

## Fall – Spring Judicial Field Placement Program

Please read this carefully before applying for the Judicial Field Placement program. It explains the commitments you must make if you are selected to participate in the program.

Applications for the summer and fall-spring programs are evaluated at the same time. **You must submit your application packet to Glenn Jewell, the Judicial Field Placement Director (the “Director”) by emailing it to Janette Roundy at [janetteroundy@ku.edu](mailto:janetteroundy@ku.edu) with a copy to the Director at [gjewell@ku.edu](mailto:gjewell@ku.edu) by 5 p.m. on the second Friday of February (in the spring semester BEFORE the internship begins). Your application packet must contain:**

- (1) the application form, which you must fill out completely and which is attached here;
- (2) your resume; and
- (3) your unofficial law school transcript.

The Director will review these documents, as will the judges (and their full-time law clerks) participating in the program. By submitting an application for the program, you are consenting to review of the information you provide and indicating your understanding of the requirements set out below and your intent to abide by them. If you have questions or need additional information, please contact the Director (Room 412, 785-864-0196, [gjewell@ku.edu](mailto:gjewell@ku.edu)).

Students must enroll in the program in both semesters. You may not drop the course without the Director’s permission and that of the judge to whom you have been assigned.

Students (graded credit/no credit) will receive three credit hours each semester. Only students who will have completed at least two regular semesters by the beginning of their internship are eligible for the program.

Students must schedule their classes so that they are available to work with the assigned judge one eight-hour block or two four or five-hour blocks each week of each semester (127.5 hours total each semester). You must attend an orientation session and meet individually with the Director at least once each semester. You

must also complete weekly assignments, scheduled class sessions, complete related online coursework, submit a journal of your activities each week, and write a paper on your experience.

**Students participating in the Judicial Field Placement program will be held to the same standards as employees of the court.**

- You must not work for a lawyer, law firm, public interest organization, or governmental agency while you are enrolled in the program.
- Students must not enroll concurrently in the program and another law school clinic or field placement.
- While participating in the program, students may be prohibited from participating in partisan political activity.
- You must disclose to the Director and the assigned judge any potential conflicts of interest, including other legal employment, whether paid or unpaid.
- You must disclose on your application for the program any prior criminal convictions or honor code charges.
- You must disclose to the Director and the assigned judge any criminal convictions, arrests, or honor code charges that occur while enrolled in the program.
- Failure to disclose arrests, convictions, or honor code charges may result in termination from the program.
- Before starting your internship, you may need to disclose your social security number, date of birth, and race to your assigned court for a background check. You may also be required to submit to a fingerprint check upon starting your internship.



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### Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of credit hours you will have complete before the upcoming summer semester: \_\_\_\_\_

Number of semester complete before the upcoming summer semester: \_\_\_\_\_

summer semesters \_\_\_\_\_ regular semesters \_\_\_\_\_

Expected date of graduation \_\_\_\_\_ Law School GPA \_\_\_\_\_ Class Rank \_\_\_\_\_

Name of one of your small section professors or another academic reference:

Have you ever been convicted of a crime or charged with a violation of the Law School Honor Code? ☐ Yes ☐ No. If yes, please explain the circumstances:

Please explain briefly your reasons for wanting to participate in the Judicial Field Placement program:

We anticipate assignments in state or federal court in the following cities. Please mark all positions you are applying for:

☐ Kansas City, KS

☐ Topeka

☐ Olathe

☐ Lawrence

If you have a special interest in family law or the U.S. Bankruptcy Court, please explain:

If you prefer a particular assignment, please explain:

Are you also applying for the upcoming Summer Judicial Field Placement program?  
(If yes, you must also submit a Summer Application.) ☐ Yes ☐ No

If you are also applying for the Summer Judicial program, please indicate which you prefer: ☐ Summer ☐ Fall-Spring ☐ No preference

Signature \_\_\_\_\_ Date \_\_\_\_\_