APPLICATION PACKET

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PROGRAM DESCRIPTION

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APPLICATION COVER SHEET

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La Raza Lawyers of Santa Clara County

Charitable Foundation

SUPREME COURT SUMMER CLERKSHIP PROGRAM

PERSONAL STATEMENT GUIDELINES

♦

LRWI EVALUATION FORM

Re

La Raza Lawyers of Santa Clara County Charitable Foundation

SUPREME COURT SUMMER CLERKSHIP PROGRAM

**PROGRAM DESCRIPTION**

The La Raza Lawyers of Santa Clara County Charitable Foundation’s Supreme Court Summer Clerkship program is for a 1st-year Latinx law student to experience working with the Supreme Court lawyers while earning a scholarship for the summer. One student will be placed with Supreme Court Justice Tino Cuéllar for the summer. That student will also receive a $7,500 scholarship from the Charitable Foundation to cover their expenses for the summer. Candidates selected by the Charitable Foundation will be interviewed by Justice Cuéllar and/or his staff and be evaluated based on academic success, community activities, and writing ability.

**HISTORY**

The La Raza Lawyers Charitable Foundation, a 501(c)(3) corporation, was established in 2006 through the joint efforts of the Santa Clara County La Raza Lawyers Association and the Legal Aid Society of Santa Clara County. The idea for the creation of the Foundation was the brain child of the late Andrew Gonzalez who was a member of both organizations and was instrumental in creating an endowed scholarship fund to benefit Bay Area law students, particularly those from or who have served the Latino/a community.

**PURPOSE**

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

**OPERATION OF THE PROGRAM**

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| --- | --- |
| **APPLICATION** | Students who wish to apply for the program must submit application packets to the La Raza Lawyers of Santa Clara County Charitable Foundation in accordance with the instructions (and by the application deadline) described herein.  A completed application includes: (1) the application cover sheet; (2) a resume including undergraduate gpa and current law school gpa (if any); (3) a personal statement written following the guidelines provided; (4) a legal writing evaluation; and (5) verification of enrollment in law school. The original plus two (2) copies of the completed application must be received by the application deadline. Applications must be emailed to [scclarazafoundation@gmail.com](mailto:scclarazafoundation@gmail.com).  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 if possible. It must also be emailed to [scclarazafoundation@gmail.com](mailto:scclarazafoundation@gmail.com).  The application deadline is **Friday, December 8, 2017, at 5:00 p.m.** |
|  |  |
| **Scholarship** | The Student will receive a $7,500 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. Undergraduate and law school grades, while not dispositive, will also be considered. Each school is responsible for verifying the 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 Charitable Foundation’s Selection Committee will interview. Then interviews will be conducted by Justice Cuéllar or his staff to determine the winner. |
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**M E M O R A N D U M**

**DATE:** November 15, 2017

**TO:**  Legal Research and Writing Instructors

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

**RE: Applications/Evaluation Form**

Attached for your information is an application packet for La Raza Lawyers of Santa Clara County Charitable Foundation (the “Charitable Foundation”) Supreme Court Summer Intern Program (the “Program”). For those of you who are not familiar with it, the Program places a deserving first-year Latinx 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 email to [scclarazafoundation@gmail.com](mailto:scclarazafoundation@gmail.com)**. Applications are being accepted now. The application deadline, and thus the deadline to submit the completed evaluation forms is Friday, December 8, 2017 at 5:00 p.m.**

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 the Charitable Foundation’s President, Carlos Orellana, at [jcorellana@yahoo.com](mailto:jcorellana@yahoo.com). Thank you very much for your cooperation.

LA RAZA LAWYERS OF SANTA CLARA COUNTY CHARITABLE FOUNDATION

SUMMER CLERKSHIP PROGRAM

Legal Research and Writing Instructor

Student Evaluation Form – **PLEASE PRINT OR TYPE**

|  |  |
| --- | --- |
| 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 Summer Clerkship Program, which places first-year law students from with an appellate court justice and provides a scholarship.

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** [**scclarazafoundation@gmail.com**](mailto:scclarazafoundation@gmail.com) **by Friday, December 8, 2017 at 5:00 p.m.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **LA RAZA LAWYERS OF SANTA CLARA COUNTY CHARITABLE FOUNDATION**  **SUPREME COURT SUMMER CLERKSHIP PROGRAM** | | | | | |
| Application Cover Sheet | | | | | |
| PERSONAL INFORMATION | | | | | |
|  | |  | | |  |
| Name: | | Phone (H): | | | Phone (C): |
| Ethnic Background (opt.): | | Address: | | | |
|  | | City, State, Zip: | | | |
| Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| REFERENCES: Please Provide information on persons from your previous employment, community involvement, or personal contacts who can attest to your abilities, moral character, work ethic, and motivation. (1 required, more Optional) | | | | | |
| Name: | Organization Name: | | | | |
| Position/Occupation: | | | | | |
| Relationship to Applicant: | | | Phone: | | |
|  | | | | | |
| Name: | Organization Name: | | | | |
| Position/Occupation: | | | | | |
| Relationship to Applicant: | | | Phone: | | |
|  | | | | | |
| Name: | Organization Name: | | | | |
| Position/Occupation: | | | | | |
| Relationship to Applicant: | | | Phone: | | |
|  | | | | | |
| 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 that, if selected, you will be contacted directly. Please make sure you check your email and voice messages periodically throughout the Program application process. | |
| For more information, please contact Carlos Orellana at [jcorellana@yahoo.com](mailto:jcorellana@yahoo.com)  Please submit **the application by email to**  [scclarazafoundation@gmail.com](mailto:scclarazafoundation@gmail.com) | | | | | |

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 minority communities (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).

**APPLICATION DEADLINE: Friday, December 8, 2017, 5:00 p.m.**