Using Pearson
If you have already activated your Pearson account, you may skip to the “Upload Your Resume and Transcript” section.

To activate your account, visit https://law-luc.12twenty.com/ and click “Sign up.” Enter your Loyola email address and create a password according to the specifications provided. Agree to terms, and click “Sign up.”

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. In the “Preference” section, you can select up to five practice areas of interest.

Upload Your Resume and Transcript
If the documents you will be using the 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 your transcript does not need to be official. 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 hand column and the options of “view” document, “edit” document, and “delete” document will populate.

Select and Apply to Judges
1. Click on “OCI and Job Listings” in the left hand column.
2. Using the “Type of Job” filter, search for “Judicial Externships.” You will see postings for different categories of judges for both SUMMER 2020 and FALL 2020.
3. 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.
4. Repeat this process for every category of judges and semester for which you wish to apply.
5. You will receive a confirmation email from the Pearson system when your application has been submitted.
6. If you decide after you have applied, but prior to January 24, 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