

JUDICIAL EXTERNSHIP PROGRAM APPLICATION PACKET – Summer 2013/Fall 2013

Summer 2013 Externships: Applications due **Thursday, April 11, 2013.**

Fall 2013 Externships: Applications due **Friday, August 9, 2013.**

JUDICIAL EXTERNSHIP APPLICATION CHECKLIST:

- Carefully review the “Policies, Requirements and Procedures” in this packet.
- Secure your internship with a court first (see attached *List of Prior Externships*), using assistance from the Office of Career Planning as appropriate (see p. 6).
- Complete the Application, which consists of the following documents (all contained in this packet):
 - ___ *Student Application for Judicial Externship*
 - ___ *Orientation Attendance and Assignment Confirmation*
 - ___ *Extern Supervisor and Extern Agreement*
 - ___ *Statement of Educational Goals for the Judicial Externship*
 - ___ *Current resume*

Note: Your supervising judge or law clerk **must review and sign** the *Extern Supervisor and Extern Agreement* and the *Statement of Educational Goals*.

NOTE: American Bar Association (ABA) standards prohibit students from receiving academic credit if they are compensated for their work.

APPLICATION FORMS ON LAW SCHOOL WEBSITE: You may download forms to type into, from <http://www.usfca.edu/law/externships/judicial/>.

AFTER APPLICATION HAS BEEN SUBMITTED: If your externship application is approved, you will receive an email notification from the Externship Programs Office with a CRN registration code that will allow you to register for the externship units.

JUDICIAL EXTERNSHIP ORIENTATION:

Summer 2013: April 19, 2013. See Registrar’s Course Schedule for time and location.

Fall 2013: August 16, 2013. See Registrar’s Course Schedule for time and location.

EXTERNSHIP PROGRAMS OFFICE:

Kendrick Hall, Room 235
Phone: (415) 422-4467
Fax: (415) 422-4470
Email: externships@usfca.edu
Website: <http://www.usfca.edu/law/clinicseexternships/>

TABLE OF CONTENTS

INTRODUCTION	3
DEADLINES	3
ACADEMIC ELIGIBILITY REQUIREMENTS	3
WHEN CAN YOU PARTICIPATE IN THE JUDICIAL EXTERNSHIP PROGRAM?	3
DO YOU MEET THE MINIMUM GPA REQUIREMENTS?	4
ACADEMIC UNITS AND REQUIRED FIELDWORK HOURS	4
UNITS AND HOURS	4
MANDATORY ORIENTATION AND WEEKLY TIMESHEETS/EVALUATIONS	4
GRADING	5
LAW SCHOOL POLICIES RE NON-CLASSROOM UNITS	5
ELIGIBLE COURTS	5
LOCATION OF EXTERNSHIPS.....	6
STUDENTS WISHING TO RECEIVE ACADEMIC CREDIT FOR TWO JUDICIAL EXTERNSHIPS	6
APPLYING TO THE COURTS	6
STUDENT EVALUATIONS OF PRIOR EXTERNSHIPS	7
EXTERNSHIP APPLICATION PACKET MATERIALS ..	7
CREDIT FOR SUMMER EXTERN WORK	7
JUDICIAL EXTERNSHIP ORIENTATION DATES	7
JUDICIAL EXTERNSHIP APPLICATION FORMS	8
LIST OF COURTS FROM PRIOR EXTERNSHIPS	14

JUDICIAL EXTERNSHIP PROGRAM: POLICIES, REQUIREMENTS AND PROCEDURES

INTRODUCTION

The Judicial Externship Program offers students who meet the requirements described herein to receive academic credit for unpaid externships with federal and state courts.¹ Judicial externs are required to attend the Judicial Externship Orientation, submit evaluations and weekly timesheets, and complete other assignments.

DEADLINES

Students must submit completed applications to the Externship Programs Office for processing and approval by the deadlines listed below and on the cover of this packet. Adhering to these deadlines will allow enough time for all applications to be reviewed for approval in time for the Law School's registration deadlines.

Summer 2013 Externships: Applications due **Thursday, April 11, 2013.**

Fall 2013 Externships: Applications due **Friday, August 9, 2013.**

Applications submitted after the deadlines above are not guaranteed approval and are subject to the discretion of the Director and Assistant Professor for the Externship Programs.

Since most externship applications are submitted and/or approved after the initial class registration period closes, it is recommended that you register for classes as if you are not taking an externship. Once you have been notified by the Externship Programs Office that your externship has been approved, you will drop your previously registered classes and add the externship units and corresponding class. This process can be done during the add/drop period.

All students who have been approved for externships, and students whose applications are pending approval, must attend the Judicial Externship Orientation. Please review the Registrar's Course Schedule for Orientation time and date.

ACADEMIC ELIGIBILITY REQUIREMENTS

Please review the requirements below to determine whether you are eligible to apply for academic credit for a judicial externship. **These academic eligibility requirements are strictly enforced without exception.**

When Can You Participate in the Judicial Externship Program?

- 1) **Full-time students** are eligible to participate in the Judicial Externship Program in their last three semesters of law school. **Part-time students** who maintain part-time status are eligible during their third and fourth years (*i.e.*, starting the summer following the spring semester of their second year).
- 2) Students are required to have completed **Evidence** before they begin their externship or be concurrently enrolled in Evidence during the semester of the externship.

Note re International Students: Before submitting an Externship Application, students with visas are advised to consult with the Office of International Student and Scholar Services (ISSS) regarding any off-campus work authorizations that may be required. (415) 422-2654. See <http://www.usfca.edu/iss/employmentoffcampus/>.

¹ This program does not prohibit students from volunteering for courts if they do not seek academic credit. In this case, students are not subject to the academic requirements described in this packet.

University of San Francisco School of Law

Do You Meet the Minimum GPA Requirements?

Students who apply for a judicial externship for academic credit must meet certain GPA requirements, see below:

Minimum Cumulative GPA Requirements:

No. of Academic Units	Minimum GPA
Full-Time Externship for Full-Time Students (13 units)	3.00
Full-Time Externship for Part-Time Students (11 units)	3.00
Half-time (6 units)	2.70
Part-time (3 or 4 units)	2.50

ACADEMIC UNITS AND REQUIRED FIELDWORK HOURS

Units and Hours

Below are the possible number of units that students may register for and their corresponding fieldwork hours. **Please note that because the summer session is much shorter than the fall/spring semesters, only the 3 and 4-unit options are available in the summer.**

Full-Time Externship for Full-Time Students	13 units = 576 hours → 40+ hours/week (not permitted for externships with superior courts; unavailable during summer session)
Full-Time Externship for Part-Time Students	11 units = 480 hours → 35+ hours/week (not permitted for externships with superior courts; unavailable during summer session)
Half-Time Externship	6 units = 288 hours → 21+ hours/week (unavailable during the summer session)
Part-Time Externship	4 units = 192 hours → 14+ hours/week during fall/spring or 30+ hours/week during summer
Part-Time Externship	3 units = 144 hours → 11+ hours a week during fall/spring or 22+ hours/week during summer

Students must start their fieldwork in chambers no later than the beginning of the third week of classes during the fall/spring semesters in which the student is enrolled. **During the fall/spring semester, externships for 3, 4, or 6 units must be completed in not less than 13 weeks or more than 15 weeks during the semester in which the student is enrolled. In addition, full-time judicial externs must work a minimum of 14 weeks.**

The hours should be spread out relatively evenly over the entire semester. Front-end loading of hours is not permitted. The hours worked should correspond to the hours required for the externship; *e.g.*, a student may not work full-time but enroll for 6 or fewer units. Full-time judicial externs need not make up time for court holidays. Part-time judicial externs are required to work the actual number of hours, regardless of court holidays, furlough days, sick days, etc.

MANDATORY JUDICIAL EXTERNSHIP ORIENTATION AND WEEKLY TIMESHEETS/EVALUATIONS

Judicial externs must attend the Judicial Orientation, which is designed to prepare students for the externship ahead. Students who fail to attend the orientation will result in disqualification from the Externship Program that semester. Timesheets and assignments must be prepared and submitted in compliance with the schedule provided in the syllabus.

Grading

Grading for the Judicial Externship is awarded on a Credit (CR)/ Credit-Unsatisfactory (CU)/ No Credit (NC) basis.

LAW SCHOOL POLICIES RE NON-CLASSROOM UNITS

1. **Maximum Number of Non-Classroom Units Allowed Overall:**

Students entering prior to Fall 2011: to obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under “Special Programs” in the Registrar’s Course Schedule is non-classroom credit.

Students entering Fall 2011 and thereafter: to obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under “Special Programs” in the Registrar’s Course Schedule is non-classroom credit.

2. **Limitation on Types of Non-Classroom Units Allowed in One Semester:**

Although you may take advantage of all of these programs during the course of your law school education, you can take only one in-house clinic, civil/criminal law or judicial externship, or Street Law, in any given semester.

3. **Limit on Total Number of Part-Time Externship Units Allowed:**

Out of the non-classroom units allowed, a maximum of 8 units of part-time civil/criminal law and 8 units of part-time judicial externship experience (*i.e.*, 3 or 4 unit externships) is permitted. Part-time international internships for academic credit sponsored by the Law School count toward the civil/criminal part-time maximum. Half-time (6 units) externships do not count toward this 8-unit maximum.

4. **Concurrent Enrollment in Other Classes for Full-Time Externs:**

Full-time judicial externs who are full-time students may enroll in up to 3 units in addition to the externship (13 units) for a maximum total of 16 units for the semester, subject to the policies above.

ELIGIBLE COURTS

Full-time externships (13 units for full-time students and 11 units for part-time students) are permitted only in federal courts (Ninth Circuit, Northern District, including the Bankruptcy Judges), the California Supreme Court, and the California Courts of Appeal. *Full-time externships are not permitted in California Superior Courts. Please note that during the summer session, only the 3 and 4-unit options are available.*

Half-time (6 units) and part-time (3 or 4 units) externships are permitted in federal courts (Ninth Circuit, Northern District, including the Bankruptcy Judges), the California Supreme Court, the California Courts of Appeal and California Superior Courts, as well as with Administrative Law Judges. *Please note that during the summer session, only the 3 and 4-unit options are available.*

University of San Francisco School of Law

Location of Externships

All externships during the fall/spring semesters **must** be in the San Francisco Bay Area, which includes the counties of San Francisco, Marin, Alameda, Contra Costa, San Mateo and Santa Clara. During the summer session *only*, students may apply to receive credit for externships outside these counties.

Students Wishing to Receive Academic Credit for Two Judicial Externships

Assuming that the student and court meet all other criteria and requirements, a student may apply to receive academic credit for a second judicial externship as long as 1) they take place in different semesters, and 2) the second externship is with a *different type and level of court*. For example, a student who previously externed at a state superior court for credit could later apply for credit for an externship at a U.S. District or state/federal appellate court. An externship with a different judge but within the same type and level of court as the previous externship is insufficient; *e.g.*, a student could not receive credit for externships with two different U.S. District Court judges, even if they are located in different cities.

If you are planning to apply for credit for several externships, please also keep in mind the law school's policies regarding non-classroom units.

APPLYING TO THE COURTS

Prior to submitting applications to courts or the Externship Programs Office, students are advised to meet with a Director from the Office of Career Planning to cover the following:

- Discuss the different judicial externship experiences possible depending on the type of court and where to locate these opportunities;
- Review cover letters and resumes; and
- Discuss how to prepare a writing sample.

Located in Room 230, the OCP can be reached at (415) 422-6757 or at lawcareer@usfca.edu.

Federal and appellate courts usually prefer to receive by mail a cover letter, resume, writing sample, copy of the transcript, and references. Some superior courts may not require writing samples or transcripts at the outset.

Addressing a court in a cover letter is different than addressing other legal employers. The OCP has written guidelines, which include sample cover letters. The OCP guidelines also include sources to locate court opportunities and judicial profiles. The United States District Court for the Northern District of California has an online application website (go to <http://www.cand.uscourts.gov/> and type "Extern Application" in the search box), but note on this website which judges prefer to receive hard-copy applications.

Attached to this packet is a list and contact information of judges and courts that have accepted USF law students as externs in the past. Please note that externships are not limited to the courts on this list.

If you receive an externship offer from a court, you should respond to the offer within a day or two of receipt. For this reason, we advise that you stagger the mailing of your applications based on the order of interest in these courts.

The courts have yet to agree upon uniform deadlines for accepting applications, and judges are free to hire whenever they choose, so anything that delays your application can make a difference. We recommend that you apply to the courts at least 2-3 months in advance of the semester of the externship at a superior court, and at least 3-6 months for an externship with a federal court or appellate court.

STUDENT EVALUATIONS OF PRIOR EXTERNSHIPS

Student evaluations of past externships are on www.USFLawLink.com. Please follow these instructions to view these student evaluations:

- Once logged in, click on the “Resources” tab.
- Once on the Resources page, search using the “Type” field for the externship you are interested in (i.e. Student Externship Evaluation – Judicial Externship).

Please note that if you have a particular court in mind, you may type in the name of the court in the “Keywords” search field.

EXTERNSHIP APPLICATION PACKET MATERIALS

After a student has obtained a firm offer of an externship with a judge or court,² the student must submit the following completed materials to the Externship Programs Office by the deadline listed on the front cover of this packet:

- 1) *Student Application Form for Judicial Externship*;
- 2) *Orientation Attendance and Assignment Confirmation*
- 3) *Extern Supervisor and Extern Agreement* (supervising judge or his/her staff/research attorney must sign this form);
- 4) *Statement of Educational Goals for Judicial Externship* (supervising judge or his/her staff/research attorney must sign this form); and
- 5) Current resume.

CREDIT FOR SUMMER EXTERN WORK

Students are often interested in obtaining externship credit for work they perform over the summer. While this is possible, please consider the following prior to applying:

- 1) Summer externships are treated like any other summer school course. You must register for the externship at the beginning of the summer and you must pay for tuition for each unit. *The unit options during the summer term are 3 and 4 units.*
- 2) *Please see Financial Aid Office for more details about submitting your Intent to Enroll.*
- 3) The last day to register for summer school is usually in May. See Registrar’s Course Schedule for official date.
- 4) Full-time students must still pay tuition for subsequent semesters at the Law School. Thus, if you are a full-time student, it may not make financial sense for you to get course credit for summer work. Instead, you might consider performing the work on a volunteer basis. You will still obtain valuable experience while avoiding an increase to your overall costs/debt burden.
- 5) All the aforementioned rules about student eligibility, academic standing, course credit, hours of work required, pre-requisites and co-requisites still apply.

JUDICIAL EXTERNSHIP ORIENTATION DATES³

- Summer 2013. April 19, 2013. See Registrar’s Course Schedule for time and location.
- Fall 2013. August 16, 2013. See Registrar’s Course Schedule for time and location.

² Some courts require students to complete a security and background check prior to extending an offer for an externship. If a court requires this, usually the judge’s staff will inform candidates during the interview process.

³ Please confirm class dates, times, and locations in the Registrar’s Course Schedule.

Semester/Year: _____
(For the semester student is requesting credit)

STUDENT APPLICATION FOR JUDICIAL EXTERNSHIP

After having secured an externship with a court, the student must submit the following materials together to the Externship Programs Office by the deadline listed on the front cover of this packet:

- 1) This *Application* form;
- 2) *Orientation Attendance and Assignments Confirmation* (student must sign)
- 3) *Extern Supervisor and Extern Agreement* (you and your supervising judge or his/her staff/research attorney must sign this form);
- 4) *Statement of Educational Goals for Judicial Externship* (you and your supervising judge or his/her staff/research attorney must sign this form); and
- 5) Current resume

No. of Externship Units: _____ Total Minimum Required Hours¹: _____
(3, 4, 6, 11 or 13²)

1. STUDENT INFORMATION: (Please print/type)

Student Name: _____

Address: _____

City & Zip Code: _____

Phone: _____ Email: _____

Student ID #: _____

FT or PT Student: _____

Month/Year of Graduation: _____

Month/Year You Started Law School: _____

Current Cumulative GPA:³ _____

Semester/Year of Evidence Course: _____

2. COURT CONTACT INFORMATION:

Justice/Judge/Research Attorney: _____

Court: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

¹ The 13 and 11 unit options are not available for externships with superior courts. The 11-unit option is for part-time students only. During the summer session, only the 3 and 4 unit options are available.

² 13 units = 576 hours; 11 units = 480 hours; 6 units = 288 hours; 4 units = 192 hours; 3 units = 144 hours.

³ Please review minimum GPA requirements on p. 4 of the packet.

STUDENT APPLICATION FOR JUDICIAL EXTERNSHIP

3. PREVIOUS NON-CLASSROOM UNITS:

Number of part-time civil/criminal/judicial externship units (3 or 4 units) received to date: _____

(Note: a maximum of 8 part-time civil/criminal externship units and 8 judicial externship units are allowed.)

Where: _____ When (semester): _____

Where: _____ When (semester): _____

Number of half-time (6 units) civil/criminal/judicial units received to date: _____

Where: _____ When (semester): _____

Where: _____ When (semester): _____

Number of other non-classroom units received to date: _____

(Includes Moot Court, Advanced Moot Court, ASP Tutors, Street Law, school-sponsored international internships, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*, directed research, and other activities under "Special Programs" in the Registrar's Course Schedule.)

Do you intend to enroll in any in-house clinic, other externship course, or Street Law this semester?

Yes _____ No _____

IMPORTANT:

REQUIREMENTS OF AND LIMITATIONS ON JUDICIAL EXTERNSHIP PROGRAM

It is the student's responsibility to ensure that her/his externship schedule does not conflict with her/his regular academic schedule. Changes will not be made in individual academic schedules to accommodate a student's externship. **The student must attend the judicial externship orientation.** Students may not enroll in more than one in-house clinic, civil or criminal law externship, judicial externship, or Street Law course, during the same semester.

Students entering prior to Fall 2011: To obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under "Special Programs" in the Registrar's Class Schedule is non-classroom credit.

Students entering Fall 2011 and thereafter: To obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under "Special Programs" in the Registrar's Class Schedule is non-classroom credit.

Out of the non-classroom units allowed, a maximum of 8 units of part-time civil/criminal law and 8 units of part-time judicial externship experience (*i.e.*, 3 or 4 unit externships) is permitted. It is the student's responsibility to see that she/he does not exceed these allowances, as they will affect eligibility for graduation.

I certify that I have read the above and the Policies, Procedures, and Requirements in the Judicial Externship Application Packet. **I understand that I am required to attend the judicial externship orientation, submit evaluations and weekly timesheets, and complete other assignments as directed.**

Student's Signature

Date

ORIENTATION ATTENDANCE AND ASSIGNMENTS CONFIRMATION

I certify the following:

- (1) I have reviewed the Registrar's Course Schedule and confirm that I will attend the orientation on _____.**
Date and Time
- (2) I understand that there is only one scheduled date for the orientation and that there are absolutely no make-up sessions or exceptions.**
- (3) I understand that failure to attend the orientation will result in my being removed from the Externship Program and not receiving credit for the semester.**
- (4) I understand that if I fail to complete assignments on time I may receive a grade of Credit-Unsatisfactory or No-Credit.**

Student's Signature

Date

EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT

Extern: _____ Semester/Year: _____

Supervisor(s): _____

Placement: _____

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs who will receive academic credit.

Supervisor's Agreement:

Please initial each standard and add any comments to the bottom of this form.

_____ **Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

_____ **Supervision:** Externs are assigned a supervising attorney who will participate in directing, monitoring, and mentoring them throughout the semester. At a minimum, supervising attorneys are expected to meet weekly with their externs.

_____ **Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

_____ **Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

_____ **Diversity of Tasks:** Externs are assigned a variety of legal work, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

_____ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities.

_____ **Opportunities for Reflection:** Externs will meet with their supervisor, other attorneys and staff to discuss their observations, experiences, and other issues relevant to the profession.

_____ **Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____ **No Compensation.** I understand that ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.

_____ **Bar Admission/Status.** I certify that my first bar admission was to the (state) _____ Bar in (month/year) _____ and that I am currently an active member with the (state) _____ Bar.

University of San Francisco School of Law

Extern's Agreement:

I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

My supervisor and I agree that the start and end dates of my externship are:⁴

Start Date: _____ End Date: _____

Number of units of credit I seek for this externship: _____. I understand that to receive credit I must on average work ____ hours per week.

During this semester, I have the following classes and academic commitments:

Name of Class:

Day/Time:

Judicial Externship Orientation

Summer 2013: April 19, 2013. See Registrar's Course Schedule for time and location.

Fall 2013: August 16, 2013. See Registrar's Course Schedule for time and location.

_____	_____
_____	_____
_____	_____

We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the director/instructor of the Law School's Externship Programs with any questions or issues that arise during the externship.

Student Signature: _____

Signature of Supervising Attorney/Judge: _____

Submit to: Director and Assistant Professor of Externship Programs, USF School of Law, 2130 Fulton Street, San Francisco, CA 94117; fax to (415) 422-4470; or email to externships@usfca.edu.

This form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate, Santa Clara, Stanford, UC Berkeley, UC Hastings, University of the Pacific/McGeorge, University of San Francisco School of Law

⁴ **Summer 2013 Session: 6/3/13- 7/22/13. Fall 2013 Semester: 8/19/13- 11/25/13.**
Revised February 2013

Semester/Year: _____
(For the semester student is requesting credit)

STATEMENT OF EDUCATIONAL GOALS FOR JUDICIAL EXTERNSHIP

The Civil/Criminal Law Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the School of Law is entrusting your supervising attorney with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your Application for the Civil/Criminal Law Externship, please **fully** respond to the following and **attach a copy of your current résumé**. Responses **must be typed**, not handwritten. Attach additional pages as needed.

1. How will the externship relate to and advance your plans for your legal education?
2. Describe your anticipated specific responsibilities at this externship.
3. Describe your specific goals and objectives for this externship.

Student's Signature

Date

Supervising Judge's Signature

Date

LIST OF PRIOR EXTERNSHIPS Judicial Externship Program

Below are judges who have taken USF students as externs. You are not limited to this list; see pp. 5-7 of the Application Packet. Please see the Office of Career Planning for assistance with preparing applications to courts and locating additional externship opportunities.

Student evaluations of past externships are on www.USFLawLink.com. Please follow these instructions to view these student evaluations:

- Once logged in, click on the “Resources” tab.
- Once on the Resources page, search using the “Type” field for the externship you are interested in (i.e. Student Externship Evaluation – Judicial Externship).

Please note that if you have a particular court in mind, you may type in the name of the court in the “Keywords” search field.

Note: Employers in boldface type recently have expressed a particular interest in hosting a USF student as an extern.

Salutation	Title	Judge First Name	Judge Last Name	Court	Court Address	Court	zip
Hon.	Judge	Carlos	Bea	Ninth Circuit Court of Appeals	95 Seventh Street	San Francisco	94103
Hon.	Judge	Marsha	Berzon	Ninth Circuit Court of Appeals	95 Seventh Street	San Francisco	94103
Hon.	Judge	William	Alsup	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Sandra Brown	Armstrong	U.S. District Court, Northern Dist. of Calif.	1301 Clay Street	Oakland	94612
Hon.	Judge	Catherine	Bauer	United States Bankruptcy Court, Central District of California	3420 Twelfth Street	Riverside	92501
Hon.	Magistrate Judge	Laurel	Beeler	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Edward M.	Chen	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Maxine M.	Chesney	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon	Magistrate Judge	Jacqueline	Corley	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Thelton E.	Henderson	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Susan	Illston	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Chief Magistrate Judge	Maria-Elena	James	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Lucy H.	Koh	U.S. District Court, Northern Dist. of Calif.	280 S. 1st Street	San Jose	95113
Hon.	Judge	Marilyn Hall	Patel	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Mr.	Supervising Attorney	Luis	Hernandez	Pro Se Dept. U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102

Hon.	Judge	Jeffrey S.	White	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Claudia	Wilken	U.S. District Court, Northern Dist. of Calif.	1301 Clay Street	Oakland	94612
Hon.	Magistrate Judge	Bernard	Zimmerman	U.S. District Court, Northern Dist. of Calif.	450 Golden Gate Avenue	San Francisco	94102
Hon.	Judge	Arthur	Weissbrodt	U.S. Bankruptcy Court, Northern Dist. of Calif.	280 South First Street	San Jose	95113
Hon.	Justice	Marvin	Baxter	California Supreme Court	350 McAllister Street	San Francisco	94102
Hon.	Justice	Ming	Chin	California Supreme Court	350 McAllister Street	San Francisco	94102
Hon.	Justice	Carol A.	Corrigan	California Supreme Court	350 McAllister Street	San Francisco	94102
Hon.	Justice	Joyce	Kennard	California Supreme Court	350 McAllister Street	San Francisco	94102
Hon.	Justice	Kathryn	Werdegar	California Supreme Court	350 McAllister Street	San Francisco	94102
Hon.	Justice	Robert	Dondero	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Justice	Sandra	Margulies	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Justice	Nathan	Mihara	California Court of Appeal	333 West Santa Clara Street	San Jose	95113
Hon.	Justice	Stuart	Pollak	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Justice	Timothy	Reardon	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Justice	Maria	Rivera	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Justice	Ignazio	Ruvolo	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Judge	Peter	Siggins	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Judge	Martin	Jenkins	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Justice	Mark	Simons	California Court of Appeal	350 McAllister Street	San Francisco	94102
Hon.	Justice	Eugene	Premo	California Court of Appeal	333 West Santa Clara Street	San Jose	95113
Hon.	Judge	Ronald E.	Albers	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	Susan	Bernardini	Santa Clara Superior Court	191 North First Street	San Jose	95113
Hon.	Judge	Linda	Colfax	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	James	Collins	San Francisco Superior Court	850 Bryant Street	San Francisco	94103
Hon.	Judge	Gail	Dekreon	San Francisco Superior Court	850 Bryant Street	San	94103

						Francisco	
	Supervising Attorney	Marianne	Graham	Marin County Superior Court	P.O. Box 4988	San Rafael	94913
Hon.	Judge	Charles	Haines	San Francisco Superior Court	850 Bryant Street	San Francisco	94103
Hon.	Judge	Teri L.	Jackson	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	Kathleen	Kelly	San Francisco Superior Court	375 Woodside Ave	San Francisco	94127
Hon.	Judge	Richard	Kramer	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	Tomar	Mason	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	James	McBride	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	John	Munter	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	Ronald	Quidachay	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	A. James	Robertson II	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	John K.	Stewart	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	Donald	Sullivan	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	Kay	Tsenin	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Hon.	Judge	Garrett	Wong	San Francisco Superior Court, Behavioral Health Court	850 Bryant Street	San Francisco	94103
Hon.	Judge	Charlotte	Woolard	San Francisco Superior Court	400 McAllister Street	San Francisco	94102
Mr.	Supervising Attorney	David	Cairns	San Mateo Superior Court	400 County Center	Redwood City	94063
Mr.	Supervising Attorney	Peter	MacLaren	San Mateo Superior Court	400 County Center	Redwood City	94063
Hon.	Judge	Stuart	Hing	Alameda County Superior Court	24405 Amador Street	Hayward	94544
Hon.	Judge	Trina	Thompson	Alameda County Superior Court	2500 Fairmont Drive	San Leandro	94578
Hon.	Judge	Winifred	Smith	Alameda County Superior Court	1221 Oak Street	Oakland	94612
Hon.	Judge	Mary	Wiss	San Francisco Superior Court, Probate Department	400 McAllister Street	San Francisco	94102
Hon.	Judge	Amy	Dunning	U.S. Merit Systems Protection Board	201 Mission Street	San Francisco	94105
Hon.	Judge	Gerald	Etchingham	National Labor Relations Board	901 Market Street	San Francisco	94103

U.S. District Court, Northern District of California's website: www.cand.uscourts.gov							
California Court System's website: www.courtinfo.ca.gov							
San Francisco Superior Court's website: http://sfgov.org/site/courts_index.asp							