

**JUDICIAL EXTERNSHIPS
COLLECTION INFORMATION & INSTRUCTIONS**

**LOYOLA UNIVERSITY CHICAGO
SCHOOL OF LAW
BUILDING A COMMUNITY OF LEGAL PROFESSIONALS**

If you are interested in applying to be a judicial extern for a Federal Judge/Magistrate *and/or* an Illinois Appellate Court Justice **AND** wish to have the law school submit your credentials to the judiciary on your behalf, please review carefully and follow the instructions below.

There are two collection periods as follows:

- ***SUMMER AND FALL SEMESTERS COLLECT:*** The Collect for the Summer and Fall Semesters will generally take place early in the Spring Semester (late January).
- ***SPRING SEMESTER COLLECT:*** The Collect for the Spring Semester will generally take place early in the Fall Semester (mid-September).

Specific dates and deadlines will be communicated on Law School Announcements, Law Student Sakai Page and by Career Services

PEARSON COLLECTION INSTRUCTIONS

The Collect is your upload of your résumé and unofficial transcript to Pearson.

1. Log on to PEARSON by going to <https://law-luc.12twenty.com/>
2. **SET UP YOUR BACKGROUND INFORMATION**
Your Background Information Page contains information which will **not** be shared with employers. This information is seen only by your CSO Counselor. Fields which are not required can be completed as you choose.
3. **UPLOAD YOUR RESUME AND TRANSCRIPT**
All documents must be in pdf format.
If the documents you will be using to apply for Judicial Externships are already in PEARSON, you may skip to the “Select and Apply to Judges” section. Otherwise, navigate to your Profile Page and follow the steps below:
 - Click on the “Application Materials” tab.
 - To upload your resume, click on “Add New Resume” and follow the prompts to upload your document.
 - To upload your transcript, click on “Add New Transcript” and follow the prompts to upload your document. ****Please note that an unofficial transcript is fine.****
 - If you need to make any edits to or wish to view the document:
 - Click on the red dots in the right column and the options of “view” document, “edit” document, and “delete” document will populate.
4. **SELECT AND APPLY TO JUDGES***

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- A. Click on “OCI and Job Listings” in the left hand column.
- B. Using the “Type of Job” filter, search for “Judicial Externships.” You will see postings for different categories of judges for the Semester(s) for which you are applying
- C. Click on the category** you wish to apply to and click on the blue “Apply” button at the top of the page. Follow the prompts to submit your application.
- D. **Repeat this process for every category of judges and semester for which you wish to apply.**
- E. You will receive a confirmation email from the PEARSON system when your application has been submitted.
- F. If you decide after you have applied, but prior to the end of the collection period, that you no longer wish to apply to that externship, you may withdraw your application by going back to the job posting in PEARSON and clicking on “Withdraw.”

**The following judges are listed individually in the job listings section of PEARSON as they require additional materials. You will see them listed when you filter by “Type of Job: Judicial Externships.”*

⇒ Justice Mary L. Mikva, Illinois Appellate Court

⇒ The Hon. Charles P. Kocoras, U.S. District Court for the Northern District of Illinois

**Categories of judges:

- Federal Judges and Magistrates-Northern District of Illinois
- Federal Judge-US District Court, Central District of Illinois
- Federal Bankruptcy Judges-Northern District of Illinois
- Illinois Appellate Court

You may directly apply to the various divisions of the Circuit Court of Cook County:

[Illinois Circuit Court of Cook County > HOME > Internships/Externships \(cookcountycourt.org\)](http://www.cookcountycourt.org)

5. **LOYOLA DISTRIBUTES COLLECTED SUBMISSIONS TO JUDGES**

- Loyola mails or emails packets of the materials to the various judges.
- The judges contact the students they wish to interview. We do not know the time frame judges will use in interviewing and extending offers
- If you are offered a position, **it is expected that you will accept (unless a conflict exists) or reject the offer immediately.** This practice permits the judges to conduct their hiring in an efficient manner.
- We **cannot** guarantee your choice of placement.

6. **INTERNAL APPLICATION**

- Once you have accepted an offer to become a judicial extern, please complete the internal externship application. Select the code for the judicial category in the section you select.
- Once your application for an externship has been approved and processed **you will then register for the seminar course on your own** through LOCUS.
- For questions regarding the internal externship application (*that cannot be easily answered on the externship website here: <https://www.luc.edu/law/currentstudents/externships/>*) please email Director Breanna Kantor at bkantor@luc.edu.