



## WOLVERINE BAR ASSOCIATION



2018

### SUMMER CLERKSHIP & JUDICIAL EXTERNSHIP PROGRAMS

#### 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.

In partnership with several law firms and corporations, the Summer Clerkship Program places first-year, minority law students in clerkship positions that will provide opportunities to establish a network of contacts, develop practice skills, and acquire other benefits. Working in a challenging professional environment will allow the participants to gain the skills to launch a successful legal career. The Program provides participating employers an additional mechanism to accomplish individual diversity goals and express their commitment to, and underscore the importance of, diversity in the legal community. Some law firm placements are available for second and third year students as well, through the Judicial Externship Program.

To expand judicial clerkship opportunities for minority students, the Judicial Externship Program works in conjunction with the United States District Court of the Eastern District of Michigan and is administered by the Honorable Victoria A. Roberts. The Program assists participating judges in locating eligible law students for summer 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 the SCP program, applicants 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) by the time the clerkship starts, have completed **no more than 30 credit hours** toward graduation; and (vii) expect to graduate no later than May 2020.

First-, second-, and third-year, minority law students are eligible to participate in the Judicial Externship Program. 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 Judicial Externship Program, students are required to: (i) complete a minimum of one hundred sixty (160) hours in chambers between May 2018

and August 2018 and (ii) attend at least (3) law firm sponsored seminars. For a law firm placement for second and third year students, the same requirements of SCP apply, except for (vi) and (vii).

### **DUAL PROGRAM EMPLOYMENT OPPORTUNITY**

Acceptance into both the Summer Clerkship Program and Judicial Externship Program may qualify a student to participate in our dual program, where the students split their summers between a firm and a federal judge. Students accepted into the dual program, will spend approximately four (4) weeks with his or her assigned judge and approximately eight (8) weeks with a law firm/company.

**NOTE:** If you are interested in the dual program, you must select the box indicating your interest, and complete both the Judicial Externship and Summer Clerkship Program Applications.

Second and third year law school students, through the Judicial Externship Program, are eligible to extern for a law firm as well.

### **APPLICATION REQUIREMENTS**

If you wish to be considered for the 2018 Summer Clerkship and/or Judicial Externship Programs you must submit the following materials by electronic mail **no later than noon (Eastern Standard Time) on Monday, January 22, 2018.**

- Completed application form(s) attached to this application packet.
- 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 official or 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, in PDF format, by the recommender directly to the WBA on or before the application deadline.**
- 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, also in PDF format, 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 February 9, 2018. Interviews will be conducted on a Saturday in mid - to late February. 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 via email in early March 2018.

### **PARTICIPATING EMPLOYERS**

Participating employers accept the candidate selected for placement by the Committee. It is expected that participants will be given the same type of work assignments and be paid the same salary as other clerks or summer associates at the firm or company. If you are selected by a participating employer, you will be treated and evaluated in accordance with the standards and guidelines established by the participating employer and are not to be accorded any special treatment. Although not required, employers are encouraged to consider the applicants for employment as a summer associate the following year if warranted by the applicant's performance and the employer's hiring needs. Some firms have recruitment policies that require participants to re-apply to participate in the firm's summer program the following year.

The participating employers for 2017 were:

Bodman PLC	Dykema Gossett PLLC	Honigman Miller Schwartz and Cohn LLP	Dickinson Wright PLLC
DTE Energy Corporation	Plunkett Cooney, P.C.	Butzel Long PC	Miller, Canfield, Paddock & Stone, P.L.C.
Jaffe Raitt Heuer and Weiss	Brooks Kushman P.C.*	Barris, Sott, Denn & Driker, P.L.L.C.*	The Miller Law Firm, P.C.*
Pitt McGehee Palmer & Rivers, P.C.*			

\* First-, second-, and third-year, minority law students will be considered by these firms, but only through application and acceptance into JEP.

\*\*Inquiries about the application process for the Summer Clerkship Program may be directed to Tiffany Boyd at [BoydTi@detroitmi.gov](mailto:BoydTi@detroitmi.gov)

\*\*\*Inquiries about the application process for the Judicial Externship Program may be directed to Sasha N. Griffin at [sgriffin@bsdd.com](mailto:sgriffin@bsdd.com) or Linda Vertriest at 313-234-5230 or [linda\\_vertriest@mied.uscourts.gov](mailto:linda_vertriest@mied.uscourts.gov)

### **PARTICIPATING JUDGES**

Participating judges are located in Detroit, Ann Arbor, Bay City, Port Huron and Flint. Every effort will be made to place students at their first location choice. Each student selected to participate in the Program will be assigned a former federal law clerk to serve as a mentor. Students will have the opportunity to work directly with federal 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 private donors. 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 JEP will preclude a student from working in any other legal capacity while externing at the federal court.