



# Judicial Field Placement Program

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**Students in the Judicial Field Placement Program serve as interns to outstanding state and federal judges and earn law school credit. They perform legal research for judges and observe proceedings in the courtroom and chambers.**

**You enter the Field Placement one of two ways: (1) you obtain a judicial internship on your own and then seek permission from the director to enroll in the Judicial Field Placement Program; or (2) you apply to and are selected for a Judicial Field Placement by a pool of judges who regularly seek interns from KU Law. Each option is explained below.**

## **Enrollment**

### ***IF YOU SECURE YOUR OWN INTERNSHIP FOR THE SUMMER, FALL, OR SPRING:***

- You must have completed at least two regular semesters of law school by the start of the internship (open to rising 2Ls, 2Ls, rising 3Ls, and 3Ls).
- You must submit a Judicial Field Placement application to the director (This form can be found on the Judicial Field Placement web page - <https://law.ku.edu/academics/hands-on-learning/field-placements/judicial>)
- You must submit a letter of interest from your judge that confirms the dates of the internship and explains the work that you will do. Your work must consist of research and writing and observation of hearings, trials, chamber conferences, etc. You are expected to complete significant written work, such as memoranda or draft orders.
- You should submit the paperwork as soon as you can after securing the internship, but you must do so no later than two weeks before your start date.

***IF YOU WANT TO APPLY FOR A SUMMER INTERNSHIP THROUGH THE KU LAW PROCESS:***

- You must have completed *only* your first year of law school (open only to summer and fall starters finishing their 1L year).
- You must fill out a Summer Judicial Field Placement application packet and submit it to the director by 5 p.m. on the second Monday of February. Download the application from the law school Judicial Field Placement website, <https://law.ku.edu/academics/hands-on-learning/field-placements/judicial>.

***IF YOU WANT TO APPLY FOR A FALL-SPRING INTERNSHIP THROUGH THE KU LAW PROCESS:***

- You must have completed at least two regular semesters of law school by the start of the fall semester (open to 2Ls and 3Ls).
- You must fill out a Fall-Spring Judicial Field Placement application packet and submit it to the director by 5 p.m. on the second Monday of February. Download the application from the law school Judicial Field Placement website, <https://law.ku.edu/academics/hands-on-learning/field-placements/judicial>.
- The Fall-Spring Field Placement is a full academic-year commitment, fall and spring semesters.

## **Requirements**

***Academic Requirements.*** All students participating in the Field Placement must:

- Work a minimum of 127.5 hours per semester or summer session to receive 3 academic credits (maximum 6 credits per summer or academic year).
- Fall-spring interns must allow room in their schedule to work 8 hours (in a single block or in 2, 4-5 hour blocks) per week for each of the weeks of the fall semester and of the spring semester (127.5 total hours each semester).
- Attend an orientation, a weekly class meeting, and individual meetings with the director.

- The summer orientation is held the Monday BEFORE law school graduation ceremonies.
- The fall orientation is held the Wednesday BEFORE law school classes begin.
- You may not miss orientation.
- Turn in a 1-2 page journal of your activities each week.
- Complete an online classroom component.
- Complete weekly assignments, a draft order in a mock litigation problem, and a paper related to your experiences in the program.

***Ethics and Professionalism.*** All students participating in the Judicial Field Placement Program will be held to the same standards as court employees.

- You must not work for a lawyer, law firm, public interest organization, or governmental agency while you are enrolled in the Judicial Field Placement Program.
- You may not enroll concurrently in the Judicial Field Placement Program and another law school clinic or field placement.
- While participating in the Judicial Field Placement Program, you 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 to the director and the assigned judge any criminal convictions, arrests, or honor code charges that occur while enrolled in the Judicial Field Placement Program.
- You must disclose on your application for the Judicial Field Placement Program any prior criminal convictions or honor code charges.
- Failure to disclose arrests, convictions, or honor code charges may result in termination from the Judicial Field Placement 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.