

# JOINT MINORITY BAR JUDICIAL INTERNSHIP PROGRAM SUMMER 2010



a joint project of

*The Puerto Rican Bar Association  
The Asian American Bar Association of New York,  
The Asian American Law Fund of New York  
and  
The Association of Judges of Hispanic Heritage*



Asian American  
Bar Association  
of New York



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# AN OVERVIEW

The Puerto Rican Bar Association (“PRBA”), the Asian American Bar Association of New York (“AABANY”), Asian American Law Fund of New York (“AALFNY”), and the Association of Judges of Hispanic Heritage (“AJHH”) have joined to offer students who have completed at least one year of law school the opportunity to continue their legal education as summer interns in New York-area courthouses. Judicial internships are exceptional learning opportunities that offer tremendous insight into the process of judicial decision making. They offer an opportunity to strengthen analytical skills and legal writing abilities.

## **Past Participating Judges include:**

(in alphabetical order)

*Hon. Ariel E. Belen, NY State Supreme Court, Appellate Division, Second Department*  
*Hon. E. Thomas Boyle, US Magistrate Judge for the Eastern District of NY*  
*Hon. Joseph E. Capella, Housing Part, New York County Civil Court*  
*Hon. Marilyn D. Go, US Magistrate Judge for the Eastern District of NY*  
*Hon. Dora L. Irizarry, US District Judge for the Eastern District of NY*  
*Hon. John Lansden, Supervising Judge, Housing Part, Kings County Civil Court*  
*Hon. Arlene R. Lindsay, US Magistrate Judge for the Eastern District of NY*  
*Hon. Doris Ling-Cohan, New York State Supreme Court, New York County*  
*Hon. Ruben Martino, New York City Civil Court, Harlem Community Justice Center*  
*Hon. Kiyo A. Matsumoto, US District Judge for the Eastern District of NY*  
*Hon. Milagros A. Matos, New York City Civil Court, Kings County*  
*Hon. Diccia Pineda-Kirwan, New York Civil Court, Queens County*  
*Hon. Ramon E. Reyes, Jr., US Magistrate Judge for the Eastern District of NY*  
*Hon. Jaime Rios, New York State Supreme Court, Queens County*  
*Hon. Nelson Roman, New York State Supreme Court, Civil Term, Bronx County*  
*Hon. Joanna Seybert, US District Judge for the Eastern District of NY*  
*Hon. Faviola Soto, New York State Court of Claims*  
*Hon. Lucindo Suarez, New York State Supreme Court, Bronx County*  
*Hon. A. Kathleen Tomlinson, US Magistrate Judge for the Eastern District of NY*  
*Hon. Analisa Torres, New York State Supreme Court, Bronx County*  
*Hon. Robert E. Torres, New York State Supreme Court, Bronx County*  
*Hon. Carmen Velazquez, New York City Civil Court, Queens County*  
*Hon. Laura Visitacion-Lewis, New York State Supreme Court, New York County*  
*Hon. Joseph Zayas, New York City Criminal Court*

# **EXPERIENCE AND DUTIES**

## Participation in the Judicial Internship Placement Program

Your experience as a judicial intern will lead to improved legal research and writing skills, exposure to diverse areas of substantive law, and the opportunity to learn about the judicial system from inside the courtroom. Interns are exposed to on-going litigation through courtroom observation and chambers practice and benefit from the judge's perspective on legal proceedings. A significant portion of an intern's time may involve observing the judicial process or assisting with many of the routine aspects of the courtroom. We encourage each intern to independently learn about the structure and function of the larger system within which his or her assigned courtroom operates. Interns will thereby acquire a basic understanding of the inner workings of our court system.

### Judicial Intern Duties

Although duties vary according to the needs of the particular host judge, interns generally are expected to conduct a significant amount of legal research and writing. In addition, most judges will offer interns the opportunity to observe courtroom proceedings. Duration of internships vary according to the particular needs of the host judge and each intern's schedule.

# QUALIFICATIONS

The program selects interns from a pool of highly qualified applicants who bring to the program a wide range of backgrounds, talents, and qualifications.

In general, interns should possess the following qualities and experiences:

1. Current status as a student in good standing at a law school accredited by the American Bar Association;
2. Demonstrated ability to think clearly, speak articulately, and write cogently;
3. Ability to work closely with others as part of a team;
4. Capacity to undertake a variety of tasks simultaneously and a willingness to perform administrative tasks when necessary;
5. Trustworthiness, discretion, maturity, and good judgment;
6. Ability to work independently and with little supervision;
7. Demonstrated commitment to diversity; and
8. Prior research experience and course work on constitutional law or the court system is preferred but not required.

## **FUNDING & CLASS CREDIT**

Intern placements are volunteer positions. Our sponsors have provided funds for stipends to help interns defray basic expenses during the internship. Interns may be eligible for Summer Federal Work-Study funding. Please see your law school financial aid office for further information about available funding options.

In addition, academic credit may be available, please inquire with your law school.

# APPLICATION

## General Application Information

**Resume:** A resume is required. You may wish to consult the Office of Career Services at your law school for help with your resume before submitting your application.

**Writing Sample:** A writing sample is required. You are free to submit your first-year writing assignment, moot court competition brief, or other course work. The writing sample should not be more than ten (10) double-spaced, typewritten pages.

**Personal Statement:** A personal statement is optional but *strongly recommended*. Submit a one-page typewritten statement presenting your reasons for seeking this internship and articulating the extent to which your experience, skills, and personality meet the program's criteria.

**References:** Please provide the name, title, address, email, and telephone number of two (2) references. In addition, at your option, you may submit up to three (3) letters of recommendation from lawyers, professors or employers with your application.

## APPLICATION SUBMISSION

Completed internships applications should be faxed or e-mailed no later than February 12, 2010.

Please ensure that all application materials are complete. Incomplete applications will not be considered.

Please fax or e-mail all application materials to:

Jeanette Rodriguez-Morick  
Thompson Hine, LLP  
[mailto: Fax : \(212\) 344-6101](mailto:jeanette.rodriquez-morick@thompsonhine.com)  
[jeanette.rodriquez-morick@thompsonhine.com](mailto:jeanette.rodriquez-morick@thompsonhine.com)

Student inquiries should be directed to:

Linda S. Lin  
E-mail: [linda.lin@aabany.org](mailto:linda.lin@aabany.org)

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**2010 Application Form**

**Application Deadline: Fax or E-mailed by February 12, 2010**

Please Include:

- Internship Application Form (this Attachment A)
- Resume (required)
- Writing Sample (required)
- Personal Statement (optional)
- Letters of Recommendation (optional)
- Intern Work Contract (required) (see Attachment B)

Candidate Information:

Name	
Street Address	
City, State, Zip	
Home Phone	
Work Phone	
E-mail Address	

Academic Information:

Law School	
Expected Year of Graduation	
Cumulative GPA	

List any special courses, workshops, training sessions, or other experiences that might be relevant to the internship position.

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Languages: \_\_\_\_\_

References:

Name	
Title	
Relation to applicant	
Street Address	
City, State, Zip	
Phone	
Email	

Name	
Street Address	
City, State, Zip	
Phone	
Title	
Relation to applicant	
Email	

Summer Schedule Information:

Dates Available	from: _____ to: _____
Days of Week Avail.	
Hours Available	
Total Hours	

Do you plan to work, take classes or conduct any other activity during the Summer which we should consider in establishing your schedule?

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Do you have any physical condition that limits your ability in relation to the internship? If yes, please explain. (Information requested for placement only)

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Conviction Information:

Have you ever been convicted of a crime?       Yes       No

Emergency Contact:

Please provide the following information to be used in the case of an emergency:

Name	
Street Address	
City, State, Zip	
Home Phone	
Work Phone	
Cell Phone	
E-mail	
Relationship	

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**2010 Intern Work Contract**

If selected, I, \_\_\_\_\_, understand and agree that I will:

- maintain the highest levels of confidentiality;
- perform my duties professionally;
- dress appropriately; and
- not violate any federal, state, or municipal laws while serving as a judicial intern.

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Date

Signature

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**2010 Placement Data Form**

Completed form should be faxed to \_\_\_\_\_ after preliminary goal-setting meeting.

HOST

Name of Host Judge	
Court Name	
Court Address	
Intern Supervisor (if not judge)	
Phone & Fax Nos.	
E-mail	

INTERN

Name	
Street Address	
City, State, Zip	
Home Phone	
E-mail Address	
Law School	
Class Year	

GOALS

What does the host judge seek in the intern?

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What does the intern seek from the internship?

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Agreed upon intern *initial* work schedule and responsibilities.

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Signatures:

\_\_\_\_\_  
Judicial Intern

\_\_\_\_\_  
Host Judge

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed upon intern *midpoint* work schedule and responsibilities  
[To be completed on approximately July \_\_, 2010]

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Signatures:

\_\_\_\_\_  
Judicial Intern

\_\_\_\_\_  
Host Judge

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**2010 Host Commitment Letter**  
**[To be completed by Host Judge]**

**JUDGE:** \_\_\_\_\_

**SUPERVISOR (IF OTHER THAN JUDGE):** \_\_\_\_\_

**COURT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**WEB ADDRESS:** \_\_\_\_\_

**NO. OF SUMMER INTERN POSITIONS AVAILABLE:** \_\_\_\_\_

**PREFERRED START DATE:** \_\_\_\_\_

**PREFERRED END DATE:** \_\_\_\_\_

*By signing in the space provided below, the supervising judge agrees to participate in the Minority Bar Judicial Internship Program and is committed to providing a high quality experience for the student intern(s) assigned to the judge. To that end, the judge agrees to:*

1. Be responsible for the supervision and activities of the student placed under the judge's guidance;
2. Ensure that the student is given a variety of meaningful and interesting work assignments that will develop and enhance lawyering skills and aid the student in reaching his or her stated internship learning goals;
3. Observe and critique the student and be available for consultation on a regular basis;
4. At a minimum, meet with the intern a week to discuss assignments and provide feedback;
5. Maintain copies of all assignments, written critiques, written work, and time records, if any, for a period of one year following the end of the placement; and
6. Meet more formally with the student at the midpoint and end of the summer internship to evaluate the student's performance.

*I, \_\_\_\_\_, accept the above-described responsibilities as a supervising judge for Joint Minority Bar Judicial Internship Program.*

\_\_\_\_\_  
*Judge Signature*

\_\_\_\_\_  
*Date*

**For more information, please contact Linda S. Lin of the Asian American Bar Association at [linda.lin@aabany.org](mailto:linda.lin@aabany.org).**

**Please fax completed form to Jeanette Rodriguez-Morick at (212) 344-6101 or e-mail at [jeanette.rodriquez-morick@thompsonhine.com](mailto:jeanette.rodriquez-morick@thompsonhine.com) no later than February 12, 2010.**

*On behalf of the participating student interns, the Puerto Rican Bar Association, the Asian American Bar Association of New York, the Asian American Law Fund of New York, and the Association of Judges of Hispanic Heritage thank you for your commitment to our future lawyers.*

# Testimonials

“ . . . the opportunity to write memos and decisions in a real world setting allowed me to hone my writing skills and gave me more confidence in my researching skills as well. . . .”

*-Evan Ng, Seton Hall Law School, Class of 2011*

“ . . . Because of this experience I have become a better student and feel that I am prepared to be an effective lawyer. . . .”

*-Justine Lopez, Fordham University School of Law, Class of 2010*

“ . . . I got to see first-hand how a Judge renders decisions and generally runs his/hers chambers. . . .”

*-Fernando Sanchez, Fordham University School of Law, Class of 2011*

“ . . . The constant workflow of drafts and memorandums solidified my writing skills in areas such as speed, style, and precision. . . .”

*-Richard Stewart, Fordham University School of Law, Class of 2011*

“ . . . This was an invaluable experience (one which has opened many doors to me) that I would wholeheartedly recommend.”

*-Bert Choe, St. John's University School of Law, Class of 2011*

“ . . . The Judge availed herself to answering questions and giving us unprecedented access to sit in on attorney conferences and court room hearings.”

*-Yang Yang Li, Boston University School of Law, Class of 2011*

“ . . . The Judge and her clerks taught me a lot about what it takes to be a professional and what level of performance is needed to excel. . . .”

*-Daniel Sanchez, St. John's University School of Law, Class of 2010*

“ . . . The Judge and her court attorney gave me the opportunity to work on real cases and draft opinions. . . .”

*-Priscilla Cheng, Brooklyn Law School, Class of 2011*