

Contact Information for Courts

How to Apply to a Court:

Students are responsible for applying directly with a court. Your application packet should include:

1. Resume
2. Cover Letter
3. Law School Transcript
4. Writing Sample (approximately 5 pages)

When to Apply:

Fall Semester – Apply by July 1

Spring Semester – Apply by November 1

Summer – Apply by February 1

Academic Credit:

Students can earn 3 or 4 credits for work with a member of the judiciary, which is a minimum of 180 or 240 hours at the placement. Once a student has secured a placement with a judge, she will complete an online application for academic credit at www.law.uh.edu/clinic under Judicial Internships. The application will be forwarded to the externship professor and, upon approval, she will enroll you in the appropriate courses. If this is the first time a student is seeking credit for an internship, she will also be enrolled in the 1 credit, graded Judicial Process class component.

Court Contacts¹:

Federal Courts

Fifth Circuit (Houston Office):

Honorable (Judge's Name)

United States Court of Appeals for the Fifth Circuit

515 Rusk Ave., Suite _____

Houston, TX 77002

Dear Judge _____: (or Chief Judge if applying to Chief Judge Edith Jones)

United States Court of Appeals for the Fifth Circuit

600 Camp Street (**Main Address**)

New Orleans, LA 70130

¹ Please see the websites listed at the end of this document for more information about these courts and the suite numbers of the judges.

Southern District of Texas (District Court Judges):

Honorable (Judge's Name)
United States District Court
Southern District of Texas
515 Rusk Ave., Suite _____
Houston, TX 77002

Dear Judge _____:

(The only judge in the Southern District, Houston Division who does not take interns is Judge Keith Ellison.)

Southern District of Texas (Bankruptcy Judges):

Honorable (Judge's Name)
United States Bankruptcy Court
Southern District of Texas
515 Rusk Ave., Suite _____
Houston, TX 77002

Dear Judge _____:

Southern District of Texas (Magistrate Judges):

Honorable (Judge's Name)
United States Magistrate Judge
Southern District of Texas
515 Rusk Ave., Suite _____
Houston, TX 77002

Dear Judge _____:

Immigration Court:

Apply to Law Clerk
Immigration Court
2320 La Branch
Houston, TX 77004

State Courts

Texas Supreme Court:

Honorable (Judge's Name)
Supreme Court of Texas
P.O. Box 12248
Austin, TX 78711

Dear Justice _____:

Court of Criminal Appeals:

Honorable (Judge's Name)
Court of Criminal Appeals
P.O. Box 12308
Capitol Station
Austin, TX 78711

Dear Judge _____:

First Court of Appeals (Houston):

Honorable Tim Taft
First Court of Appeals
1307 San Jacinto St., 10th Floor
Houston TX 77002-7006

Dear Justice Taft:

Fourteenth Court of Appeals (Houston):

Tish Hale
Internship Program
Fourteenth Court of Appeals
1307 San Jacinto St., 11th Floor
Houston, TX 77002

Dear Ms. Hale:

(The Fourteenth Court of Appeals has specific requirements for applying. If you are interested in this court, please see the court website at www.14thcoa.courts.state.tx.us/jobs/Intern-Spring07.pdf)

Harris County District Courts:

District Court (Civil):

Honorable (Judge's Name)

_____ (Court Number) Judicial District Court, Harris County

(Example: 190th Judicial District Court, Harris County)

201 Caroline, _____ Floor

Houston TX 77002

Dear Judge _____:

District Court (Criminal):

Honorable (Judge's Name)

_____ (Court Number) Judicial District Court, Harris County

1201 Franklin

Houston, TX 77002

Dear Judge _____:

If you are interested in a family or juvenile court, please see the website below (Harris County District Courts) for more information about these courts. In addition, judges in the county probate courts and county courts at law have also accepted students. For more information about these courts, please see the Harris County Courts at Law website below.

Helpful Resources:

Southern District of Texas

www.txs.uscourts.gov

Texas Judiciary Online

www.state.tx.us

Harris County District Courts

www.justex.net

Harris County Courts at Law

www.ccl.hctx.net