

**UC DAVIS SCHOOL OF LAW  
CAREER SERVICES**

**2017-2018**

**JUDICIAL EXTERNSHIP  
GUIDE**

# JUDICIAL EXTERNSHIPS

## WHAT IS A JUDICIAL EXTERN?

**A judicial extern is a law student who conducts legal research and writing to support the work of a judge or of a court's central staff, which can include law clerks and staff attorneys.**

As an extern, you will summarize and analyze cases and research legal questions; writing assignments may include bench memoranda, rulings, orders, and opinions.

### *Clerkship:*

A judicial clerkship is a position held by a law school graduate and entails a greater level of responsibility and time commitment than does an externship. If you are interested in pursuing a judicial clerkship, please refer to the document titled *Judicial Clerkship Guide* located on the Career Services Judicial Clerkships webpage.

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## WHY EXTERN FOR A JUDGE?

- **Improve your resume**
- **Develop your legal research and writing skills under the supervision of a judge**
- **Build your network**
- **Gain exposure to various legal issues**
- **Develop a mentoring relationship with a judge**
- **Observe different forms of advocacy**

An externship will expose you to a range of legal issues and can help you refine your career choices. You will have a unique chance to see how a judge decides cases and how a judge responds to different methods and manners of advocacy. Judicial externships also provide exceptional training in research and writing through constant

exercise and feedback. An externship looks great on your resume and gives you substance to discuss in later job interviews – just be sure to maintain appropriate confidentiality. You will gain a judge as a reference and, if your judge permits, you will have an excellent writing sample to use in your subsequent job search. Potential employers will consider invaluable your experience in chambers and your personal connection to a judge.

Another perk is that any King Hall student who does 50 or more hours of unpaid legal work for a court, government agency, or non-profit is eligible to receive the **King Hall Pro Bono Certificate**. You may list this honor on your resume.

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## **HOW DO I APPLY? - CHECKLIST**

Use this checklist to keep yourself organized. Read on for details regarding each step.

- Meet with Career Services**
  - **Review your application materials**
  - **Discuss strategy**
- Select courts and judges**
- Assemble and mail Application Packet/Submit Application Online**
  - **Cover Letter**
    - **Use resume paper (white or ivory, 25% or more cotton content)**
  - **Resume**
    - **Use resume paper**
  - **Reference List**
    - **Use resume paper**
  - **Writing Sample**
    - **Use regular paper**
    - **5-10 pages**
    - **Include cover sheet**
  - **Transcript (if required)**
  - **Envelope (9" x 12" clasp envelope)**
  - **Labels (Avery 5160 and 5163)**
    - **Address and return labels should be typed**
    - **Use mail merge to save time**
- Meet with Career Services**
  - **Review Application Packet**
  - **Prepare for interviews**
- Interview**
  - **Wear a suit**
  - **Bring extra copies of Application Packet**
  - **Bring complete writing sample if you provided an excerpt**
- Thank You Letter**
- Offer & Acceptance**

## MEET WITH CAREER SERVICES COUNSELOR

Meet with your Career Services counselor for a resume and cover letter review as you prepare your application materials. This meeting is also a good time to discuss application strategy as well as how to determine where to apply. The below, in addition to selection of judges to which to apply, are examples of things you may want to discuss with your counselor.

### ***Select Courts & Judges:***

See next section.

### ***Time Commitment:***

**Most summer externships are full-time**, but there are part-time opportunities with federal magistrate judges and state trial court judges. During the school year students can sometimes arrange for part-time opportunities depending on the judge.

### ***School Credit:***

**If you extern during the summer, no academic credit is possible.** You can arrange for credit for a judicial externship during the fall and spring semesters. In order to obtain such credit, you are required to enroll in the Judicial Process course among other things. Please contact the Clinical, Externship, & Trial Practice Programs Office for more information regarding fall and spring semester judicial externships.

### ***Application Timing:***

Summer externships are increasingly popular and competitive. For most federal courts and state appellate courts outside Sacramento, it is best to plan to have all application materials mailed out by December 1<sup>st</sup> and to try to interview over winter break. The Eastern District courts in Sacramento typically hire early second semester. If you apply to the Northern District, you should submit your applications online and follow-up with individual chambers by sending your first semester grades as soon as you receive them.

### ***Compensation:***

Judicial externships are generally unpaid. There are a few opportunities that provide some compensation. The ABA offers two such programs. Please access the links below for further information. Career Services is happy to discuss and review your applications to these programs.

The Business Law Section Diversity Clerkship Program:

<http://www.abanet.org/buslaw/students/clerkship.html>

The Judicial Intern Opportunity Program:

<http://www.abanet.org/litigation/jiop/home.html>.

## SELECT COURTS & JUDGES

### ***Selection Criteria:***

There are a number of ways to select judges and courts. These include geographic constraints, interest, state or federal, and level of court among other things.

### ***California Opportunities on Symplicity:***

Career Services gets externship opportunities from California federal and state courts every year, and posts the available summer externships on *Symplicity*. These opportunities post on the first day the judge accepts applications, so it is a good idea to have your application materials ready to go and to check *Symplicity* daily.

We also maintain two Excel spreadsheets titled *Federal Judges – Names & Addresses* and *State Judges – Names & Addresses*, which are available on the Career Services Judicial Externships webpage. These spreadsheets contain the federal and state judges and their mailing addresses for each state. It includes information about when individual judges and courts in California begin accepting applications as well as which California judges are not accepting extern applications. You can use the spreadsheet to mail merge cover letters and address labels rather than type each application.

Very few California courts hire law students for judicial clerkships after graduation, so externing in our state courts is a particularly special opportunity. Each *Symplicity* listing will tell you when to apply and what to include in your application packet.

### ***Non-California Opportunities:***

If you are interested in externing outside of California or with a California judge who does not have a posting on *Symplicity*, you can search for hiring information on the web or access a judicial directory through the Career Services Office.

It is best to go to the court's website to determine whether they are accepting applications for summer externs. We encourage you to apply anywhere in the country, using the Federal Judges and State Judges lists located on the Judicial Externship website. Other resources are listed in the Resources table below.

### ***Is the Judge considering applications?***

Career Services maintains two documents, *Notes on Judicial Externship Hiring & Judges Who Do Not Hire Summer Externs*, which are available on the Career Services Judicial Externships webpage and that indicate whether the judge considers externship applications. Please refer to these documents and refrain from sending application packets to any judges who are listed as not accepting applications.

### ***Interest:***

If you are interested in working for the **Public Defender or District Attorney** after graduation you should apply to Superior/Trial Courts in order to gain trial exposure.

Students with any interest in **business law** will find valuable an externship with a Bankruptcy Court.

### ***Geographic Constraints:***

**There are no geographic limits on where you may extern during the summer.**

Davis students have worked in courts in Hawaii, Ohio, Tennessee, New York, Vermont, and elsewhere – even the Federated States of Micronesia. Some students have even externed in other countries.

*Note:* During the school year, you may extern in Northern California and Reno, NV.

**State Courts:**

The names of the different levels of courts vary by state. Most states have supreme, appeals, and trial courts but California has supreme, appellate, and superior courts. State courts hear most criminal cases, probate (wills & estates), contract, tort, family law cases, etc. State courts are the final arbiters of their laws and constitutions. Their interpretation of federal law or the U.S. Constitution may be appealed to the U.S.

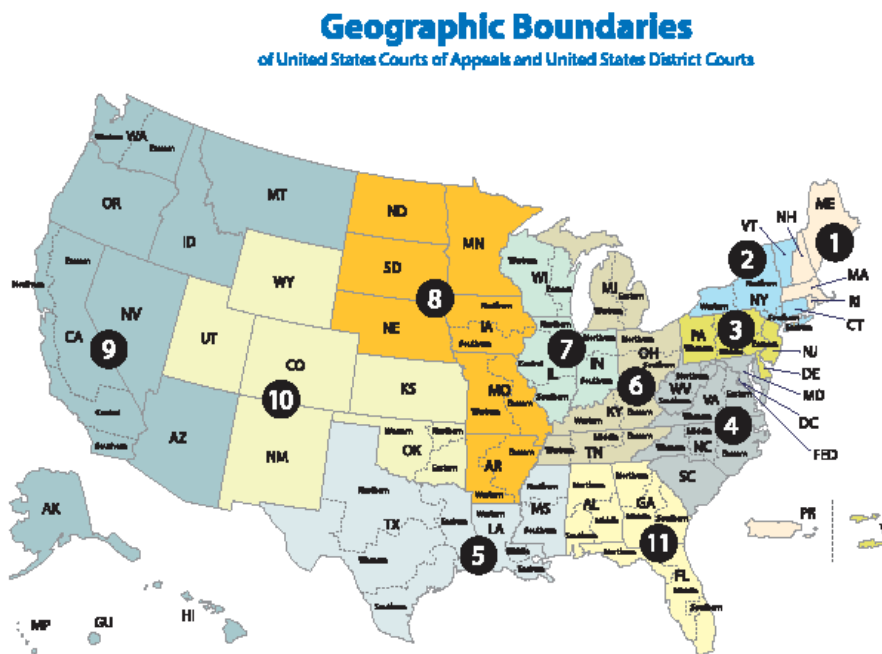
Supreme Court. The Supreme Court may choose whether to hear such cases.

There may be opportunities in the chambers of individual judges and/or with central staff. Note that there has been a recent trend in state courts toward greater use of a central pool of law clerks, usually called staff attorneys or research attorneys, who provide judges research support.

**Federal Courts:**

The Federal Court System is comprised of the U.S. Supreme Court, 13 U.S. Courts of Appeals, 94 U.S. District Courts (both District and Magistrate Judges reside in

these courts), the U.S. Court of Claims, the U.S. Court of International Trade, and the U.S. Bankruptcy Courts.



Cases heard by these courts include those that deal with the constitutionality of a law, cases involving the laws and treaties of the U.S., ambassadors and public ministers,

disputes between two or more states, admiralty law, and bankruptcy. Congress has created legislative courts that do not have full jurisdictional power. These courts include the U.S. Court of Veteran’s Appeals, the U.S. Court of Military Appeals, and the U.S. Tax Court. Federal Administrative Courts also occasionally hire externs. **Federal Courts of Appeals** tend to hire summer externs. In addition to positions in individual chambers, there are often opportunities to work with the attorneys on the central staff of each circuit. The Ninth Circuit headquarters and its central staff are located in San Francisco.

The **Federal District Courts** have several hundred judges, the majority of whom take on an extern each summer. The **Magistrate**

**Judges** in the district courts also take on externs. Some Magistrates function like District Court judges and have their own docket and trials. Others focus on law and motion or other more specific topics such as social security or *habeas* claims.

Each district has a **Bankruptcy Court**, and most bankruptcy judges welcome externs. Students with any interest in business law will find a bankruptcy externship valuable.

It is sometimes possible to extern for **Federal Administrative Law Judges**. See [www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm) for opportunities. For username and password, contact Career Services or refer to *Usernames & Passwords* in the *Symlicity* document library.

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***Federal Administrative Courts***

Department of Agriculture	International Trade Commission
Commodity Futures Trading Commission	Department of Justice – Executive Office for Immigration Review
Department of Education	Department of Labor
U.S. Environmental Protection Agency	National Labor Relations Board
Federal Communications Commission	National Transportation Safety Board
Federal Energy Regulatory Commission	Occupational Safety and Health Review Commission
Federal Labor Relations Authority	Office of Financial Institution Adjudication
Federal Maritime Commission	U.S. Postal Service
Federal Mine Safety and Health Review Commission	Securities and Exchange Commission
Federal Trade Commission	Small Business Administration
Department of Health and Human Services	Social Security Administration
Department of Housing and Urban Development	Department of Transportation
Department of Interior	

## RESOURCES

### *Internet*

<i>Symplicity</i> –posts available positions:	<a href="https://law-ucdavis-csm.symplicity.com/students">https://law-ucdavis-csm.symplicity.com/students</a>
California State Courts:	<a href="http://www.courts.ca.gov/">http://www.courts.ca.gov/</a>
Locate biographical information on all past and present federal judges, court histories, and links to other legal resources.	<a href="http://www.fjc.gov/">http://www.fjc.gov/</a>
Links for all of the Federal Courts	<a href="http://www.uscourts.gov/courtlinks">www.uscourts.gov/courtlinks</a>
Vermont Law School Guide to State Clerkships  Click on: Career Opportunities/Judicial Clerkship Guide/Access the Guide  Contact Career Services for Password	<a href="http://forms.vermontlaw.edu/career/guides/">http://forms.vermontlaw.edu/career/guides/</a>
The National American Indian Court Judges Association:	<a href="http://www.naicja.org">www.naicja.org</a>
Bankruptcy Court information:	<a href="http://www.abiworld.org">www.abiworld.org</a>
Information on Federal Magistrate Judges:	<a href="http://www.fedjudge.org">www.fedjudge.org</a>
Tax Court information:	<a href="http://www.ustaxcourt.gov/lc_program.htm">http://www.ustaxcourt.gov/lc_program.htm</a>
Westlaw:	<a href="http://www.lawschool.westlaw.com">www.lawschool.westlaw.com</a>
Lexis:	<a href="https://signin.lexisnexis.com/laccess/app/signin?aci=ls">https://signin.lexisnexis.com/laccess/app/signin?aci=ls</a>
Daily Journal:	<a href="http://www.dailyjournal.com">http://www.dailyjournal.com</a>

### *Career Services Library*

<u>Behind The Bench: The Guide to Judicial Clerkships</u> by Debra M. Strauss, Esq.	One of the best guides to clerking and the application process.
<u>Judicial Yellow Book</u>	A directory of federal and state court chambers with biographical and contact information. Some listings include court staff information. See Career Services for online access.
<u>California Court Directory</u>	Los Angeles Daily Journal's monthly supplement (not always reliable on changes)

## APPLICATION PACKET

### ***Cover Letter:***

Your cover letter is critically important, both for what it says about your writing ability and what it says about you as a person. Amplify, but do not reiterate your resume. Stress your writing experience and attention to detail. If possible, tailor your letter to the particular court, judge, and/or geographic location.

The letter can be short, and should not exceed one page in length. As this is the recipient's introduction to your work, you should check and double check for mistakes and typos. A single error can land your application in the recycling bin. Try not to rely too heavily on the sample cover letters - generic cover letters are easily recognizable and do not properly highlight your qualifications.

Be sure to include language stating that your first semester grades will not be available until January/February and that you will furnish them once they are available upon the recipient's request. At the end of this Guide, you will find sample judicial externship cover letters and an outline of how to address judges and justices in the cover letter.

### ***Reference List:***

Your reference list is a separate page on which you list your references, their position, organization, and contact information. Confirm the use of a reference before listing that person and explain to them your interest in judicial externships so they understand the position for which you are

applying. We recommend that you list three people who can speak about the quality of your work, at least one of whom should be a law school faculty member. It is polite and helpful to furnish your references with a copy of your updated resume. If you ask a faculty member who does not know you well, you may supplement your resume with a written statement about your goals, experience, and a description of the job for which you are applying.

### ***Writing Sample:***

Courts want to see that you can think logically and write clearly and concisely. The writing sample should be your very best work and yours alone. It should be 5 to 10 pages (excerpted with a cover page with a short description of the document if necessary). You may consult with your Legal Research and Writing instructor if you have questions about your writing sample.

### ***Transcript:***

Some courts require transcripts. The Ninth Circuit is one of these courts. Do not apply until you have your transcript if the court imposes such an explicit requirement. As a 1L, you will not receive grades until around the end of January or beginning of February of your first year.

If you apply to courts that do not require grades at the time of applying, you can explain in your cover letter that grades are not released until the beginning of February at which time you will furnish a copy of your transcript upon request.

## **INTERVIEWING**

You may be interviewed by a judge, a law clerk, a research attorney, a secretary, or a combination of the aforementioned people.

They look for:

- **Preparation**
- **Maturity, integrity, initiative diligence, and ability to accept constructive criticism**
- **Professional compatibility**
- **Keen interest in and understanding of the law**
- **Analytic ability**

**Schedule your interview as early as possible to increase your chances of an offer.** Some judges extend offers as soon as they identify a student they wish to hire and cancel later interviews.

Courts almost always require a personal interview, but may be amenable to a request for a telephone interview or a video conference interview. If you are able to interview via video conference - please contact Career Services to learn more about the process. Requests need to be made at least five business days in advance.

Preparation is the key to a successful interview. Research the judge and his/her decisions. Familiarize yourself with the level of court, the type of cases it typically handles, and the community it serves. Know your resume and writing sample backwards and forwards and know a case from class and a case of the judge so that you have something to discuss should the interview move in that direction. Practice your responses to interview questions like the ones below and develop some questions to ask the Judge and his/her staff.

On the day of the interview, dress professionally, bring at least one complete copy of your application packet, arrive at the courthouse early so that you have time to find parking and get through security, arrive at chambers on time, and be polite and courteous to everyone. Address the judge as “Judge X,” “Justice X” or “Your Honor” and to the judge’s staff as “Mr.” or “Ms.” unless you are asked to use first names.

Make an appointment with your counselor to go over interview preparation and strategy. We can also conduct mock interviews upon request.

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### ***Common Interview Questions:***

- Tell me about yourself.
- Why do you want to extern, and what do you hope to learn?
- Why do you want to extern in this court, city or region?
- Why do you want to work for me/this judge?
- To what other judges have you applied?
- What are your short and long-term career goals? (It is fine to be undecided,

but you should appear to be seriously considering your options.)

- Why did you decide to go to law school?
- Who is your favorite Supreme Court Justice and why?
- What is your favorite Supreme Court decision and why?
- How would you handle a situation where my/the judge’s viewpoint differs sharply from yours?

- What extracurricular or non-law interests do you have?
  - What has been your favorite class and why?
  - Did you take time off between undergrad and law school? What did you do?
  - Are you more interested in litigation or transactional work? (This is used to weed out non-litigators.)
- 

***Questions to Ask the Judge/Clerk:***

- What is the nature of your/the judge's docket?
  - How will my time be allocated? What is the proportion of time I will spend in court, conducting research, drafting opinions, and meeting with you/the judge?
  - With whom will I work and in what capacity?
  - Could you tell me about your career path?
  - What challenges have you experienced in this position?
  - What qualities do you look for in a judicial extern?
- 
- 

**FOLLOW UP & ACCEPTANCE**

***Thank You Letter:***

Send a thank you letter (or e-mail if appropriate) immediately after the interview. Handwritten notes on simple, elegant stationary or typed letters on resume paper and matching envelopes are acceptable. It is a good idea to refer to a specific topic you addressed during the interview as a means to jog the judge's memory and also reemphasize qualities that you would contribute to chambers.

***Follow Up:***

If you have heard nothing after three weeks, you may call the law clerk, staff attorney, or secretary to express your continued interest and ask when you will learn if you have been selected.

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***Offer/Acceptance Etiquette:***

Be prepared that **some judges make on-the-spot offers**. You may ask for a short period of time to decide, but be aware that you may not be granted it. If you reject an externship offer, you should do so as politely as possible and as soon as you can. As soon as you accept an externship offer, you should write to all other judges and courts with whom you have applications pending and withdraw, thanking them for their consideration. **You must not withdraw an acceptance in order to extern with a different judge who makes an offer after you have accepted another one.**

## PROPER FORMS OF ADDRESS

<b>Addressee</b>	<b>Address (On Envelope and Cover Letter)</b>	<b>Salutation (On Cover Letter)</b>
<b>US Supreme Court</b>		
The Chief Justice	The Honorable [full name] Chief Justice of the United States The Supreme Court 1 First Street, N.E. Washington, D.C. 20543	Dear Chief Justice [last name]:
Associate Justice	The Honorable [full name] Associate Justice The Supreme Court 1 First Street, N.E. Washington, D.C. 20543	Dear Justice [last name]:
<b>U.S. Court of Appeals</b>		
Chief/Senior Judge	Honorable [full name] [Chief/Senior] Judge United States Court of Appeals for the [Number-th] Circuit Address City, State Zip	Dear Judge [last name]:
Judge	Honorable [full name] United States Court of Appeals for the [Number-th] Circuit Address City, State Zip	Dear Judge [last name]:
<b>U.S. District Court</b>		
Chief/Senior Judge	Honorable [full name] Chief/Senior Judge United States District Court for the [District Name] Address City, State Zip	Dear Judge [last name]:
Judge	Honorable [full name] United States District Court for the [District Name] Address City, State Zip	Dear Judge [last name]:
<b>U.S. Magistrate</b>		
Judge	Honorable [full name] United States Magistrate Judge United States District Court for the [District Name] Address City, State Zip	Dear Judge [last name]:
<b>U.S. Bankruptcy</b>		
Chief Judge	Honorable [full name] Chief Judge United States Bankruptcy Court for the [District Name] Address City, State Zip	Dear Judge [last name]:
Judge	Honorable [full name] United States Bankruptcy Court for the [District Name] Address City, State Zip	Dear Judge [last name]:

<b>Other Federal Courts</b>		
Chief Judge	Honorable [full name] Judge [Title of Judge] Name of Court Address City, State Zip	Dear Judge [last name]:
<b>State Supreme Court</b>		
Chief Justice	Honorable [full name] Chief Justice Supreme Court for the [State] [Commonwealth] of [State] Address City, State Zip	Dear Justice [last name]:
Justice	Honorable [full name] Supreme Court for the [State] [Commonwealth] of [State] Address City, State Zip	Dear Justice [last name]:
<b>State Trial Courts</b>		
Chief Judge/Judge	Honorable [full name] [Title of Judge] Name of Court Address City, State Zip	Dear Judge [last name]:
<b>Supreme Court of California</b>		
Chief Justice/Justice	Honorable [full name] Chief Justice Supreme Court for the [State/Commonwealth] of [State] Address City, State Zip	Dear Justice [last name]:
Associate Justice	Honorable [full name] Associate Justice Supreme Court for the [State/Commonwealth] of [State] Address City, State Zip	Dear Justice [last name]:
<b>California Courts of Appeal</b>		
Justice	Honorable [full name] [Title of Justice] California Courts of Appeal [Number-th Appellate District] Address City, State Zip	Dear Justice [last name]:
<b>Superior Court of California</b>		
Judge	Honorable [full name] [Title of Justice] Superior Court of California County of [County Name] Address City, State Zip	Dear Judge [last name]:

Adapted from: Strauss, Debra M., Esq., *Behind the Bench: The Guide to Judicial Clerkships* (The BarBri Group, Inc., 2002).

## COVER LETTER TEMPLATE FOR MAIL MERGE

[Your Letterhead]

[Date]

«The\_Honorable» «First\_Name» «Middle\_Name» «Last\_Name», «Suffix1» «Suffix2»  
«Title»  
«Court\_General» «Court\_Specific»  
«Street1»  
«Street2»  
«Street3»  
«City», «State» «Zip»

Dear «Salutation» «Last\_Name»:

[Body of Cover Letter]

Sincerely,

[Your name]

Enclosures

## SAMPLE COVER LETTER

[Your Name]  
[Your Address]  
[Your City, State, Zip]

[Date]

«The\_Honorable» «First\_Name» «Middle\_Name» «Last\_Name», «Suffix1» «Suffix2»  
«Title»  
«Court\_General» «Court\_Specific»  
«Street1»  
«Street2»  
«Street3»  
«City», «State» «Zip»

Dear «Salutation» «Last\_Name»:

I am a first-year student at UC Davis School of Law and would like to be considered for a position as a full-time extern in your chambers this summer.

Prior to law school, I \_\_\_\_\_ where I was able to develop my research and writing skills and \_\_\_\_\_. Since arriving at law school I have built on this foundation, working to develop the specialized skills of legal research and analysis. [Highlight research, writing, time management, leadership, team and other such skills in this paragraph.]

Enclosed in this packet are a resume, a list of references, and a legal writing sample. Our first semester grades are released early next year and I will forward a copy of my transcript to you upon your request. Please let me know if I can provide any other additional information.

[I will be in the Los Angeles area from December 24 to January 7 and hope to meet with you to discuss how I can contribute to your chambers.] I look forward to hearing from you soon.

Sincerely,

[Your Name]

Enclosures

## SAMPLE RESUME

### **Lisa Lawyer**

100 Bay View Dr. • Davis, CA 95616 • (530) 888-8888 • llawyer@ucdavis.edu

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#### **EDUCATION**

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##### **University of California, Davis School of Law, Davis, CA**

Juris Doctor Candidate, May 2020

GPA: 3.195, Class Rank: Top 30%

*UC Davis Business Law Journal*, Staff Editor, 2017 - 2018

Witkin Award for Excellence, Civil Procedure

Moot Court, Participant

##### **New York University, New York, NY**

Bachelor of Arts, *magna cum laude*, English, 2015

Student Senate Member, 2013 - 2014

#### **EXPERIENCE**

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##### **Lawyers & Associates LLP, Oakland, CA**

Summer 2018

###### *Law Clerk*

- Reviewed administrative record in employment discrimination case to determine strength of potential appeal
- Researched issues including elements of gender and age discrimination claims and availability of de novo appeal
- Consulted with expert witnesses regarding additional testimony
- Drafted Motion to Supplement Record and supporting memorandum of law
- Attended trials, appellate argument, and pre-trial hearings

##### **Amy's Nursery, Oakland, CA**

Summer 2017

###### *Construction Team Member*

- Consulted with clients to determine needs and interests
- Created, refined and planted coastal landscape designs to meet clients' goals
- Instructed clients in monitoring and maintenance of new installations

##### **The Gap, New York, NY**

2015-2016

###### *Sales Representative*

- Supervised and trained five sales employees
- Designed window displays leading to 20% increase in sales
- Marketed products to diverse customer base

#### **LANGUAGES & INTERESTS**

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Fluent in Japanese; proficient in Spanish

SCUBA diving; windsurfing; Kung Fu movie aficionado; Italian culinary adventures

## SAMPLE REFERENCE LIST

### **Lisa Lawyer**

100 Bay View Dr. • Davis, CA 95616 • (530) 888-8888 • llawyer@ucdavis.edu

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#### **REFERENCES**

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John Doe  
Professor of X  
UC Davis School of Law  
400 Mrak Hall Drive  
Davis, CA 95616  
Phone  
E-mail

Jane Doe  
Professor of Y  
UC Davis School of Law  
400 Mrak Hall Drive  
Davis, CA 95616  
Phone  
E-mail

Jim Doe  
Position/Title  
Company  
Address  
City, State Zip  
Phone  
E-mail

## Sample Interview Questions

Note: Before interviewing with a judge or clerk you should be aware of any current events in the geographic region where the judge sits and any news events with legal significance or an effect on the judiciary (i.e., the recent Supreme Court appointments, major cases in the relevant circuit). Also, be prepared to discuss your writing sample.

### Questions concerning your background:

1. What are your outside interests? What do you like to do for fun?
2. Why did you go to law school?
3. Why did you go to UC Davis? How do you like it? What do you like about it?
4. What is your favorite class in law school? What do you think of [a specific class] or [a specific professor]?
5. How would you describe yourself? What are your strengths/weaknesses? Be prepared with 3 examples for each. Weaknesses should be true but not fatal (i.e., do not say "I am very disorganized." However, "I am not comfortable with public speaking" may be acceptable) and it is often good to follow them up with the steps you have taken to overcome such weaknesses.
6. What are your career goals? Where do you see yourself in [5, 10, 20] years?
7. Where do you want to practice after graduation? What sort of practice area?
8. What extracurricular groups are you a part of at UC Davis Law?

### Questions about your interest in the position:

1. Tell me about yourself and about why you're interested in this externship.
2. General questions about your personal history/resume.
3. Why federal district court? Why state superior court? Etc.
4. Why me? What do you know about me?
5. To which judges have you applied?
6. Why do you want to extern in this city? [for non-local jurisdictions]
7. Do you plan to return to practice in this region after you graduate? [for non-local jurisdictions]

### Questions gauging your knowledge of & interest in the law/judicial system:

1. What is the most interesting case you have studied in law school?
2. What recent decision of the Supreme Court [or this court] did you find most interesting? [Be prepared to talk in depth about this one].
3. What Supreme Court decision is your least favorite? Why?

### Questions about your Research/Writing Skills:

1. What do you like most about legal research? Least?
2. How would you go about conducting wide-ranging legal research in an area that was unfamiliar to you? or How would you research an issue that was unfamiliar to you? [Walk the judge through the process].
3. Tell me about your research and writing proficiency. What types of electronic research have you worked with? How did you do in your LRW class?
4. Describe your writing style.
5. What do you think would be the characteristics of a good bench memo? A good decision?

### Questions concerning work ethic and ability to work with others

1. Why do you think you would be a good extern? Why should I hire you?
2. How did your education and/or work experience prepare you for this externship?
3. What do you believe is an extern's role?
4. Do you prefer to work with others or independently?

5. How would you build good working relationships with other people here?
6. Describe a project or task you worked on as part of a team. What was your role? What challenges did you face? What successes or failures were important to you in working with the other members of the team?
7. Describe how you handle projects or tasks requiring a high degree of accuracy and attention to detail. Describe a project or task that required organizational skills. How did you proceed?
8. Do you make decisions quickly or need time to research and reflect before coming to a conclusion?
9. Can you be objective about the law?
10. How would you handle a situation in which you and I disagreed about the proper resolution of an issue/case?
11. If we disagree about an issue, can you draft an opinion consistent with my view rather than your own?