

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MASSACHUSETTS  
LINDSAY FELLOWSHIP PROGRAM  
NOTICE OF VACANCY**



**POSITION TITLE:** Legal Research and Writing Instructor, Lindsay Fellowship

**POSITION TYPE:** Part-time (approximately 30-35 hours between June 7 – July 2, 2021)

**LOCATION:** John J. Moakley Courthouse, Boston, MA\*

*\*In the event that the COVID-19 pandemic extends to spring/summer 2021, the course will be taught virtually via Zoom.*

**COMPENSATION:** Hourly instructional stipend dependent upon qualifications

**OPENS:** December 22, 2020 (Open until filled)

The Lindsay Fellowship program is an intensive nine-week summer legal program hosted at the U.S. District Court in Boston for approximately six college students interested in law. Fellows participate in a legal research and writing course, intern in a judge's chambers, and participate in various additional activities to support their learning. During the second month of the program, each Fellow is assigned to either the United States Attorney's Office, the United States Probation, Pretrial Services Office, or Federal Public Defender Office where it is expected they will use the skills learned during the first month of the Fellowship. The students then return to chambers for a week, during which time they present an oral argument to a judge.

The Lindsay Fellowship, which began in 2010, is in honor of the late Judge Reginald C. Lindsay, the second African-American appointed to the District of Massachusetts. The program is intended for students who plan on attending law school and aims to help prepare them for their first year. The Fellowship's ultimate goal is to diversify the Bar and to provide students from under-resourced communities with information about career and law school options. Most students are the first in their families to attend college. To learn more about the program please see the Lindsay [website](#) and the 2020 [newsletter](#).

The 2021 Lindsay Fellowship is currently tentatively set to run from June 7 to August 6. The legal research and writing course will be held throughout June 2021 and will cover legal research, writing, and reasoning. The legal research and writing course will be complemented with a client counseling/advising course taught by an area attorney who has been working with the Lindsay Fellows since the program began. There will be a final oral argument during the last

week of the program in August which is presently expected to be overseen by the client counseling instructor.

Note: In 2020, the program was held successfully in a total virtual format due to the COVID-19 pandemic. Determinations on the 2021 program format will be made closer to the start date in consideration with the latest state, Court, and CDC guidance.

### **REPRESENTATIVE DUTIES/RESPONSIBILITIES:**

- Teaches legal research and writing course for undergraduate students interested in law school;
- Works in coordination with the program's overseeing judges, client counseling instructor, and program coordinator on curriculum and logistics;
- Develops persuasive writing assignments and provides individual feedback on students' work;
- Prepares students for concepts they will encounter in the first year of law school (as well as during their placements in August) including but not limited to:
  - writing for accuracy, clarity and readability;
  - the "anatomy of a case" (procedural history, issue, rule of law, reasoning and holding);
  - how a case moves through the courts until resolution;
  - how to understand precedent and reasoning by analogy;
  - conducting research using LexisNexis and Westlaw;
  - how to write a legal memo using, CREAC, TREAC or REAC;
  - how to write a motion;
  - Bluebooking; and
  - making your case at oral argument.

Note: Prior to the legal research and writing course, students will receive a review of three branches of government, the structure of the federal and state court systems (covering jurisdiction), federal jurisdiction and the difference between criminal and civil law, stare decisis and precedent.

### **QUALIFICATIONS & EXPERIENCE:**

Candidates must have a J.D. degree and be admitted to the bar. A background in teaching at the undergraduate, and/or law school level is highly preferred. Current legal research and writing professors, law clerks or other attorneys with prior teaching or facilitation experience are welcomed.

Excellent interpersonal skills, the ability to be flexible with scheduling, and a passion for teaching undergraduate students is essential. Experience working with first-generation college students would be helpful.

**APPLICATION PROCESS:**

To apply, please submit all of the following documents together as one single PDF:

1. A letter of interest (with June 2021 availability provided)
2. A current resume
3. Sample research and writing assignments, if available.
4. Any additional materials you would like to include to demonstrate your qualifications
5. Letters of recommendation may be requested for finalists.

Please send your application to: Carolyn\_Meckbach@mad.uscourts.gov  
(Public Information Specialist, USDC-MA)

Although the Fellowship Committee will continue to review applications until the position is filled, applicants are strongly encouraged to apply by **February 5, 2021.**