

# ***La Raza Lawyers of Santa Clara County***

## **CALIFORNIA SUPREME COURT SUMMER CLERKSHIP PROGRAM**

# **APPLICATION PACKET**



PROGRAM DESCRIPTION



APPLICATION COVER SHEET



PERSONAL STATEMENT GUIDELINES



LRWI EVALUATION FORM

**Santa Clara La Raza Lawyers Association Charitable Foundation**  
**SUPREME COURT SUMMER CLERKSHIP PROGRAM**

**PROGRAM DESCRIPTION**

The Santa Clara County La Raza Lawyers Supreme Court Summer Clerkship program is for 1<sup>st</sup> year students to experience working with Supreme Court Lawyers while earning a scholarship for the summer. One student will be placed with Supreme Court Associate Justice Carlos Moreno for the summer. That student will also receive a \$5,000 scholarship from La Raza Lawyers to cover their expenses for the summer. Candidates will be interviewed by Justice Moreno's staff and be evaluated based on community activities and writing ability.

**HISTORY**

The Santa Clara County La Raza Lawyers Association Foundation created the scholarship fund in 2007 and will award its first scholarship this summer.

**PURPOSE**

Given the historic under-representation of minority lawyers in large law firms, the Program seeks to provide a means for exposing Latino law students to a high profile legal experience.

**OPERATION OF THE PROGRAM**

**APPLICATION**

Students who wish to apply for the Program must submit application packets to the La Raza Lawyers in accordance with the instructions (and by the application deadline) described herein.

A completed application includes: (1) the application cover sheet; (2) a resume; (3) a personal statement written following the guidelines provided; and (4) a legal writing evaluation. The original plus two (2) copies of the completed application must be received by the application deadline. Applications may also be e-mailed to [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov).

Students should provide their legal research and writing instructor with the blank evaluation form contained in this packet, after completing the top portion of the form, with ample time for the instructor to complete and submit the form. The legal research and writing instructor will return the form by the application deadline. It may be e-mailed to [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov).

The application deadline is **Friday January 16, 2009, 12:00 noon.**

**Scholarship**

The Student will receive a \$5,000 scholarship for the summer.

## SELECTION

### **CRITERIA**

Selection will be based on indicia of intellect, effective verbal and written communication skills, leadership, integrity, resourcefulness and other characteristics, which indicate potential for success within the legal community. Each school is responsible for verifying student's academic standing. Life experience, potential, contact with community and achievement will receive strong consideration.

### **PROCESS**

Applications are reviewed initially by the Committee to determine which students the Selection Committee will interview. Then interviews will be conducted by Justice Moreno's staff to determine the winner.

## MEMORANDUM

**DATE:** September 2008

**TO:** Legal Research and Writing Instructors

**FROM:** La Raza Lawyers of Santa Clara County Scholarship Committee

**RE:** **2009 Applications/Evaluation Form**

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Attached for your information is an application packet for La Raza Lawyers Supreme Court Summer Intern Program (the "Program"). For those of you who are not familiar with it, the Program places a first-year Latino law student at the California Supreme Court.

Each student's application must include a completed evaluation form from his/her legal research and writing instructor. For purposes of confidentiality, we ask that the legal research and writing instructors completing the evaluation form submit the completed evaluations directly to the by e-mail to [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov). **Applications will be accepted starting on January 1, 2009. The application deadline, and thus the deadline to submit the completed evaluation forms is Friday, January 16th, 2009 at 12:00 noon.**

While it is each student's responsibility to ensure that the deadline is met and that s/he submits the evaluation form to his/her instructor with ample time to complete and submit it by the application deadline, we hope that by providing you with an application packet at the outset, you will be able to remind your first-year students of the deadline and help prevent any last minute confusion.

If you have any questions about the Program, please contact Rob Fabela, at (408) 691-7689 or [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov). Thank you very much for your cooperation.

2009 LA RAZA LAWYERS OF SANTA CLARA COUNTY SUMMER CLERKSHIP PROGRAM  
 Legal Research and Writing Instructor  
 Student Evaluation Form – **PLEASE PRINT**

Name of Applicant	
Law School	
Name of Instructor	
Instructor Phone Number and Email Address	

Dear Instructor:

We solicit your candid appraisal of the above-named applicant for the 2008-2009 Bay Area Minority Summer Clerkship Program, which places first-year law students from Bay Area law schools in summer positions offered by participating legal employers.

We would appreciate your response below. However, please feel free to use another page if you need additional space. The information you provide will remain confidential. Thank you very much for your cooperation.

**Please return this form to ROB FABELA AT [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov) BY January 16, 2009 at Noon.**

Please rate the applicant in the following categories:					
	Very Strong	Strong	Moderate	Weak	No Answer
Analytical Ability (critical thinking, reasoning)					
Overall Organizational Skills					
Writing Style					
Organization of Written work					
Research Skills					
Effectiveness of Oral Communication					
Compliance with Deadlines					
Responsiveness to Criticism					
Other Comments: _____					
_____					
_____					
_____					



**LA RAZA LAWYERS SUPREME COURT SUMMER CLERKSHIP PROGRAM**

2009 Application Cover Sheet

**PERSONAL INFORMATION**

Name:	Phone (H):	Phone (C):
Ethnic Background (opt.):	Address:	
	City, State, Zip:	
Email address: _____ Alt. Email address (opt.): _____		

*I understand that while my preferences will be taken into consideration, I may be selected for a position in a different county or different practice area than I desire (or not selected for any position).* \_\_\_\_\_ (initial here)

**REFERENCES:** Please provide information on persons from your previous employment, community involvement, or personal contact who can attest to your abilities, moral character, work ethic, and motivation.

Name:	Organization Name:
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Position/Occupation:

Relationship to Applicant:	Phone:
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Name:	Organization Name:
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Position/Occupation:

Relationship to Applicant:	Phone:
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Name:	Organization Name:
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Position/Occupation:

Relationship to Applicant:	Phone:
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I attest to the fact that I am in good academic standing at my law school and that all of the above is true and accurate. I give permission for my law school to verify my academic standing to the selection committee.  
*I am able to provide proof of my ability to become lawfully employed in this country.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note you will be contacted directly. Please make sure you check your email and voice messages periodically throughout the Program application process.**

If you have any questions about your application, please contact  
Rob Fabela, at (408) 535-1909 or [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov)

Please submit **the application by e-mail to** Rob Fabela, at (408) 691-7689 or [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov)  
or by mail to: La Raza Lawyers Supreme Court Intership  
PO Box 30, San Jose, CA 95103

# LA RAZA LAWYERS SUMMER CLERKSHIP PROGRAM

## PERSONAL STATEMENT GUIDELINES

- Purpose:** To assist the Selection Committee in learning about you, your goals and your future plans. Additionally, the Committee will be considering your writing ability and how you organize your thoughts.
- Length:** No more than 750 words total.
- Content:** Please incorporate responses to the following questions in your statement. You may organize your responses and thoughts in any order that best communicates your message.
- Why have you chosen law as a career?
  - Why do you wish to participate in this program?
  - How have you demonstrated a commitment to your minority community (either as an undergraduate, in law school, or in community activities)?
  - What aspects of your personal background would be useful for the Committee to know in considering your application?
  - What are your short and long term goals?
- Miscellaneous:**
- Please indicate your name on each page.
  - Please put your application materials in the following order:
    1. Application Cover Sheet
    2. Resume
    3. Personal Statement
  - LRWI evaluation (to be faxed/scanned/emailed directly to the Program Administrator by applicants' Legal Research and Writing instructors).

If you have any questions about your statement, please call:

Rob Fabela, at (408) 691-7689 or [Rob.Fabela@sanjoseca.gov](mailto:Rob.Fabela@sanjoseca.gov)

**APPLICATION DEADLINE: Friday, January 16, 2009, 12:00 noon**