

Guide for Using PILI's Application System

As was the case last year, PILI's Law Student Intern and Graduate Fellowship Programs application system will continue to go directly through our website. When our application system opens for each cycle, applicants will be able to apply to up to 10 Participating Agencies. Below is a guide to help navigate the current system.

Application Process

Applicants apply directly through our website at www.pili.org. An applicant applies by completing a fillable form directly on our website.

Applications will be sent to your agency supervisor via email. Once an applicant has submitted an application, a notification email from applications@pili.org is automatically sent to the email address (or addresses) your agency provides PILI. This email will include the applicant's information, as well as their cover letter and resume as an attachment.

If there is a change in supervisor at your agency, contact PILI immediately to ensure applications are sent to the appropriate person.

Application Dates

The application system opens at 10:00a.m. CST for each period on the below dates:

Fall Internships: August 1st

Summer Internships: October 15th for 2Ls, December 1st for 1Ls (due to NALP restrictions)

Spring Internships: November 1st

Summer Graduate Fellowships: October 15

Note: While the system opens for Fellows on October 15 and stays open until all Fellows are placed, there is a wide range in timing of application submissions because each law firm is on a different internal schedule for hiring associates.

Periodic Reports

PILI will email your agency periodically with a list of applicants you should have received. Feel free to contact us if you feel you may be missing information or have lost an application. We keep a record of all applications submitted through our system.

Notify PILI of Hires

An applicant must have applied through PILI's system to be hired. Once your agency has hired a PILI Intern or Fellow, notify us with their name and email address.

HELPFUL TIPS

Once an application is submitted to your agency, it will be automatically sent directly to the email address you provide to PILI. If you have multiple supervisors reviewing applications, PILI can set the notification to be emailed to as many email addresses as you request.

Pro tip: Your agency could set up a distinct email address (like piliapps@youragency.org) and you can provide access to that one email box to any number of attorneys in your agency to log into when they want to review applications.

Pro tip: Your agency could set up a distinct email address (like piliapps@youragency.org) and set an auto-forward to multiple attorneys who will be notified when each application is submitted.

Contact PILI

Belinda Bing, PILI Administrative Assistant, bbing@pili.org, (312) 832-5127

Contact Belinda with questions about the application system, application reports, and to notify PILI of hires.

Brent Page, PILI Program Manager, bpage@pili.org, (312) 832-5128

Contact Brent with questions about programming, supervising Interns and Fellows, or stipend issues that arise.

Additional information for supervisors can be found on PILI's website at www.pili.org/resources-for-supervisors.