

MEMORANDUM

FROM: Thomas Powers
Chair, McMillan Fellowship Committee

RE: Applications for McMillan Fellowships

DATE: January 13, 2023

DEADLINE FOR APPLICATION

The deadline for receiving applications for this year's Fellowships is **March 1, 2023, at 5:00 p.m.** Applications may be sent to the Mecklenburg County Bar & Foundation Center by mail (Attn: McMillan Fellowship, 511 Yellowstone Drive, Charlotte, NC 28208) or by e-mail (sbenson@meckbar.org, subject line: McMillan Fellowship).

DEADLINE FOR NOTIFICATION

The committee will make a selection and notify all applicants by **March 31, 2023**, of the selection of fellows.

GUIDELINE AND APPLICATION

Enclosed is a memorandum with guidelines and application for the 2023 McMillan Fellowships.

If you have any questions about the fellowships or the application process, please feel free to contact **Shelby Benson** atsbenson@meckbar.org.

Thank you for your continued interest in the McMillan Fellowships.

HON. JAMES B. McMILLAN LEGAL FELLOWSHIPS

ADMINISTRATION

The Hon. James B. McMillan Fellowship Fund was established in 1995 to honor the memory and example of U.S. District Judge James B. McMillan. It is a separate fund of the Mecklenburg Bar Foundation, a nonprofit corporation, and contributions are tax-deductible.

The Fund has a goal of promoting justice and innovation within the legal system in Mecklenburg County, North Carolina, by awarding fellowships to law students desiring work experience with not-for-profit or governmental agencies. Typically, fellowships are awarded for summer positions, but the Fellowship Committee will consider applications for positions during a semester of the school year.

Guidelines for the Fund are as follows:

Guidelines for Law Students

- 1) **A law student must apply directly to the sponsoring agency that indicates an interest in employing the law student. The sponsoring agency is responsible for submitting the McMillan Fellowship application to the Mecklenburg Bar Foundation.**
- 2) Applications must include the following for each student:
 - résumé;
 - personal statement on student's desire to pursue a career in a nonprofit or government sector and why they want to be a McMillan Fellow; and
 - any additional documents the student wishes the Committee to review

Applications without résumé AND personal statement will not be considered.

- 3) A law student must show commitment to public interest service in the legal profession.
- 4) The Fund Committee will look favorably on students:
 - a. who have lived in Mecklenburg County;
 - b. who intend to practice law in Mecklenburg County;
 - c. who reflect the cultural diversity of North Carolina and Mecklenburg County;
 - d. whose law school and life experiences reflect a desire to have a positive impact on the lives of others as their lives are affected by the legal system and its administration;
 - e. who have demonstrated good character and suitable academic performance in law school;
 - f. who have submitted a joint application with a nonprofit or governmental agency based in Mecklenburg County.

Guidelines for Agencies Seeking a Fellow

- 1) Each Agency may submit an application for one student per year.
- 2) The Agency must be a not-for-profit or a governmental agency.
- 3) The Agency must submit a written plan for how it would use the services of the McMillan Fellow.
- 4) The Agency must assure that the student's work experience will primarily occur in Mecklenburg County or for a satellite agency office in one of the bordering counties that has its headquarters located in Mecklenburg County.
- 5) The Fund will look favorably on plans which reflect the following:
 - a. that the student could not be hired except for the student being named a McMillan Fellow;
 - b. that the student's Fellowship term will be a minimum of eight weeks;
 - c. that the student will address a need in the legal system that would otherwise go unmet, and that the student will be properly supervised;
 - d. that the student's job will offer innovation to some aspect of the administration of justice in Mecklenburg County or for a satellite agency office in one of the bordering counties that has its headquarters located in Mecklenburg County;
 - e. that the quality of the student's assignment will encourage the student and others to enter fields of law in the public interest;
 - f. that the work being undertaken by the student will exemplify the life work and spirit of James B. McMillan by, for example, providing greater access to the justice system for all persons, preventing the use of governmental power in an arbitrary manner, and encouraging the resolution of legal issues through resolution of the larger human and social issues which give rise to them;
 - g. that the majority of the work performed will be done in and for residents of Mecklenburg County or for a satellite agency office in one of the bordering counties that has its headquarters located in Mecklenburg County.
- 6) Fellows are permitted to "split" the summer—e.g., working with a private firm for part of the summer and working in a Fellowship-funded public interest position in Mecklenburg County the rest of the summer. However, the length of a Fellow's term with the Agency may impact the award amount.

Fellowship Awards

The Committee anticipates making individual Fellowship awards of up to, but not to exceed, \$3,500 per Fellow. A Fellow's term with the Agency must be a minimum of eight weeks to be considered for a full Fellowship amount. Terms of less than eight weeks will result in a pro-rated Fellowship amount.

APPLICATION FOR THE JAMES BRYAN MCMILLAN LEGAL FELLOWSHIP

1. Name of Agency: _____
Address: _____
Telephone: _____ Fax: _____
2. The information to substantiate nonprofit or governmental status is:

3. Application is made for a position to be filled during the _____ of 2022 (please indicate whether summer or fall).
4. Length of the Fellowship term (in weeks): _____
5. Please list the name of the student the agency proposes to employ. Agency must attach a resume, personal statement and other supporting information.

6. Please provide a descriptive outline of the role that the law student intern would fulfill with the Agency, including the particular need that would be met by the student, how the student would be supervised, and the anticipated impact of the student's work. Please use additional pages as necessary.
7. If awarded a Fellowship, the Agency and the student each agree to provide the committee with an evaluation of the work project and the overall program experience upon the project's completion.

This the _____ day of _____, 2023.

Agency: _____

By: _____

Title: _____

Please return this application to the Mecklenburg County Bar Center by mail (McMillan Fellowship, 511 Yellowstone Drive, Charlotte, NC 28208) or by e-mail (sbenson@meckbar.org, subject line: McMillan Fellowship).

MECKLENBURG COUNTY AGENCIES
INVITED TO PARTICIPATE IN
2023 MCMILLAN FELLOWSHIPS

Charlotte-Mecklenburg Police Department

601 East Trade Street
Charlotte, NC 28202
704/336-4977
Contact: Officer M.H. Newbold

Charlotte Center for Legal Advocacy

5535 Albemarle Road
Charlotte, NC 28212
704/971-2622
Contact: Mr. Toussaint Romain

City of Charlotte Attorney's Office

600 East Fourth Street
Charlotte, NC 28202
704/336-2254
Contact: Mr. Patrick Baker

Council for Children's Rights

601 East 5th Street, Suite 510
Charlotte, NC 28202
704/372-7961
Contact: Ms. Heather Johnson

District Attorney's Office

Summer Intern Program
700 East Trade Street
Charlotte, NC 28202
704/347-7891
Contacts: Ms. Regina Pack

District Court Judges

832 East Fourth Street, Suite 9600
Charlotte, NC 28202
704/686-0101
Contact: Hon. Elizabeth Trosch

Equal Employment Opportunity Commission

129 West Trade Street, Suite 400
Charlotte, NC 28202
704/344-6887
Contact: Ms. Ylda Kopka

**Federal Public Defender - Western District of North
Carolina**

129 West Trade Street, Suite 300
Charlotte, NC 28202
704/374-0720
Contact: Mr. Anthony Martinez and Ms. Holly Dixon

International House

P.O. Box 5429
Charlotte, NC 28299
704/333-8099
Contact: Ms. Jelena Held

Latin American Coalition

4938 Central Avenue, Suite 101
Charlotte, NC 28205
704/531.3848
Contact: Mr. José Hernández-Paris

Legal Aid of North Carolina

5525 Albemarle Road, Suite 100
Charlotte, NC 28212-3610
704/971-2621
Contact: Ms. Cindy Patton

Public Defender's Office

700 East Fourth Street, Suite 400
Charlotte, NC 28202-2894
704/417-1939
Contact: Mr. Jason St. Aubin

Safe Alliance

720 E. Fourth St., Suite 204
Charlotte, NC 28202
704/926-7503
Contact: Ms. Laura Lawrence

Superior Court Judges

832 East Fourth Street, Suite 9600
Charlotte, NC 28202
704/686-0100
Contact: Hon. Carla N. Archie

Trial Court Administrator's

Office 832 East Fourth Street, Suite
4420 Charlotte, NC 28202
704/686-0265
Contact: Ms. Casey Calloway

U.S. Attorney's Office

227 West Trade Street, Suite 1650
Charlotte, NC 28202
704/344-6222
Contact: Dena J. King