

**U.S. MAGISTRATE JUDGE CHI SOO KIM  
UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF CALIFORNIA  
LAW STUDENT EXTERNSHIP OPPORTUNITIES**

Positions to be filled: U.S. Magistrate Judge Chi Soo Kim hires one full-time judicial extern for the following terms: Spring (approximately January through April), Summer (approximately May through early August), and Fall (approximately September through December). Externs work approximately 40 hours per week in-person in the Sacramento federal courthouse. Externs will assist Judge Kim and her staff with legal research and writing projects, and will perform other court-related functions as needed. The externship will focus on developing case management skills, conducting legal research, substantively analyzing pending motions, drafting legal memoranda, and providing opportunities for court observation.

Qualifications: Law students who have completed their first year of law school (or the equivalent for those in evening programs) may apply. Strong legal research and writing skills, and the ability to work independently are essential. A demonstrated commitment to public service and prior legal or non-legal work experience is preferred.

Application Process: If applications are submitted through a law school's on-campus interview (OCI) program or through a career fair, applications should be submitted through the law school's OCI platform or the career fair's platform. If applications are submitted outside of a law school's OCI program or career fair, then applications may be mailed to U.S. Magistrate Judge Chi Soo Kim, Attn Danielle Eichhorn, 501 I Street, 4<sup>th</sup> Fl., Sacramento, CA 95814; or may be e-mailed to Danielle Eichhorn at [deichhorn@caed.uscourts.gov](mailto:deichhorn@caed.uscourts.gov), with a descriptive subject line (e.g., "Externship Application for Term Year").

Applicants must submit a resume, cover letter, writing sample limited to ten (10) pages double spaced, and an unofficial transcript. **The use of generative artificial intelligence to draft application materials is prohibited.** For applications submitted electronically through a law school's OCI program or career fair, or by email to [deichhorn@caed.uscourts.gov](mailto:deichhorn@caed.uscourts.gov), please ensure that document titles include the applicant's last name and document description (e.g., "Garcia-J\_Resume\_date.pdf"). Students who are currently in their first year of law school and applying for an externship after completing their first year of law school may supplement their application once transcripts become available. Each student's cover letter should indicate the time-period for which the student is applying. Offers will be extended at the discretion of chambers.

Interviews: If applications are submitted through a law school's OCI program or career fair, interviews will be conducted through the law school's interview platform or the career fair's interview platform. For all other applicants, interviews will be conducted in-person for students attending law school in Northern California, and by Zoom for students attending law school outside of Northern California.

Other: Judicial externs do not receive compensation from the court. All judicial externs are subject to a Code of Conduct, which can be found on the district court's website at [www.caed.uscourts.gov](http://www.caed.uscourts.gov) (go to *Careers*> *Employment Information*> *Code of Conduct*). All judicial externs are required to undergo an FBI fingerprint background check, and all information provided is subject to verification and background investigation. Applicants must be eligible to work in the United States. Applicants selected for a judicial externship will be required to complete (and provide acceptable documentation for) the Department of Homeland Security - U.S. Citizenship and Immigration Services [I-9, Employment Eligibility Verification](#) form. Students who do not hold U.S. citizenship should consult with their law school prior to applying to confirm this requirement can be met.

Questions regarding academic credit and law school requirements should be directed to the student's law school.