Kansas Bar Association Young Lawyers Section
Judicial Externship Program

2020 Application Instructions

The Kansas Bar Association Young Lawyers Section’s Judicial Externship Program matches law students with appellate and trial court judges in the state who have agreed to accept summer clerks. Students will be placed with judges for either 6-week or 12-week unpaid assignments. The 2020 application period will run through February 28, 2020. Please read these instructions carefully.

Eligibility

The program is open to law students in their first or second years of study. Students selected for the program will be required to attend a training session on what to expect as a judicial clerk. Applicants need not be members of the KBA to participate.

Application Process

The program is accepting applications through **February 28, 2020**. To be considered for the program, applications must be received in the office of the Kansas Bar Association by close of business (5 p.m. Central) on February 28. Students should submit the following documents to be considered for the program:

- Program Application Cover Sheet
- Resume
- Transcript (Unofficial is acceptable)
- One Writing Sample (maximum of 10 pages)

The Program Application Cover Sheet form may be downloaded from the Kansas Bar Association website (http://www.ksbar.org).

Application packets should be submitted via email to Amanda Kohlman at akohlman@ksbar.org

Any extraneous material included in a student’s application packet (e.g., cover letters, recommendation letters, personal statements, etc.) will be discarded and not sent to judges.

Judicial Assignment Preferences

Judicial assignments are not guaranteed but are based on a match between the judge and student. Students will be asked to rank their top three judicial assignment preferences based on judicial districts. Please visit http://www.kscourts.org/districts/ for a listing of counties that make up each judicial district or see below for a map of the judicial districts. Students later have the choice to accept or decline an assignment once a match has been made.
Time Frame

The following timeline provides a summary of the 2020 program deadlines and other key dates.

Application Packets Due          February 28 by 5 p.m. Central
Offer of Assignments Made to Students Week of March 20
Deadline for Students to Accept or Decline Assignments April 17
Final Notification of Assignments to Judges and Students Week of April 24
Training Session(s)              TBA

Questions?

For questions about the Judicial Internship Program application process or program in general please contact:
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