



MABA Judicial Externship and Scholarship Program: Summer 2021 Program Overview

Program Overview:

In 2013, the Mexican American Bar Association (“MABA”) launched its Federal Judicial Externship and Scholarship Program for law students from the greater Los Angeles area. The Program’s mission is to increase access to highly sought-after judicial externship positions in federal district courts for Latino/a law students in Los Angeles. In 2020, the Program changed its name to the “MABA Judicial Externship and Scholarship Program,” to reflect the inclusion of participating California Court of Appeal Justice John L. Segal.

For summer 2021, MABA will select seven exemplary Latino/a students to be placed for eight weeks as judicial externs in participating judicial chambers. Selected students will be placed in the chambers of the judges listed below. Recognizing that Latino/a students are often unable to pursue externships because such positions are often unpaid, the program will provide a \$2,000 scholarship to each selected program student.

Training & Programming

Selected students are required to attend a virtual pre-summer training, date to be determined. In addition, students will also participate in a series of lunchtime and weekend discussions and programs during their externships hosted by participating judges, law firms, and non-profit and other governmental organizations. These activities are likely to take place virtually for Summer 2021.

Participating Judges:

Honorable Philip S. Gutierrez, Chief Judge, United States District Court for the Central District of California

Honorable Dean D. Pregerson, United States District Court for the Central District of California

Honorable Jesus G. Bernal, United States District Court for the Central District of California

Honorable Fernando M. Olguin, United States District Court for the Central District of California

Honorable Andre Birotte, Jr., United States District Court for the Central District of California

Honorable Pedro V. Castillo, United States Magistrate Judge for the Central District of California

Associate Justice John L. Segal, California Second District Court of Appeal

No. of Students Selected:

Seven

Funding:

Each selected student will receive a \$2,000 scholarship

Term:

Eight (8) week Summer Term; Full-Time schedule (minimum of 40 hours per week). All externships must begin by Tuesday, May 25, 2021, and end at the completion of eight weeks (unless other dates specified or agreed upon by participating chambers). Daily work schedules and exact start date will be determined by the chambers of the participating judge.

SELECTION PROCESS: IMPORTANT DATES AND DEADLINES

November 8, 2020:	First date completed applications are accepted.
December 18, 2020:	Deadline to submit the completed application and materials. Applications must be submitted no later than 5:00 p.m. on Friday, December 18, 2020, to be considered.
January 2021:	During the first two weeks of January, the Selection Committee interviews select applicants and chooses a limited number of finalists to be considered by participating judges for program selection.
No later than January 29, 2021:	Seven finalists are selected for placement in chambers of participating judges.
February 2021:	MABA announces and recognizes the seven students selected to participate in the Program at its Virtual Installation Awards Dinner.
May 2021:	Start dates may vary by judge, but all applicants must be available to start work at their placement by May 25, 2021.

PROGRAM AND SCHOLARSHIP ELIGIBILITY REQUIREMENTS

- Applicants who are residents of the greater Los Angeles area will be considered. Students attending law schools outside Los Angeles may apply if they have roots/ties to Los Angeles and its surrounding communities and intend to practice law there.
- Residing locally during Summer 2021 (please see the Q&A for further information)
- Demonstrated commitment to community service, the Latina/o community, and potential to succeed.
- Classes of 2022 and 2023 (1L and 2L) students.
- Applicants must be in good academic standing. For Program eligibility purposes, good academic standing means that a student is not on academic probation.

SELECTION CRITERIA

- Demonstrated interest in a federal and/or appellate externship
- Classes of 2022 and 2023 students
- Strong ties to the greater Los Angeles area and an intention to practice there after graduation
- Good academic standing

PROGRAM COMMITTEE MEMBERS

Marisa Hernández-Stern*, California Department of Justice
Miguel Gradilla*, Associate, Conrad & Metlitzky
Joseph Guzman, Associate, O'Melveny & Myers
David Ramírez-Gálvez, Associate, Jenner & Block
Sophia Carrillo, California Department of Justice

Koren L. Bell, Partner, Larson O'Brien
Monica Guizar, Associate General Counsel, SEIU
Ryan Murguía, Counsel, O'Melveny & Myers
Daysi Alonzo, Former U.S. District Courts law clerk

**Committee Co-Chairs*

FREQUENTLY ASKED QUESTIONS (1/2)

How does the application, interview, and selection process work?

After the application deadline, the committee reviews the submitted applications and selects a group of students via Zoom. After the interviews, the committee then selects a smaller group of interviewed students whose applications are passed along to participating chambers for consideration. Participating judges and their clerks then engage in their own independent review process and indicate their preferences to the committee. Selected candidates are then made an offer to participate in the program and have 24-hours to accept an offer to participate.

May I choose the judge for whom I work?

No. Students who apply to the program agree to be placed in the chambers of any of the seven participating judges. Students may not indicate a preference for one particular judge. The only exception to this is for students who cannot work in chambers in Riverside (Hon. Jesus Bernal). Students apply to the program, not to a particular judge.

When are applications accepted?

Applications are accepted on a rolling basis, beginning November 8, 2020. Students are encouraged to submit their applications before the December 18, 2020, 5 p.m. deadline. Applications submitted after the designated date and time, as well as incomplete applications, will not be considered. Applications must also be submitted in the requested form. **All applications will be evaluated after the December 18, 2020, deadline.**

What if I have not yet received my fall semester grades when I submit my application?

An applicant should submit the fullest transcript available at the time of the transmission of his or her application, and can supplement the application with a complete transcript as soon as it becomes available. Applicants must indicate on their certification whether they are submitting a complete transcript.

How will interviews be conducted?

Interviews will be conducted via Zoom. Due to the COVID-19 pandemic, in-person interviews will not be conducted or required this application cycle.

Do I need to submit an official transcript?

No. It is not necessary to submit an official transcript. It is sufficient to submit a print out of your unofficial transcript.

Should I submit my undergraduate or other graduate school transcripts?

Students are encouraged to submit their undergraduate transcripts. While not required, it may be helpful to submit undergraduate, or other graduate school, transcripts to demonstrate a student's ability to succeed in an academic setting.

What type of writing sample should I submit?

Writing samples should demonstrate your legal research and analysis abilities. Legal research memoranda, law review articles, and motions that reflect a student's original research and legal analysis may be submitted.

FREQUENTLY ASKED QUESTIONS (2/2)

May I “split” my summer or work part-time in chambers?

No. The purpose of the program is to provide an immersive summer experience to our scholarship recipients. Program participants must commit to working a full eight-weeks in chambers, unless otherwise specified by chambers. Students may not “split” their summer (e.g. work half of the summer in chambers and the other half in another position), nor may students work part-time. The program requires students to commit to working a minimum forty-hour workweek, five days per week (unless otherwise specified by chambers).

If I am selected for the program, is it necessary to attend the virtual pre-externship training?

Yes. The virtual pre-externship training is mandatory for program participants. After the Summer 2021 program participants have been selected, a committee member will contact students to schedule the virtual training.

Is the additional summer programming mandatory?

Yes. Attendance at the additional summertime programs is mandatory. The programming provides unique professional development and networking opportunities for externs. Dates for the additional programming will be announced at the beginning of the summer.

When are scholarship funds disbursed?

Scholarship funds are disbursed once the student accepts a scholarship offer. Scholarship funds are typically disbursed before students begin their summer externship via the California Community Foundation.

Do I have to submit to a background check and Live Scan?

Yes. A requirement of working in either the California Court of Appeal or the Federal Court is that a summer extern must submit to a pre-externship background check and Live Scan. Participating chambers provide the specific instructions and deadlines for program students to complete the background check and Live Scan.

Are externships virtual for Summer 2021? Do I have to be able to appear in chambers in-person?

It is highly likely that the Summer 2021 externship will be completed remotely. Because there may be a chance that your presence may be requested in chambers, we do require that you be located locally for Summer 2021. If applicable government health and safety mandates allow for an in-person externship experience (even if just for one day, e.g. a tour of chambers), we do require our students to be able to comply with such a request.

QUESTIONS

Any questions about the program may be directed to Program Co-Chairs Marisa Hernández-Stern or Miguel Gradilla by email at marisa.mabalaco@gmail.com or mgradilla@conradmetlitzky.com.



MABA Judicial Externship and Scholarship Program, Summer 2021 Application: *Application Instructions*

Thank you for your interest in the Mexican American Bar Association's Judicial Externship and Scholarship Program. Please read these directions carefully, as only applications that comply with the following guidelines will be considered:

- Sections One through Seven must be type written. Handwritten materials will not be considered.
- All pages of the Student and Supplemental Statement must include a header with the applicant's name. If you exceed one page, the statement should include page numbers.
- The Legal Writing Sample should not exceed ten (10) pages and must have page numbers.
- Application materials must be submitted in a single PDF file. The order of the materials should be as follows: Sections One through Seven; Student Certification; Resume; Transcript; Student Statement; Supplemental Statement; and Legal Writing Sample. The PDF should be named "Applicant First Name Applicant Last Name: MABA Externship 2021 Application-Law School attending (e.g. Jane Roe MABA Externship 2021 Application-UCLA Law). **Please do not include this instruction page with your application, nor pages 1-4 of the information application packet.**
- The subject line of the emailed application should read: First Name Last Name MABA Externship 2021 Application-Law School attending (e.g. Jane Roe MABA Externship 2021 Application-UCLA Law).
- **All applications must be submitted to maba.fjep@gmail.com no later than 5.p.m. on Friday December 18, 2020, to be considered.**

MABA Board members and their family members are not eligible to apply for this program.

Application Checklist (please do not include this checklist in your application materials):

- Application Sections One through Seven**
- Resume**
- Transcript**
- Student Statement**
- Supplemental Statement**
- Legal Writing Sample**
- Signed Certification**

Section One: Student Information

Name: _____
 First **Middle Initial** **Last**

Date of Birth: _____ Email Address: _____

Ethnicity: _____ Gender (if one prefers to state): _____

Current Address: _____
 Street Name and Number **Apartment Number**

_____ **City** **State** **Zip Code**

Telephone Number(s): _____

Section Two: Educational Information

Law School: _____

Year in Law School: _____ Graduation Date: _____

Undergraduate Institution(s): _____

Undergraduate Degree(s): _____ Dates Attended: _____

(If Applicable) Advanced Degree Institution: _____

Advanced Degree in: _____ Dates Attended: _____

Are you a current MABA Law Student Member (please indicate yes or no): _____

Section Three: Course Credit Information

Do you expect to receive academic/course credit for the externship? _____

Does your law school allow students to receive public interest or other school sponsored funding for completing a summer judicial externship? _____

Do you intend to apply for the American Bar Association Judicial Intern Opportunity Program (“JIOP”)? _____

Section Four

Please briefly describe in no more than three to four sentences your ties to Los Angeles, as well as your intention to practice in Los Angeles after graduation.

Section Five: Additional Information

You may refer to your resume if it addresses the items below. Responses should be provided in chronological order.

Honors received (in or outside an academic setting):

Legal Experience: Please include the position title, dates of employment/volunteer activity, and name and contact information of a supervisor with whom we may speak to as a reference. Please note that legal experience is **not** a prerequisite for participation in the program.

Section Five: Additional Information (Continued)

Community Service: Please include the name of the activity/organization, any applicable positions, and dates of participation.

Section Six: Placement Availability

Students who apply to the Program, agree to be placed in the chambers of **any** of the participating judges. Six of the seven participating judges' chambers are located in downtown Los Angeles. One participating judge is located in Riverside (the Hon. Jesus Bernal). Please indicate below if you are able to be placed in chambers in Riverside.

I am able to commit to completing an externship in Riverside, California (please indicate yes or no): _____

Section Seven: References

Below, please include **all** the requested information for your two listed references.

Reference One:

Name: _____ **Current Position:** _____

Current Email: _____ **Current Phone:** _____

Brief Description of how reference knows applicant: _____

Reference Two:

Name: _____ **Current Position:** _____

Current Email: _____ **Current Phone:** _____

Brief Description of how reference knows applicant: _____

Additional Application Materials

1. Resume

2. **Transcript(s).** Both official and non-official law school, undergraduate, and other graduate program, if applicable, transcripts are accepted. To the extent applicants have not received all their grades from the Fall 2020 Semester, applicants should indicate when they expect to receive the grade/provide an updated transcript in the certification below. If your school does not follow the standard “A/B/C” grading model, please include your school’s explanation of how grades are given. If, due to the COVID-19 pandemic, your school switched at any time from a graded system to a pass/no-pass system, please indicate as such and which portions of your transcript reflect this change. *Transcripts are reviewed for the purpose of ensuring a student is in good academic standing. For program eligibility purposes, good academic standing means a student is not on academic probation.*
3. **Student Statement.** In 500 words or less, please explain why you should be awarded a MABA Judicial Externship and Scholarship Program scholarship. You should include information regarding your background, reasons for pursuing further education, challenges you face outside of school, legal field of interest, career goals, any special circumstances, and why you are interested in this Program in particular. *The word limit is strictly enforced. The student statement should include your name at the top, be double-spaced, and be typed in Times New Roman font, size 12. **Students are strongly encouraged to proofread their writing samples.***
4. **Supplement Statement:** In 250 words or less, please explain your interest in a judicial externship. To the extent you are interested in a federal or state clerkship after law school, please explain why. Your Supplemental Statement should follow the same style format described in the Student Statement section.
5. **Legal Writing Sample.** Please submit one legal writing sample. The sample may be, but is not limited to, legal research memoranda, persuasive briefs, or law review articles. Writing samples must be the applicant’s original work and may not exceed ten pages. The applicant’s original writing sample may be shortened to comply with the ten-page requirement.

SIGNED CERTIFICATION

I, _____, certify that the information provided in my MABA Judicial Externship and Scholarship Program materials is complete and accurate to the best of my knowledge.

My application materials:

- Include my full, up-to-date transcript, including all grades for the Fall 2020 semester.
- Do NOT include my full, up-to-date transcript. I certify that I will provide my full transcript upon receipt. I believe that I should receive my final Fall 2020 grades around/or about _____ (Date).

I certify that I have included in a single PDF the following application materials:

- Application Sections One through Seven
- Resume
- Law School Transcript
- Student Statement
- Supplemental Statement
- Legal Writing Sample
- Signed Certification

Name: _____ (please type or print)

Student Signature*: _____ **Date:** _____

**Electronic Signature acceptable*