***Judicial Externship***

**Application Process**

**In a given semester, students may only apply to sites within a single externship course. Students who apply to sites within the Judicial Externship course may not also apply to sites within other externship courses, such as Corporate Counsel Externship or Lawyering Practice Externship. Students are free to apply to other externship courses in later semesters.**

In choosing a potential externship site(s), students can review the listings in the Placement Sites document, and also, be proactive in identifying other sites.  Placements must involve substantial legal work under the careful supervision of an attorney. All placements must be approved by the instructor and must be finalized before a student may be enrolled in the course. Students are encouraged, but not required, to discuss their externship goals and expectations with Adjunct Professor Dory Mitros Durham. She can help students identify the most appropriate opportunities.

Students may apply to up to **(3)** Judges, but shouldn’t feel it’s necessary to choose three. If you want to apply to more than (3) Judges, when you email your materials to the Coordinator, be sure to state in the email what your preferences are by putting them in **RANK-ORDER.**

The following materials should be sent via email to the Externship Coordinator (not the placement sites) by the priority deadline. These materials will be promptly sent to the placement sites. Students may apply after the priority deadline, but risk that spots may have been filled.

1. **Cover letter, after having reviewed it with someone in the Career Development Office.**
2. **Current resume, after having reviewed it with someone in the Career Development Office.**
3. **If requested by the site, other documents, such as an unofficial transcript, writing sample.**

**Cover Letter Instructions**

If you are applying for more than one Judge (up to 3), submit a **SEPARATE cover letter for EACH judge**. All cover letters should be addressed to the judge you are applying to.

**In each letter, include:**

(1) Information about yourself, your expected career goals, or your educational, employment or volunteer experiences that you believe would be relevant to the court for which you are applying;

(2) Your reasons for wanting to work at that specific court, and what you hope to achieve.

(3) Note: students are strongly encouraged to refer to the **CDO Cover Letter Guide**; posted online.

The Faculty Instructor and Externship Coordinator will review the application materials and assess whether the placement would be a good fit for the student. The Coordinator will forward relevant cover letters and resumes to each court. The court will then get in touch directly with the students they wish to interview, and complete the placement process.

**Application Priority Deadlines:**

**Oct 27, 2017** for Spring 2018 externships **Mar 23, 2018** for Fall 2018 externships

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