



**ROCHESTER LEGAL DIVERSITY CLERKSHIP PROGRAM**  
**2021 Application**

Return this application to:  
Westerly Magnera  
Monroe County Bar Association  
255 East Avenue #305  
Rochester, New York 14604  
[diversityclerkship@mcba.org](mailto:diversityclerkship@mcba.org)  
Tel: 585.546-1817  
Fax: 585.546.1807

<https://www.mcba.org/about-us/legal-diversity-clerkship-program.aspx>

**APPLICATIONS MUST BE RECEIVED BY**  
**March 1, 2021**

**Applications may be sent electronically or by First Class mail.**



## ROCHESTER LEGAL DIVERSITY CLERKSHIP PROGRAM

### 2021 Application

## ROCHESTER LEGAL DIVERSITY CLERKSHIP PROGRAM

### PROGRAM OVERVIEW:

The Rochester Legal Diversity Clerkship Program is co-sponsored by the MCBA (through its Diversity Committee), the Rochester Black Bar Association (RBBA), and the Greater Rochester Association for Women Attorneys (GRAWA). Since 2005, this program has sought to increase diversity in the legal profession in the Rochester area by attracting first-year law students to work in paid positions with Rochester-area law firms and other legal employers.

### EVALUATION CRITERIA:

Candidates will be evaluated based on the following criteria:

- Academic achievement
- Work experience
- Involvement in relevant professional and community activities
- Connection to Western New York and/or interest in practicing in the Rochester community
- Contribution to diversity
- Writing skills
- Interview/interpersonal skills

### APPLICATION SPECIFICS:

1. **Application**: Eligible first-year law students are required to submit an application, current resume, undergraduate and law school transcripts, a personal statement, and the designated writing sample, by **March 1, 2021**.
2. **Interview**: Based on the application materials submitted, typically qualified candidates are invited to Rochester for an interview conducted by members of the Diversity Committee. Interviews can be done by video conferencing as well. *Students must secure their own transportation to Rochester for the interviews if in person. **Due to the Covid-19 pandemic, for the 2021 year applicants should expect interviews to be via video conference only.** Interviews will be held on Saturday, March 20, 2021.*

3. **Selection Process:** After the interviews, the Diversity Committee reviews students based on the criteria described above, and then selects the students who will receive offers, along with alternates.
4. **Offers:** Selected students receive an offer of placement with a particular organization and are given three days to accept the initial offer\* (there is no discussion of monetary terms at this point). If an offer is declined, the position will be extended to an alternate. *Students who decline offers will not be given the option of an alternate placement.*

\* Employers may require that additional information be provided before an offer is made.

**APPLICATION FOR PARTICIPATION IN  
2021 ROCHESTER LEGAL DIVERSITY CLERKSHIP PROGRAM**

**Please return this Application, with the requested documents attachments.**

**PART A: General Information**

1. **Please submit a current resume.** This should include all undergraduate and graduate enrollment as well as significant employment from undergraduate studies to current. Your resume should also include all relevant contact information. **Please label your resume as Attachment A and attach to this Application.**

2. If offered a position, would you be able to present documentation of your U.S. citizenship or proof of your legal right to work in the United States?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

***If no, and you are offered a position, you have one week to submit proof that you have applied for the appropriate work certification.***

3. Where you heard about this program (check all that apply):

- ☐ Law School Career Placement Office
- ☐ Former Clerkship participant
- ☐ Other \_\_\_\_\_

**PART B: Personal Statement**

Please prepare a personal statement discussing (a) how your diversity has affected your life and view of the legal profession, and (b) how you would contribute to creating a more diverse legal community in Rochester. The statement should be double-spaced and no more than 700 words. **Please label this statement as Attachment B and attach to this Application.**

**PART C: Legal Writing Sample**

Please submit a legal writing sample of your choosing that you believe best represents your work product. The writing sample must have been written during your 1L year, and examples include a memo, note for a journal, a moot court brief, or a memorandum of law. Ideally the sample should be a minimum of 750 words and no more than ten (10) pages. **Please label this submission as Attachment C and attach to this Application.**

**PART D: Undergraduate, Law School, and any Post-Graduate Studies Transcripts**

Please submit an official undergraduate transcript with this application, or arrange to have one sent directly from your undergraduate institution to the MCBA Program Manager. Please also submit a law school transcript. An unofficial version is acceptable but, if you are invited to interview, you must submit an official transcript by **March 1, 2021**. **Please label your transcripts as Attachment D and attach to this Application.**

**PART E: Interest in Practicing in Rochester**

Please identify any connections you may have to Rochester and explain why you are interested in practicing law in Rochester this summer and after graduation from law school.

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**PART F: Statement of Agreement and Commitment**

1. I understand that the primary purpose of this program is to afford students an opportunity to obtain valuable clerkship experience. I understand that an offer of further employment after the clerkship is completed is neither promised nor guaranteed and that the decision to make such an offer rests solely with the firm or entity that employs me for the clerkship. The Monroe County Bar Association will play no role in such decision.
2. I understand that it is my responsibility to ensure that all required forms and supporting material reach the office of the Monroe County Bar Association by the due date and time set forth on the cover page of this application. The Monroe County Bar Association may reject my application if it is not submitted in a timely manner.
3. I understand that the program to which I am applying is intensive and requires my full-time commitment. Upon acceptance of a clerkship position, I agree that I will not work any other job during the clerkship period or plan to take vacation that will impact my ability to fulfill my commitment to the firm or entity that employs me. Such commitment may include working hours outside of standard business hours, i.e., in the evenings or on weekends. The Monroe County Bar Association discourages clerks from working a second job that also may impede the clerk's ability to learn more about the Rochester area and enjoy its many summer activities. I further agree to complete the program in its entirety in accordance with the schedule established by the firm or entity that employs me.
4. I understand that there will be a limited number of planned social networking events over the course of the clerkship period that are an integral part of the experience. I understand that I am expected to attend so long as it does not conflict with my work duties.
5. The information provided by me in this application is complete, true, and accurate. I understand that any misrepresentation or omission may be cause for disqualification or result in expulsion from the program.
6. I understand that participation in the clerkship program is contingent upon my eligibility to remain in law school and my acting at all times in an ethical manner.
7. I understand that the information submitted in this application will be shared with the Monroe County Bar Association Diversity Committee and some information may be shared with supporting bar associations and clerkship employers.
8. All Applicants must be able to provide confirmation, within 1 week, that they are able to work in the United States during the period of the clerkship program. Failure to do so could result in withdrawal of your offer.
9. If for any reason I must leave the program, I will call and notify the Monroe County Bar Association.

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Signature of Applicant

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Date

**PART C**  
**LEGAL WRITING SAMPLE**