

## **UW College of Law – Judicial Externships Available:**

Please note that externships outside of the State of Wyoming may have earlier application deadlines than the internal school deadline for externships. You may want to contact employers early to ask about deadlines and application processes. If you need assistance, please contact the Externship Program Director, Professor Ken Chestek.

If you are interested in an externship with a judge, governmental agency or non-profit/non-governmental agency not on this list, there is a simple process to have it approved. Please work with Professor Ken Chestek ([kchestek@uwyo.edu](mailto:kchestek@uwyo.edu)), the Externship Program Director, to have it pre-approved prior to the externship application deadline.

### **Laramie, Wyoming**

**Wyoming Circuit Court, Second Judicial District, Judge Robert Castor - (summer, fall or spring).** An extern will work with Judge Castor (Laramie). The extern will have responsibilities similar to those of a law clerk. Much of the communication is done by e-mail.

**Wyoming Second Judicial District, Judge Jeffrey Donnell - (fall and spring).** One extern will work for Judge Donnell in Laramie. The extern will work primarily with Judge Donnell's law clerk with responsibilities similar to those of a law clerk.

### **Cheyenne, Wyoming**

**U.S. District Judge Alan Johnson - (summer, fall or spring).** Judge Johnson sits in Cheyenne. The extern will work with Judge Johnson and his law clerk with responsibilities similar to those of a law clerk. Some travel to Cheyenne required. Cover letter, resume, writing sample required. Interviews may be conducted.

**U.S. District Judge Nancy D. Freudenthal - (summer, fall or spring).** Judge Freudenthal is a federal judge sitting in Cheyenne. The extern will work with the judge and his law clerks with responsibilities similar to those of a law clerk. Some travel to Cheyenne required. Cover letter, resume, writing sample required. Interviews may be conducted.

**U.S. District Court, Office of the Chief Magistrate, Judge Rankin - (summer, fall or spring).** Extern will work on criminal and civil matter with an emphasis on pre-trial motions. Extern will also draft orders for the Judge's consideration and assist law clerks with research into various legal questions.

**U.S. Bankruptcy Court - District of Wyoming, Cheyenne - (Not Available in 2015).** The extern will research and draft documents relating to bankruptcy and its interaction with areas of law including family, property, tort and civil procedure. The extern will observe court proceedings. Applicants should have taken the bankruptcy course (this may be waived upon individual consideration). Please submit a resume and informational letter outlining your knowledge of bankruptcy with a statement of what you would like to achieve with an externship.

**Wyoming First Judicial Circuit Court, Judges Coates, Nau and Rogers, Cheyenne - (summer, fall or spring).** This new extern opportunity may be available as early as summer 2012. More details to come.

**Wyoming First Judicial District, Judges Arnold, Campbell and Sharpe, Cheyenne - (summer, fall or spring).** The extern will have responsibilities similar to those of a law clerk, including legal research, observation of actual court proceedings, and conferences with the judge. The district court is Wyoming's general trial court and handles civil, criminal, domestic relations, and juvenile cases. The district court also hears appeals from municipal and circuit courts and from administrative agencies.

**Wyoming Office of Administrative Hearings, Cheyenne - (spring, summer or fall).** An extern would work with state administrative law judges on workers compensation cases, drivers' license suspensions, welfare benefits cases, Medicaid disputes, state professional licensing disputes and other administrative cases. The extern will attend contested case hearings, and will be responsible for drafting written Findings of Fact and Conclusions of Law that will be submitted to the Hearing Examiner.

**Wyoming Supreme Court, Cheyenne - (summer, fall or spring - third year students only).** Externs work with individual Justices with responsibilities similar to those of a law clerk. Some travel to Cheyenne required. Submit only one resume for the Court. The Justices will review all resumes and select an extern.

### **Other locations in Wyoming (outside of Laramie and Cheyenne)**

**Shoshone and Arapaho Tribal Court, Chief Judge John St. Clair, Fort Washakie - (summer).** Externs will have responsibilities similar to those of a law clerk including legal research, observation of court proceedings and conferences with the judge.

**Town of Jackson Municipal Court, Judge Owens - (summer).** Externs will research legal issues, draft orders, discuss and strategize with Municipal Court Judge regarding legal/constitutional issues.

**U.S. District Judge Skavdahl, Casper - (summer).** Early application may be required. Cover letter, resume and writing sample required. May conduct interviews.

**Wyoming Third Judicial District, Judge Sanderson, Kemmerer - (summer).** The extern will work primarily with Judge Sanderson's law clerk with responsibilities similar to those of a law clerk.

**Wyoming Fourth Judicial District, Judge Fenn, Sheridan - (summer).** Extern will complete assignments as given by the judge or law clerk. Observe in courtroom and judge's chambers regarding felony criminal, domestic, juvenile and civil probate cases.

**Wyoming Fifth Judicial District, Judge Cranfill, Cody - (summer).** Externship will expose the student to the operation of the court. Extern will observe trials, organize jury instructions, perform motion research and provide summaries to the judge.

**Wyoming Sixth Judicial District, Judge Rumpke, Gillette - (summer).** Extern will explore many areas of substantive law including general civil litigation, family law, juvenile law and criminal law. Extern will observe trials, prepare jury instructions and provide summaries to the judge.

**Wyoming Ninth Judicial District, Judge Day - (summer).** Extern will work in all facets of a general jurisdiction trial court. Extern will support the judicial office and assist the judge and law clerk with legal research, bench briefs and orders.

**Wyoming Circuit Court, Third District, Judges Prokos and Jones, Green River – (summer).** Externs will work in both criminal and civil law, perform legal research and writing and learn the day to day function of attorneys and courts

## **Colorado**

**5<sup>th</sup> Judicial District Court – Breckenridge - (summer, fall or spring).** Extern will have exposure to all areas of civil and criminal law including domestic relations, dependency and neglect, juvenile issues and probate.

**18<sup>th</sup> Judicial District Court - Arapahoe County, Centennial - (summer, fall or spring).** The extern will work in the criminal division and will assist with file preparation, docket management, trial bailiff work, legal research and writing for the Court.

**18<sup>th</sup> Judicial District Court - Douglas County, Castle Rock - (summer, fall or spring).** Extern will work in both civil and criminal law. Provide legal research, write legal memoranda, review pleadings and draft court orders.

**City of Greeley Municipal Court, Greeley - (spring, summer or fall).** The extern will engage in legal research and writing under the supervision of the municipal court judge, mostly in the criminal law area. The extern will also draft proposed orders, review documents and forms, and attend hearings. Cover letter and resume are requested.

**Colorado Office of Administrative Courts, Denver – (summer, fall or spring).** Externs will work on a variety of administrative law issues including professional and occupational licensing, public benefits, mediation and worker’s compensation. Externs will attend hearings, assist in drafting memoranda on complex law and gain experience in the judicial decision-making process.

**Colorado Fourth Judicial District, Judge Kane – (summer only).** Extern will be assigned to a district court judge and work with a large group of law clerks. Duties of the extern will consist mostly of research and writing with opportunities in the court to assist with case management and jury trials.

**Colorado Eighth Judicial District, Judge Dave Williams - (summer, fall or spring).** Extern will sit in on two significant criminal trials: securities fraud and sex assault, but the bulk of extern’s time will be spent on civil matters of all kinds, domestic relations permanent orders, and adoptions.

**Colorado Eighth Judicial District, Judge Julie Kunce Field - (summer, fall or spring).** Perform legal research and provide research memos; draft proposed orders; assist law clerk in routine duties such as pulling files, setting up the courtroom, acting as bailiff in jury trials; sit in as counsel de-brief juries regarding their deliberations; and so on. The educational benefits include performing research and making recommendations regarding “live” issues; seeing how the courts actually work and what attitudes and behaviors of counsel are favored/disfavored; observing and evaluating (and hearing comments from judges and other court personnel regarding) numerous different approaches to courtroom and pleading/motions tactics; and learning what areas of the law are of interest for a career in law.

**U.S. Merit Systems Protection Board, Judge Albornoz – (fall, spring or summer).** Externs will work under the direct supervision of the Chief Administrative Judge and conduct legal research, draft orders, review transcripts and case files, make routine calls to the parties, observe and assist the Administrative Judges during conferences and hearings and draft Initial Decisions.

## **Other States (not Wyoming or Colorado)**

**Idaho 7<sup>th</sup> Judicial District, Rexburg, ID – (summer).** Externs will travel with the Judge to attend hearings, prepare briefing memos, research legal issues, attend drafting meetings, observe in chambers discussions and draft legal decisions.

**Montana 13<sup>th</sup> Judicial District Court, Billings, MT – (summer).** Extern will perform legal research and writing in the areas of civil, criminal and family law.

**Montana 14<sup>th</sup> Judicial District Court, Roundup, MT - (summer).** The intern will have the opportunity to conduct legal research, write legal memoranda, draft proposed orders, confer with counsel, and observe court proceedings. As a general jurisdiction court, the intern will experience civil, criminal, and family law; adoptions; dependent/neglect issues; and administrative, employment, and estates law.

**Rich County Justice Court, Judge McKinnon – (fall, spring or summer).** Extern will experience how a justice court operates and may be able to work with the prosecutor part-time. Extern will assist the law clerk in preparing for upcoming court days and trials.

**Eighth Judicial District, Judge Wiese, Las Vegas, NV - (fall, spring or summer).** The extern work with the Town Attorney who reports directly to the Town Council and handles civil litigation files on behalf of the Town. The extern will conduct legal research and write memoranda and briefs for court filings and trials on municipal, contract, local government, land development, zoning and land use law. Applicants should submit a resume and writing sample.

**U.S. District Court, District of Nevada, Las Vegas, NV – (summer).** Extern will work in all areas of federal criminal and civil law and Nevada state law. Duties include pre-trial motion work, write orders, legal research, observe court proceedings and help with voir dire and jury instructions.