



Colorado Law

UNIVERSITY OF COLORADO BOULDER

## JUDICIAL FELLOWSHIP PROGRAM DESCRIPTION -- FALL 2023

All Class of 2023 Colorado Law graduates (including December 2022 graduates) are eligible to apply for a Fellowship through the Judicial Fellowship Program. Through this program, Colorado Law assists recent graduates who are actively seeking long-term employment by providing them with financial support, meaningful work experience, professional growth and development, and additional connections that will further their career goals. Please read the entire description and the application carefully.

### TERMS

- Fellows are expected to find their own placement. If/after you have applied and been accepted into the program, it will be your responsibility to contact approved employers directly to secure a placement. Note that you will be asking employers if you can work for them on a part-time, volunteer basis (you will be a volunteer from the perspective of the judge or government agency because the law school will be paying you for your work).
- Once the Fellow's placement/employer has been approved and the Fellow has completed all necessary hiring paperwork, the Fellow may work for up to five months between November 1 and March 31. Each Fellow is expected to work at least 100 hours per month in exchange for a monthly stipend of \$2,000, though fellows with commitments such as bar study may request flexibility on hours in advance (stipends will be adjusted in proportion to hours).
- Fellows may work only for employers approved by Colorado Law. Employers do not need to be located in Colorado, but must be judges, courts, or - in limited circumstances - government agencies where there seems to be a strong likelihood that a Fellowship will result in a post-Fellowship job opportunity.
- Fellows must: (1) complete necessary hiring paperwork (including direct deposit authorization) prior to starting work; and (2) submit a monthly timesheet approved by the fellowship supervisor detailing hours worked. Timesheets must be submitted **on the 1st (and in no event after the 5th) day of every month** immediately following any month in which the Fellow worked. Stipends will be paid monthly at the end of the month following the hours worked. Pursuant to University of Colorado policies, we cannot provide benefits other than the stipend.
- Fellowship stipends may be considered taxable income. We encourage each Fellow to consult with a tax advisor regarding taxation of the fellowship stipend. Pursuant to CU policies, CU will not provide Fellows with a 1099 or other statement of this income, so

we encourage you to track this income in a place that you will find it when preparing your tax return for this year.

- Because this is a fellowship program paid with a stipend, months worked do not count toward federal public service loan forgiveness programs.
- Fellows must produce work of the highest quality, meet all deadlines, communicate any delays to a supervisor, and finish all assigned work before the end of the Fellowship.
- Fellows must inform Assistant Dean Todd Rogers ([todd.rogers@colorado.edu](mailto:todd.rogers@colorado.edu)) of any changes in the information submitted in their applications that occur during the term of the Fellowship.
- Fellows must schedule and attend two meetings per month with a member of Colorado Law's Career Development Office to discuss the next steps in securing a placement and long-term job search strategies.
- The expectation is that this opportunity will facilitate Fellows' efforts to secure long-term, paid employment as soon as possible. When a full-time, paid position is obtained, the Fellow must inform Dean Rogers and work with him to develop a plan for satisfying all remaining Fellowship commitments.

## **HOW TO APPLY**

Apply online through [this link](#). Be prepared to submit a resume and a 5-10 page writing sample with your application.

## **SELECTION PROCESS**

We will review complete applications beginning immediately. Incomplete applications will not be reviewed so please make sure to include all required materials. We have a limited amount of funding and will consider applications and award Judicial Fellowships on a rolling basis. Grades are NOT considered in the selection process.

The following factors are considered in evaluating applications:

- Content of the application (incomplete applications will not be considered);
- Applicant's efforts to secure employment (including reaching out to contacts, applying for positions, utilizing school resources such as the Career Development Office, and thinking creatively about possible options);
- Likelihood that the program will assist the graduate in securing long-term employment; and

- Financial need may be considered in allocating funding among applicants if there are more eligible applicants than there is available funding.

In the event that we receive more applications than we can fund, we will maintain a waiting list. We understand how important this opportunity is to our graduates and will notify each applicant of our decision as soon as possible.

## **NEXT STEPS**

**If you are accepted into the program, we will contact you with further information.**

Your first step after being accepted into the program is to have an initial meeting with a member of the Career Development Office. At that point, it will be your responsibility to contact approved employers directly to secure a placement.

Occasionally, there are employers who ask Colorado Law to reach out to Fellows and coordinate selection. Check your email frequently throughout this process and your job search, as we may contact you about time-sensitive opportunities.

Fellows must schedule and attend two meetings per month with a member of Colorado Law's Career Development Office for the duration of the fellowship to discuss the next steps in securing a placement and long-term job search strategies.

*Questions? Contact [todd.rogers@colorado.edu](mailto:todd.rogers@colorado.edu).*