

# **Federal Court Judicial Internships in San Antonio**

**Semesters: Summer 2020, Fall 2020, and Spring 2021**  
**Deadline: 2:00 PM Monday, February 24, 2020**

Applications are now being accepted for roughly fifteen pre-graduation judicial internships with five federal judges who have chambers in San Antonio. A detailed pamphlet, entitled “*Pre-Graduation Judicial Internships*,” accompanies this e-mail. Questions about the various internship programs can be directed to the faculty advisors listed in that handout.

## **The United States District Court**

At the United States District Court for the Western District of Texas, internships will be available during the fall and spring semesters with the Honorable David A. Ezra, the Honorable Xavier Rodriguez, and the Honorable Jason K. Pulliam. Interns will assist the judges with a variety of tasks, which may include rulings on motions, preparation of jury charges, and other forms of research and writing related to trial court litigation. Interns at the U.S. District Court will have the opportunity to observe courtroom proceedings.

United States District Court interns are required to work 120 hours during the semester at the federal courthouse at Hemisfair Plaza in downtown San Antonio. Interns may earn two pass/fail credits, for which tuition must be paid. *Successful candidates typically have a very strong academic record.*

## **The United States Magistrate Court**

At the United States Magistrate Court, one internship may be available during summer, fall, and spring semesters with the Honorable Henry Bemporad. In the internship with Judge Bemporad, a student is required to work *240 hours in exchange for four graded credits*. The Bemporad internship is designed to be especially demanding and to provide for intensive supervision of the intern’s research and writing. The goal is for this internship to become a valuable credential and stepping stone to a post-graduation judicial clerkship. Magistrate judges handle motions and other matters at the request of the United States District Court and may preside over trials with the consent of the parties. *Successful candidates typically have a very strong academic record and must submit a writing sample.*

## **The United States Bankruptcy Court**

At the United States Bankruptcy Court, one internship may be available during the fall and spring semesters with the Honorable Craig Gargotta. Interns are required to work 120 hours during the semester at the Hipolito F. Garcia Federal Building and United States Courthouse in downtown San Antonio near the Alamo. Interns assist the judge with matters related to bankruptcy proceedings. *Successful candidates typically have a very strong academic record.* Prior completion of a course on Bankruptcy Law is useful but not required.

## Pass/Fail Credit Limitations

Students may not count toward graduation more than eight ungraded (pass/fail) elective credit hours earned at any law school.

## Applications

Interested students should submit an application to Dean Vincent R. Johnson. Please give your application materials to the receptionist in the Dean's Office in the Law Administration Building. Questions can be directed to Dean Johnson at: [vjohnson@stmarytx.edu](mailto:vjohnson@stmarytx.edu).

An application should include:

(1) One federal court internship form, attached to this message in PDF format or available from the Receptionist desk. (The form asks a student to indicate the judges to which the student is applying and the semesters the student is available to serve as an intern.)

(2) For each judge by whom a candidate would like to be considered:

- One resume, including cumulative GPA and current class rank;
- One cover letter in business-letter format (return address, date, judge's address (see below), proper salutation (*e.g.*, Dear Judge Rodriguez), and signature. In terms of tone, the letter should be restrained, professional, factual, interesting, and confident;
- Please staple the cover letter to the front of the resume. Please do not use special folders or bindings; they will be removed before the applications are sent to the judges.

Writing samples should not be included, except for the internship with Judge Bemporad.

***Eligibility of Full-Time and Part-Time Students:*** Students may apply for any internship that will commence in a semester after the student has completed 29 credit hours of course work. Thus, a first-year full-time student may apply for an internship that will take place in the summer between first and second year, or during any subsequent semester. A first-year part-time student may apply for a judicial internship that commences in the spring of the student's second year or later.

An ad hoc faculty committee will make recommendations to the judges, who are free to disregard (and sometimes do disregard) those recommendations in making decisions. *However, the recommendation of the committee is ordinarily such an advantage that if a student is recommended to one judge, his or her resume will not be forwarded to other judges, since judges do not want to spend time reviewing applications of candidates who are likely to obtain internships with other courts.* The resumes of students who are not recommended for a particular position are forwarded to each judge to whom the student applies. Once the committee learns that a student has been selected by a judge, the applicant will be notified (ordinarily by e-mail) that he or she has been offered a position. The selection process takes several weeks. Students who are not notified of a decision before classes end in April should assume that they will not be offered a position.

*In past semesters, interns from St. Mary's have been enthusiastic in their praise of the internship programs at these federal courts.* The positions provide students with excellent opportunities for deepening their understanding of the federal courts, improving their writing skills, contributing to the administration of justice, and cultivating as potential references persons of importance in the federal judiciary.

**Addresses for Cover Letters**

(Please do not send letters directly to the judges; they will return them to the Law School. Submit applications to the Receptionist in the Dean's Office in the Law Administration Building.)

The Honorable David A. Ezra  
United States District Court for the Western District of Texas  
John H. Wood, Jr. U.S. Courthouse  
655 East Cesar Chavez Boulevard  
San Antonio, Texas 78206

The Honorable Xavier Rodriguez  
United States District Court for the Western District of Texas  
John H. Wood, Jr. U.S. Courthouse  
655 East Cesar Chavez Boulevard  
San Antonio, Texas 78206

The Honorable Jason K. Pulliam  
United States District Court for the Western District of Texas  
John H. Wood, Jr. U.S. Courthouse  
655 East Cesar Chavez Boulevard  
San Antonio, Texas 78206

The Honorable Henry Bemporad  
United States Magistrate Judge  
United States District Court for the Western District of Texas  
John H. Wood, Jr. U.S. Courthouse  
655 East Cesar Chavez Boulevard  
San Antonio, Texas 78206

The Honorable Craig A. Gargotta  
United States Bankruptcy Court for the Western District of Texas  
Hipolito F. Garcia Federal Building and United States Courthouse  
615 E. Houston Street  
San Antonio, Texas 78205

In each case, the proper form of salutation is "Dear Judge \_\_\_\_\_" (e.g., Dear Judge Ezra)