

## JUDICIAL INTERNSHIPS GUIDE

An internship with a judge is a good way to learn about the judicial process, how trials are conducted, and the inner workings of the court. You will see how judges make decisions, learn what judicial clerks do, and observe trials and hearings in court. It is a wonderful opportunity to gain valuable experience that will help you in your path from law student to lawyer. The experience also may help you in your efforts obtain a post-graduate clerkship.

Many judges, both federal and state, take summer interns. Some judges only hire first-year law students, and some will hire students for either their first or second summer. Some judges hire students only for half a summer; some will allow students a full-summer internship opportunity. The Career Development Office (CDO) maintains a list of Virginia judges who frequently hire Richmond Law interns. Many Virginia judges post their internship opportunity with the CDO via LawQuest. Other judicial internship opportunities outside of Virginia may require you to directly contact the chambers of the judge(s) in which you are interested to determine their summer hiring process and timeline. If you are interested in working with a judge while in law school, you also may consider applying for an opportunity through the Law School's Externship Program.

### APPLYING FOR JUDICIAL INTERNSHIPS

If you are interested in interning with a judge, you may apply to advertised internships through LawQuest or other posted opportunities. However, some judges do not post internships, but prefer to hire those who reach out and apply on their own initiative. For judges in Virginia, please consult your career advisor before reaching out directly to chambers. For judges outside of Virginia, please consult the "Out-Of-State Judicial Internships Outreach" section of this guide.

If you contact judges, take note of these considerations:

- A judge's chambers is the most formal of all legal settings. All your communications with a judge should reflect this. This is not the time to express creativity.
- Excellent writing skills and attention to detail are two of the most important factors that judges consider in making hiring decisions.
- Before you apply, research the court. Know what kinds of legal matters the court has jurisdiction over, and what law applies. For instance, if you are applying to a federal

judge, who rarely decides matters under state law, you will not get far if you say your interest is due to your hope to learn more about Virginia law practice.

- Research the judge. What kind of law did the judge practice before being elevated to the bench? Has the judge decided any important cases? Does the court have any specialized programs, such as a drug court, or mental health court?
- In your cover letter, demonstrate your knowledge of the court when you state the reasons for your interest in interning.
- If you plan to practice in a particular community, or are from that community, express this in your letter. Judges like to know they are providing opportunities to someone who will be part of the local legal community or are from the community that the court serves.
- Include the best available sample of your legal writing. Something that demonstrates your legal research and analysis abilities would be particularly helpful. Incorporate any feedback you received from your professor, and then go over it again with a fine-toothed comb for any spelling, grammatical, citation, or formatting errors. Include a cover page that indicates what the sample was written for, whether it has been shortened from its original length, and—if written for an employer—whether you have permission to use it and if client names have been redacted.
- Internships with judges are not paid. However, judicial internships qualify for first requestor funding under Richmond Law’s Summer Public Service Fellowship Program. Note there is a strong presumption against funding judicial internships for second-year students seeking a second fellowship.

## OUT-OF-STATE JUDICIAL INTERNSHIPS OUTREACH

While we have contacted and published information about the hiring plans of Virginia judges, we recognize that some of you will be seeking judicial internship opportunities in a wide variety of geographic locations outside Virginia. This section, organized in three parts, is designed to support you in seeking an out-of-state judicial internship. The information is organized as follows:

- Part I:** Follow the step-by-step instructions for outreach to judicial chambers to gather information.
- Part II:** Use the links in the “Resources” section to find contact and biographical information for judges with whom you may wish to intern.
- Part III:** Consider applying to judges outside of Virginia who have recently hired Richmond Law students, all listed below in alphabetical order by state.

## **Part I: Instructions for Outreach to Judicial Chambers**

1. Begin by creating a simple spreadsheet to track your outreach efforts. Then, decide on a few preferred geographic areas.
2. Use the Resources in Part II to gather contact information for the chambers which you wish to contact. Use Leadership Connect for federal courts, and the Guide to State Court Judicial Clerkship Procedures for state courts, linked below under Resources.
3. Only contact chambers that are not on the spreadsheet circulated by the CDO. If you are unsure whether the CDO has contacted a judge already, please contact your career advisor. Also, *only contact judicial chambers for which you have a genuine interest in interning.*
4. Explain that you are a law student calling to inquire about a summer internship. Ask to speak to the judicial assistant, clerk or other person responsible for coordinating interns.
5. Get the name, and, if possible, the pronouns of the person you are speaking with. Explain that you are interested in an unpaid summer internship with the judge and ask whether the judge is accepting applications. If yes, proceed to step 6. If no, ask when they might expect to begin accepting applications. Make note of this date.
6. If the judge is accepting applications, ask the following:
  - a. What class year(s) is the judge interested in (e.g. 1Ls, 2Ls, or both)?
  - b. What is the judges' desired application deadline (Note that a deadline before grades are released would not allow you to include fall semester grades. You may offer to supplement your application with grades after you receive them).
  - c. What application materials (e.g., resume, cover letter, transcript, writing sample, list of references) are required? Note that very few judges require letters of recommendation from 1Ls, and we do not recommend suggesting this. If a judge specifically asks for letters of recommendation, make note of this, and contact your career advisor for further guidance.
  - d. What is the preferred application method (e.g., a single PDF emailed to chambers; paper application sent via postal mail)? If email is preferred, get the email address and name (with spelling) of the person to whom you should send the email. Never address an email or cover letter to "To whom it may concern."
  - e. Are there any other preferences or requirements (e.g., GPA or class rank)?
7. Record this information in your spreadsheet. Record the application deadlines and work through your application list accordingly.

## **Part II: Resources**

- Leadership Connect (access from law library databases; if accessing from outside of the school's network, you must be [connected to the University's VPN](https://law-richmond.libguides.com/az.php?a=l)): <https://law-richmond.libguides.com/az.php?a=l>
- Federal Courts: <https://www.uscourts.gov/about-federal-courts/federal-courts-public/court-website-links>
- State Courts: <https://www.ncsc.org/information-and-resources/state-court-websites>
- Richmond Law Alumni Judges:  
[https://law.richmond.edu/career/pdf/alumni\\_Judges.pdf](https://law.richmond.edu/career/pdf/alumni_Judges.pdf)
- Guide to State Court Judicial Clerkship Procedures, also known as The Vermont Guide:  
<https://secure.vermontlaw.edu/career/guides/> username: Crab; password: Apple)

## **Part III: Recent Out-of-State Judicial Internships**

<b>Judge</b>	<b>Court</b>	<b>City</b>	<b>State</b>
Hon. Kelly Fitzgerald Pate	U.S. District Court, Middle District of Alabama	Montgomery	AL
Hon. Susan R. Bolton	U.S. District Court, District of Arizona	Phoenix	AZ
Hon. Cindy K. Jorgenson	U.S. District Court, District of Arizona	Tucson	AZ
Hon. Mark W. Snauffer	California 5th District Court of Appeals	Fresno	CA
Hon. Stefan R. Underhill	U.S. District Court, District of Connecticut	Bridgeport	CT
Hon. Elizabeth L. Gunn	U.S. Bankruptcy Court, District of Columbia	Washington	DC
Hon. Dabney L. Friedrich	U.S. District Court, District of Columbia	Washington	DC
Hon. Royce C. Lamberth	U.S. District Court, District of Columbia	Washington	DC
Hon. Reggie B. Walton	U.S. District Court, District of Columbia	Washington	DC
Hon. Jeffrey J. Clark	Superior Court of Delaware	Dover	DE
Hon. Andrea L. Rocanelli	Superior Court of Delaware	Wilmington	DE
Hon. Vincent Chiu	Ninth Judicial Circuit Court of Florida	Orlando	FL
Hon. Marcia Morales Howard	U.S. District Court, Middle District of Florida	Jacksonville	FL
Hon. Harvey E. Schlesinger	U.S. District Court, Middle District of Florida	Jacksonville	FL

Hon. John Shlesinger	U.S. District Court, Middle District of Florida	Jacksonville	FL
Hon. William P. Dimitrouleas	U.S. District Court, Southern District of Florida	Fort Lauderdale	FL
Hon. Robin L. Rosenberg	U.S. District Court, Southern District of Florida	Wes Palm Beach	FL
Hon. Robert Mark	U.S. Bankruptcy Court, Southern District of Florida	Miami	FL
Hon. Jean-Paul Boulee	U.S. District Court, Northern District of Georgia	Atlanta	GA
Hon. Theresa L. Springmann	U.S. District Court, Northern District of Indiana	Hammond	IN
Hon. Denise J. Casper	U.S. District Court, District of Massachusetts	Boston	MA
Hon. Patti B. Saris	U.S. District Court, District of Massachusetts	Boston	MA
Hon. Mark D. Pfeiffer	Missouri Court of Appeals, Western District	Kansas City	MO
Hon. C. Ashley Gore	13th District Court of North Carolina	Whiteville	NC
Hon. Jefferson G. Griffin	North Carolina Court of Appeals	Raleigh	NC
Hon. Sam J. Ervin	Supreme Court of North Carolina	Raleigh	NC
Hon. Trey Allen	Supreme Court of North Carolina	Raleigh	NC
Hon. Robert B. Jones, Jr	U.S. District Court, Eastern District of North Carolina	Wilmington	NC
Hon. Kenneth D. Bell	U.S. District Court, Western District of North Carolina	Charlotte	NC
Hon. Max O. Cogburn	U.S. District Court, Western District of North Carolina	Asheville	NC
Hon. Martin Reidinger	U.S. District Court, Western District of North Carolina	Asheville	NC
Hon. Frank D. Whitney	U.S. District Court, Western District of North Carolina	Charlotte	NC
Multiple District Court Judges	U.S. District Court, District of North Dakota	Fargo	ND
Hon. Jeffrey R. Jablonski	New Jersey Courts General Equity Division	Jersey City	NJ
Hon. Timothy W. Chell	New Jersey Superior Court	Woodbury	NJ
Hon. Robert M. Vinci	New Jersey Superior Court	Hackensack	NJ
Hon. Mark Falk	U.S. District Court, District of New Jersey	Newark	NJ
Hon. Brian R. Martinotti	U.S. District Court, District of New Jersey	Trenton	NJ
Hon. Karen M. Williams	U.S. District Court, District of New Jersey	Camden	NJ
Hon. Kea W. Riggs	U.S. District Court, District of New Mexico	Albuquerque	NM

Hon. Andrew P. Gordon	U.S. District Court, District of Nevada	Las Vegas	NV
Hon. Jennifer A. Dorsey	U.S. District Court, District of Nevada	Las Vegas	NV
Hon. Lynne Simons	Washoe County Second Judicial District Court	Reno	NV
Hon. Cecelia G. Morris	U.S. Bankruptcy Court, Southern District of New York	Poughkeepsie	NY
Court Administration Office	New York State Unified Court System	New York	NY
Hon. Pamela Chen	U.S. District Court, Eastern District of New York	Brooklyn	NY
Hon. Carlota Bohm	U.S. Bankruptcy Court, Western District of Pennsylvania	Pittsburgh	PA
Hon. Joseph F. Leeson	U.S. District Court, Eastern District of Pennsylvania	Philadelphia	PA
Hon. Jason J. Legg	Susquehanna County Court of Common Pleas	Montrose	PA
Hon. Mia Perez	U.S. District Court, Eastern District of Pennsylvania	Philadelphia	PA
Hon. Cynthia M. Rufe	U.S. District Court, Eastern District of Pennsylvania	Philadelphia	PA
Hon. William I. Arbuckle	U.S. District Court, Middle District of Pennsylvania	Scranton	PA
Hon. Christy C. Weigand	U.S. District Court, Western District of Pennsylvania	Pittsburgh	PA
Hon. Mary Geiger Lewis	U.S. District Court, District of South Carolina	Columbia	SC
Hon. Sherri A. Lydon	U.S. District Court, District of South Carolina	Columbia	SC
Hon. Curtis L. Collier	U.S. District Court, Eastern District of Tennessee	Chattanooga	TN
Hon. Thomas L. Parker	U.S. District Court, Western District of Tennessee	Memphis	TN
Hon. John A. Kazen	U.S. District Court, Southern District of Texas	Loredo	TX
Hon. Frances H. Stacy	U.S. District Court, Southern District of Texas	Houston	TX
Hon. Jeffrey C. Manske	U.S. District Court, Western District of Texas	Waco	TX
Hon. Geoffrey W. Crawford	U.S. District Court, District of Vermont	Burlington	VT
Hon. Theresa L. Fricke	U.S. District Court, Western District of Washington	Tacoma	WA
Hon. Steven L. Shaffer	Preston County Circuit Court	Kingwood	WV
Hon. Robert W. Trumble	U.S. District Court, Northern District of West Virginia	Martinsburg	WV