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GENERAL EXTERNSHIP INFORMATION

1. Goals and Objectives.

The primary goal and objective of the College of Law's externship program is to enhance and supplement the College's educational program. Lawyering work outside the College of Law's regular program of instruction may offer special opportunities to satisfy this goal and objective. Student participation in such a program may supplement legal study and skills development. Externships shall involve an educational experience in advanced law work that is not generally available through the rest of the College of Law curriculum. The educational objectives of an externship may include instruction in professional skills, legal writing, professional responsibility, specific areas of substantive law, and legal process. Students may only enroll in externships approved by the Faculty Externship Committee (FEC). Work in the nature of clerking with a private law firm does not qualify as an approved externship.

2. General Requirements.

a. All externships shall involve a quality educational experience that provides instruction in professional lawyering skills and substantive legal knowledge.

b. All students in externships shall be under the general supervision of a full time faculty member.

c. All externships shall involve legal work and assignments and shall include substantial written work. Students shall be adequately supervised and shall work under the direct supervision of an attorney.

d. All externships shall include an academic component. The academic component can be three hours of tutorial meetings with your faculty supervisor or a paper of 8 pages per credit hour which can be turned into your graduation writing requirement with faculty supervisor approval or participation in a Cluster. Clusters are similar externship placements that are grouped together and supervised by one faculty member, i.e. Judicial externships, the AG's Office, Public Interest and Community Legal Services, City Attorneys, County Attorneys, etc. The academic component for Cluster groups will be attendance in six hours of group meetings with the faculty supervisor and the other students in the cluster group. The student may have some input with the individual faculty supervisor about whether it will be a tutorial or a paper, there generally is no choice with the cluster group.

e. All externship placements that award academic credit in excess of 6 credit hours per semester require the student take a 3 credit law-school course related to the student's externship, as approved by the externship faculty supervisor and the associate dean. The student shall receive no additional credit for the course (other than externship credit already received), and must receive a grade of 70 or better on the examination given in the course.

f. The College will recognize a total maximum of 12 credits of externship work in partial fulfillment of the J.D. degree. The total number of credit hours that a student at the College may earn for both law school clinical and externship fieldwork may not be exceed 12.

g. Rule 38 certification will be provided when appropriate.

h. Students may not receive monetary compensation for fieldwork for which they are also receiving academic credit. Students may receive stipends to cover educational expenses, meals, travel, and special living expenses.

i. Students are expected to complete an externship in one semester with the exception of an externship that requires the student to audit a class for 3 credits. The audit class may be taken prior to, during or in the semester following the externship. An externship with an academic component consisting of a research paper may be extended by one semester, with faculty approval, to complete the paper.

3. Specific Requirements and Responsibilities

a. Faculty

1. The supervision of externships is an aspect of the regular ongoing responsibility of all faculty in the same manner in which committee assignments are. Each faculty member should supervise a minimum of two student externs during the calendar year. Individual faculty shall not supervise more than two students at any one time.

2. The faculty supervisor shall review the student fieldwork. In reviewing the fieldwork, the faculty supervisor shall consider the time devoted by the student to the field placement, the tasks assigned to the student, the student work product, and the agency supervisor's performance. The faculty supervisor or other College representative shall visit the extern in the field at least once during a semester or summer session to inspect the site, interview supervisors, and follow through on recommended changes. The faculty supervisor shall submit a report on the site visit.

3. The faculty supervisor shall review the experience of the student extern and any placement that does not meet the law school's expectations shall be terminated unless there is satisfactory assurance of correction by the agency concerned.

4. The faculty supervisor shall ascertain the identity of the person who will have the responsibility of supervising the extern's field work and shall request the agency supervisor to report any failure on the part of the extern to meet his or her obligations. The agency supervisor shall also be advised of the need to report on the student's performance at midterm and at the conclusion of the externship.

5. The faculty supervisor shall structure and supervise an academic component that meets the requirements of § VII B(2)(d) of the College's Statement of Student Policies. In addition, a periodic journal may be required for each extern. The faculty supervisor shall review and evaluate the student's academic component in the same manner in which independent study work is reviewed and evaluated.

6. The faculty supervisor shall assign a pass grade to a student whose performance is equivalent of 70 or over and the actual numeric grade to a student whose performance is below 70.

b. Students

1. A student shall have completed one year of law school and be in good standing to participate in an externship program. Participation in an externship shall be governed by the "Limited Enrollment Course Preferences" rules in § III(G) of the College's Statement of Student Policies.

2. The FEC shall review individual student externship applications and shall deny approval if it determines that the student applicant's academic record indicates a need for more classroom discipline.

3. The student shall attend an orientation session at the beginning of the semester in which he/she is enrolled in the externship program.

4. The student normally will receive one academic credit for every 60 hours spent on fieldwork.

5. The student shall successfully complete an academic component to the satisfaction of the faculty supervisor.

6. The student shall successfully participate in an appropriate classroom component to the satisfaction of the faculty supervisor in externships that award academic credit in excess of six hours. To satisfy this requirement, the student shall take a three credit law school course related to the student's externship, as approved by the externship faculty supervisor and the Associate Dean. The student shall receive no additional credit for the course (other than externship credit already received) and must receive a grade of 70 or better on the examination given in the course.

7. Students must complete all of the requirements for an Externship, including the academic component, in one semester, unless the student has received an extension from the faculty supervisor for a medical or other emergency, or in the following cases. For Externships that require the student to audit a class for 3 credits, the audited class may be taken in the semester immediately prior to the Externship, or in the same semester as the Externship, or in the semester immediately following the Externship. An Externship with an academic component consisting of a research paper may, upon

approval of the faculty supervisor, be extended only up to the end of the semester immediately following the semester in which the Externship took place, for completion of the paper requirement.

8. The College of Law Externship Program is designed to enhance the educational experience of students by giving them an opportunity to do advanced legal work that generally is not available through the College of Law curriculum. In addition, the work performed by the students provides greatly needed legal assistance to non-profit or governmental legal agencies that do not have the funds to hire legal interns. As such, the student is expected to treat the commitment to the Agency with the same importance they would give a paid legal position. Students should not accept an externship offer they do not intend to keep. The FEC may impose consequences for not keeping a commitment to do an externship, including requiring the student to write a letter of apology to the Externship Agency Supervisor with a copy to the FEC and/or prohibition from future externships.

9. Ordinarily, students may not register for both an externship and a clinic during the same semester.

c. Agencies

1. Agencies shall apply to the FEC for an externship. Such an agency shall submit a proposal that meets the requirements of these rules and explains how the agency will meet its responsibilities. For externship placements beginning in the spring semester, proposals must be submitted to the FEC by September 15th. For externship placements beginning in the summer session and/or the fall semester, proposals must be submitted to the FEC by January 25th.

2. Agencies in which students are placed shall provide adequate supervision of student externs. The supervision shall include detailed review, evaluation, and criticism of student extern work product and performance.

3. The agency shall designate a lawyer to be the agency supervisor, who will directly supervise the student extern, and shall submit the qualifications of the agency supervisor. The supervision may not be delegated to another individual. No agency supervisor shall supervise more than one student extern at any one time. The College may disqualify any agency supervisor who fails to meet the applicable requirements from further participation in the externship program.

4. The agency supervisor shall submit a report at midterm and at the conclusion of the externship, describing the work performed by the extern and the quality of the extern's work product.

5. Any lawyer designated by the agency as an externship supervisor shall attend an orientation session held by the College for agency supervisors.

6. The assignments given to student externs shall consist primarily of legal work.
7. Student assignments shall include the opportunity to observe and participate in actual legal matters.
8. Insofar as legally and ethically permissible, agencies shall assign work to student externs consistent with that assigned to agency lawyers.
9. At least one person from each agency or, where there are multiple placements within an agency, from each placement within that agency (preferably, the supervising attorney for each placement) should attend the annual Externship Supervisors Program held at the College of Law.

4. Faculty Externship Committee

- a. The FEC shall initially review each proposed externship, prior to any student placement, to ensure that both the general and specific requirements of §§ VII B(2) & (3) of the College's Statement of Student Policies are met.
- b. The FEC shall monitor all externships to ensure that each externship continues to meet all applicable requirements.
- c. The FEC shall establish procedures for sunset review of externships and shall sunset those externships that consistently fail to meet applicable requirements or for which there is either persistent insufficient demand or supervisory capacity. The FEC shall conduct a written appraisal of each externship program every three years to ensure that the program is meeting the applicable requirements and educational objectives.
- d. The FEC shall determine each semester, in consultation with the Dean's Office, the number of externship placements that the faculty can adequately supervise in order to ensure a quality experience.
- e. The FEC shall designate an appropriate classroom component for each externship that awards academic credit in excess of six credit hours per semester.
- f. The FEC may determine at the time it initially approves an externship that rare and extraordinary circumstances exist that warrant treating written work done during the externship as satisfying the research paper requirement of the academic component. In such a case, the FEC may increase the fieldwork component of the externship. Dispensing with need for a separate research paper shall be subject to continuing review by the FEC.
- g. The FEC shall prepare an Externship Guidelines Manual for the direction of student externs, field supervisors, and faculty supervisors.

h. The FEC shall distribute a copy of the College's externship policy and requirements to each student, agency supervisor, and faculty supervisor who is participating in an externship prior to the commencement of the externship.

EXTERNSHIP APPLICATION/REGISTRATION PROCEDURES

Students must submit a cover letters and resumes and follow the externship application procedures in order to participate in the externship program.

1. **By Wednesday, October 15, 12 p.m.**, put resume in the file drawer in Career Services Office, Room 102, for each agency in which you are interested. On the back of each resume indicate the name of the agency. A writing sample and other information should be submitted if specified in the externship description.
2. Your resume will be mailed to the agency. Generally, the agency will contact you to schedule an interview.
3. Agencies will be asked to conduct interviews by **November 14th**. No offers will be made before **November 17th**.
4. If you are selected by an agency, the agency supervisor must sign an Approval/Student/Agency Agreement form and mail or fax it to Carolyn Landry no later than **December 1**. Carolyn will contact you to obtain your signature on the form. You must complete this process and be assigned a faculty supervisor before you can register.
5. **An externship placement is not guaranteed.** Placements are determined upon the number of externships that can be adequately supervised by the faculty during a given semester. If possible, you will be assigned a faculty supervisor and notified of your supervisor assignment prior to the semester. Upon notification, you must pick up your Approval/Student/Agency Agreement form from Carolyn Landry, meet with your assigned faculty supervisor to discuss the details of the externship including the academic component, and obtain your faculty supervisor's signature on the form. NOTE: The academic component includes meetings with the faculty supervisor and a research paper at least eight pages in length for each externship credit.
6. After the faculty supervisor has signed the approval form, you must obtain the Associate Dean's signature on the form.
7. After you have obtained the Associate Dean's signature on the approval form, see the College of Law Registrar to obtain her signature and the correct schedule line number, and register for LAW 785, Externship. **You may not register until the Externship Approval/Student/Agency Agreement is completed and turned in, and you should not work at the agency before the first day of classes.**

Credit hours earned for the externship are determined as follows:

All externships shall include an academic component that consists of a research paper or meetings with the student regarding the externship fieldwork totaling a minimum of three hours. The research paper shall be at least eight pages for each externship credit.

1 credit hour = 60 hours of work plus an 8 page paper or the tutorial meetings with faculty supervisor
2 credit hours = 120 hours of work plus a 16 page paper or the tutorial meetings with faculty supervisor
3 credit hours = 180 hours of work plus a 24 page paper or the tutorial meetings with faculty supervisor
4 credit hours = 240 hours of work plus a 32 page paper or the tutorial meetings with faculty supervisor
5 credit hours = 300 hours of work plus a 40 page paper or the tutorial meetings with faculty supervisor
6 credit hours = 360 hours of work plus a 48 page paper or the tutorial meetings with faculty supervisor
7 credit hours = 420 hours of work plus a 48 page paper or the tutorial meetings with faculty supervisor
8 credit hours = 480 hours of work plus a 48 page paper or the tutorial meetings with faculty supervisor
9 credit hours = 560 hours of work plus a 48 page paper or the tutorial meetings with faculty supervisor
10 credit hours = 600 hours of work plus a 48 page paper or the tutorial meetings with faculty supervisor
11 credit hours = 660 hours of work plus a 48 page paper or the tutorial meetings with faculty supervisor
12 credit hours = 720 hours of work plus a 48 page paper or the tutorial meetings with faculty supervisor

8. All externship placements that award academic credit in excess of 6 credit hours per semester require the student take a 3 credit law-school course related to the student's externship, as approved by the externship faculty supervisor and the associate dean. The student shall receive no additional credit for the course (other than externship credit already received), and must receive a grade of 70 or better on the examination given in the course.
9. After you have registered, you must pick up an Externship Packet in Room 101. The packet includes log sheets, mid-term and final evaluation forms, an externship evaluation form and a grade memo.
 - a. Log sheets that list your work activities and number of hours worked must be submitted every other Friday to Carolyn Landry, Room 101.
 - b. The mid-term evaluation form must be completed by your agency supervisor, signed by you and returned to Carolyn Landry, Room 101, when you have half of your hours completed.
 - c. The final evaluation form must be completed by your agency supervisor, signed by you and returned to Carolyn Landry, Room 101, no later than one week after you have completed your externship.
 - d. At the conclusion of the externship, see your faculty supervisor to have the grade memo completed and return the grade memo and completed externship evaluation form to Carolyn Landry, Room 101.

No credit will be awarded until all forms are filed.

SAMPLE EXTERN PACKET

STUDENT EXTERNSHIP REQUIREMENT CHECK OFF LIST

Number of credits to be earned: ()

Number of hours to be accumulated: ()

******PLACE COMPLETED FORMS IN EXTERNSHIP BASKET******
(ROOM 101 - ON SHELF ABOVE STUDENT SERVICES SECRETARY'S DESK)

____ Approval Form/Student Agency Agreement (see Registrar) turned in
- due prior to registration

____ Midterm Performance Evaluation turned in
- due October 15 in Fall semester
- due March 15 in Spring semester
- due June 26 in Summer semester

____ Final Performance Evaluation turned in
- due one week after completion of externship

____ Externship Evaluation turned in
- due at conclusion of externship

____ All Extern Time Sheets turned in
- due every other Friday

____ Memo from Faculty Supervisor re: grade
- due at conclusion of externship

___ Fall 200___ ___ Spring 200___ ___ Summer 200___

ARIZONA STATE UNIVERSITY COLLEGE OF LAW
EXTERNSHIP PROGRAM

STUDENT/AGENCY AGREEMENT

This agreement constitutes a mutual understanding between _____
(Student)
and _____
(Agency and Division)

as part of an Externship program with Arizona State University College of Law established for the purpose of providing educational related work experience to students. It is understood by both parties to this agreement that:

- 1) _____ is officially enrolled at ASU College of Law and has received
(Student)
permission to volunteer his/her services; and
- 2) the student is not covered by A.S.U. or State of Arizona liability insurance; and
- 3) the student is providing volunteer services and cannot be compensated for work; and
- 4) the student will or will not apply for Rule 38 or Rule 1.14 certification;
(circle one)
- 5) upon satisfactory completion of _____ hours of work will receive _____ credit hours for the
externship experience a maximum of 12 hours of externship may be applied toward graduation
requirements); and
- 6) the period of volunteer service commences on or about _____ and will end on or
about _____.

It is further understood that the agency and the student will maintain, separately, an attendance record noting the dates and hours of the student's attendance on the job. In addition, the agency will provide the Arizona State University College of Law a supervisory appraisal of the student's performance both at the midterm and upon completion of the volunteer service period.

Agency Supervisor's Name (Please type or print) Date

Student Signature Date

Agency Phone Number

Agency Supervisor's Signature Date

Registrar's Signature
College of Law Date

ARIZONA STATE UNIVERSITY COLLEGE OF LAW

EXTERNSHIP APPROVAL FORM

I, _____, agree to monitor _____
(Faculty Supervisor) (Student's Name)

in his/her completion of a ____ credit hour externship program during the _____ Semester/Summer Session 200__.

According to the scale below the student must work ____ hours at the approved agency.

Name of Agency

All externships shall include an academic component that consists of a research paper or meetings with the student regarding the externship fieldwork totaling a minimum of three hours. The research paper shall be at least eight pages for each externship credit*

1 credit hour = 60 hours of work plus an 8 page paper
2 credit hours = 120 hours of work plus a 16 page paper
3 credit hours = 180 hours of work plus a 24 page paper
4 credit hours = 240 hours of work plus a 32 page paper
5 credit hours = 300 hours of work plus a 40 page paper
6 credit hours = 360 hours of work plus a 48 page paper

7 credit hours = 420 hours of work plus a 48 page paper
8 credit hours = 480 hours of work plus a 48 page paper
9 credit hours = 560 hours of work plus a 48 page paper
10 credit hours = 600 hours of work plus a 48 page paper
11 credit hours = 660 hours of work plus a 48 page paper
12 credit hours = 720 hours of work plus a 48 page paper

* All Externship placements that award academic credit in excess of six credit hours per semester shall include a classroom component that is similar to a traditional law school course or seminar. The classroom component may be during, prior to, or following the placement. To satisfy this requirement, the student shall take a 3 credit law-school course related to the student's Externship, as approved by the Externship supervisor and the associate dean. The student shall receive no additional credit for the course (other than Externship credit already received), and must receive a grade of 70 or better on the examination given in the course.

Students must complete all of the requirements for an Externship, including the academic component, in one semester, unless the student has received an extension from their faculty supervisor for a medical or other emergency, or in the following cases. For Externships that require the student to audit a class for 3 credits, the audited class may be taken in the semester immediately prior to the Externship, or in the same semester as the Externship, or in the semester immediately following the Externship. An Externship with an academic component consisting of a research paper may, upon approval of the faculty supervisor, be extended only up to the end of the semester immediately following the semester in which the Externship took place, for completion of the paper requirement. The academic component of this Externship is:

The academic component of this externship is _____

Professor's Signature

Associate Dean's Signature

I understand that there is a maximum of 12 clinical/externship hours that can be counted towards my graduation hours as stated in the Statement of Student Policies p. 19 section 2, f and p. 24 section B, 3.

Student

Date

CIRCLE: Fall Spring Summer 200__

EXTERN TIME SHEET

Weeks of _____

Name: _____

Organization: _____

Agency Supervisor: _____

Faculty Supervisor: _____

Date	Code	Description of Work	Time: Hrs.	Mins.

Codes are on the other side of this form.

CODES

10	conference with
11	deposition of
12	telephone conference with
13	interoffice conference regarding
14	court appearance regarding
20	research regarding
32	receipt and review of
40	reviewed
50	drafted
60	revised
70	finalized
80	preparation of
91	in-house training
92	meetings
93	office administration

___Fall, 200___
___Spring, 200___
___Summer Session, 200___

NAME _____

AGENCY _____

ASU COLLEGE OF LAW

Externship Program

PERFORMANCE EVALUATION

MID-TERM

This evaluation is to be completed at mid-term of the semester by each student's immediate supervisor and reviewed with the student before being submitted to the College of Law Assistant Dean or Registrar.

Rate the student's work performance using a scale of 4 (high) to 1 (low). Please indicate the student's most important duties with an asterisk (*).

A. Legal Research and Writing

1. When given an issue to analyze or review, was the student able to:

___Identify the salient points.
___Identify potential problems.
___Raise pertinent questions.

2. When given a written project to complete, was the student able to:

___Provide clear, complete, and well-documented work.
___Meet project deadlines.
___Prepare well-written reports and memos.

B. Communication

Rate the student's communication skills:

___Interviewing witnesses.
___Interaction with clients.
___Interaction with other staff members
___Ability to report to you orally.

C. Generally

Rate the student in the following areas:

- ☐ Ability to follow directions.
- ☐ Attention to detail.
- ☐ Dependability.
- ☐ Maintaining accurate time sheets.

D. Over-all Work Performance

Rate the student's over-all work performance:

- ☐ Excellent.
- ☐ Good.
- ☐ Satisfactory.
- ☐ Poor.

E. Comments

F. Goals and Objectives

MIDTERM - Provide goals and objectives which the student should work toward during the remainder of the externship.

Extern's Signature

Supervisor's Signature

Date

Date

___Fall, 200___
___Spring, 200___
___Summer Session, 200___

NAME _____

AGENCY _____

ASU COLLEGE OF LAW

Externship Program

PERFORMANCE EVALUATION

FINAL

This evaluation is to be completed at the conclusion of the semester by each student's immediate supervisor and reviewed with the student before being submitted to the College of Law Assistant Dean or Registrar.

Rate the student's work performance using a scale of 4 (high) to 1 (low). Please indicate the student's most important duties with an asterisk (*).

A. Legal Research and Writing

1. When given an issue to analyze or review, was the student able to:

___Identify the salient points.
___Identify potential problems.
___Raise pertinent questions.

2. When given a written project to complete, was the student able to:

___Provide clear, complete, and well-documented work.
___Meet project deadlines.
___Prepare well-written reports and memos.

B. Communication

Rate the student's communication skills:

___Interviewing witnesses.
___Interaction with clients.
___Interaction with other staff members
___Ability to report to you orally.

C. Generally

Rate the student in the following areas:

- ☐ Ability to follow directions.
- ☐ Attention to detail.
- ☐ Dependability.
- ☐ Maintaining accurate time sheets.

D. Over-all Work Performance

Rate the student's over-all work performance:

- ☐ Excellent.
- ☐ Good.
- ☐ Satisfactory.
- ☐ Poor.

E. Comments

F. Goals and Objectives

Were the goals and objectives set forth on the mid-term evaluation met?

Extern's Signature

Supervisor's Signature

Date

Date

____ Fall, 200____
____ Spring, 200____
____ Summer Session, 200____

EXTERNSHIP EVALUATION
FORM

(Please Print)

Student's Name _____

Organization _____

Organization Supervisor _____

Faculty Supervisor _____

Number of credit hours completed _____

Evaluate the externship in the following areas. Please be thorough in your comments because they are important to the Externship Committee in evaluating the externship.

	<u>Outstanding</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Quality of work experience:	_____	_____	_____	_____	_____

Comments _____

Variety & interest of work assignments:	_____	_____	_____	_____	_____
Describe types of assignments.	_____				

Interaction with other
members of the organization:

	_____	_____	_____	_____	_____
--	-------	-------	-------	-------	-------

Comments _____

Feedback and evaluation of your work product:	_____	_____	_____	_____	_____
--	-------	-------	-------	-------	-------

Comments _____

	Very Helpful	Not Helpful	Helpful
How helpful was your faculty supervisor?	_____	_____	_____
Comments _____			

Number of meetings with
your faculty supervisor: ____

Number of meetings with
your supervising attorney: ____

Where was most of your work completed (i.e., library, agency)?

Did the agency provide you with enough work to complete your
credit hour requirements? Yes ___ No ___
If no, explain.

Would you recommend this externship to another student?
Yes ___ No ___
Why or why not?

Are you satisfied with your overall externship experience? Yes ___ No ___

Explain and include suggestions for improvement.

MEMORANDUM

TO: Registrar

FROM: _____
(Faculty Signature)

DATE: _____

RE: Report of Grade

_____ has earned a grade of _____
(Student Name)

___ Independent Study (___ hours)

___ Externship (___ hours) _____
(Agency Name)

___ Other _____
(Course Number and Title)

as registered in the _____ semester, 200____.

This grade should be reflected on his/her transcript.

**EXTERNSHIP
DESCRIPTIONS**

EXTERNSHIP

Arizona Center for Disability Law

Spring: 3 -5 credit hours

Contact: Robin C. Murphy, Staff Attorney

Address: Arizona Center for Disability Law
3839 North Third Street, Suite 209
Phoenix, Arizona 85012

Phone: (602) 274-6287 Fax: (602) 274-6779

The Arizona Center for Disability Law (the Center) is the protection and advocacy system (P&A) for the State of Arizona. The P&A system was created by Congress to address the inadequate and often deplorable treatment of persons with disabilities. The Center advocates for and represents persons with disabilities in the areas of health care, housing, special education, vocational services, employment, access to public and private facilities and programs, assistive technology, and other services and programs specifically for persons with mental and developmental disabilities.

The goals of this externship are to:

- 1) introduce or familiarize the extern to disability rights law;
- 2) assist the extern in gaining valuable legal experience;
- 3) promote the extern's consideration of public interest law.

The activities the extern may be involved in are:

- 1) conducting initial detailed interviews of prospective clients;
- 2) obtaining and reviewing medical records;
- 3) interviewing witnesses;
- 4) performing legal research;
- 5) preparing legal memoranda; and
- 6) participating in settlement negotiations.

It is anticipated that the extern will gain experience in disability access, housing, and health care issues arising under the substantive areas of the Americans With Disabilities Act, the Fair Housing Act and other related state and federal laws.

EXTERNSHIP

Arizona Center for Law in the Public Interest

Spring: 3 -5 credit hours

Contact: Tim Hogan, Executive Director

Address: Arizona Center for Law in the Public Interest
202 E. McDowell Rd. Suite 153
Phoenix, Arizona 85004

Phone: (602) 258-8850 Fax: (602) 258-8757

Students in this externship program are exposed to a wide variety of issues, often involving constitutional and other important rights. Students may be asked to research these issues. In addition, law students often work on cases, preparing memoranda and subsequently using these in preparing drafts of motions.

Through this externship, the educational needs of the law students are served in several respects. First, the students are exposed to a wide variety of substantive areas of the law which in many ways complement their regular academic work. Second, they are afforded the unique opportunity to work on public interest issues, as opposed to normal corporate matters with which general private firms may deal. Finally, students receive close supervision in the refinement of their legal writing skills.

EXTERNSHIP

Arizona Center for Law in the Public Interest

Spring: 3 -5 credit hours

Contact: Vera S. Kornylak, Staff Attorney

Address: Arizona Center for Law in the Public Interest
18 E. Ochoa St.

Tucson, Arizona 85701-1915

Phone: (520) 529-1798 Fax: (520) 529-2927

The Tucson Office of the Arizona Center for Law in the Public Interest has the following objective for its externship:

- 1) Provide an opportunity for 2nd and 3rd year law students to learn about public interest law and the role of the public interest lawyer in today's legal environment.
- 2) Assist law students in understanding the legal issues affecting all Arizonans in areas like the environment, education, utility regulations, and campaign finance.
- 3) To gain legal research assistance from 2nd and 3rd year law students.

Externs will do legal research, draft memorandum and pleadings, attend hearings and/or meetings. Most projects will relate to either environmental or education issues.

EXTERNSHIP

Arizona Coalition Against Domestic Violence

Spring: 3 -5 credit hours

Contact: Diane Post

Address: Arizona Coalition Against Domestic Violence
100 W. Camelback, Suite 109
Phoenix, Arizona 85013

Phone: (602) 279-2900 x 213 Fax: (602) 279-2980

The objectives of this externship placement are to acquaint students with public interest law; with legal issues regarding violence against women and with public policy issues. To give the student practical experience drafting briefs, doing legal research, writing, drafting legislation, compiling other types of research, meeting with legislators, planning legislative strategy, and planning legal strategy.

The extern will perform the following legal work:

- ! Legal research and writing on issues relating to violence against women e.g. model brief on parental alienation syndrome.
- ! Strategic research on issues e.g. confidentiality statutes for domestic violence shelters and whether to try and get a “domestic violence” law i.e. what are other states doing, what are arguments for and against, in the states which have these laws have they backfired, etc.
- ! Drafting legislation according to the priorities established by ACADV and compiling arguments, statistics, and research to support each piece. Drafting a one-page fact sheet for each draft legislation along with a detailed memo with in-depth support.
- ! Working with the established legal committee on the Battered Mothers Testimony Project including fact spotting, data base compilation, and research and writing regarding compliance with state, federal, and international human rights laws.
- ! Attending numerous meetings and hearings regarding community collaboration on public policy issues.
- ! Research and writing on the Mann Act and the refusal of the prosecutor for violations of orders of protection and another prosecutor for arresting the victims. Plotting a legal strategy to attach those two problems.
- ! Research, writing and planning a legal strategy to deal with the court’s improper delegation of discretion to the conciliation court and the failure to follow the best interest of the child standard in Arizona’s law regarding custody when domestic violence is a factor.
- ! Other legal issues to be researched include “failure to protect” and fingerprint laws as they apply to domestic violence service providers.

EXTERNSHIP

Arizona Corporation Commission, Securities Division

Spring: 3 -5 credit hours

Contact: Cheryl Farson

Address: Corporation Commission
Securities Division
1300 West Washington, Third Floor
Phoenix, Arizona 85007

Phone: (602) 542-0193 Fax: (602) 594-7476

Students will normally receive assignments involving Securities Division investigatory activity, reviewing registration applications, and drafting of no-action letters.

Investigatory activity may involve the student in participation in depositions, including assistance in the preparation of questions, and serving as back-up lawyer for the Securities Division. Students may also be asked to draft such documents as subpoenas, cease-and-desist orders, and criminal reference reports to the Office of the Attorney General.

Registration statement review will normally involve a study of the appropriate guidelines for the application involved and the drafting of comment letters to the registrant after consultation with the supervising staff attorney and the staff accountant assigned to the application.

Drafting no-action letters involves the student in responding to requests for interpretation of the Arizona Securities Law.

Each assignment will be carried out under the direct supervision of a staff attorney or the Director of one of the Section Units of the Securities Division. The Section Directors of the Securities Division will keep themselves personally aware of the progress of each student's assignments and their general progress.

EXTERNSHIP

Arizona Court of Appeals

Spring: 3 -5 credit hours

Contact: The Honorable Jon Thompson
Address: Arizona Court of Appeals, Division I
1501 W. Washington, Suite 317
Phoenix, Arizona 85007
Phone: (602) 542-5304 (602) 542-7801

Judge Thompson serves as the liaison between the judges on the Court of Appeals and law students interested in an externship. Address resumes in care of Judge Thompson. Each interested judge will interview and select his or her own extern. The Court of Appeals consists of 16 judges and the judges sit in three-judge panels.

The Arizona Court of Appeals hears:

- every type of civil cases (including constitutional, employment, environmental, intellectual property, insurance defense, medical malpractice, domestic relations, tax);
- criminal cases (excluding death penalty convictions);
- administrative appeals (including workers compensation, Board of Medical Examiners, mental health determinations); and
- juvenile delinquency and dependency.

The extern will become familiar with the mechanics of the appellate process, including the procedural rules (appellate, criminal, civil), evidentiary rules, briefing, oral argument and the disposition of cases through published opinions and memorandum decisions.

The Court of Appeals is unique in that the Court allows externs to accompany the judges and their law clerks into weekly conferences where the legal issues presented by each case are discussed by the three-judge panel prior to a decision being rendered. The extern must comply with court policies for confidentiality and the ethical guidelines.

Each judge will determine what is appropriate work for an extern in his or her chambers. Some externs perform work similar to that of the judge's law clerks.

Externs commonly:

- attend oral argument
- evaluate, research and analyze legal issues presented on appeal
- orally present research results and analysis to the panel
- become familiar with the legal record (entire case file, including trial transcripts, etc).
- discuss issues/research with judge and law clerks
- attend weekly conferences with the panel judges
- draft research memorandum or may, in some cases, assist the judge in drafting decisions
- edit and cite-check draft decisions.

EXTERNSHIP

Arizona Court of Appeals
Staff Attorneys Office

Spring: 3 -5 credit hours

Contact: Jean Updike and Benjamin Armstrong
Address: Arizona Court of Appeals, Division I
Staff Attorneys Office
1501 W. Washington, Suite 306
Phoenix, Arizona 85007
Phone: (602) 542-4824 Fax: (602) 542-7801

The extern will learn the mechanics of the appellate process of the Arizona court system, including a working knowledge of appellate procedural rules, briefing, argument, adjudication and disposition of cases. The extern will refine his or her research, writing and presentation skills, and will improve his or her skills in critically evaluating legal arguments. The extern will attend oral arguments and conferences where staff present draft opinions and memorandum decisions to panels of judges. The extern must comply with the policy of confidentiality regarding all pending matters and must comply with the ethical guidelines for court legal staff.

The extern will evaluate and research issues presented on appeal and in post-conviction proceedings; prepare memoranda (typically 3-5 pages) presenting results of research and recommending disposition; discuss memoranda with staff attorneys and follow up on research; edit/cite/check/Shepardize draft opinions and memorandum decisions. Emphasis will be in the areas of evidence, civil procedure, criminal procedure and constitutional law.

The extern will prepare legal memoranda setting forth the relevant facts, issue(s), analysis and conclusions in response to assignments from staff attorneys. This work is comparable to work performed by summer law clerks in private firms. The extern is expected to be proficient in traditional research methods and Westlaw.

Arizona Department of Environmental Quality

Spring: 3 -5 credit hours

Contact: Ginny Dickey Supervisor: Steve Burr
Assistant, Legislative Affairs Office of Special Counsel

Address: Department of Environmental Quality
1110 W. Washington
Phoenix, AZ 85007

Phone: (602) 771-4251 Fax: (602) 771-2218

General Description

The Arizona Department of Environmental Quality (ADEQ) was established under the Environmental Quality Act of 1986 as the state's environmental regulatory agency. Our mission is to preserve, protect, and enhance the environment and public health and to be a leader in the development of public policy to maintain and improve the quality of Arizona's air, land and water resources. Our core functions include planning and assessing, rule-writing, permitting, inspecting, pursuing compliance and enforcement actions, monitoring and sampling, investing and remediating contaminated sites and responding to emergencies. In addition to these regulatory functions, we also develop public education and information programs, and provide technical support and compliance assistance to individuals, local governments and businesses.

ADEQ's Government and Legislative Office is responsible for representing the department at the Arizona State Legislature and other state agencies. It performs this task by employing two public body legislative liaisons, as well as one intern. The legislative liaisons are tasked with shepherding ADEQ-promulgated legislation through the Legislature, as well as representing the department and its interests in stakeholder groups discussing and monitoring (either for or against) legislation which affects the department.

Duties

Required duties will include attending legislative committee meetings and hearings; assisting the department's staff in preparing, researching and tracking legislation introduced and of impact to environmental laws; acting as a liaison to legislative staff; researching responses to legislative and constituent inquiries, and communication with department staff on legislative activity. The extern will be required to prepare written materials (e.g. fact sheets, legislative summaries, and weekly bill status report).

Qualifications

This position requires strong oral and written communication skills, organizational proficiency, basic research word processing knowledge, and familiarity with the internet. The intern will be expected to work independently, under the direction of the legislative liaison and assistant liaison. Preference will be given to applicants with experience and demonstrated interest or academic studies in the political process and/or environmental issues.

Please submit a brief writing sample.

EXTERNSHIP

Arizona Department of Real Estate

Spring: 3-5 credit hours

Contact: Amy Bjelland
Director, Administrative Actions Division

Address: Arizona Department of Real Estate
2910 N. 44th Street, Suite 100
Phoenix, AZ 85018

Phone: (602) 468-1414 Fax: (602) 468-0562

Email: abjelland@re.state.az.us

Dear Law Student:

Are you interested in being part of a “mini-prosecution” team that pursues statute violators of civil real estate law? Are you interested in learning how a state agency works, and how licensees in one of the biggest industries in Arizona are regulated?

If so, I would like to invite you to participate in the Arizona Department of Real Estate’s Externship Program. As our Extern, you will work with the staff of the Administrative Actions Division of the Department of Real Estate. The Administrative Actions Division functions as the enforcement arm of the Department. Discipline or provisions imposed on licensees and applicants are civil, not criminal, in nature.

Under the direct supervision of the Director of the Administrative Actions Division, also the Department’s Staff Attorney, you will review and report on investigative results of complaints that have been filed with the Department against real estate licensees and determine what laws or rules were violated as well as recommending what disciplinary action, if any, is appropriate.

The Division also negotiates settlements with original or renewal applicants for licensure, and you will be privy to these activities alongside the Director. Some of the work you will participate in includes:

- Legal research.
- Analysis of investigative files.
- Determining violations of law and rule as they pertain to Arizona real estate.
- Relating above information to the supervising lawyer.
- Attending informal settlement conferences and administrative hearings.
- Drafting settlement letters to licensees in disciplinary cases.
- Drafting letters to applicants for original or renewal licenses to inform them of the Department’s intent to deny the license.
- Memoranda on various research projects throughout the semester.

Ultimately, the work you do with the Department will enhance your legal analysis skills as well as broaden your professional abilities. I hope you will consider joining us in this exciting opportunity as our extern.

EXTERNSHIP

Arizona Senior Citizens Law Project

Spring: 3 -5 credit hours

ELIGIBILITY: MUST BE A THIRD YEAR LAW STUDENT

Contact: Tim Goddard, Project Director

Address: 1818 South 16th Street
Phoenix, Arizona 85034

Phone: (602) 252-6710

The Arizona Senior Citizens Law Project (ASCLP) is a non-profit corporation established in 1982 to provide free and affordable legal services to persons aged 60 and older who reside in Maricopa County. Currently, funding is provided through the Older Americans Act, Title III and Title XX, under a contract with the Area Agency on Aging, Region One and a grant from the Arizona State Bar Foundation's Interest on Lawyers Trust Accounts and the Maricopa County Bar Foundation.

The Law Project consists of two components: one of which provides pro bono direct representation and the other which provides pro bono contingent and reduced fee representation by private attorneys. The practice is exclusively in civil law with emphasis on those areas of the law of particular interest to senior citizens--Social Security, Medicare, wills, probates, guardianships/conservatorships, real property problems, consumer disputes, financial abuse, etc. The Law Project also routinely provides legal information and social services referrals to needy senior citizens.

The Law Project is a member of the National Legal Aid and Defenders Association and is in good standing with the Arizona Corporation Commission.

ASCLP has been the recipient of the Area Agency on Aging's contract for provision of legal services since 1982 and has each year met or exceeded its contractual obligations for number of persons served and units of service provided. Additionally, the Law Project has received annual grants from the State Bar Foundation's IOLTA program since calendar 1986 for operation of its lawyer referral component.

The Law Project employs four full-time employees: two Arizona-licensed attorneys, one paralegal and one bilingual legal secretary. One of the attorneys functions primarily as the coordinator

of the lawyer referral component. ASCLP maintains professional liability insurance for legal malpractice by staff, management errors and omissions, employer defense and legal malpractice coverage for the referral panel.

<u>JOB DUTY</u>	<u>PERCENTAGE OF TIME DEVOTED TO JOB DUTY</u>
1. Client interviews and case preparation	50%
2. Legal research	20%
3. Monitoring of referrals to private attorneys	10%
4. Preparation of legal documents and memoranda of law	20%

EXTERNSHIP

Arizona State University
Office of General Counsel

Spring: 3 -5 credit hours

Contact: Paul J. Ward
Address: Office of the General Counsel
Academic Services Building, Room 202
Arizona State University
Box 872003
Tempe, Arizona 85287-2003
Phone: (480) 965-4550

The ASU Office of General Counsel (OGC) is responsible for providing comprehensive legal service to the President and Administration of Arizona State University.

The diversified practice of the General Counsel's Office offers a unique opportunity for law students to encounter a broad range of research assignments in one or more of the following areas: constitutional law, contractual matters, property law, student conduct matters, due process requirements, civil rights issues, including possible participation in investigation of discrimination charges, health-related law, and state and federal administrative and/or regulatory compliance law.

Principal areas of work of legal externs in recent years and in which this office is regularly engaged are employment-related matters, procurement and contract work, real property law, constitutional issues, sports law, immigration law, and intellectual property matters. In addition to the substantive legal issues, the legal externs are also exposed to procedural rules and aspects raised by these matters. In short, the diversified practice maintained in OGC offers a particularly unique opportunity for law students to see a broad spectrum of the law during their externship assignments.

Externs have concentrated their efforts in the areas of legal research and writing in the substantive fields listed above. Externs have been directly involved in interviewing individuals in connection with the preparation of ASU's responsive statements to various regulatory agencies concerning employment-related complaints. Externs also participate in meetings directly related to their work assignments and in OGC staff attorney meetings on an occasional basis.

EXTERNSHIP

City of Avondale Attorney's Office

Spring: 3 -5 credit hours

Contact: Manny A. Bustamante

Address: Bustamante & Kuffner, P.C.

1440 E. Washington St., Suite 10

Phoenix, AZ 85034

Phone: (602) 523-0234 FAX: (602) 307-5608

The firm of Bustamante & Kuffner, P.C. represents the City of Avondale as the City Prosecutor's Office as the City Prosecutor's Office.

The objectives of the externship placement are to allow the law student the opportunity to see and experience the criminal justice system by working in a government prosecution agency. The law student will have the opportunity to apply what they have learned in the classroom in the real world setting of a criminal courtroom and the City Prosecutor's Office. The law student will gain valuable courtroom experience and participate in the daily functions of a government agency. In addition, the law student will have the opportunity to meet and confer with Judges and other attorneys.

The extern will observe and participate in all aspects of the Avondale City Prosecutor's Office. The extern will review police reports and determine if criminal charges will be filed against a suspect. In cases to be charged the extern will prepare criminal complaints and file them with the Court. The extern will review files and formulate plea offers. The extern will conduct pre-trial conferences where the extern will relay plea offers to defendants and defense attorneys and determine if a case will be disposed of by plea agreement or trial. The extern will interview victims, witnesses and police officers. The extern will prepare pre-trial motions and argue those motions before the Judge. The extern will conduct bench and jury trials. The extern will also prepare for and conduct hearings on other issues relating to a case such as restitution. The extern will sit in on and participate in meetings case staffings within the City Prosecutor's Office, and will sit in on meetings with the Avondale City Judge and the Avondale Chief of Police. The extern will also participate in training seminars of the Avondale City Police and presented by the City Prosecutor's Office.

The extern will prepare and file criminal complaints. The extern will prepare pre-trial motions filed on behalf of the State and prepare responses to motions filed by a Defendant. The extern will prepare plea agreements and correspondence addressed to victims, witnesses, police officers, defendants, and defense attorneys. The extern will prepare responses to appeals filed by defendants to the Superior Court. In addition, the extern will assist in preparing training materials for the Avondale City Police Department and Code Enforcement Unit.

Students must be eligible for Rule 38.

EXTERNSHIP

City of Phoenix Public Defender's Office

Spring: 3 -5 credit hours

Contact: Chris McBride

Address: City of Phoenix
Public Defender's Office
200 W. Washington, 14th Floor
Phoenix, AZ 85003

Phone: (602) 534-2380

This externship will provide courtroom experience to students licensed to practice pursuant to Rule 38(e), Rules of the Supreme Court of Arizona. All cases handled by the extern will originate in the largest court in Arizona, the Municipal Court of the City of Phoenix.

The extern will be assigned criminal cases both at the pretrial conference and trial level. The extern, under supervision, will be responsible for conducting a pretrial investigation, interviewing both state and potential defense witnesses, preparing and writing pretrial motions, and working through a case, whether it is resolved through a plea agreement or the presentation of the case to the court or a jury. Externs will also be assigned cases already in progress, to allow them to handle trial responsibilities early in the semester. In order to maximize the extern's exposure to a variety of experiences, they would also be supervised by other attorneys during trials and courtroom appearances.

In summary, an extern would be responsible for performing all activities required to provide quality representation to the client. This will include not only the responsibilities outlined above, but also researching the applicable law, reviewing police reports, and analyzing evidence to determine the appropriate course of action in a case.

Case assignments will be made to accommodate the externs pre-existing classroom schedule. However, once their schedule is determined, there will be specific times when they will be need at court.

It is also expected that the extern will be provided with an academic component including ethical rules, client interview techniques, evidentiary problems, substantive and procedural law as it relates to their cases, and other information necessary in order for them to provide effective legal representation to their client. Efforts would also be made to provide the extern with a sufficient familiarity with workings of the criminal justice system to allow them to select a topic and fulfill the writing obligation aspect of the externship through the completion of a paper related to their representation of individuals in criminal cases.

Specific activities:

- ! Attend pretrial conferences at municipal court for DUI and other misdemeanor cases.
- ! Review police departmental reports.
- ! Meet clients at pretrial conferences. Interview the client, going over the charges against the client, advising clients' of their rights and negotiating a settlement of the case or setting the matter for trial.
- ! For matters concluded by plea agreement, represent the client at the sentencing phase in the municipal court.
- ! Interview witnesses for matters set for trial, including arresting officers, chemists and other experts.
- ! Investigate the client's case, including crime scene investigation, locating and interviewing defense witnesses, as well as developing a defense and theory of the case.
- ! Legal research for law memoranda in support of pretrial motions, including motions to suppress, voluntariness, dismissal, jury voir dire, and the submission of jury instructions.
- ! Draft and file motions required in order to represent clients.
- ! Conduct misdemeanor trials either before the court or before a jury.

The Agency's intention to provide the extern with a sophisticated understanding of the criminal justice through one-on-one training by an experienced trial lawyer, as well as the opportunity to work on cases with other well-experienced criminal defense practitioners in the Phoenix Municipal Court.

EXTERNSHIP

City of Scottsdale Attorney's Office

Spring: 3 -5 credit hours

Contact: Deborah W. Robberson

Address: City Attorney's Office
3939 No. Drinkwater Blvd.
Scottsdale, AZ 85251

Phone: (480) 312-7994 FAX: (480) 312-2548

The Scottsdale City Attorney's Office represents the City of Scottsdale and provides legal assistance and representation to each of the Departments that make up the organizational structure of the City. The City Attorney's Office also renders advice to the Mayor and City Council on a variety of issues.

Law students applying for this position will be asked to research various legal issues and prepare internal memoranda to support their findings. This extern position will provide an excellent opportunity to gain exposure into the inner workings of a municipality and understand the wide variety of legal issues relating to a governmental agency.

The extern will perform the following legal work:

- Research and prepare internal legal memoranda on a broad range of legal issues including open meeting laws, public records requests, attorney/client privilege, ethics, procurement, etc.
- Identify and review cases that impact city-related issues.
- Attend board and commission meetings including Development Review Board, Planning Commission, Airport Advisory Board, Redevelopment Board, City Council meetings, etc.
- Attend various meetings including internal tax hearings, risk management status hearings, work study sessions, etc.
- Assist litigating attorneys in discovery, the drafting of pleadings, and in preparing for trial.
- Assist staff attorneys with projects in areas including water and environmental, community development, planning and zoning, transportation, and general municipal issues.

The extern is expected to be proficient in traditional research methods including Westlaw, Premise and the Internet.

SUBMIT RESUME AND WRITING SAMPLE

EXTERNSHIP

City of Tempe Attorney's Office

Spring: 3 -5 credit hours

Contact: Marlene Pontrelli

Address: City of Tempe Attorney's Office
140 East Fifth Street, Suite 301
Tempe, Arizona 85280

Phone: (480) 350-8227 (480) 350-350-8645

The Tempe City Attorney's Office renders advice to the Tempe Mayor and City Council on a variety of matters. Often, a council member or the mayor will request information on the legality of a proposed ordinance or action.

The objectives of the externship placement are to get law students involved in critical legal research and writing, in a real life legal setting. In addition, the extern must be involved in the day to day workings of the office as much as is feasible given the time constraints of school. This means that the extern must keep the office abreast of the hours he or she is available for work, as well as consulting with the supervising attorney and the other attorneys in the office.

The extern will help draft pleadings and legal memoranda. In the past, this has included drafting disclosure statements, motions for summary judgment, and interoffice memoranda on subjects such as environmental law, § 1983 litigation, zoning, and eminent domain.

All five attorneys in the City Attorney's Office have access to and may assign projects to the extern. Each assigning attorney will supervise and review the extern's work for that particular project. All work performed by the extern will be critiqued, generally through meetings and discussions with the extern.

EXTERNSHIP

Community Legal Services
Benefits and Employment Unit

Spring: 3 -5 credit hours

Contact:	Judy Shaw	Supervisor:	Samantha Blevins
Address:	Community Legal Services 305 S. Second Ave. Phoenix, AZ 85036-2402		(602) 258-3434 x 243
Phone:	(602) 258-3434 x 246	Fax:	(602) 254-3258

The objectives of this externship placement are to enhance and supplement legal study and skills development in the following way:

- Provide an ASU law student with the opportunity to actively participate in the area of public interest law with one of the oldest and most diversified legal aid organizations in Arizona.
- Expose the student to the legal, diverse, financial and social problems faced daily by the poor, working poor, disabled, homeless, and elderly citizens of Maricopa County. Such exposure will hopefully demonstrate the law's application to the needs of all citizens.
- Demonstrate that public interest advocacy can be challenging, demanding, and rewarding legal work that will utilize their first year training to the fullest extent.
- Provide to Community Legal Services' Benefits and Employment Unit a talented motivated and serious second or third year law student who is available to assist with a mass action federal trial, outreach and with research concerning other federal issues.

The extern will be expected to participate in the drafting of business letters and general correspondence, legal memoranda, and various documents related to general civil litigation and administrative law. Examples of such are: a) legal memoranda; b) motions, answers, complaints; and c) interrogatories, requests for admissions and deposition outlines.

EXTERNSHIP

Community Legal Services
Family Law

Spring: 3 -5 credit hours

Contact: Lisa Moore Melton

Address: Community Legal Services
East Valley Office
20 West First Street, Suite 101
Mesa, AZ 85201

Phone: (480) 833-1442 x 20 Fax: (480) 833-1746

The objectives of this externship placement are to enhance and supplement legal study and skills development in the following way:

- Provide an ASU law student with the opportunity to actively participate in the area of public interest law with one of the oldest and most diversified legal aid organizations in Arizona
- Expose the student to the legal, financial and social problems faced daily by the poor, working poor, disabled, homeless, and elderly citizens of Maricopa County. Such exposure will hopefully demonstrate the law's application to the needs of all citizens.
- Demonstrate that public interest advocacy can be challenging, demanding, and regarding legal work that will utilize their training to the fullest extent.
- Provide the East Valley Office of Community Legal Services a talented, motivated and serious second to third year law student who is available to assist with a multitude of legal tasks that will be needed to support two full-time attorneys with diverse family law practices.

Description of Tasks:

- Work will include general written and computer-assisted research, client interviewing and drafting of discovery, pleadings, and other memoranda for complex contested custody and child support cases. There may be opportunities for the tracking, summarizing and drafting of written memoranda relating to family law legislation consistent with LSC.
- The extern will be expected to assist in the preparation and defense of clients before the Superior Courts in family law matters. The extern will have the opportunity to attend relevant hearings and court trials.
- The extern will be exposed to the many aspects of family law, and will gain practical litigation and transactional skills.

EXTERNSHIP

Community Legal Services
Farmworker Unit

Spring: 3 -5 credit hours

Contact:	George H. McKay	Supervising Attorney:	Pamela Bridge
Address:	Community Legal Services 305 S. Second Ave. Phoenix, AZ 85036-2402		
Phone:	(602) 258-3434 x 265	Fax:	(602) 254-3258

The objectives of this externship placement are to enhance and supplement legal study and skills development in the following way:

- Provide an ASU law student with the opportunity to assist in all aspects of federal litigation including assisting in discovery and depositions, preparing for oral arguments, preparing motions, demand letters and client interviews. This extensive exposure to federal practice is rarely given to law students and new attorneys. Since the farmworker unit handles many cases in federal court concerning consumer and farmworking employment law, the ASU student will end their externship with a deep understanding about how to litigate a case in federal court.
- Provide ASU law student opportunity to learn various issues in employment including the Fair Labor Standards Act, the Agricultural Workers Protection Act. The ASU law student will also be exposed to tax, housing and consumer issues.
- Provide ASU law student opportunity to attend outreach clinics with attorneys in which the attorney and the law student will speak to a group of farmworkers about their legal problems. This will expose the student to the legal, diverse, financial and social problems faced daily by migratory and seasonal farmworkers.

Legal work will include interviewing clients, drafting, deposition and interrogatory questions, helping to prepare clients for depositions and interrogatories, researching and assisting in drafting various motions within our federal practice and researching issues for oral argument. The ASU student will write draft motions for federal court and IRS briefs for our tax appeals.

EXTERNSHIP

Community Legal Services
Housing Unit

Spring: 3 -5 credit hours

Contact:	George H. McKay	Supervising Attorney:	Jeffrey L. Kastner
Address:	Community Legal Services 305 S. Second Ave. Phoenix, AZ 85036-2402	Phone:	(602) 258-3434 x 270
Phone:	(602) 258-3434 x 277	Fax:	(602) 254-3957

The objectives of this externship placement are to enhance and supplement legal study and skills development in the following way:

- Provide an ASU law student with the opportunity to actively participate in the area of public interest law with one of the oldest and most diversified legal aid organizations in Arizona.
- Expose the student to the legal, financial, and social problems faced daily by the poor, working poor, disabled, homeless, and elderly citizens of Maricopa County. Such exposure will hopefully demonstrate the law's application to the needs of all citizens.
- Demonstrate that public interest advocacy can be challenging, demanding, and rewarding legal work that will utilize first year training to the fullest extent.
- Provide to Community Legal Services' Housing Unit a talented motivated and serious second or third year law student who is available to assist with a multitude of legal research and administrative tasks that will be needed to support 4-6 full time attorneys with diverse housing practices.

Work will include general written and computer assisted research in the area of housing law as it applies to appearances by staff attorneys within the numerous Justice Courts within Maricopa County. The extern will be expected to assist where appropriate with the drafting of motions, complaints, and answers, in connection with the defense of forcible detainee/eviction actions filed in the Justice Courts. The bulk of the research project will be predicated upon matters which will arise under the Arizona Residential Landlord & Tenant Act.

The extern will be expected to assist in the preparation and defense of clients before local administrative agencies when the issue is the termination of rights and benefits administered under federal/state/local housing regulations and policies. The extern will be exposed to the many aspects of administrative law, and will gain familiarity with federal housing statutes and regulations.

EXTERNSHIP

Department of Veterans Affairs
Office of Regional Counsel

Spring: 3-5 credit hours

Contact: Jeanne Morris

Address: Department of Veterans Affairs
Office of Regional Counsel
650 E. Indian School Rd., Building #24
Phoenix, AZ 85012

Phone: (602) 212-2091

The objective of this externship is to provide the student with practical experience in legal writing, substantive law, and the legal process in an environment that exemplifies and emphasizes professionalism and ethics, as well as the pleasures of practicing law. The student will provide supervised legal support to this office. The student will have the unique opportunity to learn of the variety of legal employment opportunities available in the Federal Government.

The extern will be exposed to a variety of legal issues and responsibilities. Although one attorney supervises the extern and is responsible for training, all of the attorneys in the office will offer the extern case work according to the interests, training to date, and competency level. This allows the exposure to a variety of legal styles and professionalism. The extern's primary duties will center around legal research and writing. The assignments are based on the case preparation needs of the attorney. The extern will have the opportunity to participate in or observe witness interviews, administrative hearings, settlement discussions, and assist the U.S. Attorney with case preparation for a VA case in litigation.

The extern will also be taught to process employment law cases, and other cases that are the responsibility of this office. This processing includes compiling evidence, interviewing witnesses, and assisting the responsible attorney as needed. The extern will have the opportunity to interview and work with professionals from various backgrounds and expertise. In addition, to case work, the extern may be exposed to political issues and interactions with the offices of elected officials. This office administers the Alternative Dispute Resolution program for this region. The extern may have the opportunity to be involved in mediations and related training.

EXTERNSHIP

Equal Employment Opportunity Commission
Phoenix District Office

Spring: 3 -5 credit hours

Contact: Mary Jo O'Neill

Address: 3300 N. Central Avenue, Suite 690
Attention: Legal Unit
Phoenix, Arizona 85012

Phone: (602) 640-5044 Fax: (602) 640-5009

The U.S. Equal Employment Opportunity Commission ("EEOC") enforces four federal laws prohibiting workplace discrimination. These statutes prohibit discrimination because of a person's race, sex, national origin, religion, and color, age, and disability. Attorneys in Phoenix District Office litigate in federal court those complaints, which the agency determines are litigation worthy. The attorneys also represent and provide legal advice to EEOC investigators and management staff.

As an extern, a student would have a varied and complete legal experience working not only with the attorneys in the Phoenix District Office but also some of the investigators and mediators. The following are some of the assignments and/or experiences student externs have had:

- conducting legal research
- drafting legal memoranda
- drafting all types of pleadings (complaints, motions, responses)
- drafting , and responding to, discovery
- reviewing and analyzing documents produced during litigation
- interviewing witnesses and victims of discrimination
- drafting deposition outlines
- assisting in deposition preparation of witnesses
- attending depositions
- participating in in-house moot court arguments
- attending oral arguments and/or trial (to the extent scheduled)
- determining whether an investigation supports the legal standards for a "cause finding" and drafting "cause reviews"
- participating in the interview of potential charging parties and assisting in drafting charges of discrimination
- attending mediations

EXTERNSHIP

Federal Public Defender's Office,
District of Arizona

Spring: 3 -5 credit hours

Contact: Jon M. Sands

Address: Office of the Federal Public Defender
for the District of Arizona
850 West Adams, Suite 201
Phoenix, AZ 85007-2730

Phone: (602) 382-2700 Fax: (602) 382-2800

The extern will function in a typical law clerk support capacity. Most work will involve research and writing in three areas -- pre-trial motions, evidentiary issues anticipated at trial, and appellate briefs.

Specific tasks are anticipated to include the following:

- Research and preparation of memoranda
- Trial preparation (interviews, witnesses, etc.)
- Drafting of pre-trial motions and responses
- Assistance at pre-trial hearings and trial
- Assistance in preparation of appellate briefs

EXTERNSHIP

Federal Public Defender
Capital Habeas Unit

Spring: 3 -5 credit hours

Contact: Dale Baich

Address: Office of the Federal Public Defender
for the District of Arizona
Capital Habeas Unit
850 West Adams, Suite 201
Phoenix, AZ 85007-2730

Phone: (602) 382-2816 Fax: (602) 889-3960

Email: dalebaich@aol.com

The Capital Habeas Unit ("CHU") in the Office of the Federal Public Defender represents persons under a sentence of death in habeas corpus proceedings in the federal courts. Presently the CHU represents 28 individuals under a sentence of death. The CHU also represents a number of individuals in non-capital matters. Most of the litigation takes place in the United States district court. A number of cases are pending in the Ninth Circuit and there is a possibility the CHU will litigate a case in the United States Supreme Court this term.

The CHU is staffed by seven attorneys, five paralegals, four investigators, three secretaries and clerical assistants. The CHU is based in Phoenix with an office in Tucson.

The externs perform legal research; draft memoranda and pleadings; and generally assist the attorneys. The externs are not assigned to clerical tasks. It is important that the externs are skilled in Westlaw research and have excellent writing skills. All of the assignments are supervised and critiqued by staff attorneys.

Along with a resume, applicants are required to submit a cover letter stating reasons and interest in applying for the position. Applicants selected for an interview will be required to submit two writing samples and list as a reference the applicant's legal writing instructor.

EXTERNSHIP

The Florence Immigrant & Refugee Rights Project
Children's Project

Spring: 3-5 credit hours

Contact: Shui-Ming Cheer
Children's Attorney

Address: Florence Immigrant & Refugee Rights Project
300 S. Main St., #654
Florence, AZ 85232

Phone: (520) 868-0191 ext 107 Fax: (520) 868-0192

Email: smcheer@firrp.org

The objective of the externship placement with the Florence Immigration & Refugee Rights Project is to provide the extern with an enhanced understanding of immigration law in the area of defending immigrant and refugee children placed in INS removal proceedings. The externship will also provide practical and intensive experience in client-interviewing, litigation, research and writing skills.

Under the supervision of the Project's Children's Attorney, the extern will work directly with detained children in immigration proceedings on a daily basis. S/he will conduct rights presentations and client intake interviews, assist with family reunifications and applications for relief from removal, and represent minors in their initial hearings before the Immigration Judge. Additionally, s/he will research background conditions in the countries from which children are seeking asylum. S/he will also have the opportunity to represent a client in their merits hearing on their asylum claim.

In addition to the extern's daily legal work described above, the extern will be required to undertake a substantive writing project such as an extensive 10 to 20 page brief in support of a client's asylum application. The written work will most likely relate to an existing client's case. In the alternative, the writing project could involve researching an area of immigration law and writing a memo on the feasibility of pursuing a client's case. The extern will also have the opportunity to write part or all of an appeal brief to the Board of Immigration Appeals.

EXTERNSHIP

Governor's Office of General Counsel

Spring: 3-5 credit hours

Contact: Nicole C. Davis

Deputy Chief General Counsel

Address: Governor's Office of General Counsel

1700 W. Washington Street

Phoenix, AZ 85007-2812

Phone: (602) 542-1498

This externship program will be an invaluable for any student pursuing a legal career. This job will give the student a well-rounded experience of the day-to-day operations of state government and the responsibilities generally of the General Counsel. Both the Governor's office and the student benefit from this externship program.

The extern will review legislative proposals and policies, draft contractual agreements, review clemency applications, review state statutes and regulations, analyze and conduct legal research, conduct statutory interpretation, attend press conferences and work on all aspects of litigation.

Where appropriate, the extern will assist in the drafting, editing and reviewing of briefs filed by the Governor's office.

EXTERNSHIP

Maricopa County Attorney
Gang/Rop Division

Spring: 3 -5 credit hours

Contact: Steve Weston
Chief, Staff Training and Development Bureau
Address: 100 W. Washington St., Suite 2100
Phoenix, AZ 85003-1806
Phone: (602) 372-0203 Fax: (602) 372-7210

Supervising Attorney:
Keith Manning
Chief, Gang/Rop Bureau
Major Crimes Division

The objective of the Maricopa County Attorney's Office extern program offers law students an opportunity to see first hand what the day to day responsibilities are for attorneys, and to provide the students with hands-on experience that will enhance the student's understanding of the procedures involved.

The extern will have an opportunity to perform tasks that include:

- 1) Legal research and writing.
- 2) Exhibit preparation and discovery.
- 3) Preparation of deposition, medical record and interview summaries.
- 4) Reviewing records and creating witness lists.
- 5) Creation of trial notebooks and other trial preparation.
- 6) Involvement with witness interviews.
- 7) Investigative work involving phone and field work.
- 8) Reviewing and/or analyzing relevant documentation and case files, i.e, police reports, medical records, contracts, photographs, transcripts.
- 9) Hearing and/or trial attendance and participation, as time permits.
- 10) Drafting legal documents.
- 11) Special projects that may include policies, legislative issues, and a myriad of concerns requiring research, organization, and/or monitoring.

There are several positions available with the County Attorney's Office. Students must be Rule 38 eligible.

EXTERNSHIP

Maricopa County Attorney
Juvenile Crimes Division

Spring: 3 -5 credit hours

Contact: Steve Weston
Chief, Staff Training and Development Bureau
Address: 100 W. Washington St., Suite 2100
Phoenix, AZ 85003-1806
Phone: (602) 372-0203 Fax: (602) 372-7210

Supervising Attorney:
Steven Windtberg
Chief, Bureau A
Juvenile Crimes Division

The objective of the Maricopa County Attorney's Office extern program offers law students an opportunity to see first hand what the day to day responsibilities are for attorneys, and to provide the students with hands-on experience that will enhance the student's understanding of the procedures involved.

The extern will have an opportunity to perform tasks that include:

- 1) Legal research and writing.
- 2) Exhibit preparation and discovery.
- 3) Preparation of deposition, medical record and interview summaries.
- 4) Creation of trial notebooks and other trial preparation.
- 5) Involvement with witness interviews.
- 6) Reviewing and/or analyzing relevant documentation and case files, i.e, police reports, medical records, contracts, photographs, transcripts.
- 7) Hearing and/or trial attendance and participation, as time permits.
- 8) Drafting legal documents.
- 9) Special projects that may include policies, legislative issues, and a myriad of concerns requiring research, organization, and/or monitoring.

There are several positions available with the County Attorney's Office. Students must be Rule 38 eligible.

EXTERNSHIP

Maricopa County Office of the Legal Defender

Spring: 3 -5 credit hours

Contact: Mark D. Tallan
Deputy Legal Defender

Address: Security Building
222 N. Central Ave., Suite 910
Phoenix, AZ 85004

Phone: (602) 506-0904 Fax: (602) 506-8862

The Office of the Legal Defender represents indigent persons charged with criminal offenses. The office handles mainly felony cases handed up by the county grand jury, matters involving juveniles prosecuted in adult court, and cases that the Public Defender is unable to undertake.

The extern will work exclusively with four attorneys who handle major felony cases (capital murder, lesser forms of homicide, child-sex crimes, wire-taps, and other offenses expected to require significant investment of time and resources). Each of the attorneys will select one major felony case. After reading the file, the student will visit and maintain contact with the client while he or she is incarcerated. Once familiar with the case, and under supervision, the student will be expected to research and prepare written motions, prepare for and conduct pretrial hearings, and argue the merits of motions before the Superior Court. The student will prepare for and interview police and civilian witnesses. Depending on trial schedules, the student may have the opportunity to examine and cross-examine witnesses before a jury, and will be expected to create, collect, and modify jury instructions.

The office undertakes representation many youngsters in adult court. The extern will likely be involved in developing legal arguments to challenging new legislation.

EXTERNSHIP

Maricopa County Superior Court

Spring: 3 -5 credit hours

Contact: The Honorable Barry C. Schneider

Address: Maricopa County Superior Court
Central Court Building, Suite 13-A
201 West Jefferson
Phoenix, AZ 85003

Phone: (602) 506-3351 Fax: (602) 506-1427

Generally a number of externships are available with this court each semester. Judge Barry Schneider serves as liaison between the law school and the court in reference to the extern program. The extern is assigned to a specific Judge on the Court. The student will generally be notified by a letter of their assignment.

The extern does legal research for a judge of that court upon request, brief cases that are scheduled for oral argument, discuss the case with the judge. Externs also research pleadings in cases not requiring oral argument, jury instructions, and other issues arising in ongoing trials, as well as observe oral arguments and trials. Externs may also be given an opportunity to participate in the Court's Capital Litigation Project.

If you are interested in a particular judge or a particular calendar (i.e., criminal, civil, probate, tax, etc.) attach a cover letter to the attention of the judge or note your interest area on the back of your resume.

EXTERNSHIP

Office of Administrative Hearings
State of Arizona

Spring: 3 -5 credit hours

Contact: Judge Kay Abramsohn

Supervisor: Administrative Law Judge Kay Abramsohn

Address: Office of Administrative Hearings
1400 W. Washington, Suite 101
Phoenix, AZ 85007

Phone: (602) 542-9826

FAX: (602) 542-9827

Extern to work in the area of Arizona taxation, which includes: Transaction privilege tax, Use tax, Luxury tax (tobacco tax, Indian tobacco tax, tax reporting); Privilege tax Licensing, Privilege tax Bonding, Confidentiality; Timeliness/Process; Penalty Abatement.

Type of legal work that the extern will perform:

- ! Research of actual case issues and preparation of issue legal summaries
- ! Drafting of facts presented in testimonial and documentary evidence
- ! Drafting of proposed issue determinations based on review and research
- ! Weighing of evidence with respect to the case issues and recommending weight of relevancy
- ! Drafting procedural Orders
- ! Comparative administrative law research and charts or summaries of findings

Type of written work that the extern will generate:

- ! Law summaries
- ! Factual drafts
- ! Issue determination drafts
- ! Summaries of evidence
- ! Orders

The Following sets forth both direct supervision time and extern's own time envisioned in the OAH Tax Externship:

- | | |
|-----|--|
| 10% | Actual administrative case time: time spent preparing for case, observing, and assisting the administrative law judge in hearings. |
| 5% | Supervisor Direction with regard to specific needs of case: for research or drafting. |
| 10% | Supervisor Direction as to issues needing additional research or drafting |
| 25% | Supervisor/Extern verbal discussions on evidence and relevance; Extern drafting. |
| 25% | Supervisor review and critique of factual or issue determination drafts: supervisor to assure that all case issues are sufficiently covered and providing guidance on tax terminology, grammar and style improvements. |
| 25% | Extern's research time, both of specific issues and comparative law, with follow-up Supervisor/Extern discussion on findings. |

EXTERNSHIP

Office of the Attorney General
Civil Rights and Conflict Resolution Section

Spring: 3 -5 credit hours

Contact: Robbin M. Coulon

Address: Office of the Attorney General
Civil Rights and Conflict Resolution Section
1275 West Washington
Phoenix, AZ 85007-2997

Phone: (602) 542-8860 Fax: (602) 542-8899

The Civil Rights Division is Arizona's primary civil rights enforcement agency. The Division handles several areas of civil rights practice such as fair housing, employment discrimination, public accommodations and accessibility of facilities and programs. The externship objectives are to: (1) acquaint the student with the areas of civil rights practice; (2) enhance the student's interest in civil rights; and (3) provide the student a meaningful experience in the various stages of investigation and litigation.

The extern will work on a variety of tasks, including the following activities:

- Researching issues and writing memoranda;
- Reviewing investigative documents;
- Drafting written discovery;
- Preparing summaries of discovery responses and/or deposition transcripts;
- Drafting motions and memoranda for court filing; and
- Attending depositions and court hearings, as available.

EXTERNSHIP

Office of the Attorney General
Consumer Protection & Advocacy Section

Spring: 3 -5 credit hours

Contact: Kathryn Leonard
Assistant Attorney General

Address: Office of the Attorney General
Consumer Protection & Advocacy Section
1275 West Washington
Phoenix, AZ 85007

Phone: (602) 542-2126 Fax: (602) 542-4377

This externship provides exposure to consumer fraud prosecution, as well as agency research for the Department of Insurance, the Department of Real Estate, the Department of Banking and the Securities Division. Candidates need have interest in learning prosecution, consumer protection, and business law.

The extern will learn hands on the prosecutory process for consumer fraud, from coordinating undercover investigations, reviewing investigator reports, analyzing consumer complaints for violations of Arizona law, drafting pleadings, motions, answering discovery requests, drafting subpoenas, assisting with courtroom arguments, to arguing administrative hearings before an administrative law judge. Consequently, students must be eligible for Rule 38.

The extern will also meet and work with the arsenal of Assistant Attorneys General handling business law on behalf of the above agencies. The extern will elevate his or her legal research skills through completing projects under the guidance of premier agency attorneys. Such projects spread throughout the field of business law, including banking, tax, securities, insurance, and real estate. The research projects provide an invaluable introduction to the legal aspects of business and finance activity in Arizona.

In summary, the extern will receive unsurpassable training on prosecution, while also gaining unique exposure to business law through an agency perspective. This externship will provide an effective skill set critical to beginning a successful career in law.

EXTERNSHIP

Office of the Attorney General
Criminal Appeals Section

Spring: 3 -5 credit hours

Contact: Randall M. Howe
Chief Counsel

Address: Office of the Attorney General
Criminal Appeals Section
1275 West Washington
Phoenix, AZ 85007

Phone: (602) 542-8551

The general objective of the externship is to teach and to develop skills in legal research, analysis, and writing. Because the Criminal Appeals Section represents the State of Arizona in all appeals from felony convictions, the students would develop these skills by researching and drafting briefs in the Arizona Court of Appeals and the Arizona Supreme Court. The students would also develop an expertise in substantive criminal and constitutional law, and criminal and constitutional procedure. If the appellate court hears argument on an appeal assigned to an extern, I will, at my discretion, allow the extern to argue the appeal.

Students must be eligible for Rule 38.

SUBMIT RESUME AND WRITING SAMPLE

EXTERNSHIP

Office of the Attorney General
Department of Agriculture

Spring: 3 -5 credit hours

Contact: Steven G. Zraick
General Counsel

Address: Office of the Attorney General
Department of Agriculture
1688 W. Adams Street
Phoenix, Arizona 85007-2617

Phone: (602) 542-1158 Fax: (602) 542-0111

The extern will assist the General Counsel in his responsibilities of providing legal advice and opinions to the Director, Council Members and serving as the only attorney for a Department of over 400 employees. The extern will assist in representing and advising the Department on legal matters in all areas including civil litigation, administrative proceedings, appeals, contract review, inter-governmental agreements, rule and policy development. The extern will be exposed to a number of areas of law, including: Agricultural, Environmental, Administrative, Contract, Employment, and Criminal.

The extern will work on memorandum, correspondence, briefs, and pleadings. The extern will also be afforded the opportunity to accompany the General Counsel during litigation.

EXTERNSHIP

Office of the Attorney General
Education and Health Section, Education Unit

Spring: 3 -5 credit hours

Contact: Susan Segal

Assistant Attorney General

Address: Office of the Attorney General
Education and Health Section, Education Unit
1275 West Washington
Phoenix, AZ 85007

Phone: (602) 542-8323 Fax: (602) 364-0700

Email: susan.segal@ag.state.az.us

The Education Unit of the Education and Health Section seeks a qualified law student who is interested in education law as an extern.

The Education Unit represents the State Board of Education, the State Board for Charter Schools, the School Facilities Board, the Arizona Schools for the Deaf and the Blind, and the Commission for Post-Secondary Education. The six lawyers assigned to the unit engage in a significant amount of research, writing and analysis regarding education, the certification and discipline of teachers, special education services, bilingual education, and state and federal constitutional issues, among other issues. Currently, the unit is handling litigation related to the adequacy of funding for educating at-risk education services and funding, the interpretation of the Students FIRST school financing legislation, the AIMS test, and the appropriateness of the current complaint resolution process for students receiving special education services. In addition, the unit's attorneys are responsible for investigating and prosecuting cases regarding charter schools compliance with state laws.

EXTERNSHIP

Office of the Attorney General
Environmental Enforcement Section

Spring: 3 -5 credit hours

Eligibility: Only students with three semesters of completed coursework should apply.

Contact: Mitchell Klein

Address: Office of the Attorney General
Environmental Enforcement Section
1275 West Washington
Phoenix, Arizona 85007

Phone: (602) 542-8543 Fax: 602/542-7798

The responsibility of the Environmental Enforcement Section of the Attorney General's Office is to represent the Department of Environmental Quality and the Department of Agriculture, and to prosecute criminal violations of environmental law in superior and justice courts.

Students will be Rule 38 certified and directly supervised by one attorney on each case or project they handle. The hours during which the students will work are flexible, depending upon their individual programs, and we anticipate each being able to work approximately twenty hours per week. The students will be encouraged to take primary responsibility for handling both administrative and judicial matters in appropriate cases, as well as assisting section lawyers in more complicated cases. This will require working closely with agency personnel, investigating and developing facts as necessary, drafting pleadings and motions, negotiating settlements when appropriate, litigating of cases in administrative and judicial fora, and handling appeals or special actions before appellate tribunals.

Examples of specific activity include handling such matters as the following:

1. Administrative proceedings involving drinking water companies, wastewater system operations, fleet emission inspection permits, licensing of pesticide applicators, and violations of the hazardous waste management laws;
2. Judicial actions seeking injunctive relief and/or civil penalties in many of the areas just mentioned;
3. Research and drafting of formal Attorney General opinions in the health and environmental areas;
4. Drafting administrative rule certification memoranda pursuant to A.R.S., Title 41;
5. Research and assistance to section lawyers in other on-going matters handled by the lawyers themselves;
6. Assist in the presentation of government evidence in criminal prosecution and conduct evidentiary hearings in pre-trial criminal matters.

Each intern can expect to devote approximately 50% of his or her time to research, 35% to the drafting of documents, 10% to investigation, and 5% to court or administrative

appearances. Although there is no assurance that an appearance in court or in an administrative hearing will, in fact, take place, we believe that it is likely that it will occur.

EXTERNSHIP

Office of the Attorney General
Fraud and Public Corruption Section

Spring: 3 -5 credit hours

Contact: Jeffrey Reuter

Address: Office of the Attorney General
1275 West Washington
Phoenix, Arizona 85007

Phone: (602) 542-8476 Fax: (602) 542-5997

Preference will be given to second and third year students who have taken Criminal Procedure.

Responsibilities of the Organized Crime and Fraud Section:

The Organized Crime and Fraud Section prosecutes a variety of crimes that fall within the jurisdiction of the Arizona State Grand Jury. In addition, the Organized Crime and Fraud Section prosecutes matters referred by other prosecuting offices throughout the State when that office has a conflict of interest.

The majority of cases prosecuted by the Organized Crime and Fraud Section of the Criminal Division are complex white collar crimes involving, inter alia, securities, tax fraud and evasion, computer fraud, telemarketing fraud, charity solicitation fraud, real estate fraud, and political corruption matters. The Major Fraud Unit works closely with federal, state and local law enforcement agencies as well as the Arizona Department of Revenue, the Securities Division of the Arizona Corporation Commission, the State Banking Department, the Racing Commission, the Real Estate Department and the Registrar of Contractors to develop and prosecute criminal cases.

The Organized Crime and Fraud Section is presently comprised of ten lawyers, four who exclusively prosecute health care fraud via a federal grant. The extern will work with different attorneys on assigned projects but will report to one attorney for supervision. That attorney will be responsible for assuring the extern is exposed to all facets of complex criminal prosecutions.

Listed below is a summary of the kinds of tasks an extern will be asked to perform. The number in parenthesis reflects the percentage of time the intern will likely be involved in that task during the externship period.

Externship Tasks

1. Legal Research (20%)
2. Drafting pleadings (motions, responses, disclosure notices, indictments, subpoenas) (10%)
3. Drafting investigative plans, consulting with investigators and law enforcement officers (10%)
4. Reviewing evidence (10%)
5. Interviewing witnesses (20%)
6. Observing in court (all phases of criminal prosecution, arraignment through sentencing) (5%)
7. Grand Jury preparation (5%)
8. Drafting prosecution memorandums (3%)
9. Consulting with victims (5%)
10. Assisting law enforcement in drafting search warrants, affidavits (2%)
11. Consulting with government agencies regarding criminal referrals and coordinating parallel investigations (5%)
12. Assisting in post-trial matters (i.e. appeals, Rule 32 matters, probation revocations) (5%)

EXTERNSHIP

Office of the Attorney General
Licensing and Enforcement Section

Spring: 3 -5 credit hours

Contact: Stephen Wolf

Address: Office of the Attorney General
Licensing and Enforcement Section
1275 W. Washington
Phoenix, Arizona 85007

Phone: (602) 542-7027 Fax: (602) 364-3202

This externship will introduce students to the legal issues and practices concerning the licensing and regulation of health care professionals. Subject to the interests of the extern and the approval of the agency and its counsel, the extern will have an opportunity to work with one or more Assistant Attorneys General in the Section represent the following health care regulatory boards: The Medical Board; the Board of Dental Examiners; the Board of Nursing; the Regulatory Board of Physician Assistants; the Board of Pharmacy; the Board of Psychologist Examiners; the Board of Behavioral Health Examiners; the Board of Optometry; the Board of Dispensing Opticians; the Board of Osteopathic Examiners; the Board of Chiropractic Examiners; the Board of Podiatry Examiners; the Medical Radiologic Technology Board of Examiners; the Board of Physical Therapy; the Board of Occupational Therapy Examiners; the Board of Respiratory Care Examiners; the Board of Athletic Training; the Naturopathic Physicians Board of Medical Examiners; the Board of Homeopathic Medical Examiners; and the Acupuncture Board of Examiners; and the Veterinary Medical Examining Board.

Depending upon the attorney's caseload and the extern's experience and ability, the extern will have the opportunity to write research memos and draft pleadings, including complaints, subpoenas, lists of witnesses and exhibits, motions in limine, and appellate briefs. The extern will also have the opportunity to attend Board meetings, investigative interviews, formal interviews, administrative hearings, Superior Court proceedings (special actions and enforcement of subpoenas) and appellate proceedings. Rule 38 certification may be provided where appropriate.

EXTERNSHIP

Office of the Attorney General
Protective Services Section

Spring: 3 -5 credit hours

Contact: Margaret Tinsley

Address: Office of the Attorney General
Permanency Unit, Protective Services Section
430 N. Dobson Ste. 1001
Mesa, Arizona 85201

Phone: (480) 834-3775 x 209 Fax: (480) 834-8194

The Protective Services Section is charged with representing Child Protective Services in cases dealing with abused or neglected children. Those dependency cases begin with a case plan of family reunification, and the section works with the client to ensure that appropriate services are offered to the family. If family reunification is not possible, then the Section does the necessary legal work to terminate the parental relationship, if appropriate, and to find an alternate permanent placement for these children. The Permanency Unit works primarily with children who have been in care for more than two years, and who do not have a permanent placement identified. The objectives of the externship are to familiarize the student with the laws and the situations that arise in dependency cases; to enhance the student's interest in this area; and to provide the student with a meaningful work experience.

The student will work on a variety of tasks, including:

- Review case files and assist in trial preparation, including preparation of witnesses
- Participate in court appearances, if Rule 38 eligible
- Research legal issues and write memoranda
- Attend case staffings with the client
- Attend client conferences
- Prepare pleadings as necessary
- Attend policy issue meetings

The student will meet regularly with the supervisor and other Permanency Unit attorneys, who will be supplemental supervisors.

Students must be eligible for Rule 38.

EXTERNSHIP

Office of the Attorney General
Solicitor General's Office

Spring: 3 -5 credit hours

Contact: Paula Bickett

Address: Office of the Attorney General
1275 W. Washington Street
Phoenix, Arizona 85007-2926

Phone: (602) 542-3333 Fax: (602) 542-8308

The Solicitor General's Office (SGO) works on significant appeals in civil and criminal cases, supervises the preparation of formal legal opinions issued by the Attorney General, oversees the Attorney General's administration and enforcement of Arizona election laws, and also provides independent advice to State agencies and boards in adjudicatory proceedings. With regard to civil appeals, the SGO authorizes appeals and special actions, reviews all civil appellate pleadings, conducts moot courts, and coordinates the State's amicus practice in the U.S. Supreme Court and other courts. Lawyers from the SGO also work on various special projects at the direction of the Attorney General.

Student externs generally work with several lawyers in the SGO on the range of matters handled by this office. Externs may assist SGO lawyers by:

1. Conducting research and drafting appellate briefs, memoranda, and Attorney General opinions;
2. Attending moot court sessions and oral arguments before the Arizona Court of Appeals and the Arizona Supreme Court;
3. Assisting in analyzing legal issues and providing advice to administrative boards and attending administrative hearings;
4. Attending meetings of the Attorney General's Opinion Review Committee, which helps prepare formal legal opinions;
5. Assisting in analyzing legal issues and providing advice regarding Arizona's election laws to the Secretary of State, the Clean Elections Commission, or other public entities;
6. Helping SGO attorneys with regard to trial court litigation in state or federal court involving constitutional challenges to state laws; and,
7. Working on various special projects and publications, such as the Agency Handbook.

EXTERNSHIP

State Bar of Arizona

Spring: 3 -5 credit hours

Contact: Maret Vessella

Assistant Executive Director and Chief Bar Counsel

Address: 111 W. Monroe, Suite 1800

Phoenix, AZ 85003-1742

Phone: (602) 340-7240 FAX: (602) 271-4930

The Bar is seeking an extern interested in exploring careers in criminal or regulatory law. This externship will provide opportunities to investigate issues, identify ethical violations and write concise reports in establishing the criteria that may lead to filing formal complaints against Arizona attorneys.

The extern will be introduced to and expected to apply various facets of lawyer regulation as well as consumer advocacy, basic investigative and interviewing techniques, and detailed analysis of legal issues. The extern will work on various stages of complaints including initial telephone inquiries through appeals of decisions.

For this externship, fluency in Spanish is desired but not required. It is the desire of the Bar that the extern will be eligible for two consecutive semesters for this program. The student must be Rule 38 eligible.

EXTERNSHIP

Supreme Court of Arizona
Staff Attorneys' Office

Spring: **NOT AVAILABLE FOR SPRING 2004**

Contact: Patience T. Huntwork
Address: Supreme Court, State of Arizona
Staff Attorneys' Office
445 Arizona Courts Building
1501 W. Washington St.
Phoenix, Arizona 85007-3231
Phone: (602) 542-5028 FAX: (602) 542-9482

The objectives of this externship placement are to allow the 12 attorneys of the Arizona Supreme Court Staff Attorneys' Office the opportunity to work with a bright and knowledgeable future lawyer, who can assist them with a variety of the tasks which our office performs for the Supreme Court.

The most likely areas of legal work assigned to the extern would be: the processing of death penalty cases and related issues including capital representation; all phases of rule-making for the court of the state of Arizona, civil, criminal and juvenile; state bar disciplinary appeals; election appeals; prisoner pro se litigation; and water rights litigation. The extern could be asked to assist staff attorneys in preparation of memoranda to the Court on petitions for review and special action. In addition, there might be a need for a major inquiry into a topic requested by the Court, which could be on any topic urgently needed by the Court.

NOT AVAILABLE FOR SPRING 2004

EXTERNSHIP

United States Attorney, District of Arizona
Civil Division

Summer, Fall, and Spring: 3-5 credit hours

Contact: Janet Walsh, Assistant U.S. Attorney
Address: 40 North Central
Two Renaissance Plaza, Suite 1200
Phoenix, Arizona 85004
Phone: (602) 514-7731 Fax: (602) 514-7760

Student Fieldwork: Each Civil Division Extern will be assigned to work on civil litigation being conducted by the United States Attorney's Office. The Civil Division has two sections: Affirmative Civil Enforcement and Defensive Litigation. The Affirmative section represents the United States as a plaintiff in civil rights, natural resources, environmental, condemnation, and civil fraud cases. The Defensive section defends cases involving a wide variety of issues, including torts (such as personal injury and medical malpractice); Title VII (employment discrimination); prisoners' rights; bankruptcy; environmental law; and FOIA. To the extent possible, externs will perform the same types of tasks as regular Assistant United States Attorneys, including: fact investigation and development; legal research; drafting memoranda, pleadings, motions and briefs; participating in discovery and disclosure; and attending and participating in depositions and courtroom proceedings.

Student Qualifications: Civil Division Externs must have completed three semesters of legal studies, and they will be required to pass an FBI background investigation.

PLEASE NOTE: Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

Students interested in this Externship should mark preference for Civil Division or Criminal Division on front of resume.

RESUMES ARE COLLECTED IN JANUARY AND INTERVIEWS ARE CONDUCTED DURING THE SPRING SEMESTER FOR THE FOLLOWING SPRING SEMESTER (I.E. SPRING 2004 INTERVIEWS FOR SUMMER & FALL 2004 & SPRING 2005).

NOT AVAILABLE FOR SPRING 2004

EXTERNSHIP

United States Attorney, District of Arizona
Criminal Division

Summer, Fall, and Spring: 3-5 credit hours

Contact: Kevin M. Rapp, Assistant U.S. Attorney
Address: District of Arizona
40 North Central
Two Renaissance Plaza, Suite 1200
Phoenix, Arizona 85004
Phone: (602) 514-7609

The externship program involves motion practice in criminal law in the U.S. District Court.

1. Criminal Division

The U.S. Attorney's Office prosecutes violations of the federal criminal code including sophisticated and complex national and international drug cases, violent crimes occurring on the Indian reservations located in Arizona, white collar crimes, and fraud involved in the savings and loan scandals. The student would have an opportunity to become involved in a criminal case including investigating the case, researching and writing responses to pretrial motions.

2. Appellate Division

Students would have the opportunity to research the law and assist in the preparation of briefs to be filed with the Ninth Circuit Court of Appeals. Most of the appeals are from a criminal conviction in the U.S. District Court. The Office, however, does not permit oral argument on the briefs by law students.

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Students interested in this Externship should mark preference for Civil Division or Criminal Division on front of resume.

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NOT AVAILABLE FOR SPRING 2004

EXTERNSHIP

United States Attorney, District of Arizona
Indian Affairs Division

Summer, Fall, and Spring: 3-5 credit hours

Contact: Diane Humetewa
Assistant U.S. Attorney
Address: 40 North Central
Two Renaissance Plaza, Suite 1200
Phoenix, Arizona 85004
Phone: (602) 514-7500

Externs will work on all aspects of federal law as applied to Indian Country in cases being conducted by the U.S. Attorney's Office. To the extent possible, externs will perform the same types of tasks as regular assistant U.S. Attorneys, including fact investigation and development; legal research; drafting memoranda, pleadings, motions, and brief; participating in discovery and disclosure; and attending and participating in courtroom proceedings. The extern may travel to many of the 21 tribes in Arizona, work with the tribal leaders, and coordinate with the Inter-Tribal Council.

PLEASE NOTE: Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

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NOT AVAILABLE FOR SPRING 2004

EXTERNSHIP

United States Bankruptcy Court
The Honorable Redfield J. Baum

Spring: 3-5 credit hours

Contact: Redfield J. Baum
Address: United States Bankruptcy Court
District of Arizona
2929 North Central Ave.
PO Box 34151
Phoenix, Arizona 85067
Phone: (602) 640-5850 x 435 FAX: (602) 640-5844

The objective of this externship is to provide a student with the opportunity to gain experience and knowledge in the field of bankruptcy law by participating in and observing the day to day operations of the chambers of a United States Bankruptcy Judge.

The extern will review motions, objections and any other pleadings relevant to regularly scheduled matters on the court's calender. If necessary, the extern will do independent research on issues raised by the pleadings. The extern will prepare bench memoranda which identify the matter on for hearing, summerize the positions taken by the parties and make recommendations for an appropriate decision by the court. The extern may also be required to do additional research and then participate in the drafting and or editing of a written decision to be issued by the court.

EXTERNSHIP

United States Bankruptcy Court
The Honorable Charles Case, II

Spring: 3 -5 credit hours

Contact: Julie Kossak

Address: United States Bankruptcy Court
District of Arizona
2929 North Central Ave.
PO Box 34151
Phoenix, Arizona 85067

Phone: (602) 640-5850 x 443 FAX: (602) 640-5845

The extern will prepare the Judge for hearings on a daily basis by reviewing the calendar for the week, reading all pleadings in the matter related to the particular issue for argument that day, and drafting a bench memorandum analyzing the issue and recommending a disposition. Calendar preparation involves a myriad of issues, such as motions to lift stay, motions for summary judgment, motions to use cash collateral, motions to dismiss, motions for adequate protection, motions to appoint trustee, and motions to convert. Calendar preparation provides the extern with an excellent opportunity to see what matters typically arise in bankruptcy cases, how different sections of the Code relate to each other, and how strategy plays a part in litigating a bankruptcy case.

Externs have the opportunity to research and write traditional research memoranda on many issues that arise in the bankruptcy context, but upon which the circuit courts do not necessarily agree. Such memoranda are potentially publishable, and the extern would coauthor the article.

This extern program provides the student with some very positive academic and practical experiences.

EXTERNSHIP

United States Bankruptcy Court
The Honorable Randolph J. Haines

Spring: 3 -5 credit hours

Contact: Judge Randolph J. Haines
Address: United States Bankruptcy Court
District of Arizona
2929 North Central Ave.
PO Box 34151
Phoenix, Arizona 85067-4151
Phone: (602) 640-5850 x 423

The principal objective of this externship is to provide a law student with the opportunity to observe the functioning of a United States Bankruptcy Court, including review of pleadings and observing oral arguments and trials; learn the kinds of relief the Bankruptcy Code provides, the objections and legal issues that arise with respect to such relief, and the practical methods by which such relief and objections are sought, litigated and decided.

The extern will review all of the motions, objections, exhibits and other documents filed with respect to scheduled hearings, and then prepare bench memos on each hearing to advise the Court of the nature of the relief requested and the objections thereto, to research and elaborate on the legal issues presented to the extent necessary, occasionally to perform additional factual research by a review of other matters in the Court's records and ultimately to recommend an appropriate disposition by the Court. In addition, provided the opportunity arises during the term of the externship, a serious effort will be made to identify an issue on which a published opinion would be appropriate, to give the extern an opportunity to draft such an opinion. Finally, if the extern wishes to do so, an effort will be made to identify a current topic on which the extern could write a short article for publication, most likely in the monthly Norton Bankruptcy Law Advisor, of which Judge Haines is a Managing Editor.

The extern will produce a substantial volume of daily bench memos, summarizing the pleadings, the law related to the issues raised, and recommending an appropriate disposition. In addition, the extern may draft one or more opinions for publication, and/or an article for publication in a bankruptcy law newsletter.

EXTERNSHIP

United States Court of Appeals for the Ninth Circuit
The Honorable Michael Daly Hawkins

Spring: 3 -5 credit hours

Contact: The Honorable Michael Daly Hawkins
Address: United States Court of Appeals for the Ninth Circuit
401 W. Washington, SPC 47
Phoenix, Arizona 85003-2151
Phone: (602) 322-7310

The purpose of this placement is to allow law students to learn the function of a federal appellate judge's chambers, including: how briefs are read and reviewed, how elbow clerks work, how judges prepare for oral argument and disposition and opinions are prepared.

The extern will do legal research; read briefs; prepare memos on points of law for the judge; review case records, including trial transcripts; review lower court and agency determinations; and observe oral argument.

Written will include memos to the judge on specific points of law; drafting of portions of bench memos; analysis of reported decisions; and cite checks of controlling authority.

Apply only if you are in the top 10% of your class and have participated with law journal or moot court.

EXTERNSHIP

United States Department of Homeland Security

Spring: 3 -5 credit hours

Contact: Daniel H. Ragsdale

Address: U.S. Department of Homeland Security
U.S. Immigration and Customs Enforcement
2035 N. Central Avenue
Phoenix, AZ 85004

Phone: (602) 379-4007 FAX: (602) 379-3845

Email: Daniel.H.Ragsdale@DHS.GOV

This placement will provide the law student with exposure to the Legal Program of U.S. Immigration and Customs Enforcement. The extern will gain exposure to immigration, customs, criminal, and administrative law.

The extern will:

- Assist Assistant Chief Counsels with legal research and writing
- Assist in the litigation of removal cases before the Justice Department's Executive Office for Immigration Review
- Assist in the preparation of legal briefs filed with the Office of the Immigration Judge and the Board of Immigration Appeals;
- Assist in writing litigation reports filed to support the U.S. Attorney's Office defense of habeas corpus petitions, mandamus actions, and other federal litigation.

PLEASE NOTE: Applicants for this placement must be United States citizens. Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

EXTERNSHIP

United States Department of Justice
Executive Office for Immigration Review
Immigration Court

Spring: 3 -5 credit hours

Contact: The Honorable Dean A. LeVay and The Honorable John Richardson

Address: United States Immigration Court
200 E. Mitchell Drive, Suite 200
Phoenix, AZ 85012

Phone: (602) 640-2747 FAX: (602) 640-2754

The objectives of this externship is to familiarize students with the doctrines, institutions, procedures, conflicts, customs, and ethical problems unique to the practice of immigration law and to promote cross-cultural awareness and an appreciation of the way in which cultural differences may affect attorney/client/judge interactions and case development. The extern will be given a substantial amount of responsibility in conducting the necessary legal and factual research for assigned cases.

The type of legal work the extern will perform is:

1. Draft court opinions and documents -- tasks include performing legal research related to a particular case, reviewing and analyzing records of proceeding, drafting opinions, responses to motions, subpoenas, and other official Court documents, communicating with Judges (e.g. brainstorming, identifying and stating the issues, articulating alternative viewpoints), editing legal documents, and implementing a case management system.
2. Perform legal issue research — tasks include performing legal research, preparing legal memoranda or verbally report research finding, assisting Judges during hearings, addressing emergency issues that arise, editing legal documents, and communicating with Judges.
3. Update and maintain legal resources — maintaining the Court's legal library, including ensuring that its sources are current, circulating Board Decisions, Circuit Court Cases, and other important, relevant material, and procuring research resources.

This placement is for 2 externs. One to work with each Judge.

PLEASE NOTE: Applicants for this placement must be United States citizens. Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

EXTERNSHIP

United States District Court
The Honorable Lawrence O. Anderson
U.S. Magistrate Judge

Spring: 3 -5 credit hours

Contact: Susan Stecina, Law Clerk

Address: United States District Court
District of Arizona
401 W. Washington, SPC 11
Phoenix, Arizona 85003

Phone: (602) 322-7620 Fax: (602) 322-7629

The primary objective of this externship placement is to educate about the federal judicial system. Through exposure to the federal judicial system, law students will be better able to evaluate career goals and will better understand how attorneys interact with the judicial system.

Externs will review case files, research legal issues and prepare proposed order on both civil motions as well as state and federal habeas corpus petitions. In addition, externs will assist with jury trials by performing the duties of bailiff. Externs will also perform research projects for the Judge.

EXTERNSHIP

United States District Court
The Honorable Susan R. Bolton

Spring: 3 -5 credit hours

Contact: The Honorable Susan R. Bolton
Address: U.S. District Court
401 W. Washington, SPC #50
Phoenix, Arizona 85003-2153
Phone: (602) 322-7570 Fax: (602) 322-7579

The extern will assist the judge's law clerks with civil and criminal motions by conducting extensive research and the drafting necessary for the preparation of bench memoranda, orders and opinions in a wide variety of legal areas. On the civil side, the motion work involves motions to dismiss, motions for summary judgment, discovery motions, motions for preliminary injunctions, motions in limine, etc., in such federal law areas as civil rights, employment discrimination and employee benefits, administrative law, Indian law, antitrust law and natural resources law, as well as a whole range of state law issues which arise due to federal diversity jurisdiction. On the criminal side, the motion work involves mainly motions to dismiss, motions to sever, motions to suppress, and motions in limine. The extern will also be able to attend motion hearings, trials and chamber conferences.

EXTERNSHIP

United States District Court
The Honorable Robert Broomfield

Spring: 3 -5 credit hours

Eligibility: Third-year students are preferred. However, second-year students and first-year students are encouraged to apply.

Contact: The Honorable Robert Broomfield
Address: United States District Court
District of Arizona
401 W. Washington, SPC 61
Phoenix, Arizona 85003
Phone: (602) 322-7540

This externship provides a unique opportunity for the student to become familiar with the full gamut of civil and criminal proceedings in the federal trial court.

The extern will be assigned selected research and writing projects at the discretion of the law clerks and judge. After completing a research and bench memo or draft orders project, the extern will formulate a recommendation to the judge. The extern will have the opportunity to discuss the issues with both the law clerk and judge.

Initially, the extern may be assigned shorter, less complex matters including research projects involving issues they may be familiar with in civil cases and prisoner civil rights cases. The extern will also view court proceedings and assist the judge with other matters including plea agreements in criminal cases, pretrial conferences in civil matters, trials and motion hearings.

After the extern has become familiar with court procedure, more complex tasks such as drafting summary judgment and other substantive orders will be assigned. The extern's preferred legal areas will be considered when assigning projects. The extern will have a great opportunity to view the inside working of the federal trial court.

The student will also be trained, if desired, to conduct computerized research by the Westlaw or Lexis representative for the United States District Court. As the court has word processing equipment available, it is preferable, although not required, that the extern be able to type. Secretarial assistance is not available to the extern. A knowledge of WordPerfect or another similar system is helpful.

EXTERNSHIP

United States District Court
The Honorable David K. Duncan
U.S. Magistrate Judge

Spring: 3 -5 credit hours

Contact: The Honorable David K. Duncan

Address: United States District Court
District of Arizona
401 W. Washington, SPC 14
Phoenix, AZ 85003

Phone: (602) 322-7630 Fax: (602) 322-7639

The purpose of this externship is to provide a substantive experience in legal research and writing within the context of a Judge's chambers. In addition, the extern will have the opportunity to develop a thorough understanding of initial Federal Criminal Procedures and observe all components of Federal Court Jurisdiction.

The extern will perform research and prepare bench memoranda and proposed orders in civil cases and Federal post-conviction proceedings. This work will require the extern to develop a familiarity with the relevant facts from the record and apply these facts to the law arriving at a legal conclusion.

EXTERNSHIP

United States District Court
The Honorable Stephen M. McNamee

Spring: 3 -5 credit hours

Eligibility: Third-year students are preferred. However, second-year students are encouraged to apply. Completion of an evidence course is preferred.

Contact: Mercedes Powers
Address: United States District Court
District of Arizona
401 W. Washington, SPC 60
Phoenix, AZ 85003

Phone: (602) 322-7500 Fax: (602) 322-7509

This externship provides a unique opportunity for the student to become familiar with the full spectrum of civil and criminal proceedings in the federal trial court.

The judge and law clerks will assign selected research and writing projects to the extern. After completing a research and bench memo or draft order project, the extern will formulate a recommendation to the judge. The extern will have the opportunity to discuss the issues with both the judge and the law clerks.

Initially the extern may be assigned shorter, less complex matters including research projects involving issues he or she may be familiar with in civil cases and prisoner civil rights cases. The extern also will have the opportunity to view court proceedings and provide courtroom assistance to the judge during plea agreements in criminal cases, pretrial conferences in civil matters, trials and motion hearings. After the extern has become summary with court procedure, he or she may receive more complex tasks such as drafting summary judgment and other substantive orders. The judge and law clerks will take the extern's preferred areas of law into consideration when assigning projects. The extern will have a great opportunity to view the inner workings of the federal trial court.

Representatives of Lexis and Westlaw provide training in computerized legal research should the extern desire it. The court has word processing equipment available and secretarial assistance is not available; therefore the court prefers that the extern be able to type. A knowledge of WordPerfect or similar word processing software would be helpful

EXTERNSHIP

United States District Court
The Honorable Frederick J. Martone

Spring: 3 -5 credit hours

Contact: The Honorable Frederick J. Martone
Address: United States District Court
District of Arizona
401 W. Washington, SPC 62
Phoenix, AZ 85003-2158
Phone: (602) 322-7590 Fax: (602) 322-7599

The extern will assist the judge's law clerk's with civil and criminal motions by conducting legal research and preparing written projects. The extern will review case files, read motions and accompanying memoranda, research relevant legal issues, and draft bench memoranda or proposed orders, as instructed. The extern will also have the opportunity to observe a wide range of criminal and civil proceedings.

The extern will produce a significant amount of written material, generally in the form of bench memoranda and proposed orders. The judge's law clerks will coordinate the extern's assignments and will review the extern's written work product before submitting them to the judge.

NOTE: This externship is open to law students in the top 15% of their class. Participation in either law journal or moot court is preferred. Applicants should submit a resume, law school transcript, and a writing sample.

EXTERNSHIP

United States District Court
The Honorable Mary H. Murguia

Spring: 3 -5 credit hours

Contact: The Honorable Mary H. Murguia

Address: United States District Court
District of Arizona

401 W. Washington, SPC 53

Phoenix, AZ 85003-2154

Phone: (602) 322-7580 Fax: (602) 322-7589

The objective of this externship placement is to educate the extern about the federal judicial system and to improve his or her writing skills.

Externs will review case files, research legal issues, and prepare memoranda or proposed orders on civil motions. The Externs will also have the opportunity to observe court proceedings, including civil and criminal trials.

Externs will general a significant amount of written work. Specifically, externs will prepare memoranda or proposed orders on civil motions, including case dispositive summary judgment summary judgment motions and motions to dismiss. The extern may also be asked to prepare memoranda on evidentiary issues during trial.

EXTERNSHIP

United States District Court
The Honorable Paul G. Rosenblatt

Spring: 3 -5 credit hours

Contact: The Honorable Paul G. Rosenblatt
Address: U.S. District Court
401 W. Washington, SPC 56
Phoenix, Arizona 85003
Phone: (602) 322-7510 Fax: (602) 322-7519

The extern will assist the judge's law clerks with civil and criminal motions by conducting extensive research and the drafting necessary for the preparation of bench memoranda, orders and opinions in a wide variety of legal areas. On the civil side, the motion work involves motions to dismiss, motions for summary judgment, discovery motions, motions for preliminary injunctions, motions in limine, etc., in such federal law areas as civil rights, employment discrimination and employee benefits, administrative law, Indian law, antitrust law and natural resources law, as well as a whole range of state law issues which arise due to federal diversity jurisdiction. On the criminal side, the motion work involves mainly motions to dismiss, motions to sever, motions to suppress, and motions in limine. The extern will also be able to attend motion hearings, trials and chamber conferences.

The externship is open to second and third year students who have successfully completed civil procedure and have excellent research and writing abilities. Secretarial assistance is not available; the extern will be expected to be able to type.

EXTERNSHIP

United States District Court
The Honorable Roslyn O. Silver

Spring: 3 -5 credit hours

Contact: The Honorable Roslyn O. Silver
U.S. District Court Judge
401 W. Washington, SPC 59
Phoenix, AZ 85003

Phone: (602) 322-7520 Fax: (602) 322-7529

Externs will conduct research, draft bench memos, draft proposed opinions, and engage in courtroom responsibilities undertaken by the Judge's law clerks.

EXTERNSHIP

United States District Court
The Honorable James A. Teilborg

Spring: 3 -5 credit hours

Contact: The Honorable James Teilborg
Address: United States District Court
401 W. Washington, SPC 51
Phoenix, Arizona 85025
Phone: (602) 322-7560

The objectives of this extern placement is to allow a law student to work closely with a judge of the federal district court; to not only observe courtroom proceedings, including civil and criminal trials, sentencings, and oral arguments on motions, but to participate in in-chambers discussions as appropriate. Further, through opportunities to draft proposed orders disposing of a wide variety of motions pending in the court's civil caseload, the extern will identify and analyze both relevant procedural rules and legal precedent and then apply it to a specific set of facts. Particularly with case-dispositive motions, the extern will be required to summarize the factual and procedural background, identify the issues under consideration, describe and apply appropriate precedent, and distinguish inapposite cases or rules. In addition, the extern will also have the opportunity to focus on persuasive writing techniques that clarify and strengthen the court's conclusion. The extern will be exposed to ethical and professional responsibility concerns faced by the judiciary, judicial employees, and lawyers, and finally, through exposure to a wide variety of subject matter, the extern may be better able to make an educated career choice.

EXTERNSHIPS IN WASHINGTON, D.C.

EXTERNSHIP

Office of Senator Jon Kyl

Summer, Fall, and Spring: 6-12 credit hours

Contact:	Kimberly Wold, State Director U.S. Senator Jon Kyl 2200 E. Camelback Rd., Ste 120 Phoenix, AZ 85016	Christine Morden, Counsel Subcommittee on Technology & Terrorism 730 Hart Senate Office Bldg. Washington, D.C. 20510
Phone:	(602) 840-1891	(202) 224-6791

Legal externs to the Senate Judiciary Subcommittee on Technology, Terrorism, and Government Information will be exposed to a wide variety of legal issues and gain an insider's perspective of the legislative process. Legal externs attend Judiciary Committee meetings, press conferences and help with projects that arise in the Senator's Office. Recent projects have included in-depth research on gun legislation, the confirmation hearings for Attorney General and new judicial nominations. Externs attend weekly meetings with Senator Kyl and are expected to brief the Senator and senior staff on various legal issues. Candidates should be prepared to work in a fast-paced environment and be able to quickly conduct legal research and to draft memorandums that are clear and concise. A \$1500 stipend is awarded.

The extern is encouraged to take full advantage of the opportunities in Washington, D.C. Externs can attend arguments at the Supreme Court, attend courses offered by the Congressional Research Service on legal research and parliamentary procedure and attend intensive policy seminars available to Congressional Staff.

Please take note that being accepted to this out of state externship MAY preclude you from being accepted for membership on the Arizona State Law Journal. The Journal has certain on-campus residence requirements for all students during their first year on Journal. Being off campus during either semester for an out of state externship has, in the past, been incompatible with joining Journal. Students are STRONGLY ADVISED to confer with the Journal's editor-in-chief BEFORE applying for any out of state externship if the student is also interested in pursuing a membership on Journal during the same academic year as the externship.

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NOT AVAILABLE FOR SPRING 2004

EXTERNSHIP

Office of Senator John McCain

Spring: 12 credit hours

Contact: Virginia Pounds
Address: Office of Senator McCain
254 Russell Senate Office Building
Washington, DC 20510
Phone: (202) 224-2235

The extern will have a first-hand look at how the nation's laws are developed and implemented, from inception, through the hearing and public comment process, floor consideration, conference committees and finally enactment. The extern will assist the Senator and his staff in carrying out the Senator's legislative responsibilities, particularly with respect to legal research and writing and legislative drafting. The extern will typically generate a variety of written work including memoranda of law, draft bills or amendments, issue memoranda, floor statements, constituent letters, agency correspondence and case summaries.

While some of the work performed would not be viewed as traditional "legal" work as would be performed in a law firm or judicial setting, such as dealing with a constituent's interaction with federal agencies, drafting committee or floor statements for the Senator, or researching issues for legislative consideration, the majority of the extern's responsibilities involve legal research and writing, including drafting memoranda of law, issue memoranda, researching statutory law and researching case law.

An extern may work for the Senator or any of the Senator's legislative and legal staff, depending on the issue or matter involved, but is directly supervised by the General Counsel and Legislative Director, or other staff legal counsel.

Students receive a monthly stipend.

Please take note that being accepted to this out of state externship MAY preclude you from being accepted for membership on the Arizona State Law Journal. The Journal has certain on-campus residence requirements for all students during their first year on Journal. Being off campus during either semester for an out of state externship has, in the past, been incompatible with joining Journal. Students are STRONGLY ADVISED to confer with the Journal's editor-in-chief BEFORE applying for any out of state externship if the student is also interested in pursuing a membership on Journal during the same academic year as the externship.

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NOT AVAILABLE FOR SPRING 2004

EXTERNSHIP

Office of Tribal Justice
United States Department of Justice

Summer, Fall or Spring: 6-12 credit hours

Contact: Kyle Nayback
Address: Office of Tribal Justice
United States Department of Justice
Room 5634 Main Justice Building
950 Pennsylvania Avenue, NW
Washington, DC 20550-0001

Phone: (202) 514-8812 Fax: (202) 514-9078

The Office of Tribal Justice (OTJ) coordinates the Department's policies and positions on American Indian and Alaska Native issues, maintain liaison with the federally recognized Indian tribes, and work with appropriate federal, state, and local officials, professional associations, and public interest groups. The OTJ essentially coordinates the on-going work of Justice Divisions responsible for Indian issues and serves as the clearinghouse for all correspondence relating to Indian matters.

Students should have excellent academic credentials, good writing skills and basic knowledge of Federal Indian Law.

The internship is designed to give students the opportunity to gain firsthand experience in working on challenging projects and cases principally involving issues of Federal Indian law. Interns work closely with attorneys in the Office of Tribal Justice on a variety of diverse projects. Work may include legal research, drafting legal memoranda, public policy development, citizen correspondence and briefs and written discovery on a wide range of Federal Indian law issues. Also, some interns may have the opportunity to attend Senate committee hearings, oral arguments before the Supreme Court and other high level meetings with the OTJ attorneys.

To apply: submit a resume together with cover letter, an official transcript, three references, writing sample (optional) and date available.

Please take note that being accepted to this out of state externship MAY preclude you from being accepted for membership on the Arizona State Law Journal. The Journal has certain on-campus residence requirements for all students during their first year on Journal. Being off campus during either semester for an out of state externship has, in the past, been incompatible with joining Journal. Students are STRONGLY ADVISED to confer with the Journal's editor-in-chief BEFORE applying for any out of state externship if the student is also interested in pursuing a membership on Journal during the same academic year as the externship.

PLEASE NOTE: Due to the sensitive nature of the cases handled by the Office, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

**OUT OF STATE/TOWN EXTERNSHIPS AND/OR EXTERNSHIPS
AVAILABLE ONLY IN SUMMER**

EXTERNSHIP

Graham County Superior Court

Summer Only: 3-12 credit hours

Contact: The Honorable R. Douglas Holt

Address: Superior Court of Arizona

800 Main Street

Stafford, AZ 85546

Phone: (928) 428-3310

Fax: (928) 428-1032

The objective of this placement is to allow a law student to work closely with Presiding Judge Holt, to observe courtroom proceedings, to serve as bailiff and do legal research for the Court. The extern would observe all criminal and motion, arraignments, pretrial conferences and sentencings. The extern would learn to serve as bailiff during actual jury trials. The extern would further participate in all in-chambers discussions as appropriate regarding motions or instructions.

As opportunity arises the extern will be utilized to review motions in both civil and criminal cases, identify issues, analyze the law, caselaw, and statutes and apply to the facts of the case. The extern would also review the court's opinions, prior to issuance, for style, persuasiveness and clarity.

SUMMER ONLY

EXTERNSHIP

Navajo Nation Supreme Court

Summer Only: 3-12 credit hours

Contact: Benjenita Bates

Address: P.O. Box 520

Window Rock, AZ 86515

Phone: (928) 871-7017 Fax: (928) 871-7016

Students in this externship receive an invaluable experience working for the Supreme Court in Window Rock, Arizona. Some students are assigned to District Courts to assist trial judges. Externs work on a wide variety of issues in the Navajo jurisdiction. Each student is assigned a number of cases on appeal. The student conducts research on each case and writes a memorandum, attends the oral argument to the Court, participates in the discussion with the Justices on the decision, and drafts the opinion to be published in the Navajo Reporter.

In addition to the legal experience the student will acquire, the student has an excellent opportunity to learn about the Navajo people. Arts and Crafts fairs, rug auctions, and traditional dances are among the activities that go on regularly on the reservation.

Housing may be provided with families in the local area. Specific details are available from the Supreme Court.

FOR MORE INFORMATION SEE KATE ROSIER, ASSISTANT DIRECTOR OF THE INDIAN LEGAL PROGRAM.

SUMMER ONLY

EXTERNSHIP

Santa Cruz County Attorney

Summer Only: Maximum of 6 credit hours

Contact: Martha S. Chase
Santa Cruz County Attorney
Address: 2150 N. Congress Drive, Suite 201
Nogales, AZ 85621
Phone: (520) 761-7850 Fax: (520) 761-7859

The goal of the summer externship program is to enhance the extern's professional skills through courtroom experience. This includes assisting prosecutors in preparing for courtroom appearances, which includes, but is not limited to, motion hearings, arraignments, plea negotiations, trials, sentencings, and probation revocation hearings. The extern shall accompany the prosecutor to all court appearances, shall sit with the prosecutor at the court table and shall provide in-court assistance as directed by the prosecutor. The extern will research and prepare motions in limini, responses to trial motions, and Rule 32 motions. These motions will be prepared at the request of the attorney handling the case and that attorney will be responsible for editing and the final draft.

SUMMER ONLY

EXTERNSHIP

State District Court, Denver, Colorado
The Honorable Morris B. Hoffman

Summer: 3-6 credit hours
Fall: 6-12 credit hours

Contact: The Honorable Morris B. Hoffman
Address: State District Court
Second Judicial District
1437 Bannock St., Courtroom 13
Denver, Colorado 80202
Phone: (720) 865-9064

Judge Hoffman is presiding judge for seven criminal courtrooms. His objective for this externship is to hire an extern to serve as a full-time law clerk. This is a state district court assigned to a felony-only criminal docket.

The extern will do a wide variety of legal tasks, including, assisting the division clerk in tracking motions and administering the docket, serving as bailiff to the juries, legal research, writing first drafts of opinions on county court criminal appeals, and perhaps most important, brainstorming with the Judge on pending issues.

The Judge is on numerous court and bar committees, including the Denver Supreme Court's Criminal Rules Committee and Panel on Multi-District Litigation, and the externs may assist in the committee and panel work (drafting rules, reviewing motions for inter-district consolidation). The Judge also does extensive outside legal writing, and will invite (not require) the extern to participate.

EXTERNSHIP

United States Attorney, District of Nevada

Summer Only: Maximum of 6 credit hours

Contact: Eric Johnson
Address: Senior Litigation Counsel
Organized Crime Strike Force
United States Department of Justice
Lloyd D. George United States Courthouse
333 Las Vegas Boulevard South, Suite 5037
Las Vegas, NV 89101
Phone: (702) 388-6336 Fax: (702) 388-6418

The United States Attorney's Office for the District of Nevada, through its Summer Law Clerk Program, seeks to provide exceptional law students with an interest in a public service career with a unique summer work experience combining the opportunity to work with criminal and civil attorneys on numerous matters of public interest along with the privilege to participate in courtroom hearings and misdemeanor and felony trials.

SUMMER ONLY

EXTERNSHIP

United States Court of Appeals for the Ninth Circuit
The Honorable Arthur L. Alarcon

Spring, Summer and Fall: 6-12 credit hours

Contact: The Honorable Arthur L. Alarcon
Address: United States Court of Appeals, Ninth Circuit
United States Courthouse
312 North Spring Street
Los Angeles, CA 90012
Phone: (213) 894-2693

The extern will prepare bench memoranda to assist the panel in preparing for oral argument. After oral argument, the extern may also be asked to assist in the preparation of a final disposition. The extern will also be called upon to do whatever research is required by the Judge. The extern will be directly supervised by the judge and law clerks, will participate in regular staff meetings during which progress of the law clerks and externs in completing their assignments will be reviewed. In addition, the judge is available to the extern on a daily basis to in solving problems or questions in connection with the cases assigned to the extern.

Submit a cover letter, resume including GPA, writing sample, and faculty recommendations. Students must be in the 1/3 of their class.

THE JUDGE IS NOW ACCEPTING APPLICATIONS FOR SPRING AND SUMMER 2004. IF YOU ARE INTERESTED IN THIS EXTERNSHIP PLACEMENT PLEASE SEE CAROLYN LANDRY IN ROOM 101.

EXTERNSHIP

United States Department of the Interior

Summer Only: Maximum of 6 credit hours

Contact: Richard K. Aldrich
Address: Field Solicitor
Office of the Solicitor
United States Department of the Interior
PO Box 31394
Billings, MT 59107-1394
Phone: (406) 247-7538

The objectives of this externship are to provide an environment and an opportunity for law students to develop skills necessary and appropriate to a government legal practice by working on issues with experienced attorneys and support staff. Significant time and attention will be devoted to each extern and it is anticipated that each extern will make a professional contribution to the Department of the Interior.

Legal work will be assigned to each extern based upon the workload needs of the Office in three general categories: Indian Law, Natural Resources Law, and General Law. Work may include: legal research; drafting discovery requests and responses, legal memoranda, motions, and responsive pleadings and briefs; reviewing, commenting on, and revising statutes, bills, rules, regulations, contracts, cooperative agreements, memoranda of understanding, and grant agreements; attending meetings and judicial and administrative litigation hearings; and assisting in trial preparation and presentation.

The amount and variety of legal workload will depend on the interest and the ability of the extern. Through the direct supervision and mentoring activities of a staff attorney, an attempt will be made to provide an environment which encourages and improves the legal skills of the extern.

Please include law school transcripts and writing sample with resume.

SUMMER ONLY

EXTERNSHIP

United States District Court
The Honorable Roger L. Hunt, Magistrate Judge
Las Vegas, Nevada

Summer, Spring or Fall: 6-12 credit hours

Contact: The Honorable Roger L. Hunt
Address: United States District Court
Lloyd D. George US. Courthouse
333 Las Vegas Blvd. South, Room 6018
Las Vegas, Nevada 89101
Phone: (702) 464-5530

The court invites all interested students to apply for an extern position. The extern's duties would be similar to that of a law clerk's (i.e., research and writing in both civil and criminal law). Occasionally, there is an opportunity for an extern to move into a regular judicial clerkship. The court makes a practice of working closely with the extern so that he or she will derive the maximum possible benefit from the experience.

The extern will perform legal work such as: (a) research of the law regarding criminal and civil discovery questions and preparation of proposed orders, decisions and bench memoranda regarding those issues; (b) observation of criminal and civil hearings and preparation of reports and recommendations for decision; and (c) observation of civil jury trials and research of legal questions arising therein.

The goal is to give the extern most of the experiences, in and out of the courtroom, that a law clerk receives. Externs have received experiences and training which they cannot obtain elsewhere and the court has received the benefit of some excellent legal assistance. The court is willing to make reasonable working arrangements that will accommodate the extern's schedule. In some cases, externs have worked on a part-time basis. Unfortunately, federal funds are not available through this office to pay any salary, living expenses, or other benefits to participating students.

Secretarial assistance is not available; the extern will be expected to be able to type.

Submit a resume including GPA, writing sample and cover letter expressing interest and desired semester.

EXTERNSHIP

United States District Court
The Honorable Paul Plunkett
Chicago, Illinois

Summer: Maximum of 6 credit hours

Contact: The Honorable Paul Plunkett
Address: United States District Court
Northern District of Illinois
219 S. Dearborn St., Room 1446
Chicago, IL 60604
Phone: (312) 435-5775 Fax: (312) 435-2251

The goal is to give the extern most of the experiences, in and out of the courtroom, that a law clerk receives. Externs will receive experience and training which they cannot obtain elsewhere and the court will receive the benefit of some excellent legal assistance.

The extern will do research, prepare written opinions and bench memos on a variety of issues, and evaluate lawyers' oral arguments.

EXTERNSHIP

United States District Court
The Honorable Philip M. Pro
Las Vegas, Nevada

Spring, Summer and Fall: 6-12 credit hours

Contact: Anita Alexander
Address: United States District Court
Lloyd D. George US. Courthouse
333 Las Vegas Blvd. South, Room 7015
Las Vegas, Nevada 89101
Phone: (702) 464-5510 Fax: (702) 464-5511

The court invites all interested students to apply for an extern position. The extern's duties would be similar to that of a law clerk's (i.e., research and writing in both civil and criminal law). Occasionally, there is an opportunity for an extern to move into a regular judicial clerkship. The court makes a practice of working closely with the extern so that he or she will derive the maximum possible benefit from the experience.

The objectives of placement of an extern with my Court are much the same as those for placement of a law clerk. Each extern works closely with me and the staff of my Court in the analysis of a wide variety of civil and criminal matters submitted for decision. This includes research and writing memoranda and proposed orders, as well as observing and discussing a variety of in-court proceedings. I consider placement of an extern and a law clerk to be an important resource providing assistance to the Court, but a valuable learning experience for the extern/law clerk as well. Externs are called upon to analyze, research and write memoranda and proposed orders regarding civil and criminal cases submitted to my chambers for decision. Additionally, they serve as sounding-boards for me on a variety of issues which arise during the course of my duties.

The goal is to give the extern most of the experiences, in and out of the courtroom, that a law clerk receives. Externs have received experiences and training which they cannot obtain elsewhere and the court has received the benefit of some excellent legal assistance. The court is willing to make reasonable working arrangements that will accommodate the extern's schedule. In some cases, externs have worked on a part-time basis. Unfortunately, federal funds are not available through this office to pay any salary, living expenses, or other benefits to participating students. Secretarial assistance is not available; the extern will be expected to be able to type.

Submit a resume, including GPA and writing sample.

EXTERNSHIP

United States Securities and Exchange Commission
Boston District Office

Summer: Maximum of 6 credit hours

Contact: Diane Hinzpeter
Supervisory Program Support Specialist
Address: United States Securities and Exchange Commission
Boston District Office
6th Floor
73 Tremont Street
Boston, MA 02108
Phone: (617) 424-5900 x 671

The objective of the externship placement is to provide an opportunity for advanced securities law training to qualified law students who will assist attorneys in the Division of Enforcement of the U.S. Securities and Exchange Commission.

The Securities and Exchange Commission is an independent, nonpartisan, quasi-judicial regulatory agency. Its primary mission is to administer federal securities laws that seek to ensure that the securities markets are fair and honest. The Division of Enforcement staff investigates possible violations of the federal securities laws and prosecutes the Commission's federal civil suits and administrative proceedings. Each year the Commission brings between 400-500 civil enforcement actions against individuals and companies. Typical infractions include insider trading, Internet fraud, accounting fraud, market manipulation, fraudulent securities offerings, misappropriation of client funds and providing false or misleading information about securities and the companies that issue them.

Externs will work with Enforcement attorneys in investigating and prosecuting possible violations of federal securities laws. Externs may assist Enforcement staff in performing a wide variety of tasks, including conducting legal and factual research, drafting legal memoranda, collecting and analyzing evidence, assisting in preparation for investigative testimony or depositions and assisting in preparation for hearings. In addition, Externs have the opportunity to observe and participate in other aspects of the work of Enforcement attorneys, which may include attending investigative testimony, depositions, conferences, Commission meetings and court hearings

Externs will primarily draft legal memoranda to Enforcement attorneys. Additionally, they may assist in drafting memoranda to Commissioners and court pleadings, motions and b

FOR YOUR INFORMATION

Rule 38 Certification

Some externship placements require the student to be Rule 38 eligible. An eligible law student may appear in any court or before any administrative tribunal in this state on behalf of any person if the person on whose behalf he is appearing has indicated in writing his consent to that appearance and the supervising lawyer has also indicated approval in writing of that appearance in certain matters.

To be eligible, a student must read and be familiar with the Arizona Rules of Professional Conduct and the Rules of the Supreme Court of Arizona, including Rule 38, and statutes of the State of Arizona relating to the conduct of attorneys. The student certifies that he/she has completed legal studies amounting to at least three semesters, or the equivalent if the law school is on a basis other than a semester basis. The student will neither ask for nor receive any compensation or remuneration of any kind for services from the person on whose behalf the services are rendered pursuant to Rule 38(e)(4), Rules of the Supreme Court of Arizona.

See Carolyn Landry in room 101 for application materials.

Security Clearance: U.S. Attorney's Office, U.S. Department of Homeland Security, U.S. Department of Justice

Due to the sensitive nature of the cases handled by the U.S. Attorney's Office, U.S. Department of Homeland Security and the U.S. Department of Justice, those selected for an Extern position must complete a security background form in order that the Department of Justice can do a security clearance. The investigation takes four to six weeks or longer so the Extern must complete the forms immediately after acceptance. Prior criminal arrests and/or convictions, drug or alcohol use and tax problems could disqualify the student. If those might apply to you, you may want to reconsider your application.

Please be aware: If you are foreign born, the investigation may take longer or you may not be allowed to participate in a specific program.

Out-of-State Externships & Law Journal

Please take note that being accepted to this out of state externship MAY preclude you from being accepted for membership on the Arizona State Law Journal. The Journal has certain on-campus residence requirements for all students during their first year on Journal. Being off campus during either semester for an out of state externship has, in the past, been incompatible with joining Journal. Students are **STRONGLY ADVISED** to confer with the Journal's editor-in-chief **BEFORE** applying for any out of state externship if the student is also interested in pursuing a membership on Journal during the same academic year as the externship.

EXTERNSHIP APPLICATION PROCESS

- 1) Attend the orientation, ask questions at the end. If you cannot attend the orientation, be sure to talk with Carolyn Landry.
- 2) Read the externship manual. The first twenty (20) pages explain the goals and objectives of the program with copies of all the forms necessary to complete the registration and externship requirements. The remainder of the book contains descriptions of all of the approved agencies and courts.
- 3) After reading over the externship descriptions, then decide which ones you want to apply for and submit a resume and cover letter for each one. Submit a writing sample only to externship placements that specifically ask for one.
- 4) Write the name of the agency on the back of your resume in pencil. If you are applying to the Maricopa County Superior Court also write your calendar preference (i.e. Civil, Criminal, Juvenile, Domestic Relations).
- 5) On the date specified, there will be a bin in the Career Services Office (102) folder for each externship agency. Please place one resume in each of the folders you are interested in by 5:00 p.m. of the last day. The application deadline for Spring 2004 is **Wednesday, October 15th at 12:00 p.m.**
- 6) The agencies will contact you directly for interviews. At all times be professional and treat these interviews as you would an interview for a paying job.
- 7) The agencies will be told to conduct the interviews by **November 14th**. The agencies will contact me with the offers and I will contact you.
- 8) The agencies will contact me with a list of the top 3 or 4 choices. I will compile the list and notify you of your offers. If an agency makes you an offer before the above date politely explain that you have been told by the school not to accept an offer before the suggested date. Should they have further questions, the agency should contact me.
- 9) Once an offer has been made and accepted a Student/Agency Agreement Form needs to be completed and given to me. The agencies should already have their form as they will be sent out along with the resumes. They will complete the form and either have you sign it at their office or send it to me for your signature. Please let me know as soon as you have accepted an offer so I can be on the look-out for your form.
- 10) There is an academic component required for each externship. The academic component can be three hours of tutorial meetings with your faculty supervisor or a paper of 8 pages per credit hour which can be turned into your graduation writing requirement with faculty supervisor approval or participation in a Cluster. Clusters are similar externship placements that are grouped together and supervised by one faculty member, i.e. Judicial externships, the AG's Office, Public Interest and Community Legal Services, City Attorneys, County Attorneys, etc. The academic component for Cluster groups will be attendance in six hours of group meetings with the faculty supervisor and the other students in the cluster group. The student may have some input with the individual faculty supervisor about whether it will be a tutorial or a paper, there generally is not choice with the cluster group.
- 11) I will find a faculty supervisor for you.
- 12) I will provide you with an externship packet which includes the following forms: mid-term evaluation, final evaluation, student evaluation, timesheets, and grade memo. Timesheets are to be turned in to me approximately every two weeks. You will need this packet before you start work at the Agency.
- 13) Please stop by my desk, email or call me if you have any questions. Carolyn Landry, Room 101, 480/965-4862 or carolyn.landry@asu.edu.