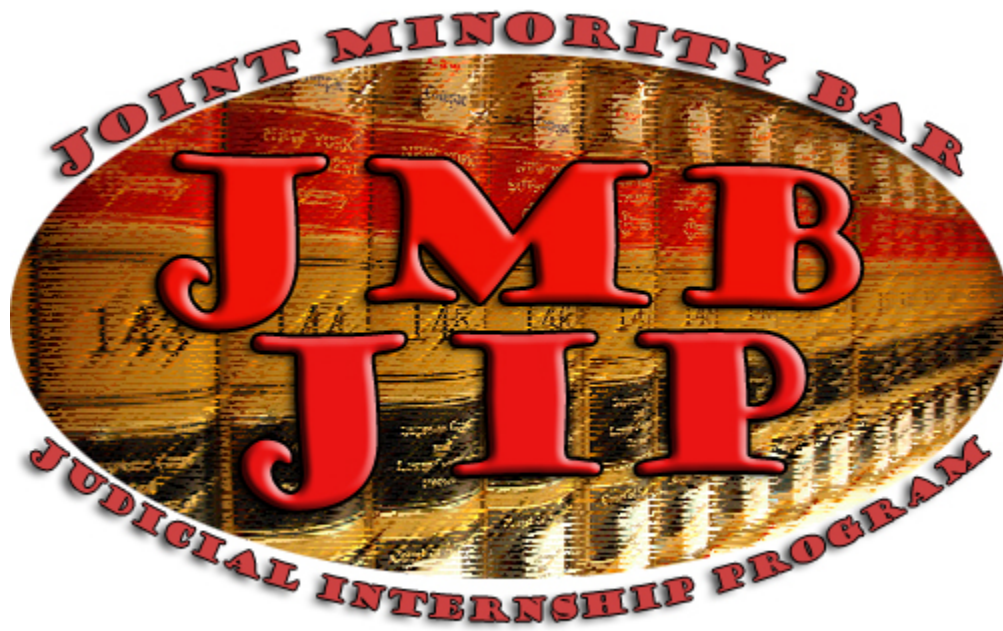


JOINT MINORITY BAR JUDICIAL INTERNSHIP PROGRAM SUMMER 2014



a joint project between

*The Association of Judges of Hispanic Heritage,
The Asian American Bar Association of New York,
The Asian American Law Fund of New York,
The Metropolitan Black Bar Association,
The New York Women's Bar Association Foundation, Inc.,
The Puerto Rican Bar Association, and
The South Asian Bar Association of New York,*

www.jmbjip.org

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PROGRAM OVERVIEW

The Association of Judges of Hispanic Heritage (“AJHH”), the Asian American Bar Association of New York (“AABANY”), the Asian American Law Fund of New York (“AALFNY”), the Metropolitan Black Bar Association (“MBBA”), the New York Women’s Bar Association Foundation, Inc. (“NYWBAF”), the Puerto Rican Bar Association (“PRBA”), and the South Asian Bar Association of New York (“SABANY”), have joined together to form the Joint Minority Judicial Internship Program (the “Program”) to offer law students who have completed at least one year of law school the opportunity to enhance and complement their legal education as summer judicial interns in New York metropolitan area courthouses. Judicial internships are exceptional learning opportunities that offer tremendous insight into the process of judicial decision-making. They offer an opportunity to strengthen analytic and legal writing skills.

PAST PARTICIPATING JUDGES AND JUSTICES

(in alphabetical order)

Hon. Frederick C. Arriaga, New York City Criminal Court, Kings County
Hon. Ariel E. Belen, NY State Supreme Court, Appellate Division, Second Department
Hon. E. Thomas Boyle, US Magistrate Judge for the Eastern District of New York
Hon. Margo Brodie, US District Judge for the Eastern District of New York
Hon. Joseph E. Capella, Housing Part, New York County Civil Court
Hon. Margaret Chan, New York State Supreme Court, New York County
Hon. Denny Chin, US Circuit Judge for the US Court of Appeal for the Second Circuit
Hon. Ruben Franco, New York City Civil Court, Bronx County
Hon. Bernard Fried (ret.), New York State Supreme Court, Commercial Division
Hon. John Gleeson, US District Judge for the Eastern District of New York
Hon. Marilyn D. Go, US Magistrate Judge for the Eastern District of New York
Hon. Steven Gold, US Magistrate Judge for the Eastern District of New York
Hon. Arthur Gonzalez (ret.), US Bankruptcy Judge for the Southern District of New York
Hon. Doris Gonzalez, New York State Supreme Court, Bronx County
Hon. Lizbeth Gonzalez, New York City Civil Court, Bronx County
Hon. Wilma Guzman, New York State Supreme Court, Bronx County
Hon. Gilbert Hong, New York City Civil Court, Bronx County
Hon. Denis R. Hurley, US District Judge for the Eastern District of New York
Hon. Dora L. Irizarry, US District Judge for the Eastern District of New York
Hon. John Keenan, US District Judge for the Southern District of New York
Hon. Shirley Kornreich, New York State Supreme Court, Commercial Division
Hon. John Lansden, Supervising Judge, Housing Part, Kings County Civil Court
Hon. Jose Linares, US District Judge for the District of New Jersey
Hon. Arlene R. Lindsay, US Magistrate Judge for the Eastern District of New York
Hon. Margarita Lopez-Torres, Surrogates Court, Kings County
Hon. Doris Ling-Cohan, New York State Supreme Court, New York County
Hon. Ruben Martino, New York City Civil Court, Harlem Community Justice Center
Hon. Kiyo A. Matsumoto, US District Judge for the Eastern District of New York

Hon. Milagros A. Matos, New York City Civil Court, Kings County
Hon. Diccia T. Pineda-Kirwan, New York State Supreme Court, Queens County
Hon. Leslie Purificacion, New York City Civil Court, Queens County
Hon. Ramon E. Reyes, Jr., US Magistrate Judge for the Eastern District of New York
Hon. Francios Rivera, New York State Supreme Court, Kings County
Hon. Jaime Rios, New York State Supreme Court, Queens County
Hon. Jeanette Rodriguez-Morick, New York City Criminal Court, Bronx County
Hon. Nelson Roman, NY State Supreme Court, Appellate Division, First Department
Hon. Norma Ruiz, New York State Supreme Court, Bronx County
Hon. Esther Salas, US District Judge for the District of New Jersey
Hon. Verna Saunders, Housing Part, Bronx County Civil Court.
Hon. Joanna Seybert, US District Judge for the Eastern District of New York
Hon. Faviola Soto, New York State Court of Claims
Hon. Arthur Spatt, US District Judge for the Eastern District of New York
Hon. Lucindo Suarez, New York State Supreme Court, Bronx County
Hon. Laura T. Swain, US District Judge for the Southern District of New York
Hon. Peter Tom, NY State Supreme Court, Appellate Division, Second Department
Hon. A. Kathleen Tomlinson, US Magistrate Judge for the Eastern District of New York
Hon. Analisa Torres, New York State Supreme Court, Bronx County
Hon. Robert E. Torres, New York State Supreme Court, Bronx County
Hon. Carmen Velazquez, New York City Civil Court, Queens County
Hon. Laura Visitacion-Lewis, New York State Supreme Court, New York County
Hon. Lillian Wan, Bronx County Family Court
Hon. Carolyn Wade, New York City Civil Court, Kings County
Hon. Jack B. Weinstein, US District Judge for the Eastern District of New York
Hon. Jacqueline Williams, New York City Criminal Court, Kings County
Hon. Joseph Zayas, New York City Criminal Court, Queens County

2014 PROGRAM PARTNERS



**Asian American
Bar Association
of New York**

**Asian American
Law Fund
of New York**



**METROPOLITAN
BLACK BAR ASSOCIATION**



**New York Women's Bar Association
Foundation, Inc.
(NYWBAF)**



SABANY

THE EXPERIENCE

Your experience as a judicial intern will lead to improved legal research and writing skills, exposure to diverse areas of substantive law, and the opportunity to learn about the judicial system from inside the courtroom. Interns are exposed to on-going litigation through courtroom observation and chambers practice and benefit from the judge's perspective on legal proceedings. During the internship, you will observe and/or assist with judicial proceedings and you will work on various legal research and writing assignments.

We encourage each intern to independently learn about the structure and function of the larger system within which his or her assigned Judge or Justice presides. Interns will thereby acquire a basic understanding of the overall and inner workings of our court system.

PROGRAM REQUIREMENTS

Although requirements vary according to the needs of each chamber, interns are generally expected to conduct a significant amount of legal research and writing. Interns are typically assigned a writing project that may consist of drafting portions of bench memoranda, decisions, opinions, and/or orders.

Prior to the internship's commencement, interns are required to participate in the JMB JIP's Mandatory Orientation Workshop,¹ which include a legal research and writing primer, as well as courtroom and chambers etiquette. The Workshop is taught by former and/or current federal law clerks and state court attorneys. The writing component provides interns with an overview of the research and writing process and interactive writing exercises. The ethics component seeks to apprise interns of confidentiality requirements, chambers protocol, and chambers and courtroom etiquette. Interns will receive links or pdf copies of reading materials drawn from a variety of sources including materials from the Federal Judicial Center. Attendance at the Orientation Workshop is mandatory.

¹ The Workshop is a full-day program held in New York City typically on the Saturday before Memorial Day weekend.

QUALIFICATIONS

The Program selects interns from a pool of highly qualified applicants who bring a wide range of backgrounds, experiences, and talents. The program is open to all law students attending a nationally accredited law school.

In general, interns should possess the following qualities and experiences:

1. Current status as a student in good standing at a law school accredited by the American Bar Association, as demonstrated by a required transcript;
2. Demonstrated ability to think and speak clearly, as observed during a required interview;
3. Ability to work closely with others as part of a team, as confirmed through references and recommendations;
4. Capacity to undertake a variety of tasks simultaneously and a willingness to perform administrative tasks when necessary, as confirmed through references and recommendations;
5. Trustworthiness, discretion, maturity, and good judgment, as confirmed through references and recommendations;
6. Ability to work independently and with little supervision, as confirmed through references, recommendations, and required resume;
7. Demonstrated commitment to diversity, as reflected by the applicant's resume listing extracurricular activities; and
8. Prior research experience and course work on constitutional law or the court system is preferred but not required.

CLASS CREDIT, WORK-STUDY FUNDING & STIPENDS

Intern placements are volunteer positions. However, in addition to receiving the invaluable experience that a judicial internship provides, interns may be eligible to receive class credit(s), fellowship funding, work-study funding from their respective law schools or a stipend from the Program. Please consult your law school career center for more information.

Given the Program's limited funds, interns are strongly encouraged to apply for class credit, fellowship funding, or work-study funding. Students unable to secure such credit or funding are eligible to receive a nominal stipend. Prior to receiving a stipend, interns must certify that they have not and will not be receiving school credit or funding from any source. The stipend is intended to help interns defray expenses associated with the internship.

Please note that stipends are limited and *not* guaranteed. In addition, stipends are only available to interns that are U.S. Citizens or Permanent Residents.

APPLICATION REQUIREMENTS

JMB JIP Application: A complete Program application (Attachment A) is required. Incomplete applications will not be considered.

Resume: A resume is required. You may wish to consult the Office of Career Services at your law school for help with your resume before submitting your application.

Writing Sample: A writing sample is required. You are free to submit your first-year writing assignment, moot court competition brief, or writing sample from other course work. On a separate title page, please indicate the purpose for which the written material was created. The writing sample should not be more than ten (10) double-spaced, typewritten pages.

Personal Statement: A personal statement is required. Submit a one-page typewritten statement expressing your interest in and reasons for seeking this internship and articulating the extent to which your experience, skills, and personality meet the program's criteria.

References: Please provide the name, title, address, email, and telephone number of at least two (2) references. In addition, you may submit up to three (3) letters of recommendation from lawyers, professors or employers with your application.

PLEASE NOTE: Application materials **MUST** be submitted **AS ONE SINGLE PDF DOCUMENT LABELED WITH YOUR NAME**. Letters of recommendation may be sent via a separate email with the subject heading "Recommendation: Applicant's Name."

Applications emailed separately from other required documents will **NOT** be considered.

APPLICATION SUBMISSION

Completed internships applications (**IN ONE SINGLE PDF FILE**) should be e-mailed no later than **5 PM EST, January 18, 2014**.

Please ensure that all application materials are complete. Incomplete applications will not be considered.

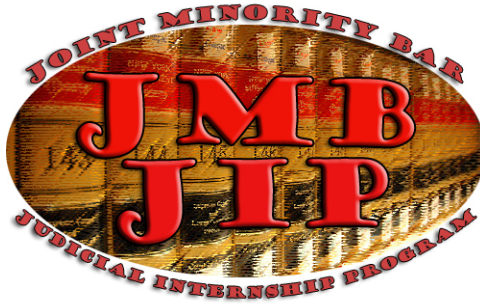
Please e-mail all application materials to:

E-mail: jmbjip@gmail.com
Attention: Co-Directors of JMB JIP

Student inquiries should be directed to:

E-mail: jmbjip@gmail.com

Visit us at: www.jmbjip.org



JOINT MINORITY BAR JUDICIAL INTERNSHIP PROGRAM

2014 Application Form

Application Deadline: E-mailed by 5 PM EST, January 18, 2014

Please complete entire application form and include all required materials.

Incomplete application packages will NOT be considered.

Please Include **(in ONE SINGLE PDF document labeled with applicant's name):**

- ☐ Internship Application Form (Attachment A)
- ☐ Resume (required)
- ☐ Writing Sample (required)
- ☐ Personal Statement (required)
- ☐ Two references (required)
- ☐ Letters of Recommendation (optional)
- ☐ Intern Work Contract (required) (see Attachment B)

Candidate Information:

Name	
Street Address	
City, State, Zip	
Primary Phone*	
Work Phone	
E-mail Address*	

**Indicate a phone number & email address active through the summer of 2014*

Academic Information:

Law School	
Expected Year of Graduation	
Cumulative GPA	

List any special courses, workshops, training sessions, or other experiences that might be relevant to the internship position.

--

List any preferences for an area of law. (Civil, Criminal, Matrimonial, Commercial, Bankruptcy, Housing, etc.)

--

List any preferences or limitations in geographic location. (Bronx, Brooklyn, Manhattan, Long Island etc.)

--

Languages: _____

References:

Name	
Title	
Relation to applicant	
Street Address	
City, State, Zip	
Phone	
Email	

Name	
Street Address	
City, State, Zip	
Phone	
Title	
Relation to applicant	
Email	

Summer Schedule Information:

Are you available on a full-time basis for at least 8-10 weeks during the summer?

☐ Yes ☐ No (If no, please explain below)

Other Information:

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes, please explain.



2014 Intern Work Contract

If selected, I, _____, understand and agree that I will:

- ☐ attend the mandatory orientation workshop, which has historically been held on the Saturday before Memorial Day in New York City (date and location subject to change);
- ☐ not disclose confidential information received in the course of official duties, except as required in the performance of these duties (this includes using such information for personal gain and commenting on the merits of a pending action);
- ☐ perform my duties professionally and in a responsible manner;
- ☐ dress appropriately and conservatively; and
- ☐ not violate any federal, state, or municipal laws while serving as a judicial intern.

I further understand and agree to the following:

- ☐ by applying to the Joint Minority Bar Judicial Internship Program (the "Program"), I authorize the Program's Administrators to disclose information obtained pursuant to the Program's application process to the extent necessary.² Nothing in this Application shall be construed or interpreted in a manner to prevent or restrict the Program's Administrators from transferring or communicating information to be used in connection with the Program.
- ☐ I hereby give permission to the Program's Administrators to use my name and photographic likeness in all forms and media for advertising, trade, and any other lawful purposes.

Date

Signature

² The Program's Administrators shall be defined as the Program's Co-Directors and members of the Program's various committees.

Testimonials

“... A judicial internship through the program not only allowed me to improve my legal writing and research skills, but it exposed me to the in's and out's of state practice. . .”

- *Andrew Sy, CUNY School of Law, Class of 2014*

“... The combination of legal research in a time-sensitive environment and continuous courtroom observation allowed me to refine my writing skills and make more effective arguments. . .”

-*Rebecca Choi, Washington University in St. Louis, Class of 2015*

“The opportunity to work with multiple law clerks, complete assignments ranging from motions to full opinions, and experience a federal district courthouse with Judge Irizarry as a mentor made for an incredible experience.”

- *Antonio David, George Washington School of Law, Class of 2013*

“... [The] Judicial internship taught me something beyond the four corners of textbooks, and for the very first time, I know what real practice looks like. Thanks JMB JIP for providing such a great platform and resource...”

-*YiJun Han, Emory School of Law, Class of 2015*

“My summer internship helped me to grow as a professional and provided me with an invaluable opportunity to learn about the law through the guidance of a judge.”

-*Robert Garafola, St. Johns, Class of 2014*

“...Performing exacting research and drafting bench memos taught me a lot about legal research and writing. Furthermore, seeing Westlaw publish one of the opinions that I conducted the research on and assisted in drafting during my internship was indescribably gratifying...”

-*Asha Sairah George, Chicago-Kent, Class of 2014*