

# MEMORANDUM

**FROM:** Kelly Carroll  
Chair, McMillan Fellowship Committee

**RE:** Applications for McMillan Fellowships

**DATE:** November 21, 2023

## DEADLINE FOR APPLICATION

The deadline for receiving applications for this year's Fellowships is **March 1, 2024, at 5:00 p.m.** Applications may be sent to the Mecklenburg County Bar & Foundation Center by mail (Attn: McMillan Fellowship, P.O. Box 30008, Charlotte, NC 28230) 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, 2024**, of the selection of fellows.

## GUIDELINE AND APPLICATION

Enclosed is a memorandum with guidelines and application for the 2024 McMillan Fellowships.

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

Thank you for your continued interest in the McMillan Fellowship Program.

# 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 no more than five individual Fellowship awards ranging between \$3,500 to \$5,000 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 2024 (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 \_\_\_\_\_, 2024.

Agency: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

*Please return this application to the Mecklenburg County Bar Center by mail (McMillan Fellowship, P.O. Box 30008, Charlotte, NC 28230) or by e-mail (sbenson@meckbar.org, subject line: McMillan Fellowship).*

MECKLENBURG COUNTY AGENCIES  
INVITED TO PARTICIPATE IN  
2023 MCMILLAN FELLOWSHIPS

**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 5<sup>th</sup> 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. Larissa Manon-Mervin

**Public Defender's Office**

700 East Fourth Street, Suite 400  
Charlotte, NC 28202-2894  
704/686-0900  
Contact: Mr. Kevin Tully

**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