
	Alexander Williams III		<ul style="list-style-type: none">• Peta-Gay Gordon, Summer '04
	David Workman		
	David P. Yaffe		
	Emilie Elias		<ul style="list-style-type: none">• David Burroughs, Summer '04

PRE-APPROVED JUDGES/JUSTICES

(Other Courts)

4.0

OTHER COURTS			
Equal Employment Opportunity Commission- Federal Section			
		NAME OF JUDGE	Phone Number
		Recent Law Clerks/Externs	
255 E. Temple Street, 4 th Floor Los Angeles, CA 90012		Larry A. Abrams	213.894.1060
		Diane Arkow Gross	213.894.1061
		Christine Siegel	213.894.1073
		Kathleen Mulligan	213.894.5477
			<ul style="list-style-type: none"> • Samara Belgarde • Jon Pennell, Summer '04
OTHER COURTS			
Department of Justice Executive Office for Immigration Review, Immigration Court			
Department of Justice Executive Office for Immigration Review 606 S. Olive Street, 15 th Floor Los Angeles, CA 90014			213.894.2811
			<ul style="list-style-type: none"> • Sanaz Asgharzadeh, Summer '03

SOURCES OF INFORMATION ON JUDGES AND COURTS

THE LIBRARY

If you are interested in learning more about the judges listed in Section 4 or would like to research other externship opportunities, please review the externship files in Room 110.

The following resources are also available:

(All sources listed below can be found behind the Circulation Counter in the Law Library, unless otherwise noted.)

I. SOURCES COVERING FEDERAL AND STATE JUDGES

The American Bench (updated biennially)

Call No.: KF 8700 A19 A5 2002-03

A comprehensive biographical reference guide to the American judiciary. Contains biographical information on over 19,000 judges from all levels of federal and state courts. Addresses and telephone/fax numbers of the judges also are provided. For some judges, full biographical information is not provided. Descriptions of the courts are provided, and an alphabetical name index appears at the beginning of the book.

Want's Federal-State Court Directory (updated annually)

Call No.: KF 8700 A19 W3 2003

Provides the names, addresses and telephone numbers of all federal court judges (including bankruptcy and magistrate judges) and court clerks. Also provides the names of the justices and court clerks of each state's highest court and the addresses and phone numbers of these courts. Includes organizational charts for the federal and state court systems and lists of federal court vacancies and nominations.

Judicial Yellow Book: Who's Who in Federal and State Courts (updated semiannually)

Call No.: KF 8700 A19 J83 2003 Spring

Provides the names, addresses, telephone/fax numbers and biographical information for all federal judges and all state appellate judges. Also includes names and telephone numbers of law clerks and other judicial personnel. For some judges, pictures are provided as well. The "Law School Index" in the back lists the judges by the law schools from which they graduated.

Who's Who in American Law (updated annually)

Call No.: KF190 W6 2002-03

Provides short biographical information on lawyers and professionals in law and law-related areas. Includes some judges.

Lawyer's Almanac (updated annually)

Call No.: KF 297 L38 2003

This source is a compendium of information on the legal profession, judiciary and government agencies. The section on the judiciary lists the location of every federal court and the names of all federal judges and chief justices of state supreme courts. The Almanac sets forth the terms and qualifications of judges on the lower state courts, data on the selection process, and results of an annual judicial salary survey.

The Directory of Minority Judges of the United States, 3d ed.

Call No.: KF 8700 A19 D573 2001

A fairly comprehensive listing of racial and ethnic minority judges in the United States. The directory is divided into four sections (African-American, Asian/Pacific Island, Hispanic and Native American) with a fifth section on tribal court judges. Provides names, addresses and phone/fax numbers.

NAWJ: National Association of Women Judges 2002 Membership Directory

Call No.: KF 8700 A19 N4 2002

Provides names, addresses and telephone numbers of the members of the NAWJ. Includes state and federal judges at all levels. Also contains the NAWJ by-laws and other information about the organization.

II. SOURCES COVERING FEDERAL JUDGES ONLY

Almanac of the Federal Judiciary (looseleaf; updated semiannually)

Call No.: KF 8700 A19 A45 (v.1 and v.2)

A two-volume directory containing extensive biographical information on federal judges. Volume 1 covers the District Courts and Volume 2 covers the Supreme Court and Courts of Appeals. The biographical sketches cover the judges' education, experience, recent decisions and publications and also include comments from attorneys who have practiced before them. With regard to some judges, only their addresses, telephone numbers and fax numbers are provided. Magistrate judges, bankruptcy judges and judges on special courts (e.g., tax and international

trade courts) are included in the District Court volume. This is one of the best sources for biographical information on federal judges.

Federal Judges and Justices (by Iris Wildman; 3 vol. looseleaf–updated monthly)
Call No.: KF 8776 W42

This source lists federal nominations, confirmations, elevations, resignations and retirements and is kept relatively up-to-date.

Bureau of National Affairs, United States Law Week (U.S.L.W.) (looseleaf)
Call No.: KF 49 U5 (current volumes kept behind the Circulation Counter as well as in the Library's looseleaf section)

In addition to summarizing new federal court cases, this looseleaf publication also reports on judicial nominations and confirmations. The "Judicial Nominations" and "Judicial Confirmations" sections can be found at the end of the "New Court Decisions" issues (in the "General Law" volume). U.S.L.W. is also available on Westlaw (BNA-USLW) and LexisNexis (Secondary Legal: BNA: BNA United States Law Week).

III. DIRECTORY OF STATE COURTS

Directory of State Court Clerks & County Courthouses (updated annually)
Call No.: KF 8700 A19 D574 2003

Provides the addresses and telephone numbers of state courts (including trial level courts). Also contains organizational charts for the state court systems and a list of Internet addresses for state court websites.

IV. SOURCES COVERING CALIFORNIA JUDGES ONLY (STATE AND FEDERAL)

California Courts and Judges (updated irregularly)
Call No.: KFC 955 A756 2003

Contains biographical information on all the judges within the state of California. Covers California state courts (including the trial level courts), the District and Bankruptcy Courts in California, the Ninth Circuit Court of Appeals, and the U.S. Supreme Court. Also contains a textual discussion of California government and the California court system. Magistrate and bankruptcy judges, superior court commissioners, as well as many retired and former judges, are included. Addresses and telephone/fax numbers of judges and courts are provided as well.

Judicial Profiles (Daily Journal Corporation) (thirteen volumes; looseleaf)

Call No.: KFC 955 J842

Contains detailed profiles of state and federal court judges in California. Each profile consists of an article about the judge, a biographical sketch, and, for most of the judges, a list of comments on either trial court or appellate court procedure (both from the judge and attorneys who have practiced before him/her). The articles themselves are reprints of articles featured in the *Daily Journal* newspapers. This is one of the best sources for information on California judges, particularly state court judges at the trial level.

California Lawyers (Daily Journal Corporation) (updated semiannually)

Call No.: KF 193 L65 D41

This directory of California lawyers also includes the names, addresses, and telephone numbers of all state and federal judges within the State of California.

Parker Directory of California Attorneys, Vol. II (updated annually)

Call No.: KF 192 C15 P241 2003

Includes a quick reference guide providing the names, addresses and telephone numbers of all state and federal judges within the State of California.

ONLINE SOURCES OF INFORMATION

I. JUDICIAL INFORMATION SOURCES ON LEXIS

LexisNexis has a couple of sources devoted to judges and judicial clerkships. While mainly geared for those seeking judicial clerkships, this directory includes information on externship opportunities as well.

A. NALP State Judicial Clerkship Directory

(From the Legal folder, choose the following links: Reference: Career Development: NALP State Judicial Clerkship Directory)

The NALP State Judicial Clerkship Directory consists of information on selective state clerkship and externship openings and how one goes about applying for these positions. The entries include demographic employment profiles.

B. Judicial Clerkship Directory, 1992-2001

(From the Legal folder, choose the following links: Reference: Career Development: Judicial Clerkship Directory, 1992-2001)

This database archives older federal and state clerkship and externship listings from earlier years, including demographic employment profiles. This database is NOT being updated currently.

Sample search:

To find out which California judges have hired externs in the past:

Address(ca) and externs-hired(summer or school term)

II. JUDICIAL INFORMATION SOURCES ON WESTLAW

Westlaw has databases that can be searched for biographical information on judges.

A. AFJ

The AFJ database is the online version of the *Almanac of the Federal Judiciary* (see above). Coverage is current through 2002. (The database is no longer being updated.) Unlike its print counterpart, it does not include attorneys' comments about the profiled judges.

Sample search in AFJ:

To locate profiles of the California District Court Judges, using the court field:

co(district /5 california)

B. WLD-JUDGE

This database contains profiles of both federal and state judges. A search template is provided to facilitate field searching.

C. MARQUIS

The MARQUIS database is the online equivalent to the *Who's Who in America* directories, which provide biographical information on prominent U.S. citizens, including many judges. MARQUIS is updated annually.

III. INTERNET SOURCES

The Web also contains some useful information about judges.

1. **www.uscourts.gov**

The U.S. Courts website contains links to all of the web sites for each individual federal court.

2. **www.appellate-counsellor.com/profiles.htm**

The Appellate Counsellor website has a section designated as Appellate Counsellor Profiles, which provides links for every judge on the Ninth Circuit Court of Appeals, and all justices/judges on the California Supreme Court and California Courts of Appeal. The profiles give basic biographical information, and some contain links to summaries of decisions authored by the judge.

IV. FINDING JUDICIAL OPINIONS ONLINE

Both LexisNexis and Westlaw can be used to find opinions written by a particular judge. Use the segment (LexisNexis) and field (Westlaw) functions when doing this type of searching. For example, to find opinions by California District Court Judge Audrey Collins:

LexisNexis: Sample Search in "U.S. District Court Cases" Source:
writtenby(audrey /2 collins)

Westlaw: Sample Search in DCT database:
ju(collins) and co(cal)

V. FINDING ARTICLES ONLINE

You also can find articles about judges and their work on the bench on both LexisNexis and Westlaw.

A. LexisNexis

You can search most LexisNexis news sources at once by choosing the **News Group File, All** Source in the **News and Business** folder. If you want to limit your search to the *legal* newspapers available on LexisNexis, choose the **Legal News Publications** Source instead.

Take advantage of the **atleast** feature when searching for news articles on

LexisNexis. This feature allows you to specify how many times your term(s) must appear in the articles (e.g., **judge /2 audrey /2 collins and atleast4(collins)**). Other techniques you can use to exclude articles that make only brief mention of your judge include limiting your search to the **person** or **headline** segment (e.g., **person(audrey pre/2 collins)**) or running a Natural Language search.

For the full text of law reviews and/or bar journals available on LexisNexis, you can search the full text law review source (**Secondary Legal: US and Canadian Law Reviews, Combined**) and/or the full text bar journal source (**Secondary Legal: Combined Bar Journals**).

You also can search the Legal Resource Index on LexisNexis (**Secondary Legal: Annotations & Indexes: Legal Resource Index**), an online equivalent of *LegalTrac*. This database indexes approximately 900 legal journals and newspapers (including the *Los Angeles Daily Journal*, which regularly publishes California judicial profiles). Remember that this database is only an index and does not include the full text of the articles.

B. Westlaw

The news databases on Westlaw also can be useful when trying to find articles about particular judges. To search all of the news databases on Westlaw at once, choose the **ALLNEWS** database. To limit your search to all of the legal newspapers available on Westlaw, search the **LEGALNP** database. To pull up articles that discuss a judge in some depth, do a Natural Language search or limit your Terms and Connectors search to the index (**IN**) and/or title (**TI**) field (e.g., a search such as **IN(collins +1 audrey)** will locate those articles which mention Judge Audrey Collins in the index terms assigned to the article).

For law reviews and bar journals available on Westlaw, you can search the **JLR** database. You also can search the Legal Resource Index on Westlaw by choosing the **LRI** database. This database is equivalent to *LegalTrac* and the "Legal Resource Index" Source on LexisNexis.

If you have any questions about using LexisNexis, Westlaw, or the Internet to help you find out about externship opportunities or to obtain information about particular judges, please stop by the Law Library Reference Office or call the office at (213) 740-6482.

APPENDIX A: INTERVIEW QUESTIONS

SAMPLE QUESTIONS TO ASK JUDGES/CLERKS/SUPPORT STAFF

It is important to remember that everyone you encounter in the courthouse and chambers should be considered "part of the interview". As noted in Section 3, be polite and respectful to all court employees, not just the clerks and judge.

The following questions are just examples. Be careful to distinguish between questions that are appropriate for trial vs. appellate level judges and clerks. For example, do not ask a circuit judge how often she rules from the bench or what his court coordinator does. Being prepared is essential to a good interview.

Questions for judges:

- Are clerks/externs allowed to speak with lawyers? If not, who does?
- How are assignments distributed to the externs?
- Do clerks/externs work on projects for the judge other than bench memos, opinions -- e.g., speeches, articles, etc.?
- Do externs most often communicate with the judge through the clerks, in person, by paper or by email?
- If the judge is chief judge or has senior status, how does this affect the caseload and other responsibilities?
- Does the judge sit on the Circuit or anywhere else?
- Does the judge keep in contact with former clerks/externs?
- What does the judge most like about being a judge?
- Does the judge discuss cases and the law with clerks/externs?
- What is a typical day like?
- What opportunities are there for discussion with the judge?

APPENDIX A: INTERVIEW QUESTIONS

Questions for clerks:

- What is the process by which a typical case is handled from start to finish?
- Does the judge hold hearings on motions? If so, does she or he want clerks/externs to write a bench memo or just prepare her/him for motions informally?
- How quickly does the judge want motions ruled upon?
- What is the oldest ripe motion the judge currently has?
- How often does the judge rule from the bench?
- How often do clerks/externs write a first draft of an opinion?
- How often do clerks/externs write bench memos? Draft opinions?
- How extensively does the judge read/edit/rewrite clerks'/externs' opinions?
- What is the judge's style with opinions -- short, long, amusing, straightforward?
- How strictly does the judge require clerks/externs to write in the judge's "style"?
- Do clerks/externs go into the courtroom with the judge on criminal or civil cases?
- Are clerks/externs required to be in chambers all the time?
- Do clerks/externs attend oral argument?
- Does the judge require part- or full-time hours during the semester? summer?
- What are normal work days/hours? What is the judge's policy concerning holidays and/or time off? (These questions depend on how the interview is going. Be prepared to be gracious if they say late days and/or weekends.)

APPENDIX B: SAMPLE COVER LETTER

This sample is provided not as an absolute model of good correspondence, but primarily to illustrate how a proper cover letter might look. **DO NOT** merely copy this letter. Your cover letter should distinguish you from other applicants, and should be expressive of your personality and writing style.

Firstname Lastname
890 University Drive, Apt. # 7
Los Angeles, CA 90401

December 3, 2004

The Honorable Jane P. Jones
United States District Court
Central District of California
United States Courthouse
312 North Spring Street
Los Angeles, California 90012

Dear Judge Jones:

I am a second-year law student at the University of Southern California (USC) and I am seeking a full-time externship in your chambers this coming spring semester.

The judicial process is something in which I am very interested and I believe that having the opportunity to participate first-hand in judicial decision-making will provide an invaluable experience. My goals in becoming an extern include further developing my legal research and writing skills and serving as an integral part of the legal system. In addition, I eagerly anticipate observing oral arguments and gaining a meaningful insight into the legal process.

Thus far in my legal education, I have had the opportunity to gain effective legal research and writing skills. I have completed a legal research and writing course offered at my law school, which cultivated my abilities to draft legal memoranda and appellate briefs. Additionally, I worked this past summer as a research assistant to Professor Capron, researching diverse bioethical issues and editing several articles. Most recently, I have begun working on my own article for the USC Interdisciplinary Law Journal. I look forward to the prospect of applying my research and writing skills in a practical setting.

Please find enclosed a copy of my resume and a writing sample. I can also provide a transcript or Record of Academic Performance (RAP) at your request. If you have any questions, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

(handwritten signature)

Firstname Lastname

Enclosures

APPENDIX C: INTERN/EXTERN AGREEMENT

INTERN/EXTERN AGREEMENT

Note: Please fill in ALL blanks. Incomplete applications will be returned to student without approval or acceptance.

Please circle one from each line:

● **INTERNSHIP/EXTERNSHIP**

● **1L 2L 3L**

● **Summer 20____, Fall 20____, Spring 20____**

1. STUDENT INFORMATION

Name: _____

Address: _____

Phone #: _____

E-mail address: _____

Please note: You will receive important communication regarding your internship/externship throughout the semester/summer via e-mail. You are responsible for checking your e-mail on a daily basis for such communications.

2. INTERN/EXTERN INFORMATION

Supervising
Attorney/Judge: _____

Clerk
(if applicable): _____

Site Name/Court: **(please fill out exactly as listed in *Internship or Externship Handbook*)**

Email Address: _____

Address: _____

Phone #: _____

Fax #: _____

3. Exact Start Month/Day: _____ Exact End Month/Day: _____
(required) (required)

4. Number of intern/extern units (56 hours per unit): _____
(You must fill in start date, end date, and units requested.)

5. A petition is required for approval of a federal judicial externship exceeding the maximum 4 units. Petitions are available in the Registrar's Office Room 104 and must be approved by Dean Balaban.

APPENDIX C: INTERN/EXTERN AGREEMENT

6. (Circle One) Internship/Externship I Law 781 (for first internship/externship)
Internship/Externship II Law 782 (for second internship/externship)
7. a. If you have previously enrolled in an internship/externship, please list the placement: _____

- b. How many units did you receive? _____
- c. When was the internship/externship (please check one):
_____ Fall _____ Spring _____ Summer
8. Have you participated in any other law school clinics? _____
If yes, name: _____ Number of units received: _____
9. INTERNS ONLY: Please identify courses related to or required by the proposed placement which you have taken in semesters preceding the placement, all related courses proposed to be taken during the semester of the internship, and/or related academic activities.

10. INTERNS AND EXTERNS: Please indicate what courses you intend or will register for this semester, including the total number of units (summer placements excluded).

11. The above is true and correct to the best of my knowledge. I have read and given the attached Intern/Extern Program Policies and Procedures Memorandum to the Supervising Attorney/Judge. ***I understand that by signing this agreement, I have made a commitment to the placement and will honor that commitment.***

Student Signature _____ Date _____
12. This student has been accepted for the above-referenced internship or externship. I have been provided a copy of, and am willing to comply with, the Law School's program policies and procedures. I understand that the student will be denied credit if he/she receives pay for this work (travel stipends or reimbursements for expenses actually incurred are not considered pay).

Supervising Attorney/Judge Signature _____ Date _____

Dean approval required to finalize agreement:

Approved by Dean Melissa Balaban _____ Date of Approval _____

Comments or Conditions:

Please note: Student will receive a copy of the approved application which will verify that the Registrar will enroll or has enrolled you in Law 781 or Law 782 for the applicable semester.

**APPENDIX D:
PROGRESS REPORT FORMAT**

PROGRESS REPORT

STUDENT'S NAME: _____

TIME PERIOD: _____ DUE DATE: _____

SITE: _____

SUPERVISOR'S/JUDGE'S NAME: _____

DATE	TIME	HOURS WORKED	WORK PERFORMED
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PLEASE NOTE: WHILE WE STRONGLY RECOMMEND USING THE ELECTRONIC VERSION OF THIS REPORT (See page 18 for details). YOU MAY EITHER USE THIS FORM BY EITHER DELETING THIS MESSAGE AND PHOTOCOPYING THE PAGE AND TYPING IN THE INFORMATION, OR CREATE YOUR OWN FORM (COPYING THIS ONE AS CLOSELY AS POSSIBLE) ON A COMPUTER.

TOTAL HOURS: _____

SUPERVISING ATTORNEY/JUDGE'S SIGNATURE
(Print & Sign)

APPENDIX D: PROGRESS REPORT FORMAT

Electronic Progress Reports

The Progress report is now available in an electronic format that will automatically calculate student hours.

Students must have access to **Microsoft Excel** to use the spreadsheet.

In order to access it, please use the following links on the website:

1. Go to <http://lawweb.usc.edu/>
2. Click on "Career Services"
3. Click on "Information for Students"
4. Click on "For Law Students Only"
5. Select "Internship/Externship"
6. Click on "Electronic Progress Report"

If a student chooses to use it, please be aware of the following:

1. Please record all hours as military time; the spreadsheet is unable to calculate your hours unless you use this format.

<i>Time</i>	<i>Military Time Conversion</i>		<i>Time</i>	<i>Military Time Conversion</i>
12:00 a.m.	0:00		12:00 p.m.	12:00
1:00 a.m.	01:00		1:00 p.m.	13:00
2:00 a.m.	02:00		2:00 p.m.	14:00
3:00 a.m.	03:00		3:00 p.m.	15:00
4:00 a.m.	04:00		4:00 p.m.	16:00
5:00 a.m.	05:00		5:00 p.m.	17:00
6:00 a.m.	06:00		6:00 p.m.	18:00
7:00 a.m.	07:00		7:00 p.m.	19:00
8:00 a.m.	08:00		8:00 p.m.	20:00
9:00 a.m.	09:00		9:00 p.m.	21:00
10:00 a.m.	10:00		10:00 p.m.	22:00
11:00 a.m.	11:00		11:00 p.m.	23:00

2. You must stick to the preformatted design of the spreadsheet; it is formatted to wrap text when it exceeds the space of a line of text.
3. Please record your hours in chunks of time and combine descriptions. For example, if you did a task from 1:00 p.m. to 2:30 p.m. and then did a new task from 2:30 p.m. to 5 p.m., record your hours as 1p.m to 5 p.m. and consolidate it into one description.

See next page for how the sheet will look in Excel.

APPENDIX D: PROGRESS REPORT FORMAT

SAMPLE SPREADSHEET

STUDENT'S NAME:

TIME PERIOD

DUE DATE:

SITE:

SUPERVISING ATTORNEY:

DATE	TIME IN	TIME OUT	HOURS WORKED	WORK PERFORMED
8/25/2003			0:00 0:00	
8/26/2003			0:00 0:00 0:00	
8/27/2003			0:00 0:00	
8/28/2003			0:00 0:00 0:00	
8/29/2003			0:00 0:00 0:00	
9/2/2003			0:00 0:00 0:00	
9/3/2003			0:00 0:00	
9/4/2003			0:00 0:00	
9/5/2003			0:00 0:00 0:00	
TOTAL AMOUNT OF HOURS Rounded to nearest .25			00:00 0	

Supervising Attorney/Judge's Signature (*Print and Sign*)

**APPENDIX D:
PROGRESS REPORT FORMAT**

PROGRESS REPORT

STUDENT'S NAME: Lily Sawyer

TIME PERIOD: September 22 - September 19

DUE DATE: October 8

SITE: U.S. District Court, Central District of California

SUPERVISING ATTORNEY/JUDGE: Judge David Kenyon

DATE	TIME	HOURS	WORK PERFORMED
9/18	8:15-12:30 1:15-5:00	8	Met with clerk. Set up courtroom. Given motion for summary judgment to analyze in case dealing with wrongful discharge and racial discrimination. Read through file. Researched cited cases in defendant's motion for summary judgment.
9/19	8:00-12:00 12:45-5:00	8	Continued research for summary judgment motion. Shepardized cited cases and gathered further authority. Began to develop and outline theory of summary judgment motion. Finalized Habeas Order.
9/20	8:00-12:00 12:45-5:00	8	Continued research for summary judgment motion. Began to write memo concerning summary judgment for clerk. Did extensive online research of complicated issues in summary judgment motion.

**APPENDIX D:
PROGRESS REPORT FORMAT**

9/21	8:00-12:00 12:45-5:00	8	Worked extensively on writing memo concerning summary judgment motion and finished memo.
9/24	8:00-12:00 12:45-5:00	8	Given new summary judgment motion. Case involved allegations of race, national origin and sex discrimination. Read through moving and response papers. Researched cited cases. Began to develop theory of case.
9/25	8:00-12:00 12:45-5:00	8	Continued research and began to write Order on new summary judgment motion. Met with clerk to discuss first summary judgment motion. Began editing memo and changing it from memo to Order form.

TOTAL HOURS: 48.00 hours

SUPERVISING ATTORNEY/JUDGE'S SIGNATURE
(Print & Sign)

**APPENDIX D:
PROGRESS REPORT FORMAT**

PROGRESS REPORT

STUDENT'S NAME: Nick Andros

TIME PERIOD: October 2 - October 13 DUE DATE: October 18

SITE: U.S. Bankruptcy Court, Central District of California

SUPERVISING ATTORNEY/JUDGE: Judge Kathleen T. Lax

DATE	TIME	HOURS	WORK PERFORMED
10/6	8:30-12:30 1:00- 5:00	8	Met with clerk. Set up courtroom. Processed Relief from Stay Motions. Researched whether equity existed on subject properties in a Chapter 7 bankruptcy filing. Prepared work-ups for Unlawful Detainer Actions. Researched case law regarding burdens of proof in a Summary Judgment Motion.
10/9	8:00-12:00 1:00-5:00	8	Met with clerk to discuss the different types of work-ups and motions. Reviewed and worked-up Unlawful Detainer and Relief from Stay Motions for both real and personal property in Chapter 7, 11 and 13 Bankruptcy petitions. Continued research for summary judgment motion.
10/10	1:00 - 5:00	4	Drafted memo regarding the summary judgment (burden of proof issues). Discussed with Judge the facts in that case. Conducted extensive online research of the issue. Worked on a Trustee's objection to a debtor exemption on issues related to ERISA.

**APPENDIX D:
PROGRESS REPORT FORMAT**

10/11	8:00-12:00	4	Reviewed a Chapter 7 application from a corporation and summarized the legal and factual arguments involved in their ability to file. Worked extensively on writing memo concerning summary judgment motion and finished memo. Researched Bankruptcy Code sections pertaining to avoidance powers and stays on proceedings.
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10/13	8:00-12:00 12:45-5:00	8.25	Turned in memo regarding the summary judgment motion. Worked on Chapter 7 application. Discussed clerk's comments to my memo and revised memo.
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TOTAL HOURS: 32.25 hours

SUPERVISING ATTORNEY/JUDGE'S SIGNATURE
(Print & Sign)