



WAYNE COUNTY CIRCUIT COURT WINTER 2018 JUDICIAL EXTERNSHIP PROGRAM

MISSION STATEMENT

The Wolverine Bar Association strives to increase the number of minority attorneys employed in well-respected positions, such as partners, associates, in-house counsel, and judicial clerks in Southeastern Michigan. In line with this goal, the Summer Clerkship and Judicial Externship Programs were created over 17 years ago. **Now, the Wolverine Bar Foundation is proud to announce the expansion of the Judicial Externship Program to the 3rd Circuit Court through a generous donation from the Mediation Tribunal Association.**

To expand judicial clerkship opportunities for minority students, the Judicial Externship Program works in conjunction with the 3rd Circuit Court to place students with the Court. The Program assists participating judges in locating eligible law students for externships. To that end, the Judicial Externship Program is a mechanism for externs to establish relationships with judges and federal law clerks, further their analytical reasoning and legal writing skills, and become comfortable with the decision making process that judges employ. In addition, externs are exposed to the practical application of the law.

ELIGIBILITY

To be eligible to participate in Program, an applicant must: (i) be a minority law student; (ii) be in good standing at his or her law school; (iii) demonstrate strong research, writing and analytical abilities; (iv) have ties to Southeastern Michigan and a desire to practice in metropolitan Detroit after completing law school; (v) have completed a legal writing course before the clerkship begins; (vi) have completed their first year of law school by the time the clerkship starts; and (vii) expect to graduate no later than May 2020. Applicants must sign releases so that their personal information can be obtained from faculty and/or administrators of their schools. And, if selected to participate in the Program, students are required to complete a minimum of twelve (12) hours per week for eight (8) weeks in chambers between January 2018 and May 2018.

APPLICATION REQUIREMENTS

If you wish to be considered for the 2018 Winter Judicial Externship Program you must Complete the [online application](#) and submit the following materials by electronic mail **no later than noon (Eastern Standard Time) on November 3, 2017:**

- A short cover letter explaining your: (i) career goals and how you believe participating in the Program will further those goals; (ii) commitment to practicing law in Michigan and connection to the Southeastern Michigan; and (iii) commitment to service through the WBA (please note that an applicant may be required to further substantiate his or her ties to Southeastern Michigan during the application and interview processes).
- A current resume.
- An unofficial copy of your law school transcript. If an unofficial transcript is not available by the application deadline, you must provide a letter from each professor, on the school's letterhead, reflecting your performance in each course. Applicants who are

selected to interview with the Program's Committee must bring an official copy of his or her transcript to the interview

- A writing sample not exceeding five (5) pages in length, double-spaced, in the form of a legal memorandum or brief showing the applicant's ability to identify and analyze legal issues. The writing sample may be an excerpt from a larger project, if clearly identified as such. The writing sample should demonstrate your legal analytical skills. The writing sample should not contain any comments or markings from your professor/instructor.
- Two letters of recommendation from current or former employers, professors, or someone familiar with your work ethic, character, and judgment. Letters of recommendation must be submitted by the reference directly to the WBA on or before the application deadline.
- A one page statement explaining how you would contribute to the goal of creating a more diverse legal community in Southeastern Michigan.

Applicants are required to submit all application materials in a single PDF to WBAscp.jep@gmail.com. Letters of recommendation must be submitted separately by the recommender to the above email address.

SELECTION PROCESS

Due to the volume of applications received, the Committee will complete an initial evaluation of each candidate based upon the application package and the criteria listed below. Candidates selected to interview with the Committee will be notified by e-mail no later than November 17, 2017. Interviews will be conducted on Saturday, December 2, 2017. Applicants will be scheduled for two (2) twenty (20) minute interviews. Each interviewee should plan to arrive at least fifteen (15) minutes before the scheduled interviews. Although the Committee does consider an applicant's class ranking and grade point average, other factors, including the applicant's work history, undergraduate record, extracurricular activities, and oral and written communication skills are also reviewed. After completion of all interviews, the Committee will select applicants for placement with the participating employers. Decisions on acceptance into the Program and placement will be communicated no later than Wednesday, December 13, 2017.

Between December 13, 2017 and December 31, 2017, students that are selected for the Program must submit to and pass both a background check and a physical prior to commencing service with the Court. LEIN policy requires that all individuals who have access to criminal justice information (CJI) or may access space where CJI is present or stored must pass a criminal background check. A physical is required in keeping with the Court's drug-free work policy. All students participating in the Program are required to successfully pass a drug screen.

PARTICIPATING JUDGES

Participating judges are located in Downtown Detroit. Students will have the opportunity to work directly with judges and their law clerks in preparing bench memoranda for pending cases. Students will also view first-hand, pretrial matters, settlement conferences, final pretrial conferences, trials and motion hearings. Externs will also be provided with a small stipend due to the generosity of the Mediation Tribunal Association. In lieu of accepting a stipend, students can elect to intern for course credit if their law schools permit. The decision to opt to receive credit, in lieu of the stipend is FINAL. Any subsequent request to receive a stipend will be denied. Participation in Judicial Externship Program will preclude a student from working in any other legal capacity while externing at the circuit court.