



GUIDELINES FOR CORNELL LAW STUDENT GROUPS BRINGING JUDGES TO CAMPUS

The Office of Judicial Engagement (OJE) at Cornell Law provides support for students and alumni seeking judicial clerkships at the state and federal levels. Along with this, the OJE serves in a supporting role for student groups planning to host judges for lectures, panels, or other events. Below, you'll find information on the services offered by the OJE, as well as those available from other Law School offices, along with guidelines to assist you in planning your judge's visit.

We truly look forward to working with your group as you prepare for your judicial visit. Your hard work on this event will provide students with meaningful opportunities to learn from experienced legal minds and consider professional pathways that could change the course of their lives. In addition, judges who visit Cornell Law always come away impressed with our institution, which enhances the Law School's reputation in the legal community. From all of us in the OJE, thank you for your efforts to make your judge's visit a success.

The following guidelines are provided to help you as you move through the visit planning process.

Planning your judge's visit:

1. As soon as possible, please schedule a meeting with [Assistant Dean Elizabeth Peck](#), Room 261 Myron Taylor Hall, to discuss:
 - a. How the OJE can help your organization
 - b. Your proposed date(s), which will help avoid conflicts
 - c. Building your itinerary (Dean Peck will provide you with a sample to guide you through this process)
2. Meet with the Dean of Students office, to discuss:

- a. Room reservations
 - b. Travel and lodging arrangements
 - c. Dining arrangements
 - d. Catering arrangements
 - e. Reserving an office for the judge
 - f. Securing parking passes and spaces at the Law School
3. Confirm that your budget contains sufficient resources for the visit.
 4. Speak with the [Communications Department](#), Room G38 Hughes Hall, to discuss publicity.
 5. Contact the [Facilities Office](#) to discuss your arrangements and the support they can offer.
 6. Contact The Law School's [A/V Support Office](#) to discuss their support options.
 7. Discuss your plan with your faculty adviser. S/he may wish to have a role in the event.
 8. Consider scheduling time for the judge to meet with a member of the Law School's senior administration.

Once the visit has been confirmed, build the visit itinerary:

Including the below information (using the sample itinerary as a guide), the itinerary you draft will help your group, Cornell Law, and the judge make the most of the visit. Your itinerary should include:

1. The exact time and transportation method for the judge:
 - a. Travel information
 - i. Flight numbers
 - ii. C2C reservation number
 - iii. Rental car reservation number
 - iv. Arrival and departure times

- b. If the judge is arriving by air or bus, indicate who is picking up/dropping off the judge
 - c. If the judge is driving a vehicle, indicate who will be meeting the judge with a law school parking pass and when s/he will meet the judge
2. Hotel location, nights of stay, and reservation number.
3. The judge's contact information, such as a cell phone number.
4. Emergency contact information for the judge, such as the cell phone number of a spouse.
5. A cell phone number for the student liaison(s) to the judge during visit.
6. A listing of plans for the judge's visit:
 - a. Location, title and details of the judge's program
 - b. Who will introduce the judge to the audience
 - c. Classes the judge will be teaching, with locations, times, course titles and professors' names
 - d. Other events or meetings, with locations, times and participants
 - e. Who will escort the judge to the events
 - f. Meal plans, either at the Law School or elsewhere, including a list of guests
 - g. Office location within the Law School

Once completed, please provide Dean Peck with your itinerary, so she can review it with you before it's finalized and sent to the judge.

And good luck! We hope this is a truly rewarding experience for you and your group. Our goal is to make the planning and execution of your event(s) easier and the judge's visit as enjoyable as possible. Please feel free to contact [Dean Peck](#) for advice at any time, as you work through your planning.