

PHILADELPHIA'S FIRST JUDICIAL DISTRICT'S JUDICIAL FELLOWSHIP PROGRAM

JUDICIAL FELLOWSHIP APPLICATION

Section 1 - Introduction

Philadelphia's First Judicial District, in conjunction with the Earle Mack School of Law at Drexel University, Temple University Beasley School of Law, the University of Pennsylvania Law School, Villanova University School of Law, Rutgers University School of Law-Camden, Pennsylvania State University Dickinson School of Law and Widener University School of Law ("participating law schools") is pleased to announce an exciting opportunity for law school graduates interested in gaining professional experience to work directly with judges within Philadelphia's court system. In the first year of the Judicial Fellowship Program, it hosted 30 judicial fellows. Many secured paid positions during their judicial fellowship.

Recognizing that there are many exceptional graduates from Philadelphia area law schools seeking professional development opportunities in our current difficult legal economy, and that many judges could benefit from additional legal talent due to the Court's commitment to prompt and fair resolution of cases notwithstanding the Court's high volume caseload, the Philadelphia's First Judicial District initiated a Fellowship Program for their mutual benefit.

The Judicial Fellowship Program aims to provide talented law graduates with substantive experience in the law, and to support the Court in carrying out key functions. Fellows volunteer their time, have the same responsibilities as regular paid judicial law clerks, and gain the benefit of training by judges in the Philadelphia courts. Judges help new lawyers by mentoring, providing legal experience and enhancing their ability to acquire paid employment. The fellows help Philadelphia's high volume court system maintain its superior quality of service to the Philadelphia community. This program has had a positive impact on both the graduates and the chambers in which they are placed.

Section 2 – Application Process

Overview

Judicial fellowship opportunities will be sent directly to the participating law schools, who will post to their alumni. Prospective judicial fellows will apply and interview directly with those judges who are interested in hosting a judicial fellow. Each judge and fellow team will design a schedule that will provide flexibility to the fellow, who may be seeking a paid position elsewhere, but also ensure reliable service to the judge and the Court.

Judicial fellowships may be awarded to *Juris Doctor* graduates of any accredited law school who:

1. Are applying within the first two years of graduation; and
2. Submit a complete application, via email.

- Fellows will work a minimum of 20 hrs per week.
- All fellowships are unpaid.
- Fellows do not need to be barred in Pennsylvania or any other state.

Application Procedure

Law graduates seeking a judicial fellowship should follow the following steps:

1. Select judges to whom you wish to apply from the list of judges posted.
2. Email the following documents to the judges' listed contact person with the subject caption designated as "Judicial Fellowship Application":
 - a. Completed application (available from the form section of this website)
 - b. Cover letter
 - c. Resume
 - d. Writing sample (approximately 10-15 pages)
 - e. Law school transcript
 - f. A list of three (3) references (one of which shall be a law school professor).

The individual judges participating in the Fellowship Program may request additional information and/or documents from the applicant if they determine that the information is needed to evaluate the application.

In order to verify that an applicant is a graduate of a participating school, all applicants must copy their respective career offices when submitting their email applications. If applying to multiple judges, applicants need only copy their career office on their first email application.
3. Judges interested in interviewing applicants will contact them directly and arrange for interviews. Selection of judicial fellows is done solely by individual judges.

Section 3 – Acceptance of a fellowship

Once applicants have accepted a fellowship, they shall:

1. Contact individual judges to withdraw any outstanding fellowship applications;
2. Notify their respective career offices;
3. Contact Administrator of the Judicial Fellowship Program, Lee Swiacki, at lee.swiacki@courts.phila.gov to notify the Court of their decision acceptance of a fellowship.
4. Complete necessary paperwork with the Court's Human Resource Department including a FJD Application Form (located in forms section of the First Judicial District's website) and email it to Ms. Swiacki in order to be processed through the FJD's Human Resource Department. Ms. Swiacki will arrange for the required

criminal background check, get LEXIS access and get the fellow listed on the judicial fellows list serv.

5. It is imperative that the Court have judicial fellows' current email addresses for the judicial fellow list serv. Judicial fellows are included in the Court's educational programs for judicial clerks (many of which qualify for CLE credit at a nominal cost). The email list will also be used to notify judicial fellows of job or networking opportunities.

Section 4 - Termination of the Fellowship

If an active fellow is offered and accepts a paid position during a fellowship, the fellow must provide the judge and their law school a minimum of two weeks notice before leaving the fellowship placement and transitioning into the new position and complete any pending assignments. Complete Judicial Evaluation Form which is included in the forms section of this website and email to Judicial Fellowship Chair, Judge Rau (lisa.rau@courts.phila.gov) and Ms. Swiacki (lee.swiacki@courts.phila.gov).

PHILADELPHIA'S FIRST JUDICIAL DISTRICT'S JUDICIAL FELLOWSHIP PROGRAM
JUDICIAL FELLOWSHIP APPLICATION

PREFIX:

FIRST NAME:

MIDDLE INITIAL:

LAST NAME:

ADDRESS:

CITY & STATE:

ZIP:

TELEPHONE NUMBER:

EMAIL:

GRADUATION DATE:

BAR ADMISSIONS (IF APPLICABLE):

ATTORNEY ID NUMBER (IF APPLICABLE):

PRACTICE/SPECIALTY AREAS:

CERTIFICATION

I hereby certify that all the information contained in this application is true and complete to the best of my knowledge. I confirm that I have read and understood all of the above fellowship guidelines.

Applicant Signature _____ Date _____

PHILADELPHIA'S FIRST JUDICIAL DISTRICT'S JUDICIAL FELLOWSHIP PROGRAM

APPLICATION CHECKLIST

1. _____ Completed Application
2. _____ Cover Letter
3. _____ Resume
4. _____ Writing Sample
5. _____ Law School Transcript
6. _____ List of three (3) references