**Judicial Externship**

**Placement Sites**

**Overview**

Students may extern in any judicial chambers where they will be engaged in substantive legal work under the direct supervisor of an attorney or judge.

The organizations listed below have previously hosted NDLS externs. Students are free to be proactive and identify other entities. All placements must be approved by the instructor and must be finalized before a student may enroll in the course.

The Application Process is posted on the Judicial Externship web page. Note that some sites have application deadlines that are earlier or later than the NDLS externship program; see write-ups for details.

Questions: Office Coordinator Beth Ferrettie, [bferrett@nd.edu](mailto:bferrett@nd.edu), 574-631-5867

**SOUTH BEND AND VICINITY Page**

**St. Joseph Circuit Court 2**

**St. Joseph Superior Court 2**

**U.S. District Court for the Northern District of Indiana 2-3**

**GREATER INDIANA AND MICHIGAN Page**

**U.S. District Court, N. District of IN** Hammond, IN **4**

**Indiana Supreme Court** Indianapolis, IN **4**

**LaPorte Superior Court** Michigan City, IN **5**

**CHICAGO AND VICINITY**

**U.S. District Court for the Northern District of Illinois**  **5**

**END NOTE 5**

**St. Joseph Circuit Court – Judge John E. Broden  
Web Site: www.stjosephcountyindiana.com**  
Externs get strong clerking experience and an opportunity to gain research and writing experience on real cases, with real people and in real situations. Externs can observe court, learn to identify issues, see effective (and ineffective) attorney presentations. In some cases (such as SJ motions), the judge will ask the extern to read the briefs in advance and then write up an analysis of the case to discuss with the judge. The analysis is usually in memo form, not a draft order. As to the hours of work, externs should consider doing at least one morning, and two mornings would produce more action and more to see than one full day.

**Materials Requested:** Cover letter, Resume

**………………………………………………………………………………………………………**

**St. Joseph Superior Court www.stjosephcountyindiana.com/departments/courts/judgemagistratessuperior**  
**Description**

Students have externed for judges of the Superior Court with a civil docket or a criminal docket. Judicial externs conduct legal research, observe hearings, and discuss case dispositions with the judges.

**Materials Requested:** Cover letter, Resume

**………………………………………………………………………………………………………**

**U.S. District Court for the Northern District of Indiana**

**Web Site: www.innd.uscourts.gov**

**Judge Jonathan E. DeGuilio - Description**

Excellent opportunity for research and legal writing. Externs work with the judge's main career clerk and law clerks to draft opinions and orders on behalf of the Judge. Externs receive cases, read through briefings, memos and the case docket, conduct legal research. This opportunity is very "hands-on" in that externs research an entire legal issue, draft a judicial opinion on it, hand it back to the law clerks for review, and after editing, ultimately, to the judge. Externs have the opportunity to go to court and watch attorney’s present motions before the judge.

Judge DeGuilio prefers that students do an externship for both semesters during the academic year, fall and spring. He requires that they work for one full day (8 hours) per week for the entire academic year, not partial days. Students may only receive credit for a single semester through Lawyering Practice Externship. Students can earn a total of 4 credits for this externship; 3 credits in the Fall and 1 in the Spring.

**Materials Requested:** Cover letter, Resume, Unofficial Transcript, Writing Sample

**Magistrate Judge Michael G. Gotsch, Sr.**

Excellent opportunity for research and legal writing. Externs work with the judge's main career clerk and law clerks to draft opinions and orders on behalf of the Judge. Externs receive cases, read through briefings, memos and the case docket, conduct legal research. This opportunity is very "hands-on" in that externs research an entire legal issue, draft a judicial opinion on it, hand it back to the law clerks for review, and after editing, ultimately, to the judge. Externs have the opportunity to go to court and watch attorney’s present motions before the judge. Externs may also be provided with the opportunity to observe a trial in federal or state court.

For academic year externships, Judge Gotsch prefers that students do an externship for both semesters, fall and spring. He also prefers that externs work for one full day (8 hours) per week for the entire academic year but can accommodate externs whose schedules only allow them to work in four-hour time blocks. . Students can earn a total of 4 credits for this externship; 3 credits in the Fall and 1 in the Spring.

**Materials Requested:** Cover letter, Resume, Unofficial Transcript, Writing Sample

**Judge Robert L. Miller, Jr. FALL 2017 PLACEMENTS HAVE BEEN FILLED;**

**SPRING 2018 OPENINGS ARE TBA.**

Judge Miller prefers 3L’s but would consider a second-semester 2L. He prefers one-semester externships over a full-year externship. As for scheduling, he prefers that students work a full day rather than splitting their time between two days. Best days to work on Tuesdays and Wednesdays, as all his trials start on Tuesdays. Mondays are “okay” to work; but avoid Thursdays and Fridays, which are very slow.

A more complete description will be available in fall 2017

**Materials Requested:** Cover letter, Resume, Unofficial Transcript, Writing Sample

**………………………………………………………………………………………………………**

**GREATER INDIANA AND MICHIGAN**

**U.S. District Court, Northern District of Indiana (Hammond)**

**Web Site: www.innd.uscourts.gov/content/hammond**

**Description**

An externship with Judge Simon is an excellent opportunity for research and legal writing experience. Externs work with the judge's main career clerk and law clerks to draft opinions and orders on behalf of Judge Simon. Externs receive cases and are asked to read through all relevant briefs, the case docket, and conduct all necessary legal research.

This opportunity is very "hands-on" in that the externs are responsible for researching and drafting entire judicial opinions to be reviewed by the law clerks and, ultimately, the judge.  Externs also have the opportunity to go to court and watch attorney’s present motions before the judge.  Externs are required to be present in Chambers in Hammond, Indiana for one full day (8 hours) per week and may do any additional required work from home.     
  
**Materials Requested:** Applicants must be in excellent academic standing and are required to submit a cover letter, resume, and law school transcript to [simon\_chambers@innd.uscourts.gov](mailto:simon_chambers@innd.uscourts.gov).

**………………………………………………………………………………………………………**

**Indiana Supreme Court, Indianapolis, IN**

**Web Site: www.in.gov/judiciary/supreme**

**Description**

The Supreme Court of Indiana has opportunities for externs to work directly with four of the five Justices of the Court. Each extern will perform a variety of tasks. Externship positions are available to students who have completed the first year of law school.

Each Justice of the Supreme Court makes his or her own decisions on selecting externs according to each Justice's own policies and procedures. Some Justices have specific application requirements, so please review the information on the website for each Justice.

Applications for the Fall Semester must be submitted no later than June 1st of the prior summer.

Applications for the Spring Semester must be submitted no later than October 15th of the prior fall.

**Materials Requested:** Cover letter, Resume, College transcript and law school transcript, writing sample.

**………………………………………………………………………………………………………**

**LaPorte Superior Court** (located in Michigan City, Indiana)

**Web Site: www.laportecounty.org/JudiciaryLaw/Courts/Superior2**

**Description**

Students have externed for judges of the Superior Court with a civil docket or a criminal docket. Judicial externs conduct legal research, observe hearings, and discuss case dispositions with the judges.

**Materials Requested:** Cover Letter, Resume, Unofficial Transcript

**………………………………………………………………………………………………………**

**U.S. District Court for the Northern District of Illinois   
Web Site:** www.ilnd.uscourts.gov  
  
**Description**

Excellent opportunity for legal research and writing. Externs work with the Judge’s law clerks to draft opinions and orders on behalf of the Judge. Externs will be assigned a fully-briefed motion (likely a motion to dismiss or a motion for summary judgment) and will be expected to review all relevant pleadings, identify and research the relevant legal and write a draft decision, with input and feedback from the assigning law clerk. Externs are also expected to attend the Judge’s motion and status calls and any other hearings or trials set before the Judge. Externs also have the opportunity to observe court proceedings throughout the district court, as well as in the Seventh Circuit and the bankruptcy court. This is a “hands-on” opportunity in that externs work directly with law clerks and have regular interactions with the Judge. Externship is unpaid.

**End Note**

Students may extern in any judicial chambers where they will be engaged in substantive legal work under the direct supervisor of an attorney or judge.

The organizations listed in this document have previously hosted NDLS externs. Students are free to be proactive and identify other entities. All placements must be approved by the instructor and must be finalized before a student may enroll in the course.

Questions: Office Coordinator Beth Ferrettie, [bferrett@nd.edu](mailto:bferrett@nd.edu), 574-631-5867