

M E M O R A N D U M

TO: Students Interested in the Judicial Extern Program

FROM: Prof. Bradley

RE: Registration Information

REQUIREMENTS: The Judicial Extern Program requires you to work at least one hundred hours in your placement, at a rate not to exceed ten hours per week, and to attend weekly classroom sessions. Remember that once selected, you will be signed up for both the one-credit Judicial Extern Class and the two-credit Judicial Extern Field Placement.

NATURE OF WORK: The work performed by a judicial extern is essentially the same as that performed by a law clerk to a judge. It usually involves preparing memoranda on cases, reviewing case files, drafting opinions and orders, and attending trials, hearings, and conferences. The precise tasks performed will depend upon the type of court and style of the judge. A statement of the educational objectives of the program is attached.

PLACEMENT: In assigning placements, we try to match the needs of the judge with the student's interests and capabilities. Acceptance into the program is not guaranteed. Even if you have discussed a potential placement with the professor or a judge, you must submit the registration forms, a resume, and a transcript. You will not be considered for placement until your registration is complete. An individual interview may be required with the professor or the judge. Judges expect the highest moral and ethical standards of their externs and staff.

CREDIT: Academic credit is awarded only for fieldwork completed under the auspices of the Judicial Extern Program. Voluntary or compensated work will not qualify for credit. Field and course work must be completed concurrently. In very exceptional circumstances, fieldwork may be done before the classroom component if doing both at the same time would be impossible.

PREFERENCES: Please list at least three choices in order of interest, but you may list more than three. If you plan to drop the class if you do not get your first or second choice, please make only that many choices and clearly state at the bottom of the preference form that you will not accept any placement other than those indicated. Placements with the judge(s) you prefer cannot be guaranteed.

TIMING: You must complete the attached Judicial Externship Registration Form and turn in to Registrar Charlene Carpenter by the date shown at the top of the form. Placements are made as early as possible before the semester starts. Some judges require interviews, however, which can draw the placement process out to early in the semester. The professor will notify you by e-mail, if possible, of your placement.

GRADING: At the end of the semester the professor assigns a standard letter grade for the classroom component. The field placement is “pass/fail;” the judge will evaluate your performance on a “High Pass / Pass / Low Pass / Fail” scale.

WITHDRAWING: If circumstances change after you have handed in your registration materials, please let us know as soon as possible. The assignment process becomes difficult if a student drops the course after a judge has been informed of an assignment. As a courtesy to the judges and your fellow students, please let the professor know as soon as you decide not to continue in the class, but no later than the limited enrollment drop-add date.

RELEASE OF INFORMATION: By submitting the registration materials for this course, you are agreeing to allow the course professor to review your law school application, including character and fitness information. You agree that the professor may contact any of your professors to discuss your suitability for the program. You also agree to the release of your transcript to the office of the judge to whom you are assigned.

Judicial Extern Program Educational Objectives

This memorandum sets out the objectives of the Judicial Extern Program so that both students and judges can maximize its benefits.

1. For the students.

The College of Law has established the Judicial Extern Program to provide educational opportunities to its students not available in other classroom or extracurricular activities. The primary objective of the Judicial Extern Program is skills training. Most judicial externs write several documents, including legal and factual memoranda, draft opinions, and orders. This gives the students real life experiences that may affect the disposition of actual cases. For this reason, the accuracy and clarity of the writing is crucial. Other opportunities may include interacting with judges, court staff, and lawyers, as well as observing hearings, trials, and settlement conferences.

In addition, externs will have an inside view of the judicial process, learning not only how the courts function, but also what influences a judge to rule in a particular way. Few law school experiences can provide so many benefits directly related to the professional development of a prospective lawyer. For those students interested in a judicial clerkship, an externship extern will give a taste of what a judicial clerk does to help the student decide whether to pursue a clerkship. Also, an externship provides the most relevant training for a clerkship. Finally, even for those who decide not to clerk, a judicial externship is a strong addition to a resume.

To maximize the educational value of a judicial externship, students must reflect on their experiences, asking after each task whether they fully understood it, used available resources, and completed it in a timely manner and to the satisfaction of the judge. Students should also reflect on how the task fit into the judicial process, the quality of the performance of the lawyers involved, and whether justice was served in the case. The students should also consider the implications of the externship on their future professional activities. For these reasons, the judicial extern program incorporates a classroom component to give the students an opportunity to consider these questions in the context of their own experiences and those of other students.

During the academic year, we ask students not to arrange their own independent placements outside this course with any of the judges who participate in this program, so as not to interfere with the classroom component for the students who elect to take this course for credit.

2. For the Judge.

Although the primary focus of the judicial Extern Program is the educational benefits to the students, the program has substantial benefits to the judges that accept judicial externs. The externs can help reduce the workload of the judge or judge's law clerk. It also gives judges exposure to bright and enthusiastic law students who bring with them the values and concerns of current law students. Most judges greatly enjoy the educational and mentoring role that is inherent in the program. Judges sometimes use the extern program to locate a clerk.

The Judicial Extern Program offers experiential learning that comes under the broad heading of clinical legal education. Crucial to the success of the Judicial Extern Program are the assignment of meaningful tasks to the externs and supervision and the evaluation of the externs by the judges and their staffs. To a large degree, a judicial extern placement is valuable to the extent that the judge monitors the type of work that the extern is performing and comments on the extern's performance. Only in this way can the objectives of the judicial extern program be met. We ask our participating judges not to accept placement of our UC law students as externs during the school year except through this program, so as not to interfere with the classroom component for the students who elect to take this course for credit.

JUDICIAL EXTERNSHIP REGISTRATION FORM

Submit this form to Charlene Carpenter by 2:00 pm on Friday, April 8, 2016.

Submissions made after that date will be considered, but students submitting by April 8 will have priority.

Select at least three judges or courts in order of preference.

Student's Name : _____

Class: __2L __3L __ Flex

Ohio Supreme Court

(orientation session and weekly trips to Columbus may be required)

Hamilton County Court of Common Pleas (may require an interview):

No preference for a particular judge

Judge Steve Martin

Judge John West

Judge Ethna Cooper

Judge Nadine Allen

Judge Jerry Metz

Judge Beth Myers

Hamilton County Court of Appeals

Judge Pat Fischer

Hamilton County Juvenile Court

Hamilton County Domestic Relations Court

Judge Susan Tolbert

Hamilton County Municipal Court

No preference for a particular judge

Judge Fanon Rucker

Butler County, Court of Domestic Relations

Judge Barbara Schneider Carter, Admin. Judge

Clermont County Court of Common Pleas

Judge Jerry McBride

Kenton County Family Court

Judge Chris Mehling

U.S. District Court, Southern District of Ohio -- Cincinnati (may require an interview)

No preference for a particular judge

Senior Judge Sandra Beckwith (prefers 3L)

Judge Susan Dlott

Judge Michael Barrett

Judge Tim Black

Magistrate Judge Stephanie Bowman

Magistrate Judge Karen Litkovitz

U.S. District Court, Southern District of Ohio -- Dayton

Magistrate Judge Mike Newman

U.S. District Court, Eastern District of Kentucky -- Covington

No preference for a particular judge

Judge David Bunning (may require a writing sample)

Judge William Bertelsman

Magistrate Judge Candace Smith

The extern in this court will work for both Judge Bunning and Magistrate Judge Smith.

U.S. Bankruptcy Court, Southern District of Ohio -- Cincinnati

Bankruptcy course desirable but not required

Judge Jeff Hopkins

Judge Beth Buchanan

Federal Administrative Law Judges

U.S. Dept. of Labor Administrative Law Judges Joe Kane and Larry Merck

Other court or judge (individual requests will be considered)

Judge's Name or Court _____

Student's Name _____

Date _____

- 1) Explain the reasons for your placement requests.

- 2) List any courses you have taken that prepare you for the placement(s) you requested.

- 3) List prior work experience for the past three years.

- 4) Note any possible conflict of interest with the placement you have requested.

- 5.) Please tell us the Professor you believe is most familiar with your work

- 6) List an address, phone number, and e-mail address where you can be reached while school is not in session.

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE by April 8, 2016, along with the following documents:

- 1) Transcript (official or unofficial)
- 2) Resume

REGISTRATION IS NOT COMPLETE WITHOUT ALL OF THIS INFORMATION

(rev. 3/2016 - MB)