



MABA Judicial Externship and Scholarship Program: Summer 2023 Program Overview

Program Overview:

In 2013, the Mexican American Bar Association (“MABA”) launched its 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 for qualifying law students intending to practice in Los Angeles after their graduation.

For Summer 2023, MABA will select nine (9) exemplary students to serve as judicial externs for eight weeks in the chambers of one of the judges listed below. Recognizing that 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 pre-summer training, date to be determined. In addition, during their externships, selected students are required to participate in a series of lunchtime discussions and programs hosted by participating judges, law firms, and non-profit and governmental organizations.

Participating Judges:

Honorable Lucy H. Koh, United States Court of Appeals for the Ninth Circuit
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 André Birotte Jr., United States District Court for the Central District of California
Honorable Fernando L. Aenlle-Rocha, 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:

Nine

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 30, 2023, 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

October 20, 2022:	First date completed applications are accepted.
November 15, 2022:	[Update]: Revised application made available for distribution.
December 28, 2022:	Deadline to submit the completed application and materials. Applications must be submitted no later than 5:00 p.m. PST on Tuesday, December 28, 2022. Late or incomplete applications will not be considered.
January 2023:	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 31, 2023:	Nine finalists are selected for placement in chambers of participating judges.
February or March 2023:	MABA announces and recognizes the nine selected students at its Installation Awards Dinner.
May 2023:	Start dates may vary by chambers, but all applicants must be available to start work at their placement by May 30, 2023.

PROGRAM AND SCHOLARSHIP ELIGIBILITY REQUIREMENTS

- Applicants who are residents of the Greater Los Angeles area (encompassing Ventura, San Bernardino, Riverside, Los Angeles, and Orange Counties) 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 after graduation.
- Selected students must reside in the Greater Los Angeles area during Summer 2023, with the exception of the student selected to extern for the Hon. Lucy H. Koh. Please see the Q&A for further information.
- In order to maximize opportunities to participate in all facets of the Program, selected students must show proof of vaccination prior to commencing the externship. This requirement is consistent with applicable local court orders.

SELECTION CRITERIA

- Demonstrated interest in a federal and/or appellate externship.
- Demonstrated commitment to community service, the Latina/o community, and potential to succeed.
- Member of graduating law school Class of 2024 (2L) or Class of 2025 (1L).
- Strong ties to the Greater Los Angeles area and an intention to practice there after graduation.
- Good academic standing (i.e., not on academic probation).

PROGRAM SELECTION COMMITTEE MEMBERS

Marisa Hernández-Stern*, California Department of Justice
Miguel Gradilla, Deputy City Attorney, City of San Francisco
Joseph Guzman*, Counsel, O'Melveny & Myers
David Ramírez-Gálvez, Associate, DTO Law
Sophia Carrillo, California Department of Justice
Magdalena Casas, Deputy City Attorney, City of Los Angeles
**Committee Co-Chairs*

Koren L. Bell, Partner, Larson LLP
Stacy Villalobos, Staff Attorney, Legal Aid at Work
Ryan Murguía, Chief Counsel, U.S. Senate
Daysi Alonzo, U.S. Department of Justice
Aracely Abarca, Associate, Jones Day

FREQUENTLY ASKED QUESTIONS

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

After the application deadline, the Selection Committee reviews the submitted applications of eligible applicants and selects a group of students to interview with the Selection Committee via Zoom. After the interviews, the Selection Committee selects a smaller slate of finalists whose applications are forwarded to participating chambers for consideration. Participating judges and their clerks then engage in their own independent review process and indicate their preferences to the Selection Committee. Selected students are then made an offer to participate in the Program and have 48 hours to accept an offer to participate.

Do I need to be a member of MABA in order to participate in the Program?

Yes. Membership of MABA is required for all scholarship recipients. To apply for membership, please visit www.mabaattorneys.com. Membership for law students is free, but requires submission of an application and approval by the MABA Board. If a student is not a MABA member at the time they submit their application, they are required to become a member of MABA before the start of the externship.

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 nine 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 or San Francisco (the Hons. Jesus G. Bernal & Lucy H. Koh, respectively). *Students apply to the Program, not to a particular judge.*

When are applications accepted?

Applications are accepted on a rolling basis, beginning October 20, 2022. Students are encouraged to submit their applications in advance of the December 28, 2022, 5 p.m. PST 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 28, 2022 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 and the approximate date their school may provide final grades.

How will interviews be conducted?

Interviews will likely be conducted via Zoom. Due to the ongoing COVID-19 pandemic, in-person interviews are likely not to be conducted, but this is subject to change depending on current conditions.

Do I need to submit an official transcript?

No. It is not necessary to submit an official transcript, but submission of an official transcript is *highly* encouraged.

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 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 own 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.

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, 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.

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

Yes. The pre-externship training is mandatory for program participants. After the Summer 2023 Program participants have been chosen, a Selection Committee member will contact selected students to schedule the 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. The student placed in Judge Koh’s chambers will receive separately coordinated programming.

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 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 2023? Do I have to be able to appear in chambers in-person?

It depends. Each participating judge has different attendance requirements. Some externships are fully in-person, while others are conducted as a hybrid with some virtual attendance accepted. Because your presence will be requested in chambers, we do require that you reside in the Greater Los Angeles area during Summer 2023 and be vaccinated (unless otherwise applicable, please see below).

Where will I be working?

It depends. Students selected to work for the following judges will work in Downtown Los Angeles: Hons. Gutierrez, Pregerson, Olguin, Birotte Jr., Aenlle-Rocha, Castillo, and Segal. The student selected for the Hon. Jesus Bernal will work out of the federal courthouse in Riverside. The student selected to work for the Hon. Lucy H. Koh will work out of the federal courthouse in San Francisco. There are specific questions in the application regarding an applicant’s ability to work in Riverside or San Francisco. We ask that you respond to these questions as honestly as possible.

QUESTIONS

Any questions about the program may be directed to Program Co-Chairs Marisa Hernández-Stern or Joseph Guzman by email at marisa.mabalaco@gmail.com or jsguzman5@gmail.com.



MABA Judicial Externship and Scholarship Program, Summer 2023 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 typewritten. 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; and Legal Writing Sample. The PDF should be named "Applicant First Name Applicant Last Name MABA Externship 2023 Application-Law School attending" (e.g. "Jane Roe MABA Externship 2023 Application-UCLA Law"). **Please do not include either this instruction page with your application or pages 1-4 of the information application packet.**
- The subject line of the emailed application should read: "First Name Last Name MABA Externship 2023 Application-Law School attending" (e.g. "Jane Roe MABA Externship 2023 Application-UCLA Law").
- **All applications must be submitted to maba.fjep@gmail.com no later than 5.p.m. PST on Wednesday, December 28, 2022, 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 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 may we 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. Seven of the nine participating judges' chambers are located in downtown Los Angeles. One participating judge is located in Riverside (the Hon. Jesus G. Bernal) and another in San Francisco (the Hon. Lucy H. Koh). Please indicate below if you are able to be placed in chambers in Riverside or San Francisco. *We ask that you honestly respond to this question. Students will not be provided with housing or transportation. It is incumbent on the student to secure housing and transportation for the summer.*

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

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

Section Seven: Two 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 and undergraduate transcripts are accepted, but students are highly encouraged to submit an official transcript. To the extent applicants have not received all their grades from the Fall 2022 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 issued. *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 Program Scholarship. You should include information regarding your background, reasons for pursuing further education, challenges you face outside of school, legal field(s) 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. **Supplemental Statement.** In 250 words or less, please explain your interest in a federal or appellate externship. To the extent you are interested in a federal or appellate 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 (10) 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;
- I have reviewed the application materials and Program criteria and am submitting the most current version of the application materials (made available on November 15, 2022);
- I am submitting a transcript that reflects my full Fall 2022 grades. If these are not available at the time of the submission of my materials, I am advised by my law school that complete grades will be available no later than _____ (date); and,
- 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*