

PHILADELPHIA'S FIRST JUDICIAL DISTRICT'S JUDICIAL FELLOWSHIP PROGRAM

PROGRAM EXPECTATIONS FOR JUDGES

When agreeing to hire a volunteer judicial fellow, judges should be guided by the following expectations:

1. Give your judicial fellow only the kind of work you would ask your paid judicial law clerk to perform, that is, legal research and writing assignments, assistance with docket management and communication with attorneys.
2. Provide feedback, both positive and constructive, to your judicial fellow regarding his or her work product.
3. Serve as a mentor to your judicial fellow by talking with them about their career goals and providing advice and guidance. Be open to serving as a reference for your judicial fellow, when he or she seeks other employment.
4. Bring your judicial fellow to events where you can introduce him or her to members of the legal community, including Philadelphia Bar Association meetings, other bar association meetings or appropriate networking events.
5. Maintain flexibility regarding the judicial fellow's time in chambers, to allow for job seeking or professional development opportunities.
6. Permit the judicial fellow to continue pro bono or paid work that does not interfere or conflict with the work of your chambers and ethical rules.

PROGRAM EXPECTATIONS FOR JUDICIAL FELLOWS

When engaged in service as a judicial fellow, judicial fellows should be guided by the following expectations:

1. Treat your position as seriously and professionally as if you were a paid and permanent member of the judge's staff.
2. Communicate with the judge and staff regarding your schedule.
3. Seek the input and advice of the judge and other Court members on your professional development. Take advantage of networking opportunities provided by the judge and others.
4. Work with the judge to produce a useable writing sample. Make sure the judge approves the distribution of any writing produced during the judicial fellowship to avoid disclosing confidential information.
5. Investigate and observe the different practice areas presented across the divisions of the Court.
6. Maintain the confidentiality of any information you learn as a judicial fellow, dress professionally and otherwise conduct yourself with integrity as a representative of the judge in the legal community.
7. Provide two weeks notice prior to ending your fellowship and complete any pending assignments.