



# JUST THE BEGINNING –

A Pipeline Organization

## JRC-JTB 2023 Summer Judicial Internship Diversity Project Announcement to Law Students

The **Judicial Resources Committee of the United States Judicial Conference** and **Just the Beginning – A Pipeline Organization** is pleased to announce the annual Summer Judicial Internship Diversity Project (“SJID Project”). The SJID Project’s goal is to provide highly qualified law students from socioeconomic, ethnic, and cultural backgrounds underrepresented in the legal profession with summer judicial internships in the chambers of federal and state appellate judges, federal district judges, and federal bankruptcy and magistrate judges. The SJID Project is national in scope and seeks to place approximately 150 law students as judicial interns across the country.

Interns will have the opportunity to draft bench memoranda, judicial orders, and opinions on a variety of substantive matters, including motions to dismiss, motions for summary judgment, magistrate judge reports, and habeas corpus petitions. Applicants should possess strong research and writing skills and be prepared to handle the rigors of working in a court.

There are two rounds of review to select interns. In the first screening, the reviewers evaluate the application documents and look for minimal typographical errors; demonstrated ability to follow directions; 3.0 grade point average; and any supplemental considerations when a candidate has exhibited a need or ability. Students who do not go beyond the first screening are offered resources to improve their chances of obtaining a judicial internship in the future. During the second screening, the reviewers interview candidates to evaluate their level of preparation, professionalism, and response to substantive questions. Students who pass the first and second round of review are then matched to judges primarily based on the student’s geographic preference and residence. Judges will likely conduct their own interview to select the candidate that is the best fit for their chambers. More information about the review process can be found on page six.

Applicants must commit to two mandatory training workshops and hired interns must complete a legal writing assignment due in April 2023 to prepare them for the internship. Interns will also participate in SJID Project Toolkit, bi-weekly sessions in the summer that will provide resources and support throughout their internship. Candidates must be available to work full-time as an intern for a minimum of eight weeks.

**TO APPLY:** Click [HERE](#) to apply or visit our website, [jtb.org](http://jtb.org).

Paper applications will **not be accepted**. The application will ask applicants to submit the following materials.

- a **cover letter** explaining the applicant's interest in participating in the Summer Judicial Internship Diversity Project and the importance of diversity in the legal field. Please address your cover letter to Cristina Figueroa, Program Director 70 W. Madison St. Suite 2900, Chicago IL. 60602.
- a **resume**.
- a **law school transcript**, official or unofficial (if first semester 1L grades are unavailable at the time of the deadline, please upload an undergraduate transcript and send your law school grades to [sjidproject@jtb.org](mailto:sjidproject@jtb.org) as they become available).
- a **writing sample** (no more than 10 pages in length).
- a list of **three references** (no family members, please).
- a signed **Memorandum of Understanding** (see page 3). This document stipulates the requirements and expectations of the program.

Applications will be received online until **11:59 p.m. EST on Friday, January 6, 2023**.  
Early applications are highly encouraged.



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Applicants are strongly encouraged to seek law school or non-profit funding and scholarships. Applicants are also encouraged to seek school credit hours or use the internship hours for pro bono certification. Please contact your law school's career advisor to explore funding options available to students. JTB will fundraise to provide a small stipend to students who (1) do not receive course credit, (2) do not receive a stipend from a JTB partner listed below, or (3) do not receive a stipend from any other outside source.

JTB has partnered with multiple organizations to help secure funding for interns.

- **Judicial Intern Opportunity Program (“JIOP”):** The SJID Project and JIOP will consider law students for admission into both programs concurrently to students who meet the criteria. Students who follow the procedures outlined below will receive a \$2,000 award from JIOP and will be eligible to participate in programs and events of both programs:
  - Apply to both the SJID Project and JIOP.
  - Advance in the review process for both the SJID Project and JIOP.
  - Are matched successfully with a judge participating in both JIOP and the SJID Project
- **Federal Magistrate Judges Association (“FMJA”):** Six students matched with federal magistrate judges will receive a \$2,500 stipend from the FMJA and will be designated as FMJA Fellows. All interns matched with magistrate judges through JTB will have the opportunity to apply for the stipend through the FMJA.
- **National Conference of Bankruptcy Judges:** Six students matched with federal bankruptcy judges will receive a stipend from the NCBJ (amount TBA) and will be designated as NCBJ Fellows. All interns matched with bankruptcy judges through JTB will have the opportunity to apply for the stipend through the NCBJ.
- **International Women’s Insolvency and Restructuring Confederation (“IWIRC”):** Six female students matched with bankruptcy judges will receive a \$2,500 stipend from the IWIRC and will be designated IWIRC Fellows. All female interns matched with bankruptcy judges through JTB will have the opportunity to apply for the stipend through the IWIRC.
- **Islamic Scholarship Fund (“ISF”):** ISF students selected in 2022 may bypass the first and second round of application review and are eligible to receive a \$2,500 stipend if successfully hired by a JTB judge.
- **Eastern District of Virginia:** Law students placed with federal judges from the Eastern District of Virginia will receive a \$2,000 stipend from the United States District for the Eastern District of Virginia.
- **Kelly Guzzo, PLC:** The firm will fund some interns matched with circuit court judges in the Commonwealth of Virginia.
- **American College of Trial Lawyers (“ACTL”):** The ACTL will select interns from the SJID project to be part of their mentorship program with ACTL Fellows, prestigious trial attorneys. Select interns will also be funded by the ACTL.

General application questions can be directed to [sjidproject@jtb.org](mailto:sjidproject@jtb.org).

**NONDISCRIMINATION POLICY.** The officers, directors, committee members, employees, and persons served by this organization shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of JTB-APO not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran’s status, political service or affiliation, color, religion, or national origin.



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### MEMORANDUM OF UNDERSTANDING

The Judicial Resources Committee and Just the Beginning – A Pipeline Organization’s Joint Summer Judicial Internship Diversity Project (“SJID Project”) is a program that strives to provide underrepresented and economically disadvantaged law students an opportunity to work inside a judge’s chambers as a judicial intern.

### INTERN’S OBLIGATIONS

I, \_\_\_\_\_, understand and agree to the following terms of participation for judicial interns during the Summer of 2023:

1. I agree to be available to work as a judicial intern for a minimum of eight weeks, 40 hours per week. This minimum requirement ensures that I will receive all the benefits of working in judicial chambers.
2. I understand that I must seek a scholarship or non-profit funding for this internship. If I receive any financial stipend or compensation from any source for the judicial internship, I agree to promptly disclose this to the judge and to JRC-JTB via [sjidproject@jtb.org](mailto:sjidproject@jtb.org).
3. I understand that JTB will provide a small stipend to students who are unable to secure a stipend through a scholarship, other outside source, from a JTB partner, or if I did not receive course credit for my internship.
4. I agree to make myself available to be interviewed by a screening panel in January 2023.
5. I agree to promptly respond to any judge’s inquiry and to make myself available to be interviewed by judges in February of 2023.
6. I agree to view the Interview Skills Webinar in January of 2023 and the Legal Writing Webinar in March of 2023 aimed at preparing candidates to work in the chambers of judges.
7. I agree to complete and submit a legal writing assignment by the first week of April 2023. I understand the screening committee will evaluate my writing and provide feedback to help students cultivate their writing skills before beginning the internship.
8. I agree that I will uphold the standards of professionalism. This includes wearing business formal attire, unless otherwise instructed by the judge. I will conduct myself in a professional manner, which includes addressing the judge, law clerks, chambers staff, court staff, and court users courteously and reporting for work on time, every day.
9. I agree that all my work must be carefully edited and in its third draft before submission to the judge or law clerk. I will ensure that all my work is done to the best of my ability.



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10. I agree to follow all school internship guidelines for credit hours or for any other benefit. If JTB is not currently on my school's list of providers for academic credit, I will contact JTB immediately.
11. I affirm that I am currently enrolled in good standing in an American Bar Association accredited law school.
12. I agree to report to both the judge all judicial internship hours worked and to maintain a record of all hours worked. I agree to provide the record of hours I worked upon JRC-JTB's request.
13. I agree to submit to JRC-JTB evaluation reports when requested.
14. I agree to timely respond to JTB requests for information, including evaluations of my intern experience, my current or future employment status and contact information and I agree to submit a student information form with my application.
15. I acknowledge that any internship I obtain is solely for educational purposes. I understand that I will not be an employee of the Judicial Resources Committee, any court, or JTB-APO. I agree that if I undertake an internship, it will be primarily for my own benefit and to further my knowledge, and without any expectation that I would receive an offer of employment after the internship is complete.
16. I agree to notify JTB in writing if I am hired as a post-graduate, full-time federal law clerk.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone Number \_\_\_\_\_



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### TIMELINE

Please find information below regarding the timeline for the 2023 SJID Project.

- **November 16, 2022 – January 6, 2023:** Student application is open.
- **January 10 – January 17, 2023:** First round of review – application evaluation.
- **January 24 – January 31, 2023:** Second round of review – interview evaluation.
- **January 24 - February 10, 2023:** Interview Skills Webinar available for candidates to prepare for interviews.
- **February 10, 2023:** Judge receives 1-4 candidates.
- **February 13 – February 24, 2023:** Third round of review – judges and/or clerks may interview candidates matched with them. Students are rematched up to two times if judge passes on candidate.
- **February 27, 2023:** Deadline for judges to report hiring decision to JTB.
- **March 6 – March 17, 2023:** Writing Skills Webinar available for interns to prepare for legal research and writing.
- **April 3, 2023:** Deadline for students to submit writing sample to JTB.
- **April 10 – May 5, 2023:** Attorney volunteers review writing sample and return to interns with feedback.
- **June – July 2023:** SJID Project Toolkit sessions – Bi-weekly programs to discuss resources and other helpful tools for interns throughout their internships.



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### EVALUATION CRITERIA

#### First Round of Review – Application

There are four primary considerations:

- (1) Minimal typographical errors
  - a. Less than two typos in the resume and cover letter
  - b. No more than one typo in the writing sample every 2.5 pages
- (2) Demonstrated ability to follow instructions of the application
  - a. The cover letter should answer the prompt and not be a general letter sent to all potential employers
  - b. The applicant submits all correct documents and follows up with updated transcript
- (3) 3.0 GPA
  - a. A few points below a 3.0 is not condemning if other factors are compelling
  - b. Law School GPA above a 4.2 may pass the interview phase at JTB's discretion
- (4) Other considerations
  - a. Community service work, tough road to law school but showing extensive promise, strong improvement of grades from 1L year, etc.

#### Second Round of Review – Interviews

There are three primary considerations:

- (1) Preparation
  - a. Familiar with JTB and the SJID Project, on time, prepared questions, etc.
- (2) Personality and Professionalism
  - a. Wearing appropriate interview attire, temperament conducive to chambers, etc.
- (3) Responsiveness to substantive questions
  - a. Able to answer questions about the writing sample, cover letter, and resume

#### Third Round of Review – Judge Interview

Students who pass the first and second round of review are then matched to judges who will conduct their own interview to select the candidate that is the best fit for their chambers.

#### Writing Assignment Review

This review occurs after the intern is hired. Students are required to submit a memorandum for attorney volunteers to review prior to the internship. Volunteers have approximately three weeks to review and return the assignment and have a virtual meeting with the intern in May. During the meeting, volunteers will discuss the assignment, provide tips, and give guidance on the upcoming internship by answering any questions interns may have on writing, research, attire, professional etiquette, and more. This is an opportunity for interns to establish a mentorship relationship with an attorney who can provide advice.