



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, so the deadline to apply for one or both is early in the spring semester BEFORE your internship begins.

You must submit your Application Packet to Prof. Pam Keller by either emailing it to Yolanda Huggins at ylhuggins@ku.edu with a copy to Prof. Keller at pkeller@ku.edu, or placing it in Prof. Keller's mailbox in the main office, 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.**

Prof. Keller 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 Prof. Keller (Room 414A, 785-864-9274, pkeller@ku.edu).

Students must enroll in the Program in both semesters. You may not drop the course without Prof. Keller's permission and that of the judge to whom you have been assigned.

Students will receive three credit hours each semester and be graded credit/no credit. 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 also complete weekly assignments, attend scheduled class sessions and individual meetings, 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 Prof. Keller and the assigned judge any potential conflicts of interest, including other legal employment, whether paid or unpaid.
- You must disclose to Prof. Keller and the assigned judge any criminal convictions, arrests, or honor code charges that occur while enrolled in the Program.
- You must disclose on your application for the Program any prior criminal convictions or honor code charges.
- Failure to disclose arrests or convictions 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.

NOTE:

Email application Packet to Prof. Pam Keller by either (1) emailing it to Yolanda Huggins at ylhuggins@ku.edu with a copy to Prof. Keller at pkeller@ku.edu, or (2) placing it in Prof. Keller's mailbox in the main office.

DEADLINE: 5 p.m. on the second Friday of February



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Application

Name: _____

Address: _____

Telephone: _____ email: _____

Number of credit hours you will have completed before the upcoming Fall semester ____

Number of semesters you will have completed before the upcoming Fall 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 _____