

Frequently Asked Questions (FAQs)

What do former interns have to say about the program?

Former Judicial Intern profiles can be found on the ABA Career Counsel website in the For Students section. Click on the link titled Minority Judicial Intern Profiles.

<http://www.abanet.org/careercounsel/students.html>

- Q. What are some important skills and characteristics taken into consideration for candidate selection?
- A. Students are evaluated on whether they would be a good intern and their personal qualifications for this type of program. Important characteristics include:
- a. Self-starter
 - b. Critical thinker
 - c. Strong oral and written communication skills
 - d. Team player
 - e. Problem solver
 - f. Growth capacity
 - g. Success oriented
- Q. What other criteria is used in selecting for the positions? Will my academics, GPA, work experience and background be considered?
- A. In the first round of interviews, academics, strong writing skills, work experience and a willingness to learn are all important elements used in the evaluation process. Students will be sent on to judges for review and a possible interview based on the results of their screening interviews. The final selection process is up to individual judges who may have their own criteria.
- Q. Can I select what type of judge I will be interning with?
- A. No. Past students, in their program evaluations, have indicated that all internships (both with federal and state judges) provide unique and valuable experiences. Due to the number of applicants and the individual criteria set by judges, we have determined that all students will be considered for all positions limited by location preferences.
- Q. If selected as an intern, what kind of cases would I see?
- A. The participating judges hear cases on a wide variety of subjects. Caseloads of federal judges may include: bankruptcy, securities issues, copyright, patent and trademark, product liability, tax lawsuits, constitutional law issues, civil rights, etc. State court judges typically hear a variety of civil and/or criminal cases. In addition, if you are interested in interning with a judge who will be involved in intellectual property cases, please indicate that on your application and submit your interest and qualifications to be considered for one of those positions.

- Q. Where are the first round interviews conducted? For example, I'm in Michigan, so can I be interviewed at my school?
- A. The goal is for students to interview with ABA or local bar association members in the selected city or the applicant's school location. If that is not possible, the interview may be conducted by telephone.
- Q. How should I prepare for my screening interview?
- A. A screening interview is like any other interview for employment. The partner interviewing you is looking to determine your strongest skills and whether or not you would make a good candidate for a judicial internship. Dress for a business interview, come prepared to answer questions about your desires and qualifications and conduct yourself in the most professional manner. You might also bring with you examples of your work or grades—anything that you think best exhibits your qualifications for the position.
- Q. What do you mean by “rolling admission”? Will getting my application in early help?
- A. Yes. What we mean by rolling admission is that as soon as your application is processed, we can match you with a partner for a screening interview. The results of that interview and your qualifications will determine if you will be reviewed by a judge for an interview. The most qualified students will be sent to judges first for review. Judges will continue reviewing student materials until all positions are filled. The sooner you submit your application, the sooner we can schedule your screening interview. Judges will begin reviewing student folders for qualified students right away. The earlier you enter into that process the more time you have to be reviewed by hiring judges. That will increase your chances of being hired.
- Q. What is needed to complete the application process?
- A. You must send in four copies of your completed application form, writing sample and a statement of interest. If you are also interested in being considered for one of the specialized intellectual property law positions you need to include an additional page outlining your interests and qualifications. Please mail your completed materials to:

Section of Litigation
American Bar Association
321 N. Clark Street
Chicago, IL 60610
Attention: JIOP—Gail Howard, Director

We will not accept emailed or faxed applications. All materials must be submitted with a postmark dated no later than January 31, 2006.

Q. I would like to apply, but how do I know if I qualify?

A. The program seeks to provide internship opportunities for minority and financially disadvantaged law students; those who are members of traditionally underrepresented groups in the legal profession. You may outline your qualifications based on that criteria in your statement of interest. In addition, applicants must be U.S. residents.

Q. Can I submit a law student memo for the writing portion of the application?

A. A law student memo is fine, if it reflects your best writing ability. The writing sample should showcase your best legal writing to date. Please try and submit a complete piece (not an excerpt) but make sure your submission is no longer than 5 pages.

Q. Am I limited to choosing one location for an internship?

A. No. We would prefer you rank your location choices on your application. Please indicate any and all areas where you are able to intern. The more locations selected, the better your chances are of obtaining an available position.

Q. What should I include in the "statement of interest"?

A. We suggest that you use the statement of interest to outline why you believe you are best qualified for this program. You should also include why you want to work with a judge. It would be helpful to note the contribution you can make to the internship. In other words, what sort of skills would help make this a mutually beneficial experience? Please try and limit your statement of interest to one to two pages.

Q. I am interested in applying for an intellectual property internship. Will that limit my chances of obtaining a position, since there are only a limited number of positions available?

A. No. All students are submitted as a part of the general application pool and will be considered for all open positions. If you have qualifications that make you a candidate for an intellectual property internship, you may outline those in an additional statement. You will be considered for one of those positions in addition to being considered for a litigation internship. You will be offered only one position if selected.

Q. When are screening interviews scheduled?

A. We will begin scheduling screening interviews as soon as your completed application is processed. We hope to complete all first round interviews by March.

Q. Is funding for interview travel provided?

A. No. We will make every attempt to schedule screening interviews in the location where the applicant attends school. Individual judges will determine where and how they will conduct their interviews.

Q. How long does the internship program last?

A. The hiring judge determines the hours and schedule for each internship. You must work a minimum of six weeks to qualify for the stipend and be a part of the program. Many judges will ask that you work longer.

Q. Is housing for the summer provided?

A. No, we do not provide housing. We suggest that you contact law schools in the area in which you want to intern to determine if there is a housing board to assist with temporary housing needs. Also, only select locations where you have the ability to live for the summer.

Q. Must I indicate whether or not I want the stipend or law school credit?

A. Yes. We have only a specific number of paid internships available. We must determine at the time of selection which students will be paid stipends and which will be obtaining law school credit.

Q. When will I receive my stipend?

A. Once all positions are filled selected students will be sent a stipend request form. These forms will be processed and stipend checks will be mailed sometime in June.