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GENERAL EXTERNSHIP INFORMATION

1. Goals and Objectives.

The College of Law's externship program is intended to enhance and supplement the College's educational program by providing students an opportunity to refine their professional skill through approved field placements.

2. General Requirements.

a. Students may only enroll in externships approved by the Associate Dean of Clinical Affairs and the Profession ("the Associate Dean") in consultation with the Director of Clinical and Externship Programs ("the Director" or "the Externship Director").

b. All externships shall provide an educational experience of high quality and shall include instruction in professional lawyering skills.

c. Each extern shall be under the general supervision of the Director.

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

e. Externships are placements at governmental entities or non-profit organizations. Work in the nature of clerking with a private firm does not qualify as an approved externship. In cases where a private firm has contracted with a municipality to be that entity's prosecutor or indigent defense agency, a proposed externship may be approved if it (1) entails work solely in the prosecution or defense of criminal cases under the municipal contract and (2) meets the other requirements of an approved externship

f. All externships shall include an academic component. For first-time externships that award three hours or less of academic credit, the minimum academic component shall generally be the classroom component provided by the Externship Director. In some instances, the academic component may be provided by a faculty member. Periodic journals and reflective writings may be required.

g. The academic component for first-time externships that award academic credit in excess of three credit hours per semester shall, consistent with ABA standard 305(e)(7), include both the classroom component provided by the Externship Director (or the academic component provided by a faculty member) and an opportunity for contemporaneous guided reflection on the student's experience with the externship. Non-exclusive examples of the opportunity for contemporaneous guided reflection may include a requirement that the student: (i) keep a periodic journal concerning the student's externship experience which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship, and (ii) prepare a paper or papers on selected substantive aspects of the student's externship work which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship.

h. A student at the College of Law may not earn more than 12 credits of externship work in partial fulfillment of the 87/88 hour academic credit requirement for the JD degree. During the spring and fall semesters students must register for any number of credits they choose with a minimum of 2 credits and a maximum of 12.

i. Rule 38 certification should be generally limited but may be provided when the Associate Dean decides it is necessary and appropriate to the externship placement.

j. 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.

k. A student is expected to complete an externship in one semester unless the student has received an extension from the Externship Director for good cause. An externship with an academic component consisting of a research paper may be extended by one semester, with faculty supervisor's approval, to complete the paper.

3. Specific Requirements and Responsibilities.

a. The Externship Director

The Externship Director shall design the academic component for the externship, which may include a classroom component.

The Externship Director may, if appropriate, review the student's fieldwork. The Externship Director 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 Externship Director or other College representative shall periodically visit and inspect an externship placement site, interview supervisors, and follow through on recommended changes, and shall submit a report on the site visit to the Associate Dean.

The Externship Director shall periodically provide reports on the externship program to the Associate Dean. The Externship Director shall inform the Associate Dean of any placement that does not meet the law school's expectations. The Associate Dean shall terminate an unsatisfactory placement unless there is satisfactory assurance of correction by the agency concerned.

The Externship Director shall know the identity of the site supervisors 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 Externship Director shall provide instruction to supervisors on working effectively with our students. 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. The Externship Director shall be the point person at the College of Law for interaction with both externship students and supervisors and shall review student and supervisor evaluations and reflections.

The Externship Director shall assign pass / fail grades to a students and a failing grade will factor into a student's grade point average.

b. Students.

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 Section V, G of the Statement of Student Policies.

As set forth in Section IV, C (2)(e) of the Statement of Student Policies, a student on academic probation shall not be eligible to enroll in an externship except during the summer.

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

The student shall successfully complete an academic component to the satisfaction of the Externship Director.

The College of Law Externship Program is designed to enhance the educational experience of students by giving them an opportunity to do legal or policy work that generally is not available through the College of Law curriculum. In keeping with these objectives, students are expected to treat the commitment to the agency with the same importance they would give a paid legal position. Students must not accept an externship offer they do not intend to keep. The Associate Dean may impose consequences for breaking a commitment to do an externship, including, but not limited to prohibition from future externships.

Ordinarily, students who wish to undertake an externship, clinic, or legislative internship may register for only one of them during the same semester.

c. Agencies

Agencies shall apply to the Associate Dean 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.

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.

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. The College may disqualify any agency supervisor who fails to meet the applicable requirements from further participation in the externship program.

The agency 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.
The assignments given to student externs shall consist primarily of legal or public policy work.

Student assignments shall include the opportunity to observe and participate in actual legal or public policy matters.

Insofar as legally and ethically permissible, agencies shall assign work to student externs consistent with that assigned to agency lawyers.

Conflicts of Interests in Externship Practice

The Arizona Rules of Professional Conduct, E.R. 1.6 - 1.11 govern conflicts of interest and confidentiality of information. Externs are bound by these ethical rules while working in any externship placement.

> A potential or actual conflict of interest exists where a lawyer's ability to fulfill her professional responsibilities to one client may or will be impaired by the lawyer's responsibilities to another current or former client, the lawyer's duties to a third party, or the lawyer's own interests. (79) J.P. Ogilvy, et al. Learning From Practice. 2d ed. St. Paul. Thomson/West, 2007.

Conflicts of interest relating to a student's prior, current, or future legal employment, or her personal views or activities, may be present even during the externship **application process**. For example, suppose that a student is considering an externship with a judge who is presiding over a murder case and the prosecutor has indicated he will be asking for the death penalty. If the potential extern opposes the death penalty and regularly participates in demonstrations against the death penalty, the extern's opinions might affect the extern's ability to work on the matter or might create an appearance of impropriety for the prospective supervising judge.

Another example might be a student who previously worked for a legal defense firm who then applies to work at the Maricopa County Attorney's Office (MCAO) while the defense firm's client is still being prosecuted. It is imperative that the student inform his potential supervisor at the MCAO of his prior involvement at the legal defense firm during the initial externship interview so that potential conflicts of interest can be explored.

Prior to applying for an externship placement, please fill out the "**Externship Program Conflicts of Interests Inventory**" (College of Law Externship Manual, page 9) then share the information with the interviewer during all of your interviews. If a placement chooses not to personally interview you, but instead selects you based on your resume, make sure to contact your supervisor before accepting the position to discuss your "Conflicts Inventory" to assure that there are not any potential or existing conflicts of interest.

Externs, once working in a placement, must continue to identify and resolve possible conflicts of interest which arise due to potential employment offers, pro bono, or other volunteer activities throughout the semester. Please continue to update your "Externship Program Conflicts of Interests Inventory" during the semester and bring any changes to your placement supervisor's attention immediately.

EXTERNSHIP APPLICATION/REGISTRATION PROCEDURES

Students must submit a cover letter and resume to each agency they are interested in externing with on-line through Simplicity.

1. Deadline to apply is **Thursday, October 11, 2012, 12:00 p.m**. except for all

Department of Justice externships which includes: U.S. Attorney's Office, Department of Homeland Security, Department of the Interior, and Immigration Court; the deadline for these will be: **Friday, September 28, 2012, 12:00 p.m.** The early deadline is due to the necessity of extensive background checks.

2. Your resume will be sent to the agency/judge. The agency/judge will contact you directly to schedule an interview.

3. Agencies/judges will be asked to conduct interviews by **Monday, November 12,** and submit their Externship choices to Carolyn Landry, by **Tuesday, November 13.** Carolyn will contact each student with his/her offer(s) beginning on **Thursday, November 15.** Offers should **NOT** be made directly to the students by the Agency/Judge.

4. If you are selected by an agency/judge, the agency supervisor must sign a Student/Agency Agreement form and mail or fax it to Carolyn who will then contact you to obtain your signature on the form.

5. All externships shall include an academic component. For first-time externships that award three hours or less of academic credit, the minimum academic component shall generally be the classroom component provided by the Externship Director. In some instances, the academic component may be provided by a faculty member. Periodic journals and reflective writings may be required.

6. The academic component for first-time externships that award academic credit in excess of three credit hours per semester shall, consistent with ABA standard 305(e)(7), include both the classroom component provided by the Externship Director (or the academic component provided by a faculty member) and an opportunity for contemporaneous guided reflection on the student's experience with the externship. Non-exclusive examples of the opportunity for contemporaneous guided reflection may include a requirement that the student: (i) keep a periodic journal concerning the student's externship experience which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship, and (ii) prepare a paper or papers on selected substantive aspects of the student's externship work which shall furnish the basis for discussions between the student and the Externship Director from time to time during the course of the externship.

Students who are accepted for any Judicial Externship must complete an Application for Externship Certification form to be reviewed by the Externship Director. The form is available at:
http://www.law.asu.edu/currentstudents/CurrentStudents/Academics/ExternshipProgram.aspx

Before you start your externship, review the forms on-line at the address above or in this manual. The forms include the Externship Program Conflicts of Interest Inventory, Student/Judge or Agency Agreement Form, mid-term and final evaluation forms, and an externship self-evaluation form.

a. Time worked must be reported on-line every two weeks at this web address: https://apps.law.asu.edu/Apps/Interactive/ExternshipHours

b. The mid-term evaluation form must be completed by your agency/judge 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/judge supervisor, signed by you and returned to Carolyn Landry, Room 101, no later than one week after you have completed your externship.

d. The student self-evaluation form must be completed by you and returned to Carolyn Landry, Room 101, no later than one week after you have completed your externship.

No credit will be awarded until all forms are filed.

SAMPLE EXTERN FORMS

STUDENT EXTERNSHIP REQUIREMENT SEMESTER CHECK OFF LIST

Number of credits to be earned: ( )

Number of hours to be accumulated: ( )

******PLACE COMPLETED FORMS IN CAROLYN LANDRY'S EXTERNSHIP BASKET******
(ROOM 101 - ON SHELF ABOVE)

____Externship program Conflicts of Interest Inventory (to be discussed with your supervisor and not turned in.)

____Student Agency Agreement (see Carolyn Landry)

____ Midterm Performance Evaluation turned in to Carolyn Landry
- due when half of the hours are complete .

____ Final Performance Evaluation turned in to Carolyn Landry
- due one week after completion of externship.

____Student Self Evaluation of Placement turned in to Carolyn Landry
- due at conclusion of externship.

____ All Extern Time Reported on line at https://apps.law.asu.edu/Apps/Interactive/Externship Hours - due every other Monday from start date to end date.

EXTERNSHIP PROGRAM CONFLICTS OF INTERESTS INVENTORY

Name: _____

Placement: _____

Semester: _____

The information that you provide here will assist you and your placement supervisor(s) to identify any actual or potential conflicts of interests that would jeopardize the confidentiality and loyalty you owe to your prospective externship placement. Please take your time to answer these questions thoughtfully and completely. (Attach additional sheets if necessary.) NOTE: You have an obligation to update this form to reflect any change in circumstances prior to beginning work at your externship placement and/or during the semester in which you are enrolled in the Externship Program.

1. Are you now working or volunteering, or have you worked or volunteered for a law firm, legal services office, corporation legal department, governmental agency, judge, hearing examiner, or in the securities industry (legal or non-legal) prior to enrolling in the Externship Program?

   Yes ( ) No ( )

   If yes, where are you working/have you worked? (List **all**, starting with most recent and providing dates and locations.)

   On what type(s) of cases did you work at each location?

2. Are you planning on being employed or volunteering at any office in any of the categories listed in question #1 during your externship semester?

   Yes ( ) No ( )

   If yes, where will you be employed or volunteering?

   On what types of cases are you (will you be) working?

3. Are you planning on maintaining any other non-legal employment, board affiliations, or volunteer activity during your externship semester?

Yes ( ) No ( )

If yes, where will you be employed, serving as a board member, or volunteering?

What type of work will you be doing?

4. Please list any entities to which you have applied for future employment, including law firms, legal services offices, corporation legal department, governmental agency, judge, hearing examiner, or in the securities industry (legal or non-legal.) You need not include a prospective employer from whom you have received either a "no-thank-you" letter or an offer of employment which you have declined. If, between now and the completion of your externship, you contact any other prospective employer not listed on this form to explore a potential employment relationship, or if any prospective employer contacts you for that purpose, you must update this form to include that prospective employer.

5. Are there any other personal, financial, or family interests that could present conflicts of interest for you at your proposed placement(s)? If so, please identify them here.

Have you been enrolled in the Externship Program or in a law school Clinic before?

Yes ( ) No ( )

If yes, please indicate the semester(s) in which you were enrolled (including summer sessions) and identify your clinic and/or externship program and placement below.

Please Note: You have an obligation to update this Conflicts of Interests Inventory if any of the information you have provided changes between the date you submit this form to your placement supervisor and the end of the semester in which you are enrolled in the Externship Program.

"Externship Program Conflicts of Interests Inventory" reprinted with the kind permission of Arlene S. Kanter who created the Inventory while Director of the Externship Program at Syracuse University College of Law, Alexis Anderson, Cindy Roman Slane, and Thomson/West. Ogilvy.et al. Learning From Practice 2nd ed. St. Paul: Thomson/West, 2007.

___ Fall 201__ ___ Spring 201__ __Summer 201__

SANDRA DAY O'CONNOR COLLEGE OF LAW
AT ARIZONA STATE UNIVERSITY
EXTERNSHIP PROGRAM

STUDENT/JUDGE OR AGENCY AGREEMENT

This agreement constitutes a mutual understanding between _____
(Student)

and _____
(Judge/Agency and Division)

as part of an Externship Program with Arizona State University Sandra Day O'Connor 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 Sandra Day O'Connor College of Law and has
(Student)
received 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) upon satisfactory completion of _____ hours of work student will earn receive _____ credits for the externship experience

5) the period of volunteer service commences on or about _____ and will end on or about _____.

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

_____
Judge/Agency Supervisor's Name (Please type or print)

_____
Student Signature Date

Phone: Fax:
_____
Judge/Agency Phone Number

_____
Judge/Agency Supervisor Email Address

_____
Judge/Agency Supervisor's Signature Date

_____
Externship Coordinator's Signature Date
College of Law

____Fall, 201__
____Spring, 201__
____Summer Session, 20__

NAME _____

AGENCY _____

SANDRA DAY O'CONNOR COLLEGE OF LAW
AT ARIZONA STATE UNIVERSITY
EXTERNSHIP PROGRAM

PERFORMANCE EVALUATION

MID-TERM EVALUATION

A student's immediate supervisor must complete this mid-term performance evaluation and review it with the student before submitting it to Carolyn Landry when the student has completed **half** the credit hours.

Rate the student's work performance using a scale of; 5 - Excellent, 4 - Very Good, 3 - Good, 2 - Fair, 1 - Poor. 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.

D. Over-all Work Performance

Rate the student's over-all work performance:

__Excellent.
__Very Good.
__Good.
__Fair.
__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, 201__
____Spring, 201__
____Summer Session, 201__

NAME _____

AGENCY _____

SANDRA DAY O'CONNOR COLLEGE OF LAW
AT ARIZONA STATE UNIVERSITY
EXTERNSHIP PROGRAM

PERFORMANCE EVALUATION

FINAL EVALUATION

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 by the student to Carolyn Landry.

Rate the student's work performance using a scale of; 5 - Excellent, 4 - Very Good, 3 - Good, 2 - Fair, 1 - Poor. 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.

D. Over-all Work Performance

Rate the student's over-all work performance:

__Excellent.
__Very Good.
__Good.
__Fair.
__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, 201__
____Spring, 201__
____Summer Session, 201__

SANDRA DAY O'CONNOR COLLEGE OF LAW
AT ARIZONA STATE UNIVERSITY
EXTERNSHIP PROGRAM

STUDENT SELF EVALUATION FORM

This form will be used to evaluate an Agency/Judge in order to provide information to students interested in this placement in the future. Student names will be redacted prior to providing information to other students .

(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 Director of the Externship Program in evaluating the externship.

	Excellent	Very Good	Good	Fair	Poor
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	Helpful	Not Helpful
How helpful was your **FACULTY** supervisor?	_____	_____	_____

Comments _____

_____

_____

Number of meetings with your faculty supervisor (**NOT** agency supervisor/judge): _____

Number of meetings with your supervising attorney: _____

Where was most of your work completed (i.e. at agency/judge office, library, home)?

_____

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 to the placement or the ASU Sandra Day O'Connor College of Law Externship Program.

_____

_____

_____

EXTERNSHIP

DESCRIPTIONS
(Alphabetical)

EXTERNSHIP

Advanced Writing Clerkship
Maricopa County Superior Court

Contact: The Honorable Karen Potts
Address: Advanced Writing Clerkship
Maricopa Count Superior Court
222 E. Javelina
Mesa, AZ. 85210-6234

THIS EXTERNSHIP IS LIMITED TO THIRD YEAR LAW STUDENTS

The Advanced Writing Clerkship is an opportunity for third year students only to improve legal writing and research skills under the supervision of several different Maricopa County Superior Court Judges in the Civil Division. Students will work independently reviewing and researching dispositive motions (Motion for Summary Judgment and Motion to Dismiss) in complex civil cases. Typically, students work on three to four cases during the course of the semester. After a comprehensive review of a case, students brief the facts and law in a preliminary memorandum to the assigned judge. Students then meet with the judge for feedback on the preliminary memorandum and attend the scheduled oral argument. After oral argument, there is another meeting with the judge to discuss the oral argument, and to confer about writing a final order, minute entry, or a memorandum.

A transcript and writing sample are required with your application.

EXTERNSHIP

American Civil Liberties Union of Arizona

Contact: Daniel J. Pochoda, Legal Director
Address: America Civil Liberties Union of Arizona
3707 N. 7th Street, #235
Phoenix, Arizona 85014
Phone: (602) 650-1854 Fax: (602) 650-1376
Email: dpochoda@acluaz.org

The extern will enhance the ability of the American Civil Liberties Union of Arizona (ACLU of AZ) to initiate and maintain effective advocacy, public education and litigation efforts that protect the civil rights of Arizona residents and reduce overreaching and improper actions by public officials and state and local governmental agencies. The ACLU of AZ is a small office, and externs, volunteers and part time employees are fully involved in all aspects of the advocacy efforts, including determinations about whether a constitutional violation is involved, and what would be the most effective route for resolution and protection of the client. This will require that the extern take part in initial intake determinations, and continuing assignments to work with the Legal Director and other ACLU attorneys on all aspects of a particular lawsuit, from research of issues to writing memoranda, and attending strategy sessions and court proceedings as a member of the plaintiffs' team.

EXTERNSHIP

Arizona Attorney General's Office

Contact: Human Resources
Address: Arizona Attorney General's Office
1275 West Washington
Phoenix, AZ 85007
Phone: (602) 542-8056
Website: www.azag.gov
Email: humanresources@azag.gov

The Arizona Attorney General's (AG's) Office offers law students an externship experience that is exciting, educational, and productive. Externs get to work with lawyers representing the State on a wide range of cutting-edge legal issues. Assignments are substantive and may include a broad range of experience. In addition ot legal research and writing, externs may observe and participate in trials, interviews of witnesses, plea negotiations, pretrial discovery, hearing, and client meetings. They will also experience firsthand the rewards of a public law career.

Please address your cover letter(s) to the section(s) you are interested in working in at the AG's Office.

The Attorney General's Office is the largest law office in the State and includes the following Divisions:

Child and Family Protection Division: Provides legal services to all programs and business operations of the Department of Economic Security (DES). Sections include:

> **Child Support Enforcement:** Represents DES's Division of Child support Enforcement, which includes establishing paternity and obtaining enforcement orders.
>
> **Civil and Criminal Litigation Advice:** Advises DES in proceedings other than child support and custodial matters, including disabilities, welfare, adult protective services, and unemployment insurance.
>
> **Protective Services:** Represents Child Protective Services (CPS) and DES in dependency, severance, and guardianship proceedings.

Civil Division: Provides comprehensive legal services for its many clients across State government in lawsuits concerning employment discrimination, personal injuries, licensing, property damage, and constitutional law issues. Also defends the State against liability lawsuits. Sections include:

> **Education and Health:** Provides legal services to the Department of Health Services, Department of Education, School Facilities Board, Arizona State School for the Deaf and Blind, and the Charter School Board.
>
> **Employment Law:** Provides employment law advice to State agencies, represents the State in employee appeals from personnel actions, and defends the State, its agencies and employees in employment lawsuits brought by current, former or prospective employees.
>
> **Liability Management:** Represents the State in Risk Management covered lawsuits alleging liability for personal injuries, property damage and constitutional law violations.
>
> **Licensing and Enforcement:** Provides legal services to 43 State agencies, boards and commissions, most of which regulate professions, occupations or businesses.
>
> **Natural Resources:** Provides legal services to the Arizona State Land Department, the Arizona State parks Board, the State Mine Inspector, the Prescott Historical Society, and the State Geological Survey, and provides advice on water rights issues and representation for state agencies in the State's general stream adjudications.

Transportation: Provides legal services to the Arizona Department of Transportation (ADOT), the Department of Public Safety (DPS) and the Department of Revenue on a wide variety of matters. Representation and advice are provided in relation to the following subject areas: acquisition of real property, condemnation, construction contracts and procurement, motor vehicle registration, driver licensing, aeronautics, property management, public records, open meetings, criminal and traffic law enforcement, administrative licensing and regulation, property tax, income tax, transaction privilege (sales) tax and fuel tax.

Criminal Division: To protect the citizens of Arizona by successfully investigation and aggressively and fairly prosecuting criminal cases within the State of Arizona. The division investigates and prosecutes drug traffickers, trafficking organizations, money launderers, criminal enterprises, white-collar crime, financial crimes, and cases dealing with the fraud, abuse and neglect of persons receiving AHCCCS benefits. Sections include:

Prosecuting Sections: Fraud and Special Prosecutions, Drug and Racketeering, Healthcare Fraud and Abuse, Border Crime Enforcement.

Financial Remedies: Protects legitimate commerce from ongoing criminal enterprises (mostly in the areas of illegal drugs, major fraud and other forms of organized crime) through civil remedies under Arizona's racketeering statutes.

Special Investigations: Provides investigative support to State law enforcement agencies in specialized areas of law, including vulnerable adult abuse, consumer fraud, money laundering, and high technology crime.

Office of Victim Services: Provides support to victims of crimes prosecuted by the State.

Criminal Appeals Division: Handles all appellate and post-conviction proceedings of death row inmates in Arizona. Also, represents the State in all non-capital criminal appeals. Sections include: **Capital Litigation and Criminal Appeals**.

Public Advocacy and Civil Rights Division: The Public Advocacy arm of the division pursues those who prey upon ;the public and threaten the economic and environmental well-being of Arizonans. Attorneys provide legal advice to the State's Banking, Real Estate, and Insurance Departments. Attorneys in the Public Advocacy arm of the Division also enforce laws relating to the Tobacco Master Settlement Agreement. The Agency Council arm provides legal advice, litigation, budgetary, contract, accounting and financial control services to the Office and to the executive and judicial branches of State government. In addition, attorneys initiate actions to collect taxes and debts owed to the State. The Civil Rights arm of the division enforces state and federal statutes that prohibit discrimination in employment, housing, public accommodations and voting by investigating and litigating civil rights complaints. The group also provides conflict resolution services and mediation programs. Sections include:

Consumer Protection and Advocacy: Enforces consumer protection laws, including antitrust laws, and educates consumers on how to avoid becoming victims of fraud.

Environmental Enforcement: Prosecutes criminal activity and civil violations related to Arizona's environmental laws and serious industrial injuries.

Agency Counsel: Represents over 60 State agencies, boards and commissions in matters concerning public monies, procurement, finance open meetings, public records, and general agency advice. Also reviews State contracts and administrative rules.

State Court and Bankruptcy Units: Collect debts owed to the State.

Civil Right Compliance: Takes charges and investigates complaints of civil rights violations. Provides education and outreach to the public regarding civil rights laws.

Civil Rights Litigation: Responsible for civil rights litigation and providing conflict resolution services statewide.

Solicitor General: Assists in appellate cases, including supervision of all civil appeals; oversees preparation of legal opinions; administers and enforces State election laws; provides independent advice to State agencies and boards in administrative proceedings in which Assistant Attorneys General appear as advocates; reviews constitutional challenges to State laws; and works on special projects as requested by the Attorney General.

Executive Office: The Executive Office is led by the Attorney General, Chief of Staff and Chief Deputy. This office is the focal point for policy development, external communications, legislative affairs, community outreach for crime prevention and education initiatives, emergencies and issues that are sensitive or have broad impact.

EXTERNSHIP

Arizona Board of Regents

Contact: Nancy Tribbensee, General Counsel
Address: Arizona Board of Regents
2020 N. Central Avenue
Phoenix, Arizona 85004
Phone: (602) 229-2510
Email: trib@azregents.edu

In this externship the extern will draft legal memoranda and perform legal research under supervision of the General Counsel. The extern will attend committee and board meetings of the Arizona Board of Regents (ABOR) to experience public policy making. The extern will also attend the Legal Affairs Council meeting which includes lawyers from all three state universities.

More information on the ABOR can be found at http://www.azregents.edu

EXTERNSHIP

Arizona Center for Disability Law

Contact: Edward L. Myers, III
Staff Attorney
Address: Arizona Center for Disability Law
5025 E. Washington St., Suite 202
Phoenix, Arizona 85034
Phone: (602) 274-6287 Fax: (602) 274-6779
Email: Emyers@azdisabilitylaw.org

The Arizona Center for Disability Law (ACDL) is the protection and advocacy system (P&A) for the State of Arizona. Congress created the P&A system to address inadequate and often deplorable treatment of persons with disabilities. Generally a disability is one which is "**a physical or mental impairment that substantially limits one or more major life activities of such individual."** ACDL represent all types such as persons with significant mental illnesses, persons with intellectual disabilities, and persons with physical 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 physical and program access, housing, and health care issues arising under the substantive areas of the Americans With Disabilities Act, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, the Fair Housing Act, Individuals with Disabilities Education Act and other related state and federal laws.

EXTERNSHIP

Arizona Center for Law in the Public Interest

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
Email: thogan@aclpi.org

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. Finally, students receive close supervision in the refinement of their legal writing skills.

EXTERNSHIP

Arizona Chamber of Commerce and Industry

Contact: Glen Hamer, President & CEO
Address: Arizona Chamber of Commerce and Industry
1850 North Central Avenue, Suite 1433
Phoenix, Arizona 85004
Phone: (602) 248-9172, ext. 115 Fax: (602) 265-1262
Email: ghamer@azchamber.com
website: www.azchamber.com

The objectives of this externship placement is to train an individual in the intricacies of law making, policy development and lobbying. The Arizona Chamber provides and excellent environment to learn these skills as the focus is on policy development and then execution at all levels of government.

The extern will be fully integrated into the Chamber's policy making team. The extern will be exposed to all thirteen of the Chamber's policy committees, including our prestigious Public Affairs Committee. The extern will conduct extensive research on all the major policy areas facing the state of Arizona, write policy memos, issue briefs, and other communications to lawmakers and to the public. Much of the writing will involve legal matters.

The extern will write policy memos, columns, legal briefs, and summaries of legislation. The externship will also require a major issue brief on a key topic for the Chamber. The work requires considerable written work and the extern will be expected to write quite a bit.

EXTERNSHIP

Arizona Corporation Commission
Legal Division

Contact: Charles Hains
Address: Arizona Corporation Commission, Legal Division
1200 W. Washington
Phoenix, Arizona 85007
Phone: (602) 542-3402 Fax: (602) 542-4870
Email: Mmartinez@azcc.gov chains@azcc.gov

This externship will provide law students with an opportunity to learn firsthand the practice of law within an administrative agency that regulates a wide breadth of civil matters including utilities regulation, transmission and power plant siting, pipeline and railroad safety, corporations, and securities regulations while supporting the agency's staff attorneys in the performance of typical legal tasks. Additionally, the extern will be able to observe the unique perspective of staff attorneys representing agency staff in administrative proceedings before the elected agency heads and defend the agency's decisions on appeal.

The extern will be expected to provide assistance in a wide variety of areas including, retrieving information and performing responsible and complex legal research and providing the results in well written memoranda and legal briefs.

SUBMIT A WRITING SAMPLE ALONG WITH YOUR RESUME AND COVER LETTER.

EXTERNSHIP

Arizona Court of Appeals

Contact: The Honorable Jon Thompson
Address: Arizona Court of Appeals, Division One
1501 W. Washington, Suite 317
Phoenix, Arizona 85007
Phone: (602) 542-5304 Fax: (602) 542-7801
Email: Jhendrix@appeals.az.gov / kmiles@appeals.az.gov (Clerks)

Participating judges generally include: Michael Brown, John C. Gemmill, Patrick Irvine, Diane Johnsen, Donn Kessler, Patricia Orozco, Jon Thompson, Ann Scott Timmer, and Lawrence Winthrop.

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, Division One consists of 16 judges and the judges sit in three-judge panels.

The Arizona Court of Appeals hears:

- every type of civil case (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

Contact: Tony Mackey, Chief Staff Attorney
Address: Arizona Court of Appeals, Division One
1501 W. Washington, Room 302
Phoenix, AZ 85007 Phone:
Phone: (602) 542-4824 Fax: (602) 542-4833
Email: Tmackey@appeals.az.gov

The Court of Appeals Staff Attorney's Office is seeking an extern to research civil appeals with some less than obvious jurisdictional problems. Some of the issues include: (1) Unresolved motions pending in the trial court when the notice of appeal is filed, (2) both signed and unsigned minute entries or orders, (3) the issue being raised is not substantively appealable, (4) inconsistent and confusing use of Rule 54(b) in certifying issues for immediate appeal while the balance of the case remains active in the trial court.

The extern would review the civil appeals as they are filed by reviewing the notice of appeal and the civil docketing statement that is required under the Court's rules to identify the bases for appellate jurisdiction and he/she may also access the electronic docket and record from the trial court to determine the nature and status of any pending but unresolved matters. The extern would be supervised in this effort by the chief staff attorney, Tony Mackey; the chief civil attorney, Barbara Vidal-Vaught, and the staff attorney primarily responsible for the civil motion calendar, Melina Brill. The tasks will require some initial training and familiarity with the statutory bases for appellate jurisdiction, the rules of civil procedure concerning final judgments and probably some research on a case-by-case basis. The extern would prepare a short memorandum concerning the jurisdictional basis for the appeal, and note any issues concerning same. The extern's work and that memo would be reviewed by and discussed in conference with one of the staff attorneys. In close or unique cases, such conference might also include one or more of our judges, and the extern could have the opportunity to orally present the issue to a Court of Appeals judicial panel.

EXTERNSHIP

Arizona Department of Administration
Office of General Counsel

Contact: Susan Laurence
Recruiting Manager/Intern Program Manager
Address: Arizona Department of Administration
100 N. 15th Avenue
Phoenix, AZ 85007
Phone: (602) 542-2181 Fax:
Email: susan.laurence@azdoa.gov

This externship placement will provide the extern will support the general counsel for the Arizona Department of Administration (ADOA) by providing legal research and writing in a corporate governance agency.

General duties as follows:

- Assist General Counsel with various legal activities
- Assist with brief writing including memos
- May accompany Counsel to court and assist in various assigned functions
- May accompany Counsel to agencies/commissions meeting with clients
- Assist/draft legal documents
- Conduct legal research
- Respond to client inquires and questions

EXTERNSHIP

Arizona Department of Corrections

Contact: Karyn Klausner, General Counsel
Legal Services
Address: Arizona Department of Corrections
1801 W. Jefferson
Phoenix, AZ 85007
Phone: (602) 542-2323 Fax: (602) 542-4240
Email: kklausner@azcorrections.gov

Externing with the Arizona Department of Corrections (ADC) will expose the law student to the variety of legal issues that may arise from the incarceration of inmates, including but not limited to constitutional [including amendments from first to eight, etc] and civil rights issues, private prison issues, legislation, and contract matters and to provide experience in researching and drafting memoranda on these issues. Enhance communication skills by interaction with Legal Services staff and lawyers from the Office of the Attorney General.

The extern will perform the following:

- Legal research to resolve questions regarding sentencing, ADC policies, proposed legislation, conditions of confinement, public records requests, privatization, contract and other Corrections issues as they arise.
- Draft responses to the interrogatories and requests for admissions on behalf of the Director, former Directors and the Department.
- Review ADC policies for possible revision or implementation of new policies.
- Communicate with Legal Services Department staff and the Office of the Attorney General which represents the Department in litigation and many pre-litigation issues.
- Assist with review and redaction of public records requests.

SUBMIT A WRITING SAMPLE AND TRANSCRIPT ALONG WITH YOUR RESUME AND COVER LETTER.

Arizona Department of Emergency and Military Affairs

Contact: LTC Paul Forshey
Arizona Department of Emergency and Military Affairs (DEMA)
Address: Office of the Staff Judge Advocate
Joint Forces Headquarters - Arizona
5636 E. McDowell Road
Phoenix, AZ 85008-3495
Phone: 602/267-2588
Email: Paul.forshey@us.army.mil

DEMA Staff Judge Advocate's Office hopes to assist students develop the art of lawyering by teaching skills and values, and by engaging students with the intellectual, pragmatic, ethical, and personal issues that arise in the practice of law. This experience can help student accomplish these goals in at least the following ways:

- Learn about personal professional development
- Improve specific lawyering skills
- Increase insight into a state administrative system
- Develop a sense of professional responsibility

The extern will assist in protecting the organization's legal interest and maintaining its operations within the scope established by law. Provide hand-on counsel to all levels of staff and the legal department. Additionally the extern will be responsible for identifying and analyzing legal issues, drafting key documents, presenting clear recommendations, and assuring legal compliance. Generally, an extern can expect to be engaged in the following specific types of legal work:

- Contract review
- Land use, zoning, and licensure issue research
- Employment issue analysis
- Labor dispute analysis
- Military separation analysis
- Evidence gathering
- Administrative separation hearings (rarely)
- Service members civil relief act advice and application
- Property holding research
- Basic estate planning advice
- Legal research memos
- Contracts
- Pre-mobilization presentation
- Basic wills, power of attorney, and health care power of attorney

EXTERNSHIP

Arizona Department of Gaming

Contact: Levada S. Coker
Human Resources Manager
Address: Arizona Department of Gaming
1110 W. Washington St., Ste. 450
Phoenix, AZ 85007
Phone: 602/255-3819 FAX: 602/255-3883
Email: Lcoker@azgaming.gov

This externship placement will provide the extern with legal research and writing in the areas of Indian Law, Indian Gaming, State Gaming Law, Contract Law, Administrative Law and Employment Law. The students will work the Director, Mark Brnovich and the Director of Administration, Dan Bergin, both attorneys.

For more information on the Department go to: http://www.gm.state.az.us/

EXTERNSHIP

Arizona Department of Water Resources

Contact: Nicole D. Klobas and David Johnson
Deputy Counsel
Address: Arizona Department of Water Resources
3550 N. Central Ave.
Phoenix, AZ
Phone: 602/771-8472
Email: ndklobas@azwater.gov / dsjohnson@azwater.gov

This externship will provide an opportunity for a law student to participate in various ongoing issues at the Department. The Department is responsible for representing the State's interest in water-related issues, including Colorado River issues, as well as applying and enforcing the Groundwater Management Act (A.R.S. §§ 45-401 *et seq*). The Department also serves as a technical advisor for surface water adjudication proceedings.

Possible opportunities for law students include: assisting Department lawyers in drafting and revising rules and preparing rulemaking documents, researching issues in administrative law, preparing memoranda on legal questions affecting the Department or its policies, and providing assistance in administrative hearings or other judicial proceedings.

EXTERNSHIP

Arizona Education Association

Contact: Samantha E. Blevins
General Counsel
Address: Arizona Education Association
345 E. Palm Lane
Phoenix, AZ 85004

Phone: 602/264-1774
Email: Samantha.blevins@arizonaea.org
Website: http://arizonaea.org

The Arizona Education Association's (AEA) mission is *Keeping the Promise of Quality Public Education.* The core values of the AEA are: quality public education for all; fairness, equity, and respect for all; teaching as an esteemed profession; learning as a community commitment. The AEA has more than 31,000 members and is the largest professional organization in Arizona. AEA takes the lead in advocating for support of Arizona's public schools, improving the quality of public education through positive change, and improving the professional lives of teachers and school staff members.

This externship will provide an opportunity for a law student to develop legal research and writing skills and witness interview skills. The extern may have an opportunity to write legal memorandum and pleadings.

EXTERNSHIP

Arizona Justice Project

Contact: Lindsay Herf, Deputy Counsel
Katherine Puzauskas, Deputy Counsel
Address: Arizona Justice Project
2120 N. Central Avenue, Suite 130
Phoenix, AZ 85004
Phone: 480-965-7198 FAX: 480-727-9157
Email: lindsay.herf@asu.edu
katherine.puzauskas@asu.edu

Pre-Requisite: Participation in the Post Conviction Clinic

The Arizona Justice Project, which itself is housed at the College of law and was founded in 1998 as one of the first innocence and post-conviction review projects in the country. The Arizona Justice Project's mission is to identify and assist indigent Arizona inmates who have claims of actual innocence or manifest injustice. The Justice Project is frequently the resource of last resort for indigent inmates seeking post-conviction relief.

Every year the Justice Project receives letters from a couple hundred Arizona inmates seeking legal assistance on their case. The Justice Project, now composed of 3 attorneys and a part-time administrative assistant, review each claim to determine whether it is a claim of innocence or manifest injustice. Once a case is accepted for a more detailed review, law students work with Justice Project attorneys and law school faculty in reviewing the case and re-investigating certain facts to find out if evidence of innocence can be revealed. The work includes interviewing inmates in prison; visiting crime scenes; interviewing witnesses; meeting with former defense attorneys or detectives who previously worked on the case; filing requests for public records; visiting the Clerk of Court's Office to read through case files; tracking evidence that may be suitable for DNA analysis; and – when evidence of innocence is revealed and documented – helping draft a Petition for Post-Conviction Relief.

For the first ten years of its existence, the Justice Project relied almost entirely on volunteer contributions by law students, lawyers, and law school faculty members. Two years ago, the first ever Post-Conviction Relief Clinic was formed at the ASU law school through which law students could take a course on wrongful convictions while simultaneously work on real cases with claims of innocence. Since the clinic has come into existence, ASU now offers the opportunity of an externship with the Justice Project for law students who have completed one year in the Post-Conviction Clinic.

EXTERNSHIP

Arizona Prosecuting Attorneys' Advisory Council

SPRING ONLY

Contact: Kim MacEachern, Staff Attorney
Address: Arizona Prosecuting Attorneys' Advisory Council (APAAC)
1951 W. Camelback Road, Suite 202
Phoenix, AZ 85015
Phone: 602/542-7200
Website: www.apaac.az.gov
Email: Kim.MacEachern@apaac.az.gov

The Arizona Prosecuting Attorneys' Advisory Council (APAAC) is a statutory, quasi-governmental agency (ARS §41-1830) that is tasked with coordinating the duties of the prosecuting attorneys and their staffs statewide. In addition to being a primary source for professional development and training for Arizona's prosecuting community, APAAC is also charged with maintaining liaison with study commissions and agencies of all branches of government that benefit law enforcement and the administration of justice ARS §41-1830.01.6. To that end, APAAC assists the prosecuting community each legislative session by interfacing with the legislative branch, providing resources and input from the prosecutors regarding the impacts on law enforcement and the administration of justice from changes in the criminal legal system. The APAAC staff attorney is primarily responsible for this legislative duty.

In the course of the externship, which would cover essentially the spring semester as it coincides with the legislative session, the student will become familiar with the legislative process and all aspects of the criminal legal system, political systems and the interaction of the prosecution offices with one another as well as with federal, state and local governments.

The extern will assist the staff attorney, the direct supervisor, with activities that present opportunities to conduct research, writing and presentation on policy issues in the criminal law and executive budgets.

Tasks include:

- ★ Analyze and track legislative proposals,
- ★ Prepare fact sheets/proposals/presentations recommending legislative action and/or positions to the full APAAC Council;
- ★ Attend and monitor legislative hearings;
- ★ Communicate Council positions to the legislature through one-on-one contact and/or committee testimony;
- ★ Participate in weekly Legislative Policy Committee (LPC) meetings and full APAAC Council meetings;
- ★ Brief the LPC and Council on legislative activity;
- ★ Prepare summaries of legislative proposals and track identified bills;
- ★ Attend stakeholders meetings.

EXTERNSHIP

Arizona Senior Citizens Law Project

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 Fax: (602) 252-6694
Email: seniorlw@mindspring.com

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, and employer defense and legal malpractice coverage for the referral panel.

JOB DUTIES		PERCENTAGE OF TIME DEVOTED TO JOB DUTIES
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 Land Department

Contact:	Wimberly Doran Assistant State Land Commissioner
Supervising Attorney:	Vanessa Hickman, Deputy State Land Commissioner
Address:	1616 W. Adams Street Phoenix, Arizona 85007
Phone:	(602) 542-4621
Email:	Wdoran@land.az.gov

The mission of the State Land Department is to manage State Trust lands and resources to enhance value and optimize economic return for the Trust beneficiaries, consistent with sound stewardship, conservation, and business management principles supporting socioeconomic goals for citizens here today and generations to come. To manage and provide support for resource conservation programs for the well-being of the public and the State's natural environment.

This externship will enhance the learning experience of the extern in the field of law by offering meaningful assignments accompanied by adequate supervision, providing regular and on-going feedback sessions and a real-world experience that complement the extern's study of law.

Specific tasks may include:

- Summarize/analyze and track legislation
- Attend/monitor legislative hearings and meetings
- Work with Department on organizing and establishing its legislative agenda
- Research legal issues pertaining to State Trust Land
- Summary reports
- Legal memoranda

EXTERNSHIP

Arizona State University
Office of General Counsel

Contact:	Peggy Casebolt
Supervising Attorney:	Lisa Loo, Deputy General Counsel
Address:	Office of the General Counsel Fulton Center Building, 3rd Floor, Room 335 Arizona State University Box 877405 Tempe, Arizona 85287-7405
Phone:	(480) 965-4550
Email:	peggy.casebolt@asu.edu

The ASU Office of General Counsel (OGC) is responsible for providing comprehensive legal services 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 assignments in one or more of the following areas: constitutional law, contractual matters, property law, student conduct matters, police matters, employment issues, due process requirements, civil rights issues; including possible participation in investigation of discrimination charges, 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

Arizona Supreme Court
Chief Justice Rebecca White Berch

Contact: Jodie Rogers, Law Clerk
Address: Arizona Supreme Court
1501 W. Washington St., Suite 411
Phoenix, Arizona 85007-3231
Phone: (602) 452-3535 FAX: (602) 452-3559
Email: jrogers@courts.az.gov

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

The purpose of this placement is to allow law students to learn the function of a state supreme court judge's chambers, including: how briefs are read and reviewed, how judges prepare for oral argument and how 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 assignments 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.

EXTERNSHIP

Arizona Supreme Court
Government Affairs

Contact: Jerry G. Landau
Address: Director of Government Affairs
Arizona Supreme Court
Administrative Office of the Courts
1501 W. Washington St., Suite 411
Phoenix, Arizona 85007-3231
Phone: (602) 452-3361 FAX: (602) 307-1294
Email: jlandau@courts.az.gov

This externship placement will give the extern an in-depth understanding of the work done by the Arizona Supreme Court, Administrative Office of the Courts, and the Judicial branch, how the Supreme Court interacts with other courts in the state and with the legislative and executive branches.

The extern will perform a wide array of legal work, focusing on legal writing, research and working with the governmental affairs group of the Supreme Court. A list of the extern's duties will include:

- Researching and interpreting current statutes, court rules and case law.
- Drafting written memoranda summarizing and analyzing constitutional and legal issues.
- Drafting written memoranda summarizing and analyzing bills introduced and recently passed by the Arizona Legislature.
- Preparing and conducting presentations to court personnel, legislators, and legislative staff.
- Participating in committees and groups formed by the Administrative Office of the Courts.
- Preparing PowerPoint Presentations on legislative and legal issues.
- Communicating with judges, legislators, court employees and legislative staff regarding various legal and legislative issues.
- Communicating with the AOC's Director of Government Affairs and other members of the Executive Office.

EXTERNSHIP

Arizona Supreme Court
Legal Services Office

Contact: David L. Withey
Address: Chief Counsel of the Legal Services Office
Arizona Supreme Court
Administrative Office of the Courts
445 Arizona Courts Building
1501 W. Washington St., Suite 411
Phoenix, Arizona 85007-3231
Phone: (602) 452-3325
Email: dwithey@courts.az.gov

The Legal Services Office will provide a unique educational experience by involving the extern in providing a broad range of in house counsel services primarily for the Administrative Director of the Courts and staff in support of the Chief Justice's administrative supervision of the judicial branch and secondarily for judges and court administrators throughout the state.

The extern will experience public sector law practice, advising in house clients and addressing legal issues that arise for Arizona courts. The extern will use and develop skills in issue identification, legal research and writing, client service, contract drafting and statutory analysis.

Depending upon interest and time devoted to the externship, the extern will perform all or most of the following tasks:

A. Prepare analyses of draft legislation proposed by judges and court administrators for incorporation in the judicial branch legislative package that address consistency with the stated purpose, alternatives to legislation to accomplish the purpose and unintended legal effects.

B. Prepare a detailed written analysis of at least one contract for the services of a private vendor assuring incorporation of all contractual elements and provisions required by law and recommending changes to correct any deficiencies.

C. Prepare a memorandum for non-lawyer administrative staff of the court explaining the effect on current law and operations of at least one recent major appellate decision.

D. Respond to requests for legal services by identifying the legal issue(s) presented, researching the issue(s) and providing a concise but comprehensive memorandum responding to the request.

E. Review and comment on at least one draft opinion or draft at least one opinion concerning a judicial ethics issue or judicial employee ethics issue.

F. Complete a major legal research and writing project. Examples of projects are "Authority to Manage Courts and Triage Cases During a Pandemic or Other Major Emergency" and "Distinguishing Constitutional and Other Legal Requirements from Best Practices in the Operation of Juvenile Detention Centers."

EXTERNSHIP

Arizona Supreme Court
Office of the Presiding Disciplinary Judge

Contact: Judge William J. O''Neil
Address: Presiding Disciplinary Judge
Arizona Supreme Court
1501 W. Washington St., Suite 411
Phoenix, Arizona 85007-3231
Phone: (602) 452-3436 FAX: (602) 452-3498
Email: officepdj@courts.az.gov

Required: Successfully completing the Professional Responsibility course.

The Supreme Court of the Arizona adopted changes to the attorney discipline system, including the establishment of the Office of the Presiding Disciplinary Judge. The Presiding Disciplinary Judge presides over attorney discipline proceedings and issues orders together with a two-member hearing panel. The opinions of the Presiding Disciplinary Judge and hearing panel are final orders in the case in which they are issued and may be appealed to the Supreme Court.

EXTERNSHIP

Arizona Supreme Court
Staff Attorneys' Office

Contact: Patience T. Huntwork
Address: Staff Attorneys' Office
Arizona Supreme Court
1501 W. Washington St., Suite 445
Phoenix, Arizona 85007-3231
Phone: (602) 452-3528 FAX: (602) 452-3482
Email: Phuntwork@courts.az.gov

The objectives of this externship placement are to allow the 10 attorneys of the Arizona Supreme Court Staff Attorneys' Office the opportunity to work with bright and knowledgeable future lawyers who can assist them with a variety of tasks which their office performs for the five justices of the Arizona Supreme Court.

The majority of work assigned to the extern consists of drafting memoranda to the Justices on the petitions for review and special actions which make up the primary case load of the Arizona Supreme Court. Extern work of secondary importance might include: all phases of court rules including civil, criminal, evidence, juvenile and various other bodies of Arizona rules; state bar disciplinary appeals; election appeals; prisoner pro se litigation; water rights litigation; and the processing of death penalty post-conviction and related issues. In addition, there might be a need for research on a topic of special interest to the Court or an individual staff attorney.

The Arizona Supreme Court Staff Attorney's Office typically accepts either one or two ASU College of Law interns each term. Applications should be submitted to the Staff Attorneys' Office via the ASU College of Law Externship Coordinator (not directly). Minimal requirements are high grades in legal writing, overall good grades, and good character. A criminal background check is required.

Student positions with the Staff Attorneys' Office are limited; writing and analytical skills are highly valued; and all exceptionally-qualified students are not guaranteed a position.

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EXTERNSHIP

Arizona Technology Enterprises

Contact: Nicole Reilly, Director
Address: Arizona Technology Enterprises
1475 North Scottsdale Road, Suite 200
Scottsdale, AZ 85257
Phone: (480) 884-1995 Fax: (480) 884-1984
Email: nreilly@azte.com

This externship will expose the student to technology transfer issues, including the identification, protection and commercialization of technology.

The extern will work with internal and external counsel to prepare transactional documents related to the transfer of technology, including license agreements, option agreements, term sheets, inter-institutional agreements, corporate sponsored research agreements, material transfer agreements, and collaboration agreements.

The extern will generate written work, including any of the transactional documents listed above and memoranda on current issues affecting technology transfer.

EXTERNSHIP

City of Mesa Attorney's Office

Contact: Michelle Zeig, Management Assistant
Address: City of Mesa
20 E. Main Street, Suite 850
P.O. Box 1466
Mesa, Arizona 85211-1466
Phone: (480) 644-2343 Fax: (480) 644-2498
Email: michelle.zeig@mesaaz.gov

The City of Mesa is committed to providing extern(s) with a rewarding legal educational experience in Municipal law including the handling of a variety of assignments in areas such as condemnation, real estate transactions, tax and licensing, environmental law, water law, liability defense litigation, planning and zoning, construction litigation, research and writing appellate briefs, preparation of summary judgment motions, legal research and writing memorandums.

Type of legal work the extern will perform:

- Research, write, and draft motions for summary judgment, legal opinions, and other legal memorandums.
- Attend depositions.
- Attend trial.
- Participate in witness preparations.
- Attend city council meetings, executive sessions when permissible and attend meetings of the city's boards and commissions such as planning and zoning, design review, and general development committee.
- Handle assignments from the city attorney's litigation unit in the areas of liability defense involving Federal 1983 Civil Rights claims, Title 7 employment discrimination claims, claims under the ADA, as well as common law negligence claims.
- Handle assignments from the city attorney's administrative unit in the areas of drafting and reviewing contracts, ordinances, resolutions, settlement agreements, legal opinions, referendums, and initiatives.

EXTERNSHIP

City of Mesa Prosecutor's Office

Contact: Sophia Graves, Management Assistant
Address: City of Mesa
250 E. First Avenue, Suite 222
P.O. Box 1466
Mesa, Arizona 85211-1466
Phone: (480) 644-3206 Fax: (480) 644-2584
Email: sophia.graves@mesaaz.gov

The City of Mesa Prosecutor's Office is committed to providing extern(s) with a rewarding legal and educational experience in Criminal law including the handling of a variety of assignments in areas such as drafting responses to defense motions, legal research and writing projects, city code cases, asset forfeiture, jury selection, Fourth, Fifth, and Sixth Amendment issues, community prosecution, appellate brief drafting, and legal research and writing memorandums.

Type of legal work the extern will perform:

- Research, write, and draft motions
- Attend depositions / interviews.
- Attend trial, including jury selection.
- Participate in witness preparations.
- Attend community meetings
- Conduct research on law related subjects
- Handle assignments in the areas of drafting and reviewing, plea agreements, ordinances, resolutions, legal opinions, referendums, and initiatives.

EXTERNSHIP

City of Peoria, Attorney's Office

Contact: Michael Dynes
Assistant City Attorney
Address: City Attorney's Office
8401 W. Monroe Street
Peoria, , AZ 85345
Phone: (623) 773-7335 FAX: (623) 772-7323
Email: Mike.dynes@peoriaaz.gov

Externs will be exposed to the functions of the City Attorney's Office allowing the extern to apply the skills learned in law school under the supervision of a practicing attorney.

Specific tasks may include:

- Research and writing on both the civil and criminal sides as needed
- Conducting Criminal pretrial conferences under the supervision of an attorney
- Participation in trials and evidentiary hearings

Type of specific written work:

- Motion responses
- Appellate preparation
- interoffice research memoranda
- training bulletins for law enforcement

EXTERNSHIP

City of Phoenix Government Relations Office

Contact: Karen Peters, Government Relations Director
Address: City of Phoenix Government Relations Office
200 W. Washington
Phoenix, AZ 85003
Phone: (602) 256-4257 Fax: (602) 534-3644
Email: karen.peters@phoenix.gov
Website URL: www.phoenix.gov

This externship will familiarize the extern with state and federal legislative processes, interaction of city government with state, federal, and other local governments, particularly legislative and executive functions. It will provide opportunities for research, writing, and presentation regarding policy issues.

Tasks may include:

- Analyzing state and/or federal legislation.
- Preparing recommendations for city policy positions.
- Preparing position papers and/or fact sheets.
- Preparing for and participating in weekly briefing with City Attorney's Office lawyers regarding state legislation.
- Preparing summaries of state and/or federal legislation.
- Preparing briefing documents regarding City legislative priorities.

EXTERNSHIP

City of Phoenix Public Defender's Office

Contact: Gary Kula
Address: City of Phoenix Public Defender's Office
200 W. Washington, 14th Floor
Phoenix, AZ 85003
Phone: (602) 534-2403 Fax: (602) 534-2381
Email: gary.kula@phoenix.gov

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 will 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 need to be at the 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
Bruce Washburn, Scottsdale City Attorney

Contact: Joe Padilla
Address: City Attorney's Office
3939 No. Drinkwater Blvd.
Scottsdale, AZ 85251
Phone: (480) 312-7994 or 312-3501 FAX: (480) 312-2548
Email: jpadilla@scottsdaleaz.gov

The Scottsdale City Attorney's Office represents the City of Scottsdale and provides legal assistance and representation to each of the Departments that comprise the organizational structure of the City. The City Attorney's Office also provides legal 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 impacting a governmental agency.

The extern may 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 litigation 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 and the Internet. Experience with Microsoft Office is also helpful.

SUBMIT A WRITING SAMPLE ALONG WITH YOUR RESUME AND COVER LETTER.

EXTERNSHIP

City of Tempe Attorney's Office

Contact: Erin Fillmore
Address: Tempe City Attorney's Office
21 E. Sixth Street, Suite 201
Tempe, AZ 85281
Phone: (480) 350-8227 Fax: (480) 350-8645
Email: Erin_Fillmore@tempe.gov

The City Attorney's Office provides legal services to all City departments, boards and commissions, committees, and the Mayor and City Council on a regular basis. It works with the Mayor and Council, city management and departments to advocate on behalf of the City and its employees, interpreting ordinances, and ensuring that City ordinances and state laws are enforced.

Other responsibilities of the office include representing the City in legal proceedings before administrative and legislative bodies, and in the courts at all levels. Attorneys provide numerous services ranging from drafting legal documents and ordinances, reviewing contracts and other legal instruments, assisting in legal transactions, giving legal advice, responding to citizen concerns, prosecuting and defending on behalf of the City and State in litigation.

The objectives of the externship placement include getting law students involved in critical legal research and writing, for timely advice to City department representatives, City Council members and staff. The extern will be involved in the daily activities of the office as much as is feasible, given the time constraints of school. This means that the extern shall keep the office updated on the hours he or she is available for work, as well as consulting with the supervisory attorney and the other attorneys in the office.

All attorneys in the Civil Division of the Tempe 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.

If dedicated to the City Attorney, the extern will work on legal issues specific to the Mayor and City Council, including: reviewing and drafting ordinances; attending meetings; and working closely with the City Attorney and City Officials.

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. The extern will be encouraged to attend meetings (including Council meetings, Boards and Commission meetings, and other meetings with clients) and to attend court proceedings when available.

EXTERNSHIP

Community Legal Services, Central Phoenix Office

Contact: George H. McKay
Address: Community Legal Services
305 S. Second Ave.
Phoenix, AZ 85036-2402
Phone: (602) 258-3434 x 2770 Fax: (602) 254-3258
Email: Gmckay@clsaz.org

Placements are available in various units including: Benefits and Employment Unit, the Farmworker Unit and the Housing Unit.

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

1) 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.

2) 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.

3) Demonstrate that public interest advocacy can be challenging, demanding, and rewarding legal work that will utilize their first year training to the fullest extent.

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, Central Phoenix Office
Family Law/Domestic Violence Project

Contact: Patricia A. Madsen, Managing Attorney
Address: Community Legal Services
305 S. Second Ave.
Phoenix, AZ 85036-2402
Phone: (602) 258-3434 x 2010 Fax: (602) 254-3258
Email: Pmadsen@clsaz.org

Description of Firm: Community Legal Services (CLS) is a non-profit law firm practicing in a variety of civil legal areas for low-income clients. CLS serves its clients through litigation, self-help assistance and public policy development.

Objective: The objective of this externship is to provide the student with a "hands on" family law practice experience. At the end of the externship, the student should have a solid understanding about the day-to-day practice of CLS family law attorneys and have learned many of the skills necessary to be successful in the practice of law. The students will receive practical litigation oriented work assignments directly related to cases currently being litigated in Superior Court. Students interested in public policy and the legislative process will receive research projects designed to permit the student to explore and participate in public policy.

Scope of Work: The student will conduct client interviews and assist with preparation of forms and pleadings on behalf of CLS clients. In addition, the student will assist CLS family law attorneys with case-related research and writing regarding family law and domestic violence, and assist the CLS attorneys with various aspects of trial preparation. Public policy projects will include research and writing on proposed amendments to the Arizona Revised Statutes. In working with the attorneys, the student will have the opportunity to attend client consultations, court hearings, trials, settlement conferences and depositions, as well as community meetings and state and local bar association events.

EXTERNSHIP

Community Legal Services, Central Phoenix Office
Foreclosure and Eviction Litigation

Contact: Gosia Zawislak
Address: Community Legal Services
305 S. Second Ave.
Phoenix, AZ 85036-2402
Phone: (602) 258-3434 ext. 2430 Fax: (602) 254-3258
Email: Gzawislak@clsaz.org

Community Legal Services is hosting two Equal Justice Works AmeriCorps Legal Fellows. In this externship the extern will be actively involved in assisting the Fellows in their projects. The Fellows are involved in litigation to resolve housing issues such as illegal foreclosures and illegal evictions. Some of this litigation involves major banks. The fellows also will be helping in a pilot foreclosure mediation program at the bankruptcy court. This hands-on experience will allow you to learn about litigation, legal strategy, real estate and bankruptcy.

EXTERNSHIP

Community Legal Services, Eastside Office, Mesa
Family Law/Domestic Violence Project

Contact: Sarah Youngblood, Managing Attorney
20 West First Street, Suite101
Mesa, Arizona 85201
Phone: (480) 833-1442, extension 2940
(480) 833-1746 (fax)
Email: syoungblood@clsaz.org

Description of Firm: Community Legal Services ("CLS") is a non-profit law firm practicing in a variety of civil legal areas for low-income clients. Community Legal Services serves its clients by aggressive litigation, self-help assistance and public policy development.

Objective: The objective of this externship is to provide the student with a "hands on" family law practice experience. At the end of the externship, the student should have an solid understanding about the day-to-day practice of CLS family law attorneys and have learned many of the skills necessary to be successful in the practice of law. The students will receive practical litigation oriented work assignments directly related to cases currently being litigated in Superior Court. Students interested in public policy and the legislative process will receive research projects designed to permit the student to explore and participate in public policy.

Scope of Work: The student will assist CLS family law attorneys with case-related research and writing regarding family law and domestic violence. In addition, the student will conduct client interviews and assist with preparation of forms and pleadings on behalf of CLS clients. The student will also interview witnesses and assist the CLS attorneys with trial preparation. Public policy projects will include research and writing on proposed amendments to the Arizona Revised Statutes. The student with "job shadow" a family law attorney and attend court hearings, trials, settlement conferences, depositions, and client consultations, as well as State and local bar association events where the student will have the opportunity to meet practicing attorneys and judges from throughout the legal profession.

EXTERNSHIP

Community Legal Services, Eastside Office
Housing Law Externship

Contact: Sarah Youngblood, Managing Attorney
20 West First Street, Suite101
Mesa, Arizona 85201
Phone: (480) 833-1442, extension 2940
(480) 833-1746 (fax)
Email: syoungblood@clsaz.org

Description of Firm: Community Legal Services ("CLS") is a non-profit law firm practicing in a variety of civil legal areas for low-income clients. Community Legal Services serves its clients by aggressive litigation, self-help assistance and public policy development.

Objective: The objective of this externship is to provide the student with a "hands on" housing law practice experience. At the end of the externship, the student should have an solid understanding about the day-to-day practice of CLS's housing law attorneys. They will have been exposed to the the various issues affecting tenants in Arizona and they will have developed a firm grasp of the statutes, cases and regulations pertaining to private and public housing. The students will receive practical litigation oriented work assignments directly related to cases currently being litigated in the Justice Courts, Superior Courts, Federal Courts and administrative agencies. Students interested in public policy and the legislative process will receive research projects designed to permit the student to explore and participate in public policy.

Scope of Work: The student will assist CLS housing staff with case-related research and writing regarding issues such as tenant evictions, fair housing, and special issues related to public housing. In addition, the student will conduct client interviews and assist with preparation of forms and pleadings on behalf of tenants facing eviction and/or loss of housing vouchers. Public policy projects will include research and writing on proposed amendments to the Arizona Residential Landlord and Tenant Act, and special litigation projects. The student with "job shadow" a housing attorney and attend various court hearings, trials, settlement conferences, depositions, and administrative agency proceedings.

EXTERNSHIP

Crime Victims Legal Assistance Project

Contact: Colleen Clase, Attorney
Crime Victims Legal Assistance Project
P.O. Box 875920
Tempe, Arizona 85287-5920
Phone: 602/258-1812
Email: cclase@voiceforvictims.org

In this externship students shall receive significant experience meeting with clients who are victims of crime – sexual assault, domestic violence, child crimes and homicide. This experience includes attending state and federal court regularly at both the trial and appellate level. The extern will regularly assist in researching and writing legal memoranda, motions and appellate briefs relating to criminal law and victims' rights in Arizona and nationally.

The extern will perform the following:

- client interviews;
- research cutting-edge case law;
- draft motions and appellate briefs at both the state and federal level;
- contact law enforcement and social service agencies on behalf of the client;
- attend numerous court proceedings;
- interact with social work staff and social work interns in a multi-disciplinary setting.

If Rule 38 eligible, the extern will also argue motions in court.

EXTERNSHIP

Department of Veterans Affairs
Office of Regional Counsel

Contact: Mark Romaneski
Address: Department of Veterans Affairs
Office of Regional Counsel
650 E. Indian School Rd., Building #24
Phoenix, AZ 85012
Phone: (602) 212-2091
Email: mark.romaneski@va.gov

The U.S. Department of Veterans Affairs (VA), Office of Regional Counsel for Region 19, is seeking students currently enrolled in an accredited law school for their Legal Extern Program. Region 19 is directly responsible to the VA Office of General Counsel for the administration, direction, and execution of all VA legal activities in Arizona, New Mexico, and Nevada.

The aim of the Regional Counsel Legal Extern Program is to provide law students with direct exposure to the practice of law in the Federal government, with emphasis on the practice of law at the VA. The externs will work with practicing attorneys in Region 19, and the attorneys will assign them work of the same kind assigned to attorneys in the office. This includes, work on cases related to the Federal Tort Claims Act, health law, employment law, and information law.

The primary duties of the extern will include legal research, case preparation, drafting legal briefs and motions, and resolving administrative tort claims filed against VA alleging property damage, personal injury, or medical malpractice. In order to optimize the learning experience for the externs, they will also have the opportunity where and whenever practicable , to take part in or observe proceedings in which attorneys are involved, including witness interviews, administrative hearings, mediations, and settlement discussions.

The overall objective of this externship is to expose the extern to the practice of law in the Federal system, to train the extern to envision the practice of law as a process, and to apply the process in a practical and useful way.

EXTERNSHIP

Diane Halle Center for Family Justice

Contact: Dennis Burke
Address: Sandra Day O'Connor College of Law
Arizona State University
Tempe, AZ 85287-7906
Phone: 602-258-1602
Email: Dennis.burke@asu.edu

The Diane Halle Center for Family Justice is a multifaceted environment with the key goal of providing legal advice, guidance, and direct representation to clients, and to develop legal scholarship in the core areas addressed by the Center's mission including family violence, sexual abuse and human trafficking.

Externs will have the opportunity to work in one or more areas of service and scholarship based on the student's interest and the Center's needs.

Please submit a writing sample.

EXTERNSHIP

Equal Employment Opportunity Commission
Phoenix District Office

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
Email: Mary.Oneill@EEOC.Gov

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, 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

Equal Employment Opportunity Commission
Federal Sector Hearings Unit

Contact: Christa Zamora
Supervisory Administrative Judge (Acting)
Address: EEOC, Attn. Federal Sectors Hearings Unit
3300 North Central Avenue, Suite 690, Phoenix, Arizona 85012
Telephone: (602) 640-5017 Fax: (602) 640-4729
Email: christa.zamora@eeoc.gov

The Equal Employment Opportunity Commission's Hearings Unit is responsible for deciding employment discrimination cases filed by federal employees alleging discrimination on the basis of race, sex, age, national origin, religion, disability, genetic information, and/or retaliation against federal agencies. The Phoenix District Office's territorial jurisdiction includes Arizona, Colorado, New Mexico, Utah and Wyoming.

This externship provides law students with a unique experience to work in a specialized area of law. The externs work closely with Administrative Judges who adjudicate employment discrimination claims. The externship will also provide law students exposure to attorneys representing federal agencies. The federal employees appearing before the unit appear either *pro se*, *pro per* or with an attorney. The federal agencies commonly appearing before the Administrative Judges include, but are not limited to, the United States Postal Service, the Departments of Veterans Administration, Justice, Homeland Security, Energy, Navy, Army, Air Force, Treasury, and Interior.

Externs work under the direct supervision of an Administrative Judge. Excellent writing and research skills are required. Extern duties primarily consist of drafting rulings on motions, such as motions to dismiss, compel and for a decision without a hearing. Depending on the skill level, an extern may also have the opportunity to draft decisions after a hearing. During the course of a semester, externs should also have the opportunity to attend telephonic pre-hearing and settlement conferences and hearings on liability and damages.

The Phoenix District Office encompasses the Denver Field Office and the Albuquerque Area Office. The Phoenix District Office consists of seven Administrative Judges, with three in Phoenix, two in Denver and two in Albuquerque. The Phoenix District Office is accepting externship applications for all three locations.

EXTERNSHIP

Federal Public Defender's Office,
District of Arizona

Contact: Kim Stout
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
Email: Kim_Stout@fd.org

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

Students may also have an opportunity to work with the Capital Habeas Unit (CHU) which represents persons under a sentence of death.

BACKGROUND CHECKS: A background security investigation is required for all new hires. This is a non-executive high sensitive position that requires you to be fingerprinted, photographed, and complete appropriate security paperwork. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.

EXTERNSHIP

The Florence Immigrant & Refugee Rights Project
Eloy & Florence Programs

Contact: Lindsay Marshall, Executive Director
Address: Florence Immigrant & Refugee Rights Project
P.O. Box 654, Florence, AZ 85132
Phone: 520/868-0191 ext. 101 Fax: 520/868-0192
Email: lmarshall@firrp.org

Organizational Description
The Florence Immigrant and Refugee Rights Project is a non-profit, community-based legal service organization which counsels and represents immigrant men, women, and children detained for removal proceedings in Immigration and Customs Enforcement (ICE) custody in Arizona. It is estimated that almost 10% of the national detained population is held at any given time at ICE detention centers in rural Arizona. Without the right to government-appointed counsel in removal proceedings, 90% of detained people go unrepresented due to poverty. Responding to this legal emergency, the Florence Project provided legal services to more than 8,433 detained people from over 97 countries last year. The Project provides a full range of services including orientation and screening, interviewing, referral, representation, pro se case assistance and supportive social services.

Description of Position
The extern will work directly with detained clients in immigration proceedings under the supervision of a staff attorney. S/he will assist with conducting client intakes, completing applications for relief from removal, legal and factual research, and preparing individuals for their court hearings. Additionally, the extern will undertake a substantive writing project such as a prehearing brief, motion or appeal. S/he may also have the opportunity to represent a client in his individual merits hearing on his claim for relief from removal.

Qualifications
The Project seeks externs who have a demonstrated commitment to immigration issues and enjoy working in a collaborative, fast-paced and exciting work environment and an interest in working with vulnerable populations. ***Fluency in Spanish is required.*** Prior academic experience, or a strong interest in immigration law would also be helpful.

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBT individuals, persons with disabilities and members of under-represented or disadvantaged communities to apply.

EXTERNSHIP

The Florence Immigrant & Refugee Rights Project
Children's Project, Phoenix Office

Contact: Linnha González Suárez, Staff Attorney
Address: Florence Immigrant & Refugee Rights Project
202 East McDowell Road, Phoenix AZ 85004
Phone: 602-307-0011 Fax: 602-340-0596
Email: lgonzalez-suarez@firrp.org

Organizational Description
The Florence Project is a nonprofit legal service organization that provides free legal services to men, women and children detained in Arizona by the Immigration and Customs Enforcement (ICE). Although the government assists indigent criminal defendants and civil litigants through public defenders and legal aid attorneys, it does not provide attorneys for people facing deportation charges. As a result, approximately 86 % of detained people go unrepresented due to poverty. The Florence Project strives to address this inequity both locally and nationally. The Children's project works with children detained in shelters throughout the Phoenix area, in shelters run by The Office of Refugee Resettlement (ORR), providing legal orientations, referrals to low bono and pro bono legal services, and occasionally takes cases for in-house representation.

Description of Position
The objective of the externship placement with the Florence Immigrant & 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 immigration removal proceedings. This externship is based in Phoenix, where the Project maintains a satellite office.

Under the supervision of a staff attorney, the extern will work directly with detained children in immigration proceedings. The extern will conduct client intake interviews, assist with family reunifications and applications for relief from removal, and assist the staff attorney in pursing special immigrant juvenile status visas for children who have been abused, abandoned or neglected in their home countries. In addition, the extern will work directly with clients on a weekly basis, conducting intake interviews and follow-up interviews to assist in identifying children with relief options and gather information for case work. Additionally, the extern will be responsible for providing referrals to other legal organizations for children leaving the Phoenix area who may qualify for relief. And, the extern will help with the gathering and inputting data to report to our funders.

Qualifications
The Project seeks externs who have a demonstrated commitment to immigration issues and enjoy working in a collaborative, fast-paced and exciting work environment and an interest in working with vulnerable populations and especially children. ***Fluency in Spanish is required.***

The Florence Project recognizes the value of diversity in the workplace and strongly encourages applications from people of color, LGBT individuals, persons with disabilities and members of under-represented or disadvantaged communities to apply.

EXTERNSHIP

Glendale City Court
Judge Elizabeth Finn
Research, Evaluation & Assessment Project

Contact: Kyle Mickel, Special Projects Coordinator
Address: Glendale City Court
5711 W. Glendale Avenue
Glendale, Arizona 85301
Phone: (623) 930-2439 Fax: (623) 930-2010
Email: kmickel@glendaleaz.com

Glendale City court adjudicates criminal misdemeanors, city code violations, traffic violations, and certain juvenile offenses committed in the City of Glendale. The Court also has the authority to issue search warrants for misdemeanors and felonies. In cases of domestic violence and harassment, the Court issues protective orders.

EXTERNSHIP

Goldwater Institute

Contact: Carrie Ann Sitren
Attorney, Scharf-Norton Center for Constitutional Government
Address: 500 E. Coronado Road
Phoenix, Arizona 85004
Phone: (602) 462-5000 x 231 Fax: (602) 256-7045
Email: csitren@goldwaterinstitute.org
Website: www.goldwaterinstitute.org

The Goldwater Externship is designed to expose law students to legal issues that are rarely explored in-depth at most schools and to equip externs with research, analysis, and writing skills that will help them be more effective as lawyers.

The Goldwater Institute focuses on state constitutional issues as well as the impact of the U.S. Constitution and federal statutes on those residing in Arizona. Externs will have the opportunity to explore Arizona constitutional law, federalism, cutting-edge constitutional theories, media skills, and the use of social science research. Externs will learn how to recognize and seize public interest opportunities regardless of their ultimate field of practice.

Center for Constitutional Government

The constitutional government center publishes policy papers to provide a vision for a balanced constitutional rule of law. The center focuses on property rights, campaign finance, regulatory bodies, legislative terms, balance of power among levels of government, processes of judicial appointment, state sovereignty, and other issues in constitutional law. Policy papers can be found on Goldwater's website as part of the Institute's Research.

EXTERNSHIP

Governor Janice K. Brewer's Office of General Counsel

Hiring Attorney:	Joe Sciarrotta General Counsel
Contact:	Christina Estes-Werther Deputy General Counsel
Address:	Governor Janice K. Brewer Office of General Counsel 1700 W. Washington Street Phoenix, AZ 85007-2812
Phone:	(602) 542-1455
Email:	cestes_werther@az.gov

This externship program will be an invaluable experience for any student pursuing a legal career. This job provides diverse assignments that will give the student a well-rounded experience of the day-to-day operations of state government. Additionally, the student will learn about the responsibilities of the Office of General Counsel, which includes the practice of both civil and criminal law. Both the Governor's Office and the student benefit from this externship program.

The extern will review legislative proposals and policies, assist with drafting and analyzing contractual agreements, review state statutes and regulations, analyze and conduct legal research, draft research memorandums, conduct statutory interpretation, and assist with a variety of litigation tasks.

Where appropriate, the extern will assist with research, drafting, editing, cite checking and reviewing of briefs filed by the Governor's Office.

EXTERNSHIP

Institute for Justice, Arizona Chapter

Contact: Timothy D. Keller, Executive Director
Address: Institute for Justice, Arizona Chapter
398 S. Mill Avenue, Suite 301
Tempe, Arizona 85281
Phone: (480) 557-8300Fax: (480) 557-8305
Email: tkeller@ij.org

The externship will expose the law student to topics rarely raised in most law schools: natural rights theory, public interest litigation tactics, cutting-edge constitutional theories, media skills, and the use of social science research. Externs will learn how to recognize and seize public interest opportunities regardless of their ultimate field of practice.

The Arizona Chapter litigates state and federal constitutional cases in IJ's four core mission areas. IJ sues the government when it stands in the way of people trying to earn an honest living, when it takes away individuals' property, and when government stifles speech.

Externs will be involved in strategy meetings; write substantive legal memoranda; assist with brief writing and research potential cases.

EXTERNSHIP

Intensive Mentorship Program

Contact: Charles (Chikk) F. Myers, PA
Address: 3101 North Central Avenue, Suite 1650
Phoenix, AZ 85012-2615
Website: http://www.cfmlaw.com

The Intensive Legal Mentoring Program is an opportunity for one student to work side-by-side with Charles (Chikk) Myers, adjunct professor and local attorney to learn the practice of law. The externship is a pass/fail course. Mr. Myers has an LL.M in Taxation and practices in the areas of business formation and planning, estate planning, and estate and trust administration. You will likely review wills and trusts, draft financial and healthcare power of attorneys, attend a client meeting and draft an engagement letter, draft a will, draft client correspondence, and draft a basic trust.

If you have further questions, please e-mail Jennifer Barnes, Director, Externship Program at jennifer.barnes@asu.edu or call 480-727-7331.

EXTERNSHIP

Juvenile Public Defender's Office
Office of the Public Advocate

Contact: Christina M. Phillis
Address: Office of the Public Advocate
777 West Southern Ave. Suite 101
Mesa, AZ 85210
Phone: (602) 372-6806 Fax: (602) 372-6880
Email: phillis@mail.maricopa.gov

Working with the attorneys in this office, the student will learn how to advocate for juveniles charged with delinquent and incorrigible offenses and parents facing dependency and severance allegations. The extern will be expected to effectively interview a client prior to an initial hearing; prepare a case for trial, including identifying legal issues for pre-trial motions; and advocate for an appropriate disposition. The extern will be expected to keep a set schedule and work diligently while at work.

Under supervision of a senior attorney, the extern will be expected to handle a juvenile client's case from Advisory to Disposition or a dependency case through the pretrial conference and initial hearings. By the end of the semester the extern will be able to prepare a case for its initial hearing, conduct legal research, assist in the questioning of witnesses at trial and advocate at disposition.

The extern will write pre-trial motions regarding illegal search and seizures, Miranda violations and involuntarily obtained confessions. The extern will also be required to keep case logs regarding the work done on clients' cases.

EXTERNSHIP

Legal Advocate Dependancy Unit
Office of the Legal Advocate

Contact: William Owsley
Address: Legal Advocate Dependancy Unit
Office of the Legal Advocate
3800 N. Central, Suite 1500
Phoenix, AZ 85012
Phone: (602) 506-5379 Fax: (602) 506-5885
Email: bowsley@mail.maricopa.gov

This externship will provide an extern with the experience of working in area of child welfare law with an emphasis on child representation. The extern will shadow attorneys in their daily activities (court hearings, mediations, conferences, visits, meetings, etc.) He/she will engage in ongoing discussions about cases with attorneys and social workers. Externs will also engage in research and writing.

EXTERNSHIP

Maricopa County Attorneys Office

Contact: Ms. Kristian Lehman
Legal Training & Development Bureau
11 West Jefferson, Second Floor
Phoenix, AZ 85003
Phone: (602) 372- 0154 Fax: (602) 372-7210
Email: LehmanK@MCAO.Maricopa.gov

Externships Available:

Appeals and Research Division
An externship in the Appeals and Research Division will give the law student an overview of the types of work performed by attorneys in appellate practice. Students will receive experience in legal research and writing. Externs will research and draft responses to legal research requests from attorneys throughout the office. Additionally, externs will research and update MCAO's standardized argument bank. They will also summarize police involved shooting investigation reports and prepare those cases for the shooting review board. This externship will provide students with the opportunity to further develop their research and writing skills. Certification under Rule 38 is not needed.

Juvenile Crimes Division
This externship is conducted at MCAO's juvenile facilities in Mesa or in downtown Phoenix. This externship will give the student a hands-on inside look at how juvenile crimes are prosecuted in a large metropolitan area. Externs will be exposed to Juvenile Criminal Law, Criminal Sentencing, Evidence and the Juvenile Rules of Procedure. Externs will perform many varied tasks including legal research and writing, trial preparation, witness preparation, involvement with witness interviews, conducting bench trials, and assisting with special projects and assignments within the division. Certification under Rule 38 is not needed.

Preliminary Hearing Bureaus
Externs assigned to the Preliminary Hearing Bureaus will work in Mesa or downtown Phoenix. Students will be exposed to Criminal Law, Sentencing, Evidence, and Criminal Procedure. Externs will be responsible for handling felony cases in our Regional Court Centers. They will develop, draft and present plea agreements to defense attorneys. They will have contact with police officers and victims on their cases. Externs will also conduct preliminary hearings when necessary. Work in the Regional Court Centers is fast paced and hectic and it will give the student a good understanding of the early stages of a criminal prosecution. Externs will also have the opportunity to conduct bench trials in our justice courts for offenses ranging from criminal traffic cases to domestic violence assaults. Students may have the opportunity to conduct a DUI jury trial during their externship. These positions will involve drafting some responses to defense motions, but the primary focus is courtroom work. Certification under Rule 38 is not required, but those externs who are certified will also conduct preliminary hearings on cases in the EDC and RCC or misdemeanor trials in a justice court. (CONTINUED ON NEXT PAGE)

Criminal Trial and Major Crimes Bureaus

Externs assigned to the Criminal Trials Bureaus or the Major Crimes Bureaus will receive significant exposure to the day-to-day work involved in the prosecution of felony cases. Students will be exposed to Criminal Law, Sentencing, Evidence and Criminal Procedure. Externs will perform a variety of functions depending on their specific placement but typical duties will include drafting responses to defense motions, assisting in trial preparation, participation in witness interviews, assisting with the disclosure process, and courtroom observation. Rule 38 certified students will also have the opportunity to perform court coverage assignments and to participate in the presentation of evidence during felony jury trials. Certification under Rule 38 is helpful, but not required.

Legislative and Policy Extern

The Legislative and Policy Extern will work closely under the supervision of the Special Assistant for Legislation in the Maricopa County Attorney's Office. The extern will research and draft proposed policy and legislation affecting public safety and public policy. The position requires a strong background in legal research and writing.

When applying for an externship with the Maricopa County Attorney's Office, students should indicate their top three choices for assignment. Externs may rotate to a maximum of two different areas depending on the length of that individual's externship and the needs of the office. Externs must successfully complete a criminal background investigation and a drug test prior to beginning the externship.

Externs may not work in any other legal setting during the time of their externship with the Maricopa County Attorney's Office.

EXTERNSHIP

Maricopa Office of the Public Advocate
Post Conviction Review

Contact: Charles J. Babbitt
Address: 3443 N. Central Avenue, Suite 706
Phoenix, AZ 85012
Phone: (602) 329-0457
Email: Cbabbitt@mail.maricopa.gov

This externship placement is designed to introduce students to Arizona death penalty law and practice. The successful candidate will provide assistance to the Department in representing inmates on death row. The Department is limited to state habeas corpus practice (Rule 32) in death penalty cases, and represents the condemned. The Department conducts a comprehensive investigation of the circumstances of the offender's life, the crime, the trial and the appeal, identifies any legal and constitutional issues, and then prosecutes the defendant's petition for post-conviction relief. Clients are represented in Superior Court, the Arizona Supreme Court and on *cert* to the United States Supreme Court. The extern will be exposed to the continuum of tasks required to represent a capital defendant in post-conviction proceedings. The work will largely be legal research, writing and assistance in the preparation of memoranda and various pleadings. The extern may be asked to accompany and assist attorneys or other staff in interviewing clients or witnesses or in locating resources such as expert witnesses.

EXTERNSHIP

Maricopa County Public Defender
Trial and Appeals Divisions

Contact: Rebecca Kirchler, Extern Supervisor
Address: Maricopa County Public Defender's Office
Downtown Justice Center
620 W. Jackson, Suite 4015
Phoenix, AZ 85003
Phone: (602) 506-7711 x 32804 Fax: (602) 506-8231
Email: Kirchlerr@mail.maricopa.gov

The Office of the Public Defender protects the fundamental rights of all individuals by providing effective legal representation for indigent people facing criminal charges, juvenile adjudications, and mental health commitments when appointed by the Maricopa County Superior and Justice Courts.

Externs will work in either the Trial or Appeals Division. They will work with several lawyers on a range of cases. The externship will provide an overview of the types of work performed by attorneys in trial or appellate practice.

Externs will work on a variety of tasks, tasks, including; researching legal issues, writing legal memoranda, drafting and editing pleadings, reviewing case files, assisting in trial preparation, meeting with clients both in and out of jail, attending and participating in witness interviews, assisting in jury selection, observing their group attorneys in court, observing court proceedings (such as settlement conferences, sentencing proceedings, and trial), and attending private conferences with judges in chambers.

It is important that externs are trained in Westlaw research.

EXTERNSHIP

Maricopa County Superior Court Judges

Contact: Carolyn Landry, Sandra Day O'Connor College of Law
Externship Coordinator
Phone: (480) 965-4862
Email: carolyn.landry@asu.edu

Locations: The various locations of the Maricopa County Superior Court include downtown Phoenix, the Northeast Regional Center in Phoenix, Northwest Regional Center in Surprise, the Southeast Facility in Mesa, and the Juvenile Court Centers in both Durango and Mesa. Please note that all Criminal Courts are conducted at the downtown Phoenix facility.

Generally a number of externships are available with the Judges at Maricopa County Superior Court.

The extern conducts legal research for the assigned judge upon request, briefs cases that are scheduled for oral argument, and discusses cases 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.

Cover letters are not required for this externship. Interested students will complete a Preference Sheet stating the student's area of interest, court location, and possibly a particular Judge. The Preference Sheet will be available in the Documents Library on Symplicity. The preference sheet will be used to assign each student to an interested Judge. Please note that though every effort will be made to place the student according to their preferences, we cannot guarantee all preferences will be granted due to availability.

All externs will be screened by Courthouse Security. Any student applying for an externship at the Superior Court must disclose any pending cases in the Superior Court including divorce cases where there are minor children and Family Court retains continuing jurisdiction, and whether he/she has any felony convictions.

EXTERNSHIP

National Labor Relations Board

Primary
Contact: Paul R. Irving
Deputy Regional Attorney
Address: Region 28
2600 North Central Avenue, Suite 1800
Phoenix, AZ 85004
Phone: (602) 640-2088 Fax: (602) 640-2178
Email: paul.irving@NLRB.gov

Contact: Michael J. Karlson
Regional Attorney
Address: Region 28
2600 North Central Avenue, Suite 1800
Phoenix, AZ 85004
Phone: (602) 640-2163 Fax: (602) 640-2178
Email: michael.karlson@NLRB.gov

This externship will expose the student to field operations of the National Labor Relations Board. The extern will have the opportunity to participate in investigation and resolution of unfair labor practice charges filed with the Regional Office in the processing of representation petitions.

The extern will:

Investigate unfair labor practices which will require interviewing and taking affidavits from witnesses; researching legal issues; drafting investigatory reports; presenting investigation results for decision.

- Process representation petitions which will require some research as to composition and scope of bargaining units; drafting election agreements setting forth jurisdictional standards; appropriate units; place, date, and time of election.

- Write research memoranda covering pertinent issues raised in unfair labor practice charges or representation proceedings; complaints, or formal pleadings, resulting from determination of merit of unfair labor practices; election agreements; settlement agreements.

AN APPLICATION PACKET MUST BE COMPLETED AND TURNED IN WITH YOUR COVER LETTER AND RESUME. PACKETS CAN BE OBTAINED ON-LINE AT HTTP://WWW.NLRB.GOV/NLRB/ABOUT/CAREERS/STUDENT.ASP OR IN ROOM 101 FROM CAROLYN LANDRY.

EXTERNSHIP

Office of the Legal Defender
Major Felony and Death Penalty

Contact: Jeremy Bogart
Deputy Legal Defender
Address: Security Building
222 N. Central Ave., Suite 8100
Phoenix, AZ 85004
Phone: (602) 506-8800 Fax: (602) 506-8862
Email: Jeremy.bogart@old.maricopa.gov

Re: Students must have completed 3 semester of law school and be Rule 38 eligible to apply.

This externship will provide courtroom experience to students licensed to practice pursuant to Rule 38(d), Rules of the Supreme Court of Arizona.

The Office of the Legal Defender is one of three indigent defense offices in Maricopa County. In our extern program, the student works closely with a variety of lawyers handling major felony and death penalty cases as part of an integrated team approach. Externs have the opportunity to experience all aspects of ongoing cases including investigation, interviews, research, case preparation and attendance at hearings and trials. This participation enables students to apply and further learn issues of evidence, criminal law, criminal procedure and advocacy. While it is helpful to have taken these classes, it is not a prerequisite for the externship. It is more important to have a desire to learn and gather experience.

This placement requires a passion for criminal law, a good understanding of criminal law/criminal procedure/evidence (actual academic grades irrelevant), a "strong stomach" for ugly cases, an ability to make a serious time commitment, and good legal writing and research skills.

Things you will get to do:

- Go to court on standard appearances as well as trial(s) and actual hearings where litigation takes place;
- Announce when cases are called;
- Jail meetings with clients;
- Chamber meetings with Judges;
- Legal research, substantive motion writing, filing, exhibit, creation, etc.

Things you may get to do (depending on your comfort level and ability):

- Interview police officers as well as civilian witnesses;
- Cross-examine non-primary witnesses at trial;
- Be a co-counsel for some trial situations
- Assist with voir dire;
- Give a mini-opening;
- Cross examine witnesses at evidentiary hearings.

EXTERNSHIP

Office of the Legal Defender
Criminal Defense, Sex Crimes

Contact: Matt Meloni
Deputy Legal Defender
Address: Security Building
222 N. Central Ave., Suite 8100
Phoenix, AZ 85004
Phone: (602) 506-8800 Fax: (602) 506-8862
Email: Matt.Meloni@old.maricopa.gov

Re: Students must have completed 3 semester of law school and be Rule 38 eligible to apply.

This externship will provide courtroom experience to students licensed to practice pursuant to Rule 38(d), Rules of the Supreme Court of Arizona.

This placement requires a passion for criminal law, a good understanding of criminal law/criminal procedure/evidence (actual academic grades irrelevant), a "strong stomach" for ugly cases that include dangerous crimes against children including sexual abuse, an ability to make a serious time commitment, and good legal writing and research skills.

Things you will get to do:

- Go to court on standard appearances as well as trial(s) and actual hearings where litigation takes place;
- Announce when cases are called;
- Jail meetings with clients;
- Chamber meetings with Judges;
- Legal research, substantive motion writing, filing, exhibit, creation, etc.

Things you may get to do (depending on your comfort level and ability):

- Interview police officers as well as civilian witnesses;
- Cross-examine non-primary witnesses at trial;
- Be my "second-brain" and feed me objections/exhibits/notes while I am cross examining primary witness;
- Assist with voire dire;
- Give a mini-opening;
- Cross examine witnesses at evidentiary hearings.

EXTERNSHIP

Office of the Legal Defender
Juvenile Dependency Unit

Contact: Robert B. Bushor
Senior Counsel
Address: Security Building
222 N. Central Ave., Suite 8100
Phoenix, AZ 85004
Phone: (602) 506-5800 Fax: (602) 506-0921
Email: Robert.Bushor@old.maricopa.gov

The Maricopa County Office of the Legal Defender provides quality legal representation to indigent individuals. The JD/JS Unit works out of the three (3) Juvenile Court Divisions in Maricopa County to safeguard the fundamental legal rights to parents. The extern working within the JD/JS Unit would assist legal counsel to achieve those safeguards.

The legal work for the extern would be numerous and varied. It would include, but not be limited to:

- Reviewing CPS case files
- Assisting with the auditing of cases for CPS compliance with statutory time lines and service provisions
- Review and preparation of office files for court hearings
- Interviewing clients
- Drafting motions and legal research to support motions
- Drafting discovery motions and responses, as well as motions in limine
- Assisting counsel with both jury and non-jury trial preparation
- Courtroom observation

EXTERNSHIP

Phoenix Children's Hospital

Contact: Ms. Bhavi A. Shah
Assistant General Counsel
Address: Phoenix Children's Hospital
Office of General Counsel
1919 E. Thomas Road
Building C, Suite 2360
Phoenix, AZ 85016
Phone: (602) 933-1966 Fax: (602) 933-0394
Email: bshah@phoenixchildrens.com

The objective of this externship placement is for a student to experience an in-house legal environment at a non-profit pediatric hospital, learn how legal counsel and risk management provide support to a pediatric hospital and improve legal research and analytic skills under the supervision of counsel.

The extern may:

- Conduct legal research and prepare legal memoranda of findings;
- Review and propose revisions to contracts;
- Review, research and draft objections to subpoenas;
- Draft document templates and forms; and
- Research, revise and/or draft hospital policies and procedures.

Specific written may include the following:

- Legal memoranda,
- Contracts,
- Correspondence,
- Forms and policies and procedures.

EXTERNSHIP

Salt River Pima-Maricopa Indian Community

Contact: Cheryl Scott
Address: 10005 E. Osborn Road
Scottsdale, AZ 85256-9722
Phone: (480) 362-7449
Email: Cheryl.Scott@SRPMIC-nsn.gov
Website: www.srpmic-nsn.gov

This externship will provide a well-rounded experience in a tribal government legal office while assisting the legal office in various projects.

Specific tasks may include:

- Research online and print
- Draft legal documents including pleadings, research/analysis of legal issues
- Assist in code drafting and revision
- Assist on intergovernmental issues, such as intergovernmental agreements and memorandums of understanding
- Attend Council meetings when needed
- Assist in representation of the SRPMIC in the SRPMIC in Court
- Assist with records management, including preparation of litigation files
- Assist with electronic files and document management system
- Analysis of legislative documents
- Attend staff meetings

EXTERNSHIP

Scottsdale Unified School District
Office of General Counsel

Contact: Michelle Marshall
Address: Scottsdale Unified School District
Office of General Counsel
3811 N. 44th Street
Phoenix, Arizona 85018
Phone: (480) 484-6250 FAX: (480) 484-6237
Email: mmarshall@susd.org

The District is an entity with a budget of approximately $130 million, 3,000 employees (represented by three employee organizations) and 30,000 students – all of which are ultimately governed by a publicly elected Governing Board. Virtually all aspects of its operations are heavily regulated by law. Consequently, students will have the opportunity to gain exposure to an extraordinarily broad range of areas and issues.

a. Labor and employment
b. Contracts
c. Procurement
d. Intergovernmental agreements
e. Student discipline
f. Constitutional rights of students and employees (First, Fourth, and Fifth Amendments)
g. Special education
h. No Child Left Behind / AIMS
I. Immigration
j. Arizona Education Code
k. Numerous other Federal and State statutes and regulations governing/impacting schools
l. Open Meeting Law / Public Records Law

Externs will also have the opportunity to learn about the unique responsibilities of in-house attorneys, such as managing outside counsel, providing regular counsel and advice to a multitude of "clients," managing a department with budgetary responsibility, and interacting with Governing Board members, the public, and potentially the media. A significant portion of the work the extern will perform will involve legal research and drafting memoranda or correspondence. The extern will also support the District's General Counsel in various administrative hearings involving student and/or employee discipline, and AAA arbitrations (concerning employee grievances and other matters).

EXTERNSHIP

The Translational Genomics Research Institute

Contact: Stephanie A. McRae
General Counsel
Address: 445 N. Fifth Street, Suite 600
Phoenix, AZ 85004
Phone: (602) 343-8564 FAX: (602) 343-8451
Email: smcrae@tgen.org

The extern will provide assistance to the Legal Department in contract draft and review, due diligence and research on a variety of contracts (e.g. research collaborations, material transfer agreement, commercial contracts, clinical trial agreements), governance matters, and legal issues (e.g. FDA regulations governing clinical trials, nonprofit tax issues and intellectual property matters).

Type of legal work the extern may perform will include the following:

- Contract review: review and make appropriate revisions to incoming agreements (ex. Confidentiality, services, consulting, material transfer, clinical trial, etc.).
- Contract drafting: write first drafts of contract amendments, renewals and specific agreements as required.
- Legal research: provide legal research and assistance as required for special projects (such as conflict of interest) or governance issues as directed by supervisor.
- Approval Process/Due Diligence: Work with other departments to assist in contract and project approval process and due diligence review.
- Intellectual property matters.

EXTERNSHIP

United States Attorney, District of Arizona
Civil Division

Contact: Carrie Brennan, Assistant U.S. Attorney
Address: 40 North Central
Two Renaissance Plaza, Suite 1200
Phoenix, Arizona 85004
Phone: (602) 514-7743 Fax: (602) 514-7760
Email: Carrie.Brennan@usdoj.gov

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.

Along with your cover letter please submit a resume, a self-edited writing sample, and an unofficial transcript.

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.

EXTERNSHIP

United States Attorney, District of Arizona
Criminal Division

Contact: Christina Covault and Keith Vercauteren, Assistant U.S. Attorneys
Address: Two Renaissance Square
40 North Central Ave., Suite 1200
Phoenix, Arizona 85004
Phone: (602) 514-7500
Email: christina.covault@usdoj.gov
keith.vercauteren@usdoj.gov

The externship program involves motion practice in criminal law in the U.S. District Court in one or perhaps all divisions listed below.

1. Criminal Division

The U.S. Attorney's Office prosecutes violations of the federal criminal code. The types of cases prosecuted by the U.S. Attorney's Office include: complex national and international drug crimes, violent crimes occurring on the Indian reservations located in Arizona, white collar crimes (including mortgage fraud, tax fraud, money laundering), crimes affecting the national security of the United States (including alien smuggling, weapon smuggling, and terrorism) and crimes particularly prevalent in the southwest border states (including illegal reentry of a removed alien, felon or alien in possession of a firearm, and importation of illegal drugs). The student may have an opportunity to become involved in a criminal case including working with attorneys during the investigation of the case and researching and writing responses to pretrial motions.

2. Appellate Division

Students may 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.

Along with your cover letter please submit a resume, a self-edited writing sample, and an unofficial transcript.

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 approximately six to ten 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 Bankruptcy Court
The Honorable Sarah S. Curley

Contact: Maria Mathus
Address: United States Bankruptcy Court
District of Arizona
230 N. First Avenue, Suite 101
Phoenix, Arizona 85003
Phone: (602) 682-4144
Email: Maria_Mathus@azb.uscourts.gov

This externship placement will provide a student the opportunity to engage in and learn bankruptcy law, court procedures and interact with the Judge and court staff on a one-on-one basis.

The extern will conduct research, prepare bench memos, draft orders, opinions, reports, recommendations, proofread judge's orders and opinions, verify citations, assist in court proceedings, and work on any special projects that may arise.

The extern will do calendar write-ups which provide summaries of facts and legal issues on matters set for calendar.

EXTERNSHIP

United States Bankruptcy Court
The Honorable Randolph J. Haines

Contact: Judge Randolph J. Haines
Address: United States Bankruptcy Court
District of Arizona
230 N. First Avenue, Suite 101
Phoenix, Arizona 85003
Phone: (602) 682-4000
Email: randy_haines@azb.uscourts.gov

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 Bankruptcy Court
The Honorable George Nielsen, Jr.

Contact: Judge George Nielsen, Jr.
Address: United States Bankruptcy Court
District of Arizona
230 N. First Avenue, 7th Floor
Phoenix, Arizona 85003
Phone: (602) 682-4164 FAX: 602-682-4163
Email: rachael_stapleton@azb.uscourts.gov

Bankruptcy Law is highly specialized. Within such specialization are sub-specializations involving different types of debtor's and different categories of relief (i.e. straight discharge versus reorganization and discharge).

The extern will observe the day to day functions of the bankruptcy court and its focus on myriad issues involving this specialized area of law. This includes review of pleadings and exhibits, preparation of memoranda for the court's review, and ample opportunities to observe evidentiary hearings, oral arguments, as well as hearings involving (unique to bankruptcy) motion practice.

The extern will first, become familiar with the Canons of Ethics involving law clerks. The extern will review motions, objections and documents filed with respect to assigned calendared matters. The extern will prepare bench memoranda for the assigned hearings to advise the court of the nature of the relief sought, the arguments presented and, where appropriate, to make a recommendation for proposed disposition of the matter. Often times, the extern will be required to undertake independent research in preparing the bench memoranda.

The extern will observe those hearings that he/she has been assigned to and review with the Judge or the law clerk, the disposition of the matters heard.

EXTERNSHIP

United States Citizenship and Immigration Services

Contact: Virginia A. Vazquez
Associate Counsel
Address: United States Citizenship and Immigration Services
2035 N. Central Avenue
Phoenix, Arizona 85004
Phone: (202) 359-5133
Email: virginia.a.vasquez@dhs.gov

The United States Citizenship & Immigration Services (USCIS), an agency within the United States Department of Homeland Security (DHS), is responsible for adjudicating applications for immigration benefits in the United States.

The USCIS Phoenix Field Office, located in Phoenix, Arizona, may be hosting law student clerkships three times per year: during the Spring, Summer and Fall academic semesters. During each of these three sessions, the USCIS Phoenix Field Office will host approximately 1-2 law students.

The law students will be supervised by USCIS Associate Counsel Virginia A. Vasquez. Through a combination of assigned projects, readings, writing activities and meetings, the law students will be provided with the following opportunities:

- to learn substantive immigration law
- to improve research and writing skills, in the context of immigration law
- to learn about the roles and jobs of USCIS attorneys
- to learn about the roles and jobs of USCIS Field Office Operations personnel (such as adjudications officers and supervisors), and about the roles and jobs of various USCIS positions at offices other than USCIS Field Offices
- to make contacts within the USCIS agency nationwide
- to learn about the roles and jobs of non-USCIS government attorneys in the field of immigration law, such as immigration judges in the Executive Office for Immigration Review (DOJ-EOIR), and immigration court trial attorneys in the United States Immigration & Customs Enforcement (DHS-ICE)

The clerkship includes the following duties and responsibilities:

- assigned readings on substantive immigration law
- weekly meetings with the USCIS Associate Counsel supervisor to discuss the readings and assignments
- legal research and writing on (a) legal issues arising out of active USCIS adjudications, and/or (b) USCIS appeal briefs on visa petition denials (Form1-130 denials), and/or (c) issues arising in federal court litigation against USCIS
- live and telephonic meetings with various USCIS employees and sections, such as the Western Regional Law Division monthly call, the District Director's weekly meeting call, and any other relevant conferences
- observing USCIS interviews of applicants for immigration benefits
- observing a naturalization (citizenship) ceremony for newly naturalized U.S. citizens

EXTERNSHIP

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

Contact: The Honorable Michael Daly Hawkins
Address: United States Court of Appeals for the Ninth Circuit
401 W. Washington, SPC 47, Suite 510
Phoenix, Arizona 85003-2151
Phone: (602) 322-7310 Fax: (602) 322-7319
Email: judge_hawkins@ca9.uscourts.gov

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

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 judges prepare for oral argument and how 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 assignments 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.

EXTERNSHIP

United States Court of Appeals for the Ninth Circuit
The Honorable Mary H. Murguia

Contact: Kristen Parris
Address: United States Court of Appeals for the Ninth Circuit
401 W. Washington, SPC 53
Phoenix, Arizona 85003-2151
Phone: (602) 322-7580 Fax: (602) 322-7589
Email: Kristen_Parris@ca9.uscourts.gov

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 judges prepare for oral argument and how 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 assignments 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.

EXTERNSHIP

United States Department of Homeland Security
Eloy Detention Center

Contact: David Whipple
U.S. Department of Homeland Security
U.S. Immigration and Customs Enforcement (ICE)
Eloy Detention Center
1705 E. Hanna Road
Eloy, AZ 85004
Phone: (520) 464-3032 FAX: (520) 466-2031
Email: David.C.Whipple@dhs.gov

This placement will provide the law student with exposure to the Legal Program of U.S. Immigration and Customs Enforcement at the Eloy Detention Center. The Eloy Detention Facility is an active, fast-paced operation, housing ICE immigration inmates who are subject to removal while serving their federal criminal sentences, and ICE detainees, who are facing removal after having served sentences in state prisons throughout the western United States. DHS-ICE represents the government in formal removal hearings before U.S. immigration judges

The extern will assist with legal research and writing assignments toward the litigation/prosecution of cases. Typical issues relate to criminal law, and whether a particular criminal conviction renders an alien removable; and issues relating to eligibility for relief or protection from removal, such as asylum and other immigration benefits.

The office is very flexible concerning the number of hours the extern works and some of the work can be done remotely. The Facility is located approximately an hour away from ASU.

Positions are also available for the Tucson Office. The Tucson contact is Jeffrey S. Frederick; Jeffrey.S.Frederick@dhs.gov.

EXTERNSHIP

United States Department of Homeland Security
Phoenix Office

Contact: Victoria Levin
Address: U.S. Department of Homeland Security
U.S. Immigration and Customs Enforcement (ICE)
2035 N. Central Avenue
Phoenix, AZ 85004
Phone: (602) 744-2412 FAX: (602) 379-3845
Email: victoria.levin@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 Homeland Security 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 the Interior
Office of the Solicitor

Contact: Wonsook S. Sprague, Attorney-Advisor
Address: U.S. Department of the Interior
Office of the Solicitor
401 W. Washington Street, SPC 44
Phoenix, AZ 85003
Phone: (602) 364-7891 FAX: (602) 364-7885
Email: wonsook.sprague@sol.doj.gov

The Office of the Solicitor is responsible for the legal work of the U.S. Department of the Interior (DOI), with nearly 200 practicing attorneys in the headquarters office and more than 300 attorneys nationwide. DOI is the nation's premier conservation agency. Our mission is to protect American's treasures for future generations, provide access to our nation's natural and cultural heritage, offer recreation opportunities, honor our trust responsibilities to American Indians and Alaska Natives and our responsibilities to island communities, conduct scientific research, provide wise stewardship of energy and mineral resources, foster sound us of land and water resources, and conserve and protect fish and wildlife. The work that we do through our offices and bureaus (including the National Park Service, Fish and Wildlife Service, Bureau of Land Management, Bureau of Indian Affairs, U.S. Geological Survey, Bureau of Reclamation, Office of Surface Mining, and Bureau of Ocean Energy Management, Regulation and Enforcement) affects the lives of millions of people; from the family taking a vacation in a national park to a child studying in an Indian School.

The Office of the Solicitor has responsibility for advising DOI officials on the legal aspects and impacts of its programs, and assisting the U.S. Department of Justice in litigation in the federal courts. With an emphasis on high ethical standards, excellence in the public service, and the delivery of high quality legal counsel, we provide advice and representation to assist DOI to fulfill its broad mission, including management of the Department's Ethics Office and resolving appeals under the Freedom of Information Act.

The legal externs will conduct legal research on a variety of environmental and administrative law issues, as well as on issues involving Indian Law. The externs will draft legal memoranda, briefs and motions, and assist with discovery in active federal cases. The extern may also participate in conference call and strategy sessions with other agency counsel, including Justice Department lawyers and agency officials. There may be opportunities to attend hearings and meetings in the Washington, D,C. area.

Along with your cover letter please submit a resume, a self-edited writing sample, and an unofficial transcript.

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 Homeland Security 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
Phoenix, Eloy and Florence Immigration Courts

Contact: Jeremiah Farrelly
Judicial Law Clerk
Address: Phoenix Immigration Court
200 E. Mitchell Drive, Suite 200
Phoenix, AZ 85012
Phone: (602) 761-5699 Fax: (602) 640-2754
Email: Jeremiah.Farrelly@usdoj.gov

All applicants must be United States citizens and must be able to pass an FBI clearance prior to entry on duty.

Assignments vary depending on the court you are based at but typically include drafting decisions on applications for asylum, researching and writing memos on whether detained individuals are eligible for bond or bond adjustment, preparing memos on whether a particular criminal convictions render a person subject to removal, and drafting decisions on motions to reopen or reconsider cases in which a final order of removal has been issued.

With every assignment, externs will research and apply immigration statutes, regulations, and case law, thereby allowing them to gain familiarity with immigration law while exercising their research and writing skills. Externs will have the opportunity to create a writing sample for later use. Externs will work directly with the Immigration Judges and Judicial Law Clerks to complete all assignments and will have the opportunity to observe proceedings before the court.

Prior immigration law experience or coursework, an interest in immigration law, and/or a demonstrated interest in public service are all helpful qualifications, but are not necessary.

Please list and rank which immigration court(s) (note that Phoenix is a non-detained court while Eloy and Florence are detained courts) you wish to apply for a position at in your cover letter. Your cover letter should be addressed to "Arizona JCLs."

Along with your cover letter please submit a resume, a self-edited writing sample, and an unofficial transcript.

<u>PLEASE NOTE</u>: 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 Homeland Security 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 Susan R. Bolton

Contact: Dale Kotchka-Alanes, Law Clerk
Address: U.S. District Court
401 W. Washington, SPC #50
Phoenix, Arizona 85003-2153
Phone: (602) 322-7570 or (602) 322-7576 Fax: (602) 322-7579
Email: dale_kotchka-alanes@azd.uscourts.gov

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.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

EXTERNSHIP

United States District Court
The Honorable David G. Campbell

Contact: Nancy Outley
Address: United States District Court
District of Arizona
401 W. Washington, Suite 623, SPC 58
Phoenix, AZ 85003
Phone: (602) 322-7645 Fax: (602) 322-7649
Email: nancy_outley@azd.uscourts.gov

This externship allows the extern to observe courtroom proceedings in civil and criminal cases, including hearings on motions and trials, and to participate in chambers discussions with the Judge and his staff. Through the extern's exposure to a wide variety of legal topics, the extern should be better able to make an educated career choice.

The extern will assist the Judge and his staff in addressing legal and case management issues. The extern will review motions and other briefs filed by the parties, conduct legal research and analysis, discuss the issues with the Judge and his law clerks, and propose appropriate rulings both orally and in writing.

The extern will draft proposed orders disposing of motions in the Court's criminal and civil cases. The extern will review the motions, identify and analyze relevant legal authority, and apply the applicable law to the particular facts set forth in the motions. Specifically, the extern will summarize the factual and procedural background, identify the legal issues under consideration, describe and apply the appropriate law to the facts, and distinguish inapposite cases, statutes, and rules. There is a heavy emphasis on research and writing in this externship.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

EXTERNSHIP

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

Contact: Armida Herrera
Address: United States District Court
District of Arizona
401 W. Washington, SPC 14
Phoenix, AZ 85003
Phone: (602) 322-7630 Fax: (602) 322-7639
Email: Armida_Herrera@azd.uscourts.gov

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.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

EXTERNSHIP

United States District Court
The Honorable Steven Logan
U.S. Magistrate Judge

Contact: Molly Weinstein Grajeda
Address: United States District Court
District of Arizona
401 W. Washington,
Phoenix, AZ 85003
Phone: (602) 322- Fax: (602) 322-
Email: Molly_Grajeda@azd.uscourts.gov

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.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

EXTERNSHIP

United States District Court
The Honorable Stephen M. McNamee

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

Contact: Sally Pernell
Address: United States District Court
District of Arizona
401 W. Washington, SPC 60
Phoenix, AZ 85003
Phone: (602) 322-7555 Fax: (602) 322-7509
Email: Sally_Pernell@azd.uscourts.gov

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 familiar 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 but 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

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

EXTERNSHIP

United States District Court
The Honorable Paul G. Rosenblatt

Contact: Tina DeMonaco
Address: U.S. District Court
401 W. Washington, SPC 56
Phoenix, Arizona 85003
Phone: (602) 322-7510 Fax: (602) 322-7519
Email: Tina_DeMonaco@azd.uscourts.gov

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.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

EXTERNSHIP

United States District Court
The Honorable Roslyn O. Silver

NOT AVAILABLE FOR SPRING 2013

Contact: Kelly Branding
Chief Judge, U.S. District Court
401 W. Washington, SPC 59
Phoenix, AZ 85003
Phone: (602) 322-7520 Fax: (602) 322-7529
Email: Kelly_Branding@azd.uscourts.gov

Externs will conduct research, draft bench memos, draft proposed opinions, and engage in courtroom responsibilities undertaken by the Judge's law clerks. The primary focus of the externship is on legal research and writing on civil matters, but exposure to criminal matters is available at the request of the student.

The opportunity to observe trials and hearings is available almost every day. Again, attendance is at the discretion of the student.

The program is designed to allow the student to personally interact with the judge along with the judge's law clerks.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now ***mandated by the Judicial Administrative Office*** for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

NOT AVAILABLE FOR SPRING 2013

EXTERNSHIP

United States District Court
The Honorable G. Murray Snow

Contact: Armie Gonzales
U.S. District Court Judge
401 W. Washington
Phoenix, AZ 85003
Phone: (602) 322-7650 Fax: (602) 322-7659
Email: armie_gonzales@azd.uscourts.gov

This externship will allow the extern to become familiar with the variety of cases in Arizona, both civil and criminal, that are appropriately asserted in federal court. The extern will be able to observe criminal and civil proceedings including pleas, motion practice and, as available, trials. The extern will also be able to observe and participate in the resolution of these cases.

The extern will assist in the disposition of cases by becoming familiar with the case files, discussing a proposed resolution of various pending motions or evidentiary issues with the judge and his chambers staff, and researching and drafting proposed orders under the judge's direction and supervision.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now ***mandated by the Judicial Administrative Office*** for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

EXTERNSHIP

United States District Court
The Honorable James A. Teilborg

NOT AVAILABLE FOR SPRING 2013

Contact: The Honorable James A. Teilborg
Address: Sandra Day O'Connor Courthouse
401 W. Washington Street, SPC 51
Phoenix, Arizona 85003
Phone: 602-322-7560
Email: teilborg_chambers@azd.uscourts.gov

Substance of Externship:

This extern placement allows the student to observe courtroom proceedings in civil and criminal matters, including hearings on motions and trials, and to participate in in-chambers discussions with the Judge and the law clerks. Additionally, the extern will be exposed to ethical and professional responsibility concerns faced by the judiciary, judicial employees, and lawyers.

The extern will also draft proposed orders disposing of motions in the Court's criminal and civil cases. In preparing the proposed orders, the extern will identify and analyze both relevant procedural rules and legal precedents and then apply these to a specific set of facts. Specifically, 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. Thus, there is a heavy emphasis on researching and writing in this externship.

Ideally, through the extern's exposure to a wide variety of subjects, the extern will be better able to make an educated career choice.

Procedural considerations:

Because no secretarial assistance is available, the extern must be computer literate. This chambers will accept one or two externs per semester. All other considerations being equal, preference will be given to the students seeking to do the most credit hours with a three (3) credit hour minimum. If at any point after acceptance of the position the student decides to do less than 3 credit hours, the offer for an externship will be revoked.

This chambers has hired a former extern to return as a law clerk after graduation, and would consider doing so again in the appropriate circumstances.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

NOT AVAILABLE FOR SPRING 2013

EXTERNSHIP

United States District Court
Pro Se Staff Attorneys' Office

NOT AVAILABLE FOR SPRING 2013

Contact: Jodie Brown, Staff Attorney
Sarah Carlson, Staff Attorney
Address: Pro Se Staff Attorneys' Office
Sandra Day O'Connor Courthouse
401 W. Washington Street, Suite 321
Phoenix, Arizona 85003
Phone: (602) 322-7280 or 7285 FAX: (602) 322-7280
Email: Jodie_Brown@azd.uscourts.gov or Sarah.Carlson@azd.uscourts.gov

The primary objective of The Pro Se Staff Attorneys' Office operates as attorneys for the District Court's Judges. An extern will have the opportunity to integrate into the office and take on some of the same responsibilities as the full-time personnel.

The extern will perform a review of civil rights and habeas corpus pleadings to determine whether the Plaintiff/Petitioner has stated a cognizable constitutional claim. This will involve the preparation of Orders for the District Court Judge to whom the cases are assigned.

The office also handles pro se dispositive motions in prisoner cases. The extern will have the opportunity to research and prepare an Order disposing of the dispositive motion.

The extern will also have the opportunity to observe the District and Magistrate Judges. Judges have offered to allow the extern to observe settlement conferences, criminal duty, hearings on motions, and trials.

Note: As a condition of employment, background checks, drug testing, and fingerprinting are now mandatory for all new employees in the federal courts, including externs. Appointment is provisional and contingent upon satisfactory completion of this condition.

NOT AVAILABLE FOR SPRING 2013

EXTERNSHIP

William E. Morris Institute for Justice

Contact: Ellen Sue Katz
Address: William E. Morris Institute for Justice
202 E. McDowell Rd., Suite 257
Phoenix, Arizona 85004
Phone: (602) 252-3432 Fax: (602) 257-8138
Email: eskatz@questoffice.net

The William E. Morris Institute for Justice ("Morris Institute" or "MIJ") is a private non-profit agency established in 1997 to promote equal justice for low-income persons in Arizona. We work towards this goal by providing technical assistance and coordination for legal services programs statewide as well as working with community-based groups who advocate for and serve low-income clients. Our services include litigation, research, advocacy, lobbying and training to protect the interests of and enhance the legal services provided to low-income persons.

The Morris Institute replaced the former Arizona Statewide Legal Services Project, which was dissolved because of Congressional restrictions on the use of Legal Services Corporations funds. MIJ is a statewide organization, with an office in Phoenix.

The Morris Institute's priorities include:

- ✓ Training and training assistance
- ✓ Communication coordination
- ✓ Legislative and administrative services
- ✓ Technical assistance
- ✓ Creation and management of the website AZLawHelp.org
- ✓ Poverty law litigation

The legal work the extern will perform will, in part, be determined by cases in litigation and administrative advocacy and cases in pre-litigation development. Historically the program has worked on major class actions and policy reform litigation. The extern will conduct legal research, prepare memorandums of law and draft pleadings, and may also interview clients.

The extern will be presented with a research topic and will prepare a memorandum. The extern will also prepare pleadings such as sections of a brief or motion pleadings.

The Morris Institute has successfully litigated or is in the process of litigating several major policies that affect low-income clients

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

EXTERNSHIP

Clark County Public Defender, Las Vegas, Nevada

Contact: Jordan Savage
Director of Training
Address: Clark County Public Defenders Office
309 South Third Street
Las Vegas, NV 89155-2510
Phone: (702) 455-6737
Email: Savagejs@co.clark.nv.us

The Clark County Public Defenders office is one of the largest law firms in the State of Nevada, with over 100 attorneys and a staff of over 170. The office is organized into teams. Track deputies are appointed to cases at the initial arraignment and represent the client to conclusion at trial level.

The office has specialized teams dedicated to juvenile court, homicide cases, sexual assault cases and appeals. In addition, the office has a dedicated training officer who developed an extensive training program for new attorneys and provides continued legal education for experienced staff. The office also has a nationally recognized litigation support department.

An externship with the Clark County Public Defenders Office will give the student extern Courtroom experience. Externs spend every morning in the courtroom helping Deputy Public Defenders handle busy calendars in the Justice Courts. In the afternoons, the externs work directly with the attorneys as they visit clients, work on negotiations, and prepare for trials. The internship experience is designed to focus on courtroom action to give the law student the most valuable experience possible. After spending a summer with this office, students will definitely gain an understanding of whether they really want a career as a Public Defender. For those students who have a special interest in representing children, internships are also available with the Office's Juvenile Division. For those who want more experience in research and writing, the Appellate Unit accepts summer externs as well.

Summer externs attend a short orientation program which informs them of their role in the office and other important policies and procedures in the court system. All interested students are invited to spend a day with the office prior to accepting an externship. The interested student will have the opportunity to meet the lawyers and spend valuable with the management team.

SUMMER ONLY

EXTERNSHIP

DNA-People's Legal Services, Inc., Window Rock, AZ

Contact: Levon Henry, Executive Director
Address: DNA-People's Legal Services, Inc.
P.O. Box 306
Window Rock, AZ 86515
Phone: (928) 871-4151 Fax: (928) 871-5306

DNA-People's Legal Services, Inc. is a private non-profit law firm that provides free legal representation to low-income Native Americans. The service area includes portions of Northeastern Arizona, Northwestern New Mexico, and Southeastern Utah and encompasses seven distinct Native American reservations, including the Navajo and Hopi Nations. Most of the individuals served by DNA are Native Americans residing on reservations, and many speak little or no English.

One of objectives of the externship placement is to provide an opportunity for law students to develop skills and gain experience in the areas of Indian Law, Family Law, Consumer Law and other substantive areas of law affecting the Native American population by working with experienced attorneys and tribal court advocates. A second objective of an externship placement is to expose law students to DNA-People's Legal Services and the services it provides to the indigent population so that upon graduation from law school they might consider working at one of DNA's offices. A final objective of the externship placement is to obtain the services of motivated law clerks that have an interest in Indian law.

DNA's Executive Director will appoint an attorney or tribal court advocate to supervise each extern. Supervising attorneys and advocates will include, but not be limited to: Sylvia Struss or Norma Classen (Flagstaff, AZ); Emery McCabe (Chile, AZ); Richard Wade (Crowpoint, NM); William Coaoke (Farmington, NM); Edward Dobson (Mexican Hat, UT); and Paula Pakkala (Tuba City, AZ). Other attorneys, tribal court advocates, project directors and support staff at DNA will work directly with the extern on matters within their areas of responsibility.

Legal work will be assigned based on the extern's interests and abilities and the workload needs of DNA. DNA represents clients in legal matters involving Family Law, Employment Law, Consumer Law, and General Law, and DNA attorneys are licensed in both State and Tribal courts; the extern might be assigned work that involves state or tribal law. Each extern will be required to provide, in writing, a description of the types of research, drafting and practical experience he or she is seeking. Based on the extern's description, DNA will provide challenging assignments that will improve and develop his or her skills.

SUMMER ONLY

EXTERNSHIP

Graham County Superior Court, Stafford, AZ

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 to do legal research for the Court. The extern would observe all criminal motions, 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 County Superior Court, Holbrook, AZ

Contact: The Honorable Dale P. Nielson
Presiding Judge
Address: P.O. Box 668
Holbrook, AZ 86025
Phone: (928) 524-4217 Fax: (928) 524-4246

The objectives of this externship will provide the extern with the opportunity to acquire direct experience in working on difficult cases and projects involving a variety of legal issues. Furthermore, placement will include, but not be limited to, providing trained legal clerk experience for reviewing and researching a variety of diverse legal pleadings filed, and providing written discovery of the findings to the Judiciary which will allow the Judges to make better informed decisions on complex legal matters.

The extern will work closely with the Judiciary in the Navajo County Superior Court on a variety of diverse projects. Work will include legal research and require written discovery on a wide range of legal issues. The extern will also have the opportunity to attend court hearings and assist the Judges with various legal duties in the courtroom.

SUMMER ONLY

EXTERNSHIP

Navajo Nation Supreme Court, Window Rock, AZ

Contact: Paul Spruhan
Address: P.O. Box 520
Window Rock, AZ 86515
Phone: (928) 871-6763 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.

SUMMER ONLY

EXTERNSHIP

Pima County Superior Court, Tucson, AZ

Contact: Commissioner K.C. Stanford
Address: Arizona Superior Court in Pima County, Division G
110 W. Congress
Tucson, AZ 85701
Phone: (520) 740-3336 Fax: (520) 740-3082
Email: kstanford@sc.pima.gov

Objectives of this externship placement:

A. Provide courtroom observation.
B. Provide opportunity to discuss judicial reasoning, attorney action, and client interactions.
C. Give the extern experience applying the law to observed testimony.
D. Provide substantive knowledge of Family Law and Rules of Evidence.
E. Give extern opportunity to draft legal rulings.

Type of legal work extern will preform:

A. Bailiff.
B. Legal Research.
C. Opinion Writing.

EXTERNSHIP

San Diego County Office of the Public Defender

Contact: Michael Owens
Assistant Recruitment Coordinator
Address: San Diego County Office of the Public Defender
450 B Street, Suite 900
San Diego, CA 92101
Phone: (619) 338-4814 Fax: (619) 338-4811
Email: Michael.Owens@sdcounty.ca.gov

This program begins on the first day of June and runs through August. The program is designed to give a law student exposure to the work environment in the Public Defender's office including courtroom appearances.

It is recommended but not required that all Summer interns be certified by the state bar. Students may be certified by the bar if they have taken civil procedure and evidence classes.

All Summer interns are expected to work at least a minimum of three days each week. You may choose to work up to 40 hours a week and must be able to work at least one day a week in Felony Arraignment Court from 1:00 p.m. to 5:00 p.m.

Assignments: In addition to assisting in the arraignments courts, interns will be assigned to work directly with attorneys in the office. The more time the intern has to invest, the greater the experience he or she will receive. Interns may shadow the attorneys, research and write motions, assist in client interviews, prepare investigation requests, participate in case preparation, participate in courtroom appearances, and perform in other public defender work. Some Summer Interns with more experience and who are able to work between 24 and 40 hours a week will be assigned to work on the Central Misdemeanor Unit.

SUMMER ONLY

EXTERNSHIP

Santa Cruz County Attorney, Nogales, AZ

Contact: George Silva, Esq.
Santa Cruz County Attorney
Address: 2150 N. Congress Drive, Suite 201
Nogales, AZ 85621
Phone: (520) 375-7780 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 limine, 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

Southern Arizona Legal Aid, Inc., Tucson, AZ

Contact: Beverly B. Parker
Address: Southern Arizona Legal Aid, Inc.
2343 E. Broadway Blvd, Suite 200
Tucson, AZ 85719-6007
Phone: (520) 623-9465 Fax: (520) 884-5821
Email: b.parker@sazlegalaid.org

Under supervision externs will work directly with clients in filing Chapter 7 bankruptcies. The extern will conduct client interviews, and prepare client pleadings.

The extern will also conduct research on-going adversarial mortgage foreclosures and work with loan modifiers in certain cases that can be salvaged.

EXTERNSHIP

Southwest Center for Law and Policy, Tucson, AZ

Contact: Halle Bongar White
Executive Director.
Southwest Center for Law and Policy
Address: 4055 E. 5th Street
Tucson, AZ 85711-1940
Phone: (520) 623-8192 Fax: (520) 623-8246
Email: Bongarwhite@swclap.org
Website: www.swclap.org

The Southwest Center for Law and Policy is a non-profit organization located in Tucson. They are the parent organization of the National Tribal Trial College and are funded by the U.S. Department of Justice to provide free legal training to tribal court judges, prosecutors, law enforcement advocates, and civil attorneys.

Ideally the Center would like someone with the following qualifications:

- Good writing skills, preferably with the ability to translate complex legal issues in to articles easily accessed by lay people.
- Basic computer skills that include Microsoft Publisher, spreadsheets, and website maintenance and development.
- Experience with in Native communities and/or with survivors of domestic violence, stalking, sexual assault, child abuse, elder abuse, abuse of persons with abilities, and other violent crimes.

Travel to national tribal court judicial training and other events may be possible with the costs covered.

Work may be performed in the Tucson or from the Phoenix area. For the extern choosing to work from the Phoenix area frequent email and telephone contact will be necessary and at least twice monthly in-person meetings will be required to discuss assignments.

EXTERNSHIP

United States Court of Appeals
for the Ninth Circuit, San Francisco, CA

Contact: Lynn Ng, Extern Recruitment Coordinator
Address: Office of Staff Attorneys
United States Court of Appeals
PO Box 193939
San Francisco, CA 94119-3939
Email: Lynn_Ng@ca9.uscourts.gov

The United States Court of Appeals for the Ninth circuit invites applications for externships with its central legal staff, the Office of Staff Attorneys in San Francisco. The externs, like the staff attorneys, work for the court as a whole and for panels of judges, rather than for individual judges. Staff attorneys conduct legal research and analysis in order to explain the facts, questions presented, and recommended disposition of cases, to monthly three-judge panels in San Francisco. Staff attorneys also prepare bench memoranda for panels of judges.

Externs can expect to learn a wide variety of practical legal skills in multiple areas of the law through research and writing supervised by staff attorneys and, most uniquely, through discussions with two to three panels of circuit judges.

To be eligible, students must:

- be enrolled in good standing at an accredited law school;
- have complete the equivalent of at least two full semesters of law school by the time they begin working for the court, although completion of three full semesters is highly preferred;
- be able to give full-time commitment (though an extern may enroll in one class during the externship); and
- not engage in legal employment for compensation during their tenure with the court.

To apply, students should send:

- a one page resume;
- a cover letter specifically explaining their interest in the Office of Staff Attorneys;
- an analytical writing sample that
  - ♦ is no more than 8 pages (except as necessary) and
  - ♦ has either *not* been edited by others **or** is accompanied by an explanation of the extent of editing by others;
- a transcript of law school grades; and
- two references with telephone numbers and email addresses.

The application will not be considered complete, and will not be reviewed, until all materials are received. Applications will not be reviewed until the application deadline. Please email applications in PDF from to Lynn Ng at the email address above or mail them to her at the address above.

EXTERNSHIP

United States Department of the Interior, Billings, Montana

Contact: Karan Dunnigan
Address: Field Solicitor
Office of the Solicitor
United States Department of the Interior
PO Box 31394
Billings, MT 59107-1394
Phone: (406) 247-7583
Email: Karan.Dunnigan@sol.doi.gov

The objective of this externship is 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, 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 Department of Justice
Executive Office for Immigration Review, Imperial, CA

Contact: Kristin Heinrich,
Judicial Law Clerk
Address: United States Department of Justice
Imperial Immigration Court
2409 La Brucherie Road
Imperial, CA 92251
Phone: (760) 355-0070
Email: Kristin.Heinrich@usdoj.gov

This is an excellent opportunity for a law student with excellent research and writing skills. This position offers opportunity to further develop your research, writing and analytical skills. The externs will work directly under the supervision of the Judicial Law Clerk.

Duties will include the following:

- Pre-hearing preparation involving work on motions and preparation of bench memoranda.
- Research of relevant immigration case law and regulations.
- Research of relevant criminal law.
- Drafting of decisions taken under the advisement of the Immigration Judges.

To apply for this position please submit a short cover letter, resume, 4-8 page legal writing sample and your law school transcript to the attention of Kristin Heinrich at the address above. You may also email your documents.

PLEASE NOTE: All externs for the Immigration Court must be U.S. citizens, be enrolled in law school at the time of their application and externship, and successfully complete an FBI background check before beginning their externship.

SUMMER ONLY

EXTERNSHIP

Yuma County Legal Defender

Contact: José de la Vara
Legal Defender
Address: Yuma County Legal Defender
201 S. Second Avenue
Yuma, AZ 85364
Phone: (928) 817-4650
Email: jose.delavara@yumacountyaz.gov
Website: www.yumalegaldefender.com

In this placement the extern will gain experience in the following areas involved in the practice of law: Communication; Legal Writing, Legal Analysis & Problem Solving; Collaboration-Teamwork and Effective Workplace/Business Skills
Professional Ethics & Responsibility; Information and Communication Technology; and Social Responsibility.

Duties may include the following:

- Interview witnesses;
- Interact with clients, staff and others involved in the criminal justice field;
- Investigate assigned cases to identify legal and ethical issues and develop resolutions;
- Determine case strengths and weaknesses;
- Conduct legal research on assigned and self-determined issues;
- Work on a hypothetical criminal case from start to finish during the course of the externship including investigation, pleading practice, opening statement, examination of witnesses during evidentiary hearings and trial, closing argument.

Externs are given real case legal research projects and are expected to identify appropriate issues, including, but not limited to motions to suppress, motions to remand for redetermination of probable cause, drafting proposed jury instructions, drafting correspondence to clients, witnesses, opposing counsel; conduct research using Westlaw electronic research tools as well as traditional hardback research resources from the Yuma County Law Library; draft outlines for opening statements and closing arguments.

SUMMER ONLY

FOR YOUR INFORMATION

Student Limited Practice Certification Pursuant to Arizona Supreme Court Rule 38(d)

Eligible law students may be authorized to practice law as a Certified Limited Practice Student under the supervision of a practicing attorney pursuant to Supreme Court Rule 38(d). The Supreme Court Rule states that the purpose is "to encourage law schools to provide clinical instruction of varying kinds and to facilitate volunteer opportunities for students in pro bono contexts."

Some externship placements require Rule 38(d) Certification. After enrolling in the Externship Program, the program coordinator will provide instructions for Rule 38(d) Certification, if applicable.

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.

A sample security background application for the U.S. Attorney's Office is available. Please see Carolyn Landry in room 101.

Please be aware: If you are foreign born or have traveled internationally, 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 an 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.

Acceptance of Payments During a Federal Court Externship

A law clerk may not, during his or her service as an extern, accept any payment or salary advance from a law firm, except as noted below regarding reimbursement.

Accepting any payments during the externship would violate Canon 4B(3) and 4C, as well as the prohibitions of 5 U.S.C. § 7353. In addition, benefits paid for by a law firm may not be accepted during the period of service to the courts; for example, a volunteer extern may not accept health insurance benefits from a law firm during the term of the externship. Please check with your judge concerning any employment or potential conflicts of interests.

Externship Credit

Most externs earn either two or three credits in both the fall and spring semesters. During the summer semester, students generally earn between two and six credits. If you plan to earn additional credits in any semester, please see the Externship Director for approval as some placements may not be able to provide quality work and supervision for additional credit hours