

## Summer 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](mailto:ylhuggins@ku.edu) with a copy to Prof. Keller at [pkeller@ku.edu](mailto: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](mailto:pkeller@ku.edu)).

Students must enroll in the Program in both summer sessions. 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 summer session and be graded credit/no credit. Only students who will have completed at least two regular semesters of law school, but no more than two semesters and two summer sessions, by the start of their internship are eligible for the program.

Students must work with assigned judges no less than 24 and no more than 40 hours each week of the two summer sessions (a total of 255 hours for the whole

summer). You must attend an orientation session and meet individually with Prof. Keller at least once during the summer. You must complete weekly assignments, attend virtual class sessions and complete related online coursework, submit a 1-2 page journal of your activities each week, and complete a 5-6 page paper related to your experience in the program.

**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](mailto:ylhuggins@ku.edu) with a copy to Prof. Keller at [pkeller@ku.edu](mailto: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 completed before the upcoming summer semester \_\_\_\_\_

Number of semesters completed 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
- Wichita

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 Fall – Spring Judicial Field Placement Program? (If yes, you must also submit a Fall – Spring Application.)      Yes      No

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

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