



CHAMBERS OF  
**MAAME E. FRIMPONG**  
UNITED STATES DISTRICT JUDGE

## UNITED STATES DISTRICT COURT

CENTRAL DISTRICT OF CALIFORNIA  
WESTERN DIVISION  
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Re: Judge Maame Ewusi-Mensah Frimpong Non-Law Student Externship Posting

Judge Maame Ewusi-Mensah Frimpong of the United States District Court for the Central District of California hires non-law student externs for the Spring, Summer, and Fall terms every year. Undergraduate students, paralegal students, high school students, or others interested in working in chambers (whether students or not) may apply. The positions coincide approximately with the academic calendar as described in further detail below. Externships are fully in person, as we are unable to accommodate requests for remote externships at this time. Externs may be either full time or part for spring and fall but must be full time for the summer. The externship is unpaid, as the Court lacks funding to pay externs.

Judge Frimpong is seeking externs with strong research and writing skills, who are passionate about the law, willing to learn, and dedicated to improving our justice system. Those with a demonstrated commitment to public service, diversity, and an inclusive work environment are encouraged to apply. Moreover, Judge Frimpong encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstances. Applicants need not have any background in the law to be considered.

Our externs work very closely with the law clerks and Judge Frimpong, and they have the opportunity to perform various research and writing tasks, assist the judge and law clerks in preparation for hearings, and observe criminal and civil hearings and trials. Externs' work is reviewed by the law clerks and Judge Frimpong, who provide substantive feedback on the externs' writing. Judge Frimpong and her clerks are committed to providing mentorship and guidance to externs throughout the externship and beyond.

The timelines for each semester are below. Specific start and end dates may be adjusted in some circumstances. Applications are considered on a rolling basis beginning on the dates applications open as described above, and students are encouraged to apply promptly after the applications open. There is no hard deadline to apply, but Judge Frimpong will cease reviewing applications after all spots have been filled. The likely timeline for when hiring decisions will be made is listed below.

For candidates who are not on a traditional semester-based path, Judge Frimpong will consider alternative externship timelines.

- Spring Externship:
  - Applications open: first week of October
  - Final decisions on hiring: likely mid-November
  - Externship dates: third week of January – third week of April
- Summer Externship:

- Applications open: second week of December
- Final decisions on hiring: likely mid-February
- Externship dates: third week of May – second week of August
- Fall Externship
  - Applications open: first week of May
  - Final decisions on hiring: likely mid-June
  - Externship dates: third week of August – third week of November

Interested applicants must submit the following materials in PDF format to [MEMF\\_chambers@cacd.uscourts.gov](mailto:MEMF_chambers@cacd.uscourts.gov):

- Cover letter: Please indicate the term for which you are applying
- Resume
- Transcript (even if unofficial)
- Writing sample (five to ten pages in length)
- Response to Essay Question: Please describe your commitment to public service, to include any service to others in the community (“Community” may include the applicant’s family, depending on their circumstances) (500-word limit)

If you require an accommodation for any part of this process, please contact Judge Frimpong’s Chambers at [MEMF\\_Chambers@cacd.uscourts.gov](mailto:MEMF_Chambers@cacd.uscourts.gov).