

Oregon Appellate Courts Law Student Extern Opportunities Summer 2023 and Fall 2023

The Oregon Supreme Court, the Oregon Court of Appeals, and the Office of the Appellate Commissioner are now accepting externship applications for Summer 2023 and Fall 2023. The externships offer a unique opportunity for law students to be intimately involved in the Oregon judicial system, to learn about the appellate legal process, and to improve their legal skills while serving the people of Oregon.

Description:

Externs are hired to work for a particular justice, judge, or the Appellate Commissioner. Externs work closely with their assigned judge and judicial clerk and may draft opinions, orders, or memoranda. During the externship, 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.

A judicial externship is excellent training for anyone interested in a judicial clerkship, appellate work, or trial practice in Oregon. Externs receive substantial feedback throughout their externship and can greatly improve their legal writing. Externs gain exposure to a variety of areas of law, including criminal, administrative, juvenile, evidence, and more. While working with the courts, externs receive onboarding training and are invited to CLEs throughout the term.

The externships are unpaid volunteer positions. Externs are welcome to independently pursue scholarships or public interest funding for financial support during their time with the courts. Externships 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. Externs may be able to work remotely, hybrid, or in-person. 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.

The Oregon Supreme Court, the Oregon Court of Appeals, and the Office of the Appellate Commissioner participate in a joint recruitment process. Applicants may indicate if they wish to be considered by one, two, or all three hiring departments. Applicants will participate in panel interviews.

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. Some supervisors may prefer externs who are able to attend occasional in-person trainings or meetings.

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 or email (as one PDF attachment) to:

Mechele Surgeon
Appellate Courts Extern Program
Oregon Supreme Court
1163 State St
Salem, OR 97301
mechele.surgeon@ojd.state.or.us

Deadline for Application Materials:

All materials must be received by the court by Tuesday, February 7, 2023, at 5:00 pm PST.

Questions:

For questions concerning the externship program or your submission, please contact Mechele Surgeon at (503) 986-5706 or mechele.surgeon@ojd.state.or.us.

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