

Judicial Externship Process Calendar

January

- Attend mandatory classroom component two days prior to first day of classes
- Submit completed Supervision Agreements to Office of Externships and Pro Bono Programs

[Interested in Fall Externship](#)
Interested in Spring Externship
Interested in Summer Externship

August

- [Confirm enrollment in class and fieldwork component](#)
- [Confirm start date with Judge/supervisor at placement](#)
- Attend mandatory classroom component, two days prior to first day of classes
- [Submit completed Supervision Agreements to Office of Externships and Pro Bono Programs](#)

- Time to submit applications to Judges/Courts for 1Ls interested in volunteer externships and 2Ls interested in summer externships for credit

- Turn in timesheets and surveys to Office of Externships and Pro Bono Programs

February

- Turn in weekly timesheets to Office of Externships and Pro Bono Programs monthly

September

- [Part-time externs turn in weekly timesheets to Office of Externships and Pro Bono Programs Monthly](#)
- Externship orientation for spring placements
- Research Judges/Courts
- Draft application materials: cover letter, résumé, references, transcript
- Students interested in spring externships must begin to turn in application materials to Judges/Courts; check with individual Judges/Courts for specifics

- Orientation for 2Ls interested in fall judicial externships
- [Draft application materials: cover letter, résumé, references, transcript](#)
- Time to submit application materials to Judges/Courts for students interested in fall externships for credit

March

October

- [Part-time externs turn in weekly timesheets to Office of Externships and Pro Bono Programs Monthly](#)
- Students interested in spring externships continue to turn in application materials to Judges/Courts

- Turn in weekly timesheets to Office of Externships and Pro Bono Programs monthly

April

- Turn in weekly timesheets to Office of Externships and Pro Bono Programs monthly

November

November 1 application deadline for Judge Robert H. Schnacke Externship Scholarship

- [Part-time externs turn in weekly timesheets to Office of Externships and Pro Bono Programs Monthly](#)
- Notify Office of externships and Pro Bono Programs of receipt of externship and desired number of fieldwork units
- Orientation for 1Ls interested in volunteer judicial externships

May 1 application deadline for Judge Robert H. Schnacke Externship Scholarship

May

- Turn in surveys to Office of Externships and Pro Bono Programs
- Attend mandatory classroom component dates to be announced

December

- [Part-time externs turn in weekly timesheets to Office of Externships and Pro Bono Programs Monthly](#)
- Turn in surveys to Office of Externships and Pro Bono Agreements

June

- Confirm Enrollment in class and fieldwork component
- Confirm start date with Judge/supervisor at placement

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