

## **Oregon Appellate Courts Law Student Extern Opportunities Summer and Fall 2021**

The Oregon Judicial Department is accepting applications for its appellate court externship program. The externships offer a unique opportunity for law students to use and improve their legal skills while serving the people of Oregon by contributing to the essential work of the courts.

Externships are available at the Oregon Supreme Court, the Oregon Court of Appeals, and the Office of the Appellate Commissioner, all of which participate in a joint recruitment process. The externships are unpaid volunteer positions. They can be -- but are not required to be -- for law school credit. Students seeking law school credit must make the necessary arrangements through their law schools.

### **Description:**

All externs perform legal research and writing. The writing may include legal memoranda, draft orders, and draft opinions. Externs are given the opportunity to review records and filings, conduct independent research, discuss legal issues, make recommendations regarding the disposition of those issues, and attend oral arguments. In addition, externs may have the opportunity to attend court meetings and conferences.

The externship program accepts students during both the summer and the school year. (Summer externships begin in May, fall externships begin in August, and spring externships begin in January.) Summer externships are for 20-40 hours per week, school-year externships are for 12-40 hours per week, and specific work schedules may be flexible.

Additional information about the appellate courts and the externships is available on the Judicial Department's website:

<https://www.courts.oregon.gov/courts/appellate/go/Pages/extern.aspx>

### **Qualifications:**

Externs must have completed their first year of law school before the beginning of their externship. Successful externs demonstrate an eagerness to learn, strong time management skills, and the ability to collaborate on projects.

### **Conduct Expectations:**

Externs are expected to abide by the highest standards of professional conduct and ethics. To avoid conflicts of interest, externs are not permitted to perform outside legal work

(either paid or unpaid and including work at a law school clinic) during their externship. Research for a law professor is not considered to be outside legal work.

**Materials to Submit:**

Applicants should submit: 1) a cover letter specifying which term or terms they wish to apply for; 2) a resume; 3) copies of law school and college transcripts (original transcripts are not required); 4) a list of at least three references; and 5) a writing sample of no more than five pages.

Application materials may be submitted by mail, email (as one PDF attachment) or hand delivery to:

Khoben Ghattas

Appellate Courts Extern Program  
Oregon Supreme Court  
1163 State St  
Salem, OR 97301  
[khoben.ghattas@ojd.state.or.us](mailto:khoben.ghattas@ojd.state.or.us)

**Deadline for Application Materials:**

All materials must be received by the court by Tuesday, February 16, 2021 at 5:00 pm PST.

Anticipated Interview Dates: Early March

**Questions:** For questions concerning the externship program or your submission, please contact Khoben Ghattas at (503) 986-5876 or [khoben.ghattas@ojd.state.or.us](mailto:khoben.ghattas@ojd.state.or.us).

**THE OREGON JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO A DIVERSE WORK FORCE. WE RESPECT, REFLECT, AND RESPOND TO THE DIVERSE PEOPLE WE SERVE.**