



2024
SUMMER CLERKSHIP PROGRAM



Dear Members of the Bench and Bar:

It is with great pride and excitement that I am writing to you about Alabama Lawyers Association's ("ALA") summer law clerkship programs. Over the last twenty years, ALA has provided law students with clerkship opportunities throughout the State of Alabama. This program connects top legal employers with talented law students. The purpose of this program is to introduce minority law students to the daily practice of law and to provide employers an opportunity to add diverse talent and perspective to their law practice.

The summer clerkship program is divided into two six-week rotations. Each student spends one six-week rotation working at a law firm, state agency, or within the judicial system. As a part of the clerkship program, each selected student must participate in a mandatory three-day training that will address research and writing, professionalism, clerkship etiquette and networking.

I sincerely hope that you will consider becoming a placement for ALA law clerk this year. You may consider accepting one clerk for one six-week rotation or several law clerks for both rotations. If you are interested in providing a clerkship opportunity, please contact me at (205) 977-9798 ext. 225 or via email at info@ala-lawyers.org. I look forward to your support of the 2024 clerkship program.

Sincerely,

Samuel K. Ford

Samuel K. Ford,

Alabama Lawyers Association, President



Alabama Lawyers Association clerkship Program

EMPLOYER CONFIRMATION FORM

Organization Name: _____

Clerkship Information:

Please indicate the number of positions you have available for participants in the clerkship program:

Our organization will hire _____ clerk(s) this summer from Alabama Lawyers Association's clerkship program.

Contact Information:

Please provide us with the contact information of the most appropriate person to contact if we have questions about your participation in the clerkship program.

Name: _____

Title: _____

Phone: _____

Email: _____

Please return this form to: Samuel K. Ford via email at info@ala-lawyers.org

ALA'S SUMMER CLERKSHIP PROGRAM 2024

Alabama Lawyers Association's Summer Clerkship Program was established to provide legal experience and education for minority law students through placement at law firms, government, and corporate offices. A secondary goal is to provide employers an opportunity to add diverse talent to their organization. To participate in the clerkship program, first and second year students are scored based on their writing sample, resume and interview skills. Students are then matched with participating law firms, government agencies and corporate legal departments.

EMPLOYER TIMELINE

- **Monday, February 12, 2024** – Employer Commitment Deadline
- **Wednesday, February 28, 2024** – Receive Student Applications
- **March 11-15, 2024** – Student Interviews
- **Monday, April 1, 2024** – Student Notified of Placement



2024 SUMMER CLERKSHIP APPLICATION

Name: _____

Email Address: _____

Mailing Address: _____

Daytime Phone Number: _____

Cell Phone Number: _____

Preferred Method of Contact: Phone _____ Email _____

Law School: _____

Current Year in School: 1L _____ 2L _____ 3L _____

Expected Month/Year of Graduation: _____

Are you a member of ALA for the 2024-2025 term? Yes No

(Note: You must be a student member of ALA to apply for this position. If you are not a member, go to <https://ala-lawyers.org> and sign up)

Have you already accepted summer employment for 2024? Yes No

If yes, please provide Firm Name; City, State; Start Date; Pay

Where would you work? (Pick your top 2 selections)

_____ Montgomery _____ Birmingham _____ Tuskegee _____ Other

Legal Practice Interest? _____ Criminal _____ Business _____ Personal Injury
_____ Domestic Relations _____ Juvenile _____ Probate/Estate Matters
_____ Other _____

Are you unavailable for any specific portion of the summer (i.e. 1st or 2nd half), if so, please provide the dates.

Please email this completed form along with 1) receipt of membership payment, 2) resume, and 3) 1–2 page writing sample to the info@ala-lawyers.org by **Wednesday, February 21, 2024**. Please include in the subject line “**2024 Summer Clerkship Application – (your name)**”

Interviews will be held in March. You will receive an email regarding your interview time and location. If you have any questions, please email Samuel K. Ford at info@ala-lawyers.org.

LATE APPLICATIONS WILL NOT BE ACCEPTED

2024 ALA Clerkship FAQs

1. Where will my interview be taking place?
 - Dates: March 11-15, 2024
 - Location: Birmingham and Montgomery, AL
2. How long will I interview with my interviewers?
 - Interview: 15 minutes
 - Feedback: 15 minutes
3. Do I need to be concerned about parking?

Please be prepared to park on the streets where there may be parking meters.
4. What should I wear to my interview?

Please come in courtroom attire. Appropriate attire includes a suit or two suit separates in the colors of navy blue, black or grey.
5. How early should I arrive to my interview?

Please arrive 10 minutes early to check-in and make sure you are accounted for as to the interview.
6. What if I am late to the interview.

If you are more than 15 minutes late, you will forfeit your interview.

Interview Tips and Tricks

1. Have at least one question for the interviewers.
2. Be at least 10 minutes early.
3. Be dressed appropriately.
4. Remember that this is an interview, and we are trying to get to know you, please be yourself.
5. Understand that there are a limited number of slots, so you are competing for placement.
6. Be cheerful and excited to interview for the program.
7. If you have found employment, please notify the program chair so that we will not interview you for placement- be mindful of other students applying.
8. Be honest during the interview.