

# 2010-2011 JUDICIAL ADMINISTRATION FELLOWSHIP PROGRAM



## INSTRUCTIONS TO RECOMMENDERS

Your recommendation is an important consideration in the review of this candidate's application to the 2010-2011 California Judicial Administration Fellows program. **The postmark deadline for all application materials is February 24, 2010.**

A joint partnership sponsored by the Center for California Studies at California State University, Sacramento and the state Judicial Council, Fellows earn 12 units of graduate credit and serve as full-time court staff. Placed throughout California in trial courts, appellate courts, and the Administrative Office of the Court, fellows conduct research, advocate on behalf of the judiciary, develop and implement programs, seek grants, and engage in educational outreach, strategic planning, and policy analysis.

There are many desirable characteristics associated with prospective fellows including maturity; intellectual ability; initiative; flexibility; integrity; poise; civic mindedness; and exceptional analytical, organizational, interpersonal, leadership, and written and oral communication skills.

We appreciate your thoughts regarding this applicant's potential for becoming a successful Judicial Fellow. A check-off evaluation is included in this packet. Please submit the evaluation in addition to a letter of recommendation. In preparing your letter, please follow these guidelines:

- Whenever possible, use business letterhead and envelope. Include contact information if letterhead is not available.
- Date and sign the letter.
- Seal letter in envelope and sign your name across the seal.
- Return sealed envelope to the applicant so that it can be included with the rest of his/her application packet.

If you have any questions, please contact the program director at (916) 278.4487 or visit the program website at **[www.csus.edu/calst/judicial](http://www.csus.edu/calst/judicial)**.

# 2010-2011 JUDICIAL ADMINISTRATION FELLOWSHIP PROGRAM

## EVALUATION FORM

Name of Applicant \_\_\_\_\_

Based on your knowledge of the applicant, decide the extent to which each of the following general categories is descriptive of him/her and place a check mark in the appropriate column.

5 = Completely and consistently descriptive of the candidate in all contexts, circumstances, and occasions in which you have known or observed him/her; Outstanding (Top 5%)

4 = Always descriptive; Excellent (Top 15%)

3 = Almost always descriptive; Good (Top 33%)

2 = Occasionally descriptive; Average (Middle 33%)

1 = Not descriptive at all; Poor (Bottom 33%)

- |   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|   | 5                        | 4                        | 3                        | 2                        | 1                        |
| <b>1. Intellectual Ability</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For example: Displays rigorous analytical powers; is clear in reasoning ability; writes clearly and convincingly; and speaks clearly and convincingly.  |                          |                          |                          |                          |                          |
|   | 5                        | 4                        | 3                        | 2                        | 1                        |
| <b>2. Personal Integrity &amp; Responsibility</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For example: Demonstrates courage of convictions; accepts blame when it is his/hers; keeps his/her word; and inspires trust on part of associates.  |                          |                          |                          |                          |                          |
|   | 5                        | 4                        | 3                        | 2                        | 1                        |
| <b>3. Decisiveness, Energy, Vigor, &amp; Creativity</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For example: Follows through on work; eager to assume responsibility; initiates innovative solutions; and fulfills commitments.   |                          |                          |                          |                          |                          |
|   | 5                        | 4                        | 3                        | 2                        | 1                        |
| <b>4. Leadership</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For example: Inspires confidence in others; convinces by sound reason; takes responsibility for decisions he/she makes; and is respected for wisdom & courage of his/her leadership.  |                          |                          |                          |                          |                          |
|   | 5                        | 4                        | 3                        | 2                        | 1                        |
| <b>5. Civic-mindedness</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| For example: Demonstrates a strong sense of obligation to the community; self-confidence, poise, & ability to get along with others; is poised and confident of his/her ability; profits from constructive criticism; remains stable under stress; is able to work cooperatively and not just alone; and is clear and persuasive in argument. |                          |                          |                          |                          |                          |
|   | 5                        | 4                        | 3                        | 2                        | 1                        |
| <b>6. Overall evaluation of applicant's ability and potential</b>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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YOUR SIGNATURE

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NAME (PRINT)

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YOUR PROFESSION

# STATE OF CALIFORNIA JUDICIAL ADMINISTRATION FELLOWSHIP PROGRAM



## 2010-2011 APPLICATION

Complete this four-page application and submit with the following items:

- **A Personal Statement.** Describe your interest in the Judicial Administration Fellowship Program and explain what benefits are likely to result from your participation. (1 page limit; typed, double spaced; 12 pt. font)
- **A Policy Statement.** Respond to the following question (2 page limit; typed, double spaced; 12 pt. font):  
***There is widespread acceptance of the idea that courts (and judges) must balance independence and accountability. To whom should the courts be accountable? For what? How?***
- **Three original letters of recommendation.** One must be from a former supervisor and one must be from a faculty member acquainted with your work. The letters must be sealed in an envelope, signed across the seal by the recommender, and returned to the applicant for inclusion in the application packet. See "Instructions to Recommenders" and evaluation form at the end of this application.
- **Unofficial copies of transcripts** from all colleges or universities attended. Be sure Internet-generated transcripts include the name of the student as part of the original document. Official transcripts will be required of applicants invited to interview.

Mail (do not fax) the complete application package (no staples, please) to:

**Judicial Administration Fellowship Program**  
**Center for California Studies**  
**Sacramento State**  
6000 J Street  
Sacramento, CA 95819-6081  
(916) 278-6906 • Fax: (916) 278-5199  
calstudies@csus.edu  
www.csus.edu/calst/judicial

**Applications must be postmarked by February 24, 2010**  
No application will be accepted beyond the postmark deadline.

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## CONTACT INFORMATION

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Last Name		First Name	M.I.
Street Address (Mailing)		City	State Zip
Home Phone (xxx) xxx-xxxx	Work Phone (xxx) xxx-xxxx	Cell Phone (xxx) xxx-xxxx	
Street Address (Permanent)		City	State Zip
Home Phone (Permanent) (xxx) xxx-xxxx		E-mail	

2010-2011  
JUDICIAL ADMINISTRATION FELLOWSHIP PROGRAM



## Voluntary Background Survey

The following information is requested on a VOLUNTARY basis and is confidential. This survey is used to evaluate our outreach and recruitment efforts. The information in this survey will NOT be available to the selection panel.

California State University, Sacramento does not discriminate on the basis of age, gender, ethnicity, race, color, national origin, religion, disability, sexual orientation, marital status, pregnancy or veteran status in any of its programs or activities.

I. How did you hear about the Judicial Administration Fellowship program? Check the appropriate response(s). Please be specific in your response.

Newspaper (specify)

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Career center or career fair

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Former or current fellow

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Professor or academic staff (name)

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Internet

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Other (specify)

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II. Select your ethnicity. Select all that apply.

Asian  
(Japanese, Chinese, Korean, Vietnamese, Asian Indian, Cambodian, Laotian, Other Asian)

---

Black or African American  
(African American, African, Other)

---

Caucasian  
(European, Middle Easterner, North African, Other White)

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Latino or Hispanic  
(Mexican, Mexican American/Chicano, Puerto Rican, Cuban, Other Latino/Hispanic)

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Native American\*  
(American Indian, Eskimo, Aleut)

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Pacific Islander  
(Hawaiian, Samoan, Guamanian/Chamorro, Other Pacific Islander)

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Decline to State  
(Choose not to state ethnicity)

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\*A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or has community recognition as an American Indian or Alaskan Native.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
MI

# 2010-2011 JUDICIAL ADMINISTRATION FELLOWSHIP PROGRAM

POSTMARK DEADLINE: FEBRUARY 24, 2010

What city do you consider to be your hometown? \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_  
Name City State

Undergraduate Degree Only		
College or University	Dates Attended	
Major 1	Major 2	
Major GPA 1	Major GPA 2	
Minor	Degree	Year

Other Colleges Attended (Date order)		
College or University	Dates Attended	
Major 1	Major 2	
Major GPA 1	Major GPA 2	
Minor	Degree	Year

College or University	Dates Attended	
Major 1	Major 2	
Major GPA 1	Major GPA 2	
Minor	Degree	Year

Do you plan to do further graduate work? Yes  No  Undecided

Law School  Other \_\_\_\_\_

Career goal \_\_\_\_\_

Name \_\_\_\_\_

## **ACTIVITIES/COMMUNITY INVOLVEMENT**

List your major extracurricular activities, civic, political (including campaign) and social activities including unpaid work experience. Indicate your level of participation, dates and hours worked or volunteered per week.

## **ACADEMIC ACTIVITIES**

List your major university/college activities including honors, publications and affiliations.

Name \_\_\_\_\_

## WORK EXPERIENCE

List all paid employment, college-related and otherwise, beginning with your most recent job. Include the job title, responsibilities, employer and dates of employment. **Do not attach a resume.**

### **NOTICE:**

All decisions of the Judicial Administration selection panel are final and confidential. Applications become the property of the Judicial Administration Fellowship Program. If you are selected as a Judicial Administration Fellow, copies of your application may be distributed to Judicial Administration offices accepting fellows.

### **CERTIFICATION AND SIGNATURE**

I certify that all of the statements contained in my application are true, complete and correct to the best of my knowledge. I am or will be 20 years of age by September 1, 2010. I understand that the Fellowship combines a graduate seminar with placement in judicial branch offices, and I am prepared in good faith to fulfill both components.

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Signature

Date