

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 2018:

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 15, 2018 and January 25, 2018.
4. I agree to attend the mandatory JRC-JTB Interview Seminar in the month of February 2018, 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 14, 2018. *I uphold that I will research the court of which I am being interviewed prior to the time of interview.*
6. If I am selected as a judicial intern, I agree to attend the JRC-JTBF Legal Writing and Research Workshop in April 2018, 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. Judicial Resources Committee & Just the Beginning – A Pipeline Organization’s Summer Internship Diversity Project.
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 _____