



**City of Greeley Municipal Court  
Internship/ Externship Program**

**Position:** Internship or Externship program open for 1 to 2 law school students per semester/ term. This is a non-paid internship/externship program. Ideal candidates should consider a commitment of 40 – 100 work hours per semester/ term.

**Open for:** First, second, or third year law students. Schools focused upon are the University of Denver Sturm College of Law, University of Wyoming College of Law, and the University of Colorado Law School. However, all law school students from any educational institution may apply.

No criminal history. Flexible schedule to accommodate class and court schedules, Monday through Friday, between 8:00 a.m. to 5:00 p.m. Applicants will be subject to the City of Greeley’s drug and alcohol policy, including potential substance abuse testing along with criminal background checks.

**Description:** These positions are primarily legal research and writing positions involving issues that come before the Municipal Court. This shall include criminal law research, drafting of proposed Orders, reviewing documents and forms used by the Court, administrative hearings involving code violations, liquor licensing authority hearings, along with review and proposed revisions to the Greeley Municipal Code. In addition to these general assignments, we hope to involve students in the daily clerk functions of the Municipal Court, including trials to the court and jury trials. This program will provide an opportunity to be working on issues involving the operation of the Municipal Court and to develop legal research and writing skills through practical application. If a student has a particular interest consist with these program goals, individual projects may be developed and implemented.

<b>Deadlines to apply:</b>	Fall semester	September 15 <sup>th</sup>
	Spring semester	December 15 <sup>th</sup>
	Summer term	May 1 <sup>st</sup>

Late applications will be considered on a case by case basis if an opening still exists for the upcoming semester/term. Early applications are preferred.

**Externships:** If your law school externship policies allow, this may be an externship opportunity. Interested students should contact their Faculty Director or appropriate Dean to inquire.

1 Credit =	50 work hours
2 Credits =	100 work hours
3 Credits =	150 work hours
4 Credits =	200 work hours

**How to apply:** Interested law school students shall submit a cover letter and resume, via U.S. Mail or email, to:

Hon. Robert J. Frick  
Presiding Municipal Judge  
919 7<sup>th</sup> Street, Suite 102  
Greeley, CO 80631  
[Robert.frick@greeleygov.com](mailto:Robert.frick@greeleygov.com)

Please no phone calls. Select applicants may be required to attend an interview process prior to final selection.