

**Judicial Resources Committee & Just the Beginning – A Pipeline Organization’s
Summer Internship Diversity Project**

MEMORANDUM OF UNDERSTANDING

The Judicial Resources Committee and Just The Beginning – A Pipeline Organization’s (“JRC-JTB”) Summer Judicial internship Diversity Project (“Project”) is a program that strives to provide diverse law students from backgrounds underrepresented in the legal profession an opportunity to work inside a federal 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 2017:

1. I agree to be available to work as an unpaid judicial intern for a minimum of six weeks, forty hours per week. This minimum term requirement ensures that I will receive all of the benefits of working in judicial chambers.
2. I understand that this is an unpaid judicial internship, and that I will seek law school or non-profit funding if I need it. 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.
3. I agree to make myself available to be interviewed by a screening panel between January 17, 2017 and January 31, 2017.
4. I agree to attend the mandatory JRC-JTB Interview Seminar in the month of February 2017, either in-person or via videoconference.
5. I agree to promptly respond to any judge’s inquiry and to make myself available to be interviewed by judges beginning February 13, 2017.
6. If I am selected as a judicial intern, I agree to attend the JRC-JTBF Legal Writing and Research Workshop in April 2017, either in-person or via videoconference. I agree to complete and submit a legal writing assignment that I will receive approximately two weeks prior to the workshop. I understand the screening committee will evaluate my writing and provide feedback.

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7. I agree that I will uphold all of the standards of professionalism. This includes dressing for success and wearing business formal attire at all times, 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.
8. I agree that all of my work must be carefully edited and in at least its third draft before submission to the judge or law clerk. I will ensure that all of my work is done to the best of my ability, even if this includes working through the weekend or beyond my forty hour commitment.
9. I agree to follow all school internship guidelines for credit hours or for any other benefit.
10. I affirm that I am currently enrolled in good standing in an American Bar Association-accredited law school.
11. If JTB is not currently on my school’s list of providers for academic credit, I will contact JTB immediately.
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.

Signature _____ Printed Name _____

Mailing Address _____

Email _____ Cell Phone Number _____