

Public Service Externship Handbook



*Office of Public Service
The Law School*

2006-2007

The information contained in this Handbook is compiled in an effort to provide USC law students with assistance in applying for clinical externships. To the extent this handbook is inaccurate or incomplete, your comments and/or suggestions are encouraged and should be sent to Dean Mead.

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INTRODUCTION

A **Public Service Externship** is a law office field placement course in which a student receives academic credit for working under the supervision of an attorney as a law clerk in a government or public interest non-profit organization.

A **Judicial Externship** (see separate handbook) is a field placement in a state or federal court in the Southern California area. Other geographical locations will be considered on a case-by-case basis. The judicial extern acts as an aid to the judge, with duties similar to that of the judge's regular law clerk.

The purpose of Externships are to supplement classroom instruction by placing the student in a law practice setting which will expand upon the subject matter of a course which the student has already taken or is taking concurrently with the externship. Since the student receives academic credit for the externship, the student may not receive wages or cash payment of any kind.

Participants in the Externship Program must read through this handbook before applying for credit. The handbooks detail application procedures and descriptive information on approved placements. They are also available on our website.

In this Handbook, you will find a list of pre-approved placements, the extern application, as well as several sections which detail your responsibilities over the course of your externship including: program policies and procedures, confidentiality issues, mid-semester meetings and progress report submission requirements. Please read them carefully and contact Dean Mead if you have any questions.

Please note: The extern application must be signed by you and your supervising attorney or judge and then submitted to Dean Mead; Dean Mead must approve all applications. You will be notified by email when your application has been approved. The Registrar will be provided a copy of your application prior to registration. The Registrar will enroll you in the course (Law 781 or Law 782); you will not have to register yourself for this course once your application has been approved.

Under no circumstances can you begin accumulating hours for academic credit until a completed application has been received and approved by Dean Mead. Hours worked prior to application submission and approval will **not** be accepted.

Why would I consider doing an externship?

Externships provide a variety of opportunities for students to have direct experience with clients and legal problems in attorney-supervised settings as part of their second and third year curriculum. They are designed to be different from paid legal work available to law students because of the nature of the supervision provided. They are also intended to give students a breadth of assignments and a level of responsibility that are typically not available to paid student clerks. Externships serve a number of valuable objectives, depending on the placement, including:

1. Assisting students to further develop research, writing and drafting skills through work on legal documents such as complaints, answers, trial and appellate briefs, agreements, legal memoranda, motions, and opinion letters;
2. Exposing students to lawyering skills through participation in activities such as interviewing, counseling, negotiation, oral advocacy, investigation, and the formulation of case strategy;
3. Developing students' oral advocacy skills through participation in, or observation of court, discovery and administrative proceedings;
4. Giving students practical legal experience, and enhancing their understanding of the application of the principles learned in law school to legal problems;
5. Giving students the opportunity to participate in, and reflect upon, the work of legal institutions;
6. Exposing students to issues of professional responsibility within the context of legal practice;
7. Encouraging students to explore and consider different roles for lawyers, and exposing them to the range of career opportunities available in the law;
8. Permitting students to gain practical experience in specialized areas of the law through experience that will supplement their course work within the law school; and
9. Instilling fundamental values of the legal profession, including the provision of competent representation, the promotion of justice, fairness and morality, and a commitment to an on-going process of professional self-development and growth.

Students get out of an externship what they want to get out of it. The more interest you demonstrate, the more likely the supervisor will delegate responsibility and treat you like a colleague. Students who report the most rewarding and educational experiences are the ones who fully dedicate themselves. Unlike a regular class, there is no faculty

member to point out trends, make observations about the adversarial process, etc. Thus, students considering an externship should be self-starters and aggressive about their own learning experience in order to fully benefit from the opportunity.

How does the course credit work for an externship?

Each student is eligible to enroll in up to two externships, whether judicial or public service (or one of each). Each externship is available for two to four units. In rare cases, a student may be granted up to six units for work in the United States Attorney's Office. However, this exception does not apply for summer externships, which are always limited to four units or less.

Enrolling in fewer than four units does not mean "extra" units are available; unused externship or externship units may **not** be accumulated for use at a later date.

Can I earn credit for work performed during the summer?

You can earn **UP TO FOUR FALL SEMESTER UNITS** during a summer externship. Please note: the four units will be part of your flat-rate tuition for a standard full-time semester's course load (13-17 units) for the fall semester immediately following the summer externship. There will be **no exceptions** to the "maximum four units" or the requirement that **units earned during the summer be used the fall semester immediately following the summer externship, or not used at all.**

Applications must be received **by the deadline for that semester.** (See Section 3.0 for fall, spring and summer deadlines.)

Can my two externship options (Law 781 and Law 782) be at the same placement?

Only in extraordinary circumstances, following approval by Dean Mead of a petition submitted to the Office of Public Service Office, may the two externships be at the same placement in different semesters. The student and placement supervisor must demonstrate in writing that the placements will be substantially different academic experiences.

How many hours must I accrue per unit?

For each academic unit received, you must work 56 hours in the clinical placement. This 56-hour requirement averages to 4 hours per week for each unit earned during a

fourteen-week semester.

Who determines my work schedule?

The actual schedule worked will be negotiated between the student and the attorney supervisor, and need not follow a regular pattern of four hours per week (see above), as long as 56 hours are worked for each credit earned. All questions about work schedules, school vacations and holidays should be settled by agreement between the student and the attorney supervisor.

Can I receive a numerical grade for the externship?

No. Externships are graded on a CR/69/65 basis only. Credit will only be awarded after the Registrar receives notification from Dean Mead that all requirements have been met.

Can I extern if my GPA is below 2.9?

Your GPA must be 2.9 or above to participate in the externship program. If you are ineligible due to your GPA and wish to appeal, you may submit a detailed academic petition to Dean Chloe Reid. The petition must include: 1) the steps you are taking to improve your academic performance 2) an explanation as to how you will be able to perform at a reasonable level of competence at an outside placement while also being able to devote adequate attention to your academic work, as well as any other extenuating circumstances you believe warrant an exception to the policy. Dean Reid reviews these petitions on a case by case basis. Before submitting the petition, please carefully review section 6.1 of the Student handbook regarding the restricted enrollment guidelines.

Can I earn credit for an externship if I'm being paid for the work?

No. You cannot receive compensation for an externship other than reimbursements for incidental expenses, such as parking or photocopying.

Are there any prerequisites to enrolling in an externship?

Some placements require certain course prerequisites (i.e., if the externship is at Legal Aid's Maynard Toll Family Law Clinic, the student must have taken or be concurrently enrolled in Family Law). You should check the list of approved placements in this Handbook, Section 4.0 to find out if prerequisites are specified.

You should also carefully review all program requirements and determine your ability and willingness to comply prior to accepting the placement for academic credit.

What about the Law School's other clinical programs?

The Law School offers three in-house clinical programs where you work under the direct supervision of full-time Law School faculty members. These programs are unparalleled in the intensity and quality of the supervision and overall education you receive. More information about these programs can be found at <http://law.usc.edu/academics/ops/clinics.cfm>.

Where can I apply to extern?

The first step towards obtaining an externship is deciding what you would like to accomplish by the experience. The decision is a function of numerous variables. Some of the reasons for choosing a particular externship placement include the desire to:

- Acquire actual courtroom experience
- Learn to interview and counsel clients
- Enhance research and writing skills
- Expose yourself to a particular area of law
- Confirm a perceived career choice
- Expose yourself to a possible career choice
- Network
- Experience a legal workplace
- Identify a practicing attorney mentor and
- Experience the practice of law outside the classroom.

For example, if you know you want to get into the courtroom during your externship you would consider the office of the district attorney or city attorney, as opposed to the ACLU. However, if your goal is to learn about environmental law, you would apply to the Natural Resources Defense Council or the State Attorney General's Environmental Division.

Section 4.0 contains a list of pre-approved placements and basic information about each site. This information is meant to provide an introduction to the positions available. More information is available in individual externship files in the Career Services Student Resource Room and by talking to students who have previously worked at the placement in which you are interested. Site evaluations from previous student externs are also available in the externship files for review.

What do I need to do if my placement offers the potential for courtroom appearances?

The State Bar of California allows students to be certified to appear in state courts under certain conditions. You, your supervising attorney, and a dean of the Law School must complete a three-part downloadable form available on the California State Bar website at www.calbar.ca.gov. For detailed instructions see the California State Bar Certification Instructions and http://calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10169&id=1342

The State Bar requires that you:

- Are enrolled at the Law School in good standing

THINKING ABOUT APPLYING FOR AN EXTERNSHIP

2.0

- Have completed at least one full year of legal studies
- Have successfully completed or are currently enrolled in and attending Civil Procedure and Evidence
- Include the \$55 application fee

Please allow at least three weeks for the completed application to be returned to you once you have sent it to the State Bar. To ensure timely processing, be sure to complete the entire form before mailing it to the State Bar.

Can I apply to work at a public interest or government office not included on the list of approved placements in Section 4.0?

Only where the precise experience sought is **not available** at any of the pre-approved placements listed in this Handbook, can you submit an application to extern at a different non-profit public interest or government office. Be aware that **only** non-profit or government offices with a full-time staff attorney supervisor (a volunteer or *pro bono* attorney cannot be a supervisor) where you are performing law-related work will even be considered. In addition, the State Bar requires that the staff attorney supervisor have a minimum of two years experience as a practicing attorney. If your proposed placement satisfies these initial criteria, you must submit a proposal in writing to Dean Mead.

The proposal must include at least the following:

1. Basic information about the placement, including supervisor name, address, email address, and telephone number;
2. A description of the nature of the work you expect to perform;
3. Why you are unable to secure similar work through a pre-approved agency;
4. A statement that the placement is a non-profit or government agency;
5. A statement that your supervisor is a full-time attorney and has been a member of the bar for at least two years.

Dean Mead will then follow up with a questionnaire that the proposed supervisor must complete. Once all of the documentation is complete, Dean Mead will evaluate the proposal.

Note: Because this process can sometimes be lengthy, you should submit any proposal more than one month prior to the application deadline.

After reviewing the approved placements, what is the next step?

The goal of reviewing the list of approved placements is to create a list of placements/attorneys for who you would work if given an offer.

THINKING ABOUT APPLYING FOR AN EXTERNSHIP

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You can only create this list through good research. After reviewing the information provided in this Handbook, refine the list by performing further research. Each approved placement has a file in the Office of Public Service, which holds prior student evaluations (these often give the best information about the placement, quality of supervision, type of work performed, etc.), any direct solicitations from the placement, relevant newspaper articles or newsletters, etc. It is also helpful to, when available contact the student(s) who has previously worked at the placement to gain more insight and information.

Proposed externship placements are required, as with pre-approved externships, to provide malpractice insurance for students working for academic credit or volunteering. Please note the Law School does not provide malpractice insurance.

MECHANICS OF THE APPLICATION AND INTERVIEW PROCESSES

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Are there enrollment limits?

Yes. The Clinical Externship Program has the following enrollment limits:

Fall: 25 students
Spring: 30 students
Summer: 60 students

What are the deadlines to apply?

The Clinical Externship Program deadlines are as follows:

Fall 2006: **August 4**, or until the enrollment limit is reached (whichever comes first), but no later than September 1, **provided spaces are still available.**

Spring 2007: **November 10**, or until the enrollment limit is reached (whichever comes first), but no later than January 19, **provided spaces are still available.**

Summer 2007: **April 27**, or until the enrollment limit is reached (whichever comes first), but no later than May 18, **provided spaces are still available.**

PLEASE NOTE: You should be applying to the placements for which you would like to work well before the program deadline to secure a position and submit application before the deadline.

How do I apply to the placement?

The short answer is: by sending whatever the placement has requested. Typically you should send a cover letter and resume; occasionally, you need to include a writing sample and a Record of Academic Performance (RAP).

Cover Letter

The purpose of the cover letter is to interest the reader in you as a prospective extern, and, therefore it should be a very positive presentation. The most effective cover letters are clear, concise, reflect that you are familiar with the work performed in the office, and written in a business letter style.

MECHANICS OF THE APPLICATION AND INTERVIEW PROCESSES

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The first paragraph can state your reason for writing, the law school you attend, when you are available to work, and why you are interested in the office. Extern employers appreciate that you've done your homework; a simple statement about the office's work reflects that you have taken the time to research what their office does and is often a deciding factor as to whether or not to call you in for an interview.

The second paragraph is the body of your letter, the section in which you "sell" yourself to the supervisor. You can do this by highlighting those qualifications that you think are most significant to the individual who will read your letter. You may wish to reference your resume by highlighting those things about yourself that correlate with the office's needs. Do not repeat what is in the resume except to underscore something that will make you more marketable.

The third or final paragraph can suggest a convenient meeting time. Begin the paragraph by stating that you are available to meet at the supervisor's convenience. Thank the reader for considering you and say you are looking forward to a reply.

Finally, make sure you address the letter to the appropriate person -- spell his or her name correctly.

It is appropriate to follow-up with a telephone call to ask about the status of your "application" within a few weeks of mailing (unless the placement has expressly asked you not to do so).

Please refer to the *Writing Cover Letters* guide in your 1L binder, on the CSO website at <http://law.usc.edu/career/students/coverletters.cfm>, or the CSO Information Center in Room 110 for sample cover letters.

Resume

Your resume should highlight any experience especially relevant to the work at the placement. Please see the *Building a Resume* guide in your 1L binder, on the CSO website at <http://law.usc.edu/career/students/resumes.cfm> or in the CSO Information Center in Room 110 for sample resumes.

When do I apply?

Again, check the information about deadlines indicated under each placement. As enrollment is limited, the sooner you start applying the better off you will be. As a general rule, you should apply early in the semester preceding the semester for which you would like to extern (begin in August and September for Spring Externships; December and January for Summer externships; and June and July for Fall Externships), and as soon as you are confident you will accept an offer if given. (You

MECHANICS OF THE APPLICATION AND INTERVIEW PROCESSES

3.0

should not apply for an externship until you are prepared to accept an offer. These attorneys are very busy; you don't want to waste their time -- or yours -- unless you are a serious candidate.) Perhaps just as important for you and the reputation of USC law students generally, and most relevant to summer positions, is that attorney supervisors expect that once the offer is accepted **the student will not subsequently back out and accept a different position**. An externship cannot be used as a placeholder until a paid, or for some reason "better" position becomes available. On the rare occasions that this has happened, attorney supervisors have been known to contact the student's school to say they would never again consider a resume from that school.

During which semester should I extern?

Generally, it makes the most sense to extern during the fall of your third year. Supervising attorneys are more inclined to delegate greater responsibility and more fully integrate you into the workplace if you have taken more law classes and perhaps, worked at a law job during the summer. It is generally unwise to extern first semester, second year. This is likely to be your busiest semester, especially if you are participating in on-campus interviews, working on a journal or moot court, have first year advisees, etc. It is difficult -- though not impossible -- to be off campus up to 16 hours a week and balance interviews and other obligations.

How should I prepare for the interview?

The truly prepared interviewee is the one who has done his or her homework. The following steps will prepare you for the interview:

- Review placement information available in this Handbook, Section 4.0
- Review placement files in the Office of Public Service, Room 100
- If a file contains a student evaluation, try to contact that student to learn more about the office, how it is set up, who the players are, what the work is like, what happened in that student's interview, etc.
- Conduct a Lexis-Nexis search to learn more about the role of the office and the kind of work it does. Additionally, conduct a search of the supervising attorney or name of the office.
- Anticipate questions that may be asked ("Why did you choose **this** office?" "Why is there a gap in your employment history?") and prepare responses.

The impressive candidate is the one who arrives at the interview confident, knowledgeable about the office and able to dialogue about the kind of work to be performed. For more information about interviewing, see the *Interview Guide* or the *Call-Back Interview Guide* both available in your 1L binder, on the Career Services website at <http://law.usc.edu/career/students/guides.cfm> or in the CSO Information Center in Room 110.

MECHANICS OF THE APPLICATION AND INTERVIEW PROCESSES

3.0

What do I do after I accept a position?

Once you have accepted an offer, you should immediately contact everyone who is still considering your application and withdraw your name from consideration.

Next, inform the Office of Public Service about the externship by completing the necessary paperwork. The Student Agreement/Application is available on our web site at <http://law.usc.edu/career/students/ls-only/assets/docs/Int-ExtApplication.pdf> or in the Office of Public Service. **You must complete and submit the externship application by the Priority Deadline or at least two days before your start date, but no later than the day before the last day to drop and add classes for fall or spring, or two weeks before your start date for summer provided the enrollment limit has not been reached**, for the Office of Public Service staff to approve, process and send confirmation packets to site supervisors. **Under no circumstances can you begin earning hours for academic credit until a completed application has been received and approved by Dean Mead.** Hours worked prior to the approval date of the application will **not** be counted towards the externship.

What are the requirements with which I must comply in order to secure academic credit?

The requirements are as follows:

- Submit bi-weekly, typewritten progress reports
- Complete the 56 hours per unit by the end of the semester/summer
- Submission of written answers to Guided Reflection questions throughout the course of the placement
- Complete a site evaluation of your experience by the conclusion of the semester
- Hold as absolutely confidential all information obtained directly or indirectly regarding your work
- Perform professionally and competently at your placement
- Receive a favorable evaluation from your supervisor
- Receive no compensation for the work.

Additional information about all requirements will be provided to you after you have obtained an externship. **All participants in the externship program must adhere to program requirements. Failure to comply with all requirements may result in a reduction of units or removal from the program.** All students participating in the externship program (particularly students doing a full-time externship) are responsible for checking their USC e-mail accounts and school mailboxes on a regular basis; not being on campus is no excuse for missing OCI, financial aid, registration and other deadlines and important notices.

ACLU FOUNDATION OF SOUTHERN CALIFORNIA

1616 Beverly Boulevard, P.O. Box 26907, Los Angeles, CA 90026-9938

SUPERVISING ATTORNEY:

Each extern will be supervised directly by the attorney to whom they are assigned.

EXTERN COORDINATOR:

Elizabeth Schroeder, Associate Director
(213) 977-5204 – please email inquiries
Email: lschroeder@aclu-sc.org
www.aclu-sc.org

PRACTICE AREAS:

First Amendment, disability rights, voting rights, privacy rights, women's and reproductive rights, equal protection, due process, LGBT rights.

DESCRIPTION OF WORK:

Legal externs: Research, writing. Supervised by staff attorneys. Legal intake externs: interview prospective clients on the phone, flag possible ACLU cases, make referrals to appropriate agencies.

CONDITIONS/COMMENTS:

Minimum Hours:	Legal externs: min. 30 hrs/week; prefer full-time student externs. Legal intake externs: min. 3 hrs/week for 10 weeks.
Course Prerequisites:	None
Open to:	Legal externs: must have completed 1 st year. Legal intake externs: all
Application Deadlines:	Legal externs: Feb for summer externs. Legal intake externs: rolling
Application Procedures:	Legal Externs: Send cover letter, resume, and writing sample to Elizabeth Schroeder, Extern Coordinator, at the address listed above. Legal Intake Externs: Apply to Samuel Parker sparker@aclu-sc.org
Other:	Summer legal extern positions are highly competitive.

FORMER EXTERNS:

Elizabeth Magness – Summer 2003 (PILF Grant Recipient)
Alisa Valderrama – Spring 2006
Brett Pugliese – Spring 2005
Benjamin Conway – Summer 2005
Michael Chait – Spring 2006

ACLU Attorneys

Mark Rosenbaum, Legal Director	Children's Rights; Poverty Rights; Voting Rights; Immigrant's Rights, Educational Equity.
Paul Hoffman, Of Counsel	Human Rights; Police Abuse; Political Rights; Criminal Justice Issues; Disability Rights.
Peter Eliasberg, Managing Attorney, Mannheim Family First Amendment Attorney	First Amendment; Disability Rights;
Christine Sun	Lesbian and Gay Rights; Youth Law
Catherine Lhamon, Racial Justice Director and Okrand/Wirin Attorney	Race-based Civil Rights; Educational
Ranjana Natarajan, Staff Attorney	Immigrant's Rights
Anilan Anulanantham	Immigrants Rights
Clare Pastore	Poverty Law; Women's Rights; Reproductive Rights
Brooks Adams	<u>Williams v California</u> (educational equity) Monitor
Peter Bibring	LAPD monitoring and other civil rights/civil liberties litigation
Miranda Bird	L.A. County jail monitoring and other civil rights/civil liberties litigation

HIV & AIDS LEGAL SERVICES ALLIANCE, INC. (HALSA)

3550 Wilshire Blvd., Suite 750, Los Angeles, CA 90010

SUPERVISING ATTORNEY: Laurie Aronoff, Dir. of Volunteer Programs
(213) 201-1492 (phone); (213) 201-1594 (fax)
Email: laronoff@halsaservices.org
www.halsaservices.org

PRACTICE AREAS:

Discrimination, confidentiality, immigration, employment, healthcare, housing, benefits, testamentary, and tax.

DESCRIPTION OF WORK:

Client interviews, research, prepare legal forms and correspondence and factual investigations.

CONDITIONS/COMMENTS

Minimum Hours:	Flexible. Prefer eight hours a week for ten weeks during academic year.
Course Prerequisites:	None. Prefer students with demonstrated interest in public service as well as in working with diverse communities.
Open to:	Students in good academic standing.
Application Deadlines:	Generally none during academic year unless student is seeking academic credit and would, therefore, need to submit materials in time to comply with all school deadlines. February 1 st - deadline for summer placement.
Application Procedures:	Send cover letter and resume to Laurie Aronoff. Interview required.
Other:	Spanish speaking highly desirable.

FORMER EXTERNS:

Amee Falbo—Spring 2006
Benigno Panahon-Summer 2006
Alma Stankovic – Summer 2006

ALLIANCE FOR CHILDREN'S RIGHTS

3333 Wilshire Boulevard, Suite #550, Los Angeles, CA 90010

INTAKE COORDINATOR:

Kathy Hersh, Esq.
(213) 368-6010 ext. 127
Email: k.hersh@kids-alliance.org
www.kids-alliance.org

PRACTICE AREAS:

Dependency, Delinquency, Foster Children's Adoptions, Probate Guardianship, Public Benefits, Health Advocacy and Special Education.

DESCRIPTION OF WORK:

Law students work under the direction of a staff attorney on an assigned project area, and have an opportunity to:

- analyze and assess individual clients' needs,
- prepare a dependency adoption and probate guardianship matter,
- attend court proceedings and meetings relating to children's issues,
- tour court facilities for children,
- assist in the development of additional resource/informational materials for clients.

CONDITIONS/COMMENTS

Minimum Hours: 10 hours per week for 8 weeks
Course Prerequisites: None. Previous Public Interest experience preferred.
Open to: All law students
Application Deadlines: Quarterly, email Coordinator for dates
Application Procedures: Send cover letter and resume to Estelle Davis at the above address.
Other: Summer externships are competitive.

FORMER EXTERNS:

Kim Baker – Summer 2003
Catherine Lee – Summer 2003

Marisa Gallegos – Summ. 2003 (PILF Grant)
Chelsea Storey – Spring 2004

ASIAN PACIFIC AMERICAN LEGAL CENTER

1145 Wilshire Blvd., 2nd Floor, Los Angeles, CA 90017

SUPERVISING ATTORNEY: Karin Wang, Esq., Vice-President, Programs
(213) 977-7500
Email: kwang@apalc.org
www.apalc.org

VOLUNTEER INFORMATION: For volunteer information, please see our website at www.apalc.org.

PRACTICE AREAS:

DIRECT SERVICES practice areas include: Family Law, Domestic Violence, Immigration, Citizenship, Housing, Public Benefits, Consumer Rights.

OTHER LITIGATION AND POLICY areas include: Immigration, Welfare and Health, Workers' Rights, Anti-Asian Violence, Voting Rights, Language Rights.

DESCRIPTION OF WORK:

Law clerks may engage in any of the following: intake; counsel and advice; brief service; limited representation (working with an attorney); legal research, analysis and writing; litigation assistance; community education and outreach, including materials development.

CONDITIONS/COMMENTS

Minimum Hours: 8-16 hours minimum/week, 20+ hours desirable
Course Prerequisites: None
Open to: All law students
Application Deadlines: Open until filled
Application Procedures: Send cover letter, resume and completed volunteer application (available on website) to above address or via fax (213) 977-7595.

Other: Bilingual in Cambodian, Chinese (Mandarin or Cantonese), Korean, or Vietnamese required for hotline. Bilingual in Asian language or Spanish preferred but not required for other practice areas including family law/domestic violence, citizenship/immigration, workers' rights.

BET TZEDEK LEGAL SERVICES

145 S. Fairfax Ave., Suite #200, Los Angeles, CA 90036
12821 Victory Boulevard, N. Hollywood, CA 91606

PERSONNEL DIRECTOR: Robin Sommerstein
(323) 549-5814
Email: humanresources@bettzedek.org
www.bettzedek.org

PRACTICE AREAS:

Representation in Landlord/Tenant, Consumer Protection, Supplemental Security Income Disability, Employment Rights, Housing Conditions, Guardianship, Conservatorship, In-Home Support Services, Holocaust Restitution, Medi-Cal, Medicare, Wills, Health Care Directives, Veteran's Benefits.

DESCRIPTION OF WORK:

Client in-person intake, factual investigation, research, preparation of forms and legal correspondence, representation in administrative hearings, negotiations.

CONDITIONS/COMMENTS

Minimum Hours: Academic year – eight (8) hours weekly for twelve (12) weeks

Course Prerequisites:
Open to: Students in good standing

Application Deadlines: Rolling – Orientations in August, January and two during the summer.

Application Procedures: Contact: Resume to Robin Sommerstein by email or call (323) 549-5814. Resume and interview required.

Other: Students may be assigned to special projects. Students work with one or two experienced staff attorneys.

FORMER EXTERNS:

Courtney Mizel Green – Fall 2003
Doris Aghaei – Summer 2003 (PILF Grant Recipient)
Andres Garcia – Summer 2003
Hilla Kimia – Summer 2003
Jennifer Fercovich – Spring 2004
Golnoush Goharзад – Summer 2006
Carly Steinbaum – Summer 2006

CALIFORNIA ATTORNEY GENERAL CIVIL LAW and PUBLIC RIGHTS DIVISION

Criminal Law Division (see separate Criminal Law Division for Los Angeles office)
1300 I Street, Suite 720, Sacramento, CA 95814

CONTACT:

To apply for student opportunities, submit a cover letter and resume to the address below. Resumes will be forwarded to the hiring managers, who will contact you directly if they have openings and want to schedule an interview with you. Specify (a) year of school (e.g., 1L, 2L, 3L), (b) area(s) of interest, and (c) city or cities in which you are willing to work. Include a writing sample, e.g., legal brief or law school paper.

Recruitment and Retention Unit
Office of the Attorney General, California Department of Justice
1300 I Street, Suite 720
Sacramento, CA 95814

CONTACTS: Criminal Law Division

Appeals, Writs and Trials	Sacramento	Wanda Hill Rouzan	(916) 324-5291
Appeals, Writs and Trials	Fresno	Louis Vasquez	(559) 445-5627
Appeals, Writs and Trials	San Francisco	Linda Murphy	(415) 703-1334
Appeals, Writs and Trials	San Diego	Rhonda Cartwright Ladendorf	(619) 645-2106
Correctional Law Section	Sacramento	Allen Crown	(916) 323-1940
Correctional Law Section	San Francisco	Frances Grunder	(415) 703-5723
Correctional Law Section	San Diego/ Los Angeles	Darrell Lepkowsky	(619) 645-2615
All Other Divisions	Recruitment and Retention Unit		(916) 324-5039

PRACTICE AREAS:

Civil Law Division: Tort and Condemnation; Business and Tax; Government; Employment Regulation and Administration; Licensing; Health Quality Enforcement; Health, Education and Welfare; False Claims.

Criminal Law Division: Appeals, Writs and Trials; Bureau of Medi-Cal Fraud and Elder Abuse; Correctional Law; Spousal Abuser Prosecution; Special Crimes.

Public Rights Division: Natural Resources, Environment, Land, Antitrust, Consumer, Charitable Trusts, Civil Rights Enforcement, Indian and Gaming, Tobacco Litigation and Enforcement, Energy Task Force.

DESCRIPTION OF WORK:

Duties may include research and writing, and vary among divisions and sections. Responsibilities may include drafting briefs, preparing pleadings for trial teams, pleading for federal court, drafting concise synopses of facts and holdings. Legal externs may provide office support to the Deputy Attorneys General and assist them with their workload.

CONDITIONS/COMMENTS

Minimum Hours: (Criminal Law Division) While 2 to 3 full days is fine during the Spring/Fall, during the summer we need 40 hours per week. (Other Divisions) Flexible, but prefer 2 to 3 days per week.

Course Prerequisites: (Criminal Law Division) These vary; students should ask the contacts on the contact list.
(Other Divisions) None

Open to: Preference for second and third year students

Application Deadlines: Apply ASAP for both fall and spring

FORMER EXTERNS:

Jeffrey Chiao (Consumer Section) – Spring 2004

Anna Chu (Employment, Regulation & Administration Division) – Summer 2004

Vinodhini Ramagopal (Civil Law and Public Rights Division) – Summer 2004

Fredelina Garcia—Summer 2005

**CALIFORNIA ATTORNEY GENERAL
CONSUMER LAW SECTION**

300 South Spring Street, Suite #500, Los Angeles, CA 90013

SUPERVISING ATTORNEY: Laurie Pearlman
(213) 897-2610

PRACTICE AREAS:

Consumer law; Unfair Competition, False Advertising, Government Law

DESCRIPTION OF WORK:

General litigation and administrative practice; preparation of memoranda, briefs, pleadings, discovery; attendance at court hearings, meetings; negotiations.

CONDITIONS/COMMENTS:

Minimum Hours: 16 hours per week during school year; full-time summer
Course Prerequisites: none; but consumer law is preferred
Open to: Second and third year students
Application Deadlines: none
Application Procedures: Send resume, transcript (unofficial OK), and writing sample to Laurie Pearlman at the above address.

Other: For more current information on this placement, please see the file in the Office of Public ServiceOffice

**CALIFORNIA ATTORNEY GENERAL
CRIMINAL DIVISION - Los Angeles**

300 South Spring Street, Suite #1701, Los Angeles, CA 90013

SUPERVISING ATTORNEY: Stephanie Brennan
(213) 897-2056

PRACTICE AREAS:
Primarily criminal appeals.

DESCRIPTION OF WORK:
Preparing respondent's briefs; legal analysis; research and writing on issues of criminal law and procedure; evidence; and constitutional law.

CONDITIONS/COMMENTS:

Minimum Hours: Two (2) days per week for Fall and Spring; Full-time for summer.

Course Prerequisites: Require Criminal Law and Evidence; Prefer Criminal Procedure, Constitutional Law, and Legal Research and Writing to also have been taken.

Open to: Second and third year students.

Application Deadlines: For Fall and Spring semesters no formal deadline, however, students should apply as early as possible, and at least four weeks before the academic semester desired for credit. For full-time summer positions deadline is usually 1st week of February.

Application Procedures: Send resume, cover letter and one writing sample to:

Stephanie Brennan, Deputy Attorney General, at the above address.

Other: Preference for strong skills in legal writing and analysis.

FORMER EXTERNS:

Christy Roussell – Spring 2006

**CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT & HOUSING (DFEH)
LEGAL SECTION**

611 West Sixth Street, Ste. 2850, Los Angeles, CA 90071

SUPERVISING ATTORNEY: Assigned Staff Counsel
(213) 439-6751
(213) 439-6754 Fax
www.dfeh.ca.gov

PRACTICE AREAS:

Employment and housing discrimination; civil rights enforcement.

DESCRIPTION OF WORK:

Case investigation; research and writing; assisting in administrative hearings; preparing cases for Superior Court proceedings.

CONDITIONS/COMMENTS

Minimum Hours: 16 hours/week
Course Prerequisites: Constitutional Law and Evidence
Open to: Preference for second and third year students
Application Deadlines: None
Application Procedures: Send or fax resume and cover letter to Lillian Y. Tabe at the above address

FORMER EXTERNS:

CALIFORNIA WOMEN'S LAW CENTER

6300 Wilshire Boulevard, Ste. 980, Los Angeles, CA 90048

PROJECT COORDINATOR: Marci Fukuroda
(323) 951-9847 (phone)
(323) 951-9870 (fax)
marci.fukuroda@cwlc.org
www.cwlc.org

PRACTICE AREAS:

Sex Discrimination, Women's Health, Violence Against Women, Race and Gender, Economic Security, and Exploitation of Women.

DESCRIPTION OF WORK:

Each student is assigned to a supervising attorney and will assist on a variety of projects, including, but not limited to, research and writing legal memoranda, analyzing legislation, and working with various coalitions and community groups on outreach, public education and advocacy.

CONDITIONS/COMMENTS

Minimum Hours: During the year: N/A; Summer: 8 hour workday, 5 days a week

Course Prerequisites: N/A

Open to: All current law students

Application Deadlines: Applications for Fall, Winter, and Spring are accepted on a rolling basis. Applications for Summer are accepted until February 15.

Application Procedures: Send cover letter, resume, and short writing sample to contact above. Applications may also be emailed or faxed.

Other: CWLC is a non-profit legal policy and advocacy center which works to advance the civil rights of women and girls. CLWC provides support services, education, and training to community based organizations and legal services agencies, engages in litigation, does community organizing, and writes amicus briefs. Specific project areas include the Breast Cancer Legal project, pregnant and parenting teens.

- Nausheen Hassan, '02, received an Irmas Fellowship to work on The Habeas Project for Battered Women at the California Women's Law Center.

FORMER EXTERNS:

Maura Polly Vargas - Summer 2002 (PILF Grant Recipient)

CENTER FOR HUMAN RIGHTS AND CONSTITUTIONAL LAW

256 S. Occidental Boulevard, Los Angeles, CA 90057

SUPERVISING ATTORNEY: Peter Schey
(213) 388-8693, ext. 104
(213) 386-9484 Fax
www.centerforhumanrights.org
www.legalizationusa.org
www.immigrantchildren.org
www.casalibre.org

PRACTICE AREAS:

Class-action litigation primarily focusing on the areas of immigration and civil rights law; INS and U.S. Government policies towards immigrants, refugees, and the indigent.

DESCRIPTION OF WORK:

Research for the Center's Supreme Court litigation, writing briefs, research on international law and country-specific human rights abuses, drafting reports and petitions to international fora, and coordination of pro-bono efforts for the Immigrant/Refugee Children's Project.

The Center's diverse workload allows for the tailoring of programs to suit the individual interests and areas of expertise of its externs.

CONDITIONS/COMMENTS

Minimum Hours:	None reported.
Course Prerequisites:	None reported.
Open to:	All Students
Application Deadlines:	None, but apply as early as possible
Application Procedures:	Send resume and cover letter to Peter Schey at the address above and indicate areas of interest and relevant coursework.

Other: Spanish language skills are helpful.

FORMER EXTERNS:

Nina Irani – Summer 2006

CENTRAL AMERICAN RESOURCE CENTER / CARECEN

Legal Department -- 2845 W. Seventh Street, Los Angeles, CA 90005

EXTERN COORDINATORS: Anne Montesano
(213) 385-7800, ext. 164(phone)
(213) 385-1094 (fax)
Email: lromero@carecen-la.org
www.carecen-la.org

SUPERVISING ATTORNEY: Daniel Sharp, Esq.

PRACTICE AREAS:

Immigration law including impact litigation. Majority of work is representing individuals seeking political asylum and/or suspension of deportation. Cases are either before the Asylum Office or Immigration Court.

DESCRIPTION OF WORK:

Assist clients with preparation of political asylum and suspension of deportation applications, research and writing, and some clinic intake.

CONDITIONS/COMMENTS

Minimum Hours: Flexible
Course Prerequisites: None
Open to: All law students
Application Deadlines: None
Application Procedures: Send resume and cover letter to Anne Montesano at the above address, or email: amontesano@carecen-la.org.

Other: Spanish is **not** required, but strongly preferred.

FORMER EXTERNS:

Sarah Martinez – Summer 2003 (PILF Grant Recipient)

Chris Evans – Summer 2005

CHILDREN'S LAW CENTER OF LOS ANGELES

(Formerly Dependency Court Legal Services)

201 Centre Plaza Dr., Mailbox 10, Monterey Park, CA 91754

SUPERVISING ATTORNEYS: Princess Ramey
(323) 980-7744 (phone); (323) 980-7708 (fax)
e-mail: rameyp@clcla.org

PRACTICE AREAS:

Children's Law Center handles cases in Juvenile Dependency Court. These cases involve allegations of child abuse and neglect. Children's Law Center attorneys represent primarily children and some parents.

DESCRIPTION OF WORK:

Writing motions, doing legal research, writing case memoranda, conducting interviews, casework with clients, social workers, care providers, and expert witnesses. Opportunities to work on legal issues in developing areas of children's law.

CONDITIONS/COMMENTS

Minimum Hours: 16 hours per week.
Course Prerequisites: None reported
Open to: All students
Application Deadlines: None reported
Application Procedures: None reported (Send cover letter and resume, Attn: Princess V.F. Ramey, Community Outreach Coordinator)

Other: The offices are in the Edelman Children's Court which is located at the intersection of the San Bernardino and Long Beach Freeways immediately south of the California State Los Angeles campus. Externs often have the opportunity for courtroom observation.

FORMER EXTERNS:

2004

John Rowberry – Summer 2004

2006

Laura Hinojosa – Summer 2006

Alex Hoag – Summer 2006

Zayneb Shaikley – Summer 2006

Hagop Kuyumjian – Summer 2006

CITY ATTORNEY, GLENDALE

613 East Broadway, Suite 220, Glendale, CA 91206

SUPERVISING ATTORNEY: Ron Braden
(818) 548-2080
email: rbraden@ci.glendale.ca.us
website: www.co.glendale.ca.us

PRACTICE AREAS:

Municipal code enforcement, eminent domain, municipal law, tort and civil rights defense.

DESCRIPTION OF WORK:

Research and draft pleadings; opinion memoranda and ordinances; handle code enforcement court and/or jury trials under direct supervision; draft and review legal documents; provide advice on municipal affairs; accompany lawyers to court and/or depositions.

CONDITIONS/COMMENTS:

Minimum Hours: Varies with student schedule; consistent with University requirements
Course Prerequisites: State Bar certification is recommended
Open to: All students who have completed their first year.
Application Deadlines:
Application Procedures: Send cover letter and resume to:

Office of City Attorney
613 East Broadway, Suite 220
Glendale, CA 91206-4394

CITY ATTORNEY, LOS ANGELES:

CIVIL LIABILITY

200 N. Main St., City Hall East, Room 600, Los Angeles, CA 90012

SUPERVISING ATTORNEY: Robert Pulone, Supervising Deputy City Attorney
(213) 978-6954 (phone); (213) 978-8789 (fax)
Rpulone@ATTY.LACITY.ORG
www.lacity.org/atty

PRACTICE AREAS:

Defending the City of Los Angeles and City employees in most areas of Tort Liability.

DESCRIPTION OF WORK:

Legal research, drafting of motions, and other legal documents as well as opportunities for hands-on advocacy experience for Certified Law Clerks. Law clerks are encouraged to observe and, to the extent possible, participate in depositions, arbitrations, court hearings, trials, etc. Some positions offer experience handling civil discovery.

CONDITIONS/COMMENTS

Minimum Hours: Flexible work schedule depending on assignment; approximately 8-30 hours per week
Course Prerequisites: None
Open to: All law students
Application Deadlines: Year round
Application Procedures: Send cover letter and resume to Bob Pulone at the above address; an interview will be scheduled. Final clearance involves a limited background check.

Other: Bar certification instructions are available in the Career Services Resource Room. See page 128 of this handbook for instructions. Certification takes approximately 3 weeks, so applications should be completed well in advance of the semester you plan to extern. (Not mandatory)

FORMER EXTERNS:

Shana Bawek – Summer 2003 Stanley Pun – Summer 2003
Caroline van Oosterom – Summer 2003 Andrew DeFrancis – Summer 2004

CITY ATTORNEY, LOS ANGELES: PLACEMENT WITHIN ENTIRE OFFICE

200 N. Main St., City Hall East, Room 800, Los Angeles, CA 90012

CONTACT PERSON: Kristina Juravich, Administrative Coordinator
(213) 978-7160
(213) 978-8317 Fax
Email: careers@atty.lacity.org
www.lacity.org/atty

PRACTICE AREAS:

A broad base of opportunities in the civil, criminal & appellate law areas related to the City of Los Angeles and its employees.

DESCRIPTION OF WORK:

Legal research, drafting of motions, and other legal documents as well as opportunities for hands-on advocacy experience for Certified Law Clerks. Law clerks are encouraged to observe and, to the extent possible, participate in depositions, arbitrations, court hearings, administrative hearings, trials, etc. Those externing in the criminal division will be involved in criminal procedure, criminal discovery, and other aspects of criminal trial work, including witness coordination, interviews and victim assistance. Students interested in **appellate** work can specify their request to work with long time Assistant City Attorney supervisor Debbie Lew, who is assigned to the Criminal Appeals Unit.

CONDITIONS/COMMENTS:

Minimum Hours: Flexible work schedule depending on assignment; approximately 25 hours per week

Course Prerequisites: Completed First Year; Civil Procedure, Criminal Procedure

Open to: Second and third year students

Application Deadlines: Fall semester - September 1
Spring semester - December 1
Summer Program - March 31

Application Procedures: Send cover letter and resume to Kristina Juravich at the above address or email to careers@atty.lacity.org; an interview may be scheduled. Final clearance involves a background check.

Other: Bar Certification – refer to Section 7.0, page 128 for instructions.

**CITY ATTORNEY, LOS ANGELES:
PLACEMENT WITHIN ENTIRE OFFICE**

200 N. Main St., City Hall East, Room 800, Los Angeles, CA 90012

FORMER EXTERNS:

2004

Cary Kadlecek (Land Use Division) – Summer 2004

Kelly L. Kress (Animal Protection Unit) – Summer 2004

Maritza Knight – Fall 2004

2005

Javier Gutierrez—Summer 2005

Bennet Miller – Summer 2005

Jennifer Pak—Summer 2005

Jenny Wu—Summer 2005

2006

C.J. Laffer – Summer 2006

CITY ATTORNEY, LOS ANGELES:

GANG UNIT

222 S. Hill Street, Suite 650, Los Angeles, CA 90012-4110

SUPERVISING ATTORNEY: Jule Bishop, DCA, Gang Unit
(213) 847-0186
(213) 847-6055 Fax
Email: jbishop@atty.lacity.org

Rocky Delgadillo, City Attorney, Los Angeles
www.lacity.org/atty

PRACTICE AREAS:

Civil and criminal law as related to gang prosecution.

DESCRIPTION OF WORK:

Primarily legal research and writing, coordinate criminal investigation files, and interview witnesses. Prepare discovery materials for gang injunctions.

CONDITIONS/COMMENTS:

Minimum Hours: Flexible, preference for 16 hours per week
Course Prerequisites: Prefer Evidence, Criminal Procedure, Constitutional Law and Criminal Law
Open to: Strong preference for interest in criminal law
Application Deadlines: As soon as possible/preferably one month prior to semester
Application Procedures: Send cover letter, resume and writing sample to the attention of: Jule Bishop c/o L. A. City Attorney, Gang Unit at the above address.

Other:

FORMER EXTERNS:

Leslie De La Torre – Fall 2002
Erica Czypull – Summer 2004

Ryan Dibble – Spring 2004
Eric Heydorn – Summer 2004

CITY OF LOS ANGELES ETHICS COMMISSION

200 N. Spring Street, City Hall, Room 2410, Los Angeles, CA 90012

SUPERVISING ATTORNEY: Bruce Aoki, Deputy Executive Director
(213) 978-1960
(213) 978-1988 Fax
Email: baoki@ethics.lacity.org
<http://ethics.lacity.org>

PRACTICE AREAS:

Local government, campaign finance, administrative law, political/legal ethics, enforcement.

DESCRIPTION OF WORK:

Research and writing, assisting investigations, assisting administrative prosecutions of violations of governmental ethics laws and campaign finance laws.

CONDITIONS/COMMENTS:

Minimum Hours:	May take 16 hrs/week; prefer 20 hrs
Course Prerequisites:	None - prefer administrative law
Open to:	Prefer second and third year students
Application Deadlines:	None
Application Procedures:	Send resume and cover letter to Bruce Aoki at the above address.

DIRECTORS GUILD OF AMERICA

7920 Sunset Boulevard, Los Angeles, CA 90046-0907

SUPERVISING ATTORNEY: Beverly S. Ware
(310) 289-2018
(310) 289-2031
Email: Beverly@dga.org

PRACTICE AREAS:

Labor and employment law, arbitration and civil litigation.

DESCRIPTION OF WORK:

Assist DGA attorneys in preparation and presentation of arbitration hearings, the presentation of written argument and the preparation of court pleadings and motions; perform selected research and write advice memoranda.

CONDITIONS/COMMENTS

Minimum Hours: Flexible

Course Prerequisites: Labor law preferred
Open to: Students who have completed their first year; preference to those who have completed their second year.

Application Deadlines: Spring: September 15
Summer: December 15
Fall: August 15

Application Procedures: Send resume and writing sample to supervising attorney, Beverly S. Ware at the above address.

Other: Directors Guild has a paid summer clerk position.

DISABILITY RIGHTS LEGAL CENTER

919 S. Albany Street, Los Angeles, CA 90015

SUPERVISING ATTORNEYS: Eve Hill, Executive Director

CONTACT/COORDINATOR: Condra Griffin
(213) 736-1479
(213) 736-1428 Fax
Email: Condra.griffin@LLS.edu
www.disabilityrightslegalcenter.org

PRACTICE AREAS: Civil Rights Litigation Project
Options, Counseling
Education Advocacy Project
Cancer Legal Resource Center

DESCRIPTION OF WORK:

From the very first day, students are given direct exposure to the legal issues that face people with disabilities. Under the direct supervision of an experienced staff attorney, they interview potential clients, assess the merits of the cases, draft correspondence, conduct legal research, compose legal documents (external memoranda as well as the drafting of complaints, discovery plans, demand letters, settlement agreements, etc.), participate in witness depositions, status conferences, settlement negotiations, trial preparation, and court appearances.

CONDITIONS/COMMENTS:

Minimum Hours: 15 hours per week
Course Prerequisites: Research and writing, administrative law, poverty law (helpful but not required)
Open to: Second and third year students
Application Deadlines: Open all year
Application Procedures: Send resume, and two references to the above address, attention Condra Griffin

Other: Applications are available online at
www.disabilityrightslegalcenter.org

FORMER EXTERNS:

Alex Park – Summer 2006

DISTRICT ATTORNEY'S OFFICE - LOS ANGELES COUNTY

210 West Temple Street, Room 18-1103, Los Angeles, CA 90012

RECRUITMENT COORDINATOR: Regina Mayo
(213) 974-7788 (phone)
(213) 626-5862 (fax)
Website: <http://da.co.la.ca.us>
Email: rmayo@lacountyda.org

SUPERVISING ATTORNEY: Carolyn Nakaki
(213) 974-7991
(213) 626-5862 (fax)

PRACTICE AREAS: State criminal prosecution.

DESCRIPTION OF WORK:

Court appearances on preliminary hearings, occasionally short bench and jury trials, legal research and writing.

CONDITIONS/COMMENTS

Minimum Hours: 8:00 a.m. to 5:00 p.m., two days per week
Course Prerequisites: Evidence and Civil Procedure (for State Bar certification)
Open to: Second and third year students
Application Deadlines: Fall: Spring on-campus interview
Spring: Fall on-campus interview
Summer: April 15

Application Procedures: 1) Students should submit a cover letter and resume to the attention of Regina Mayo.

2) Ms. Regina Mayo will contact different office locations to determine their extern hiring needs.

3) Once an available position is found, the Head Deputy of a particular bureau will contact students directly to set up interviews.

FORMER EXTERNS:

2004

Ann Ramirez – Spring 2004

Marcus Spiegel – Fall 2004

2005:

Matthew Benedetto – Summer 2005

2006:

Elizabeth Berman – Spring 2006

Alexander Grodan – Summer 2006

Jonathan Mott – Summer 2006

Harold Dickens – Summer 2006

Sophia Amarchi – Summer 2006

Esther Lin – Summer 2006

DISTRICT ATTORNEY'S OFFICE ---ORANGE COUNTY

401 Civic Center Drive West, Santa Ana, CA 92701

SUPERVISING ATTORNEYS: Jim Tanizaki, Sr. Assistant District Attorney
(714) 347-8402
(714) 834-5880 Fax
jim.tanizaki@da.ocgov.com
www.oc.ca.gov/da

PRACTICE AREAS:

Prosecution of misdemeanor and felony crimes in Orange County. Students have the opportunity to work in one of the following units: Gangs, sexual assault, homicides, economic crimes, consumer-environmental, public corruption, juvenile, and branch court operations.

DESCRIPTION OF WORK:

Externs/externs will assist prosecutors in all phases of their work. This will include legal research on trial issues, summarizing police and other investigative reports, organizing and completing discovery compliance, and responding to defense motions. Some students may argue motions and conduct preliminary hearings. Students will be encouraged to shadow our prosecutors and observe trial and other court proceedings.

CONDITIONS/COMMENTS:

Minimum Hours:	2- 3 days/week, approx. 10-20 hours/week
Course Prerequisites:	Evidence, criminal procedure, criminal law
Open to:	2Ls and 3Ls
Application Deadlines:	None reported
Application Procedures:	None Reported

FORMER EXTERNS:

Julie Winters – Summer 2006

EL RESCATE LEGAL SERVICES

1313 W. 8th Street, Suite 200, Los Angeles, CA 90017

SUPERVISING ATTORNEY: Richard Mendez, Esq.
(213) 387-3284 (phone); (213) 387-9189 (fax)

PRACTICE AREAS:

Immigration and asylum; Immigrant rights.

DESCRIPTION OF WORK:

Represents indigent immigrants in proceedings before the Immigration and Naturalization Service, the immigration courts, and federal courts. Provides education to community members on their civil rights and immigration rights. Works through local and national coalitions to promote the rights of immigrants living in the United States.

CONDITIONS/COMMENTS

Minimum Hours: None
Course Prerequisites: None
Open to: First, second and third year students
Application Deadlines: As soon as possible
Application Procedures: Send resume and a cover letter with a statement of interest and describing any past experience with immigration, public interest organization, and multi-cultural work to Julie Ward at the above address.

Other:

- Must be able to carry on a conversation in Spanish.
- Need externs and clerks throughout the year.

For more information on El Rescate Legal Services, visit our website at www.elrescate.org. Click on "Services" for a description of our legal and other programs.

FORMER EXTERN:

Jessie Robles – Summer 2003 (PILF Grant Recipient)

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION - Federal Section

Roybal Federal Courthouse, 255 East Temple Street, 4th Floor, Los Angeles, CA 90012

ADMINISTRATIVE JUDGES: Diane Arkow Gross
(213) 894-1061

PRACTICE AREAS:

Enforcement of federal laws against discrimination or harassment in employment by federal agencies on the basis of race, sex, age, national origin, religion, disability, or in reprisal for the employee's having asserted rights protected by the laws against such discrimination. Geographic coverage is for all federal agencies in Southern California and the state of Nevada.

DESCRIPTION OF WORK:

1. Review and evaluate investigations undertaken by the equal employment opportunity office of a federal agency on a charge of discrimination by one or more of its employees in connection with the following:
 - (a) A Pre-Hearing Conference to set the basis for resolution of the complaint;
 - (b) A discovery motion by either party, to evaluate on the basis of rules of evidence and recommend disposition;
 - (c) A motion for summary judgment, in which case a determination must be made as to whether there is a material dispute of fact, and if not, then an analysis of the complaint and the applicable law and draft a decision; or
 - (d) A Hearing by an Administrative Judge, and to assist the Judge in preparing for such Hearing.
2. Participate as a Law Clerk to an Administrative Judge in Hearings on complaints of discrimination;
3. Draft opinions based upon the Hearing of a charge of discrimination (this includes reviewing the evidence, the transcripts, the Law Clerk's own notes, and the applicable law).
4. Legal research and drafting in areas assigned by Administrative Judges.
5. Students will have contact with complainants and their counsel, as well as with representatives of the agencies charged with discrimination.

CONDITIONS/COMMENTS:

Minimum Hours:	None
Course Prerequisites:	Preference given to those who have studied Civil Procedure, Employment Law, and/or Civil Rights Law
Open to:	Second and third year students
Application Deadlines:	None
Application Procedures:	Send cover letter, resume and writing sample to Diane Arkow Gross at the above address.
Other:	Within a two-and-one-half month period, the student may be able to work on a case from its inception as a complaint through the various stages of review and analysis, discovery, settlement negotiations, hearing, and judgment.

FORMER EXTERNS:

Darlene Wanger – Summer 2002
Samara Belgarde – Fall 2002
Jennifer Sloane – Spring 2004
Jonathan Pennell – Summer 2004
George Cleaver – Summer 2004
Lauren Robinson – Summer 2006

FEDERAL TRADE COMMISSION

10877 Wilshire Boulevard, Ste. 700, Los Angeles, CA 90024

SUPERVISING ATTORNEY: John Jacobs
(310) 824-4360
(310) 824-4380 Fax
Email: JJACOBS@ftc.gov
www.ftc.gov

PRACTICE AREAS:

Consumer protection, federal court litigation.

DESCRIPTION OF WORK:

Consumer interviews; research and writing, discovery; investigations; students given work similar to that of starting attorneys.

CONDITIONS/COMMENTS

Minimum Hours:	Prefer 2 days/week or 20 hours during the semester and full time during the summer
Course Prerequisites:	Research & writing; civil procedure
Open to:	Students who have completed first year
Application Deadlines:	February 1 st for summer; April 1 st fall; and October 1 st for spring
Application Procedures:	Send resume, cover letter describing interest and, if possible, a writing sample to John Jacobs at above address.

FORMER EXTERNS:
Brent Tubbs – Fall 2006

HARRIETT BUHAI CENTER FOR FAMILY LAW

3250 Wilshire Boulevard, Suite 710, Los Angeles, CA 90010

SUPERVISING ATTORNEY: Julie Rivera-Coo, Senior Staff Attorney
(213) 388-7505 ext. 307 (213) 388-7503 Fax
Email: jriveracoo@hbcfl.org

VOLUNTEER COORDINATOR: Nicola Kennedy
(213) 388-7505 ext. 319
Email: volunteer@hbcfl.org

PRACTICE AREAS:

Family law; domestic violence and child support.

DESCRIPTION OF WORK:

Law students prepare pleadings, do research, interview clients, draft points and authorities, staff the legal clinics, and do follow up work directly related to cases.

CONDITIONS/COMMENTS

Minimum Hours: 12 hours a week for externship or 8 hours a month to volunteer (Volunteers must attend our training.)
Course Prerequisites: None
Open to: All law students
Application Deadlines: None
Application Procedures: Send resume, cover letter and writing sample to above address.

Other: The major projects of the Center are the following:
Pro Per Program, Pro Bono Panel, Child Support Project, Domestic Violence Project, Teen Parent Project, Community Education and Outreach Project and the Incarcerated Women's Project.

FORMER EXTERNS:

Joshlyn Higgins – Summer 2003
Shana Bawek – Summer 2004 (Summer Fellowship Recipient)
Andrea Chen – Summer 2005

INNER CITY LAW CENTER

1309 East Seventh Street, Los Angeles, CA 90021

SUPERVISING ATTORNEY: Betsy Handler, Litigation Director
Email: bhandler@innercitylaw.org

PRACTICE AREAS:

Affirmative habitability lawsuit; eviction defense; government benefits; other consumer issues.

DESCRIPTION OF WORK:

Assists staff lawyers with all aspects of legal representation, including drafting motions, responding to and promulgating discovery; research; client interviews

CONDITIONS/COMMENTS

Minimum Hours: 15 hours per week
Course Prerequisites: None
Open to: All law students
Application Deadlines: April 1 for Summer, September 1 for Fall Semester,
January 1 for Spring Semester (all dates approximate)
Application Procedures: e-mail resume; writing sample; and cover letter. NO
phone calls

LAMBDA LEGAL DEFENSE AND EDUCATION FUND, INC.

3325 Wilshire Blvd., Suite 1300, Los Angeles, CA 90016

SUPERVISING PARALEGAL:

Stefan Johnson

(213) 382-7600

Email: SJohnson@lambdalegal.org

PRACTICE AREAS:

Gay and lesbian civil rights, AIDS/HIV Discrimination.

DESCRIPTION OF WORK:

Legal research, analysis and writing, responding to telephone calls for legal assistance, preparing educational literature.

CONDITIONS/COMMENTS

Minimum Hours: 8 hours per week

Course Prerequisites: Prefer Constitutional law

Open to: Second and third year students

Application Deadlines: For summer: 2/15/05

Application Procedures: Send resume and cover letter to: Stefan Johnson, Senior Paralegal, at the above address

LEGAL AID FOUNDATION OF LOS ANGELES

Six offices and four courthouse clinics throughout the Los Angeles basin, including Santa Monica and Long Beach

CONTACT: David Ackerly, Director of Private Attorney Involvement
(323) 801-7908
Email: dackerly@lafla.org
www.lafla.org

MISSION STATEMENT: The Legal Aid Foundation of Los Angeles (LAFLA) is the frontline law firm for low-income people in Los Angeles. LAFLA is committed to promoting access to justice, strengthening communities, combating discrimination and effecting systemic change through representation, advocacy, and community education. LAFLA has 60 attorneys working in eight substantive areas of practice.

PRACTICE AREAS:

All areas of civil practices, including Consumer, Immigration, Family, Employment, Government Benefits, Landlord/Tenant, Affirmative Slum Housing, Community Economic Development (Transactional Business).

DESCRIPTION OF WORK:

Externships are designed for the interest of each student and may include legal research and writing; interviewing clients; preparing for depositions, representation of tenants facing evictions and clients in administrative hearings; completing court forms; drafting pleadings; transactional work including incorporations, tax exemptions, and affordable housing; assistance to pro per litigants.

CONDITIONS/COMMENTS

Minimum Hours: 8 per week/60 per semester
Course Prerequisites:
Open to: All law students
Application Deadlines: Open until filled
Application Procedures: Email statement of interest to volunteer@lafla.org

Other: Bilingual Spanish preferred. Korean, Mandarin, Cantonese, Vietnamese, Japanese, Thai, and Khmer helpful.

LEGAL AID FOUNDATION OF LOS ANGELES

1102 South Crenshaw Boulevard, Los Angeles, CA 90019

110 Pine Avenue, Suite 420, Long Beach, CA 90802-4421

FORMER EXTERNS:

2003

Erin Morgan – Spring 2003

Tony Cheng – Summer 2003 (PILF Grant Recipient)

Brian George – Summer 2003

Winston Lin – Summer 2003

Shirley Scheker – Summer 2003

Nancy Wu – Summer 2003 (PILF Grant Recipient)

2004

Nanette Barragan – Spring 2004

2005

Michael Curtis – Summer 2005

Bernadette Duran – Summer 2005

LEGAL AID SOCIETY OF ORANGE COUNTY

902 North Main Street, Santa Ana, CA 92701

SUPERVISING ATTORNEY: Yolanda Omana
(714) 571-5200 (phone)
(714) 571-5270 (fax)
Email: yomana@legal-aid.com
www.legal-aid.com

PRACTICE AREAS:

Full legal services program.

DESCRIPTION OF WORK:

Legal Aid provides free legal services to individuals at or below 200% of the federal poverty level in the areas of family law, landlord-tenant, government benefits, consumer issues, immigration only related to assisting victims of Domestic Violence, elder law and health issues

CONDITIONS/COMMENTS:

Minimum Hours: To Be Determined
Course Prerequisites: Completion of one year of law school
Open to: Second and third years
Also recruiting Korean-speaking clerk to assist with Korean client intakes
Application Deadlines: None
Application Procedures: Fax resume and cover letter to: Yolanda Omana at the above address

FORMER EXTERNS:

Marjon Ghasemi - Summer 1998

LOS ANGELES CENTER FOR LAW AND JUSTICE

1241 South Soto Street, Suite 102, Los Angeles, CA 90023
245 S. Fetterly Avenue, Room 105, Los Angeles, CA 90023

CONTACT INFORMATION: Nancy Ramirez, Manager Consumer Attorney
(323) 980-3500
Email: nancy@lclj.org
www.lclj.org

PRACTICE AREAS:

Family Law, Housing Law, Government Benefits and Consumer Law.

DESCRIPTION OF WORK:

Interview clients, prepare court documents in Divorce, Paternity, and Domestic Violence Prevention Act (DVPA) Restraining Order actions. Conduct outreach presentations to community agencies and schools with the purpose of informing and educating the community on the delicate issues of domestic violence, custody and visitation, and other family law matters. Accompany clients to DVPA hearings.

CONDITIONS/COMMENTS

Minimum Hours: Five (5) hours weekly for ten (10) weeks
Course Prerequisites: None
Open to: Students in good standing.
Application Deadlines: Rolling
Application Procedures: Send resume and cover letter to Nancy Ramirez by email or contact (323) 980-3500.

Other: Students will receive Substantive Training in Family and Housing Law

FORMER EXTERNS:

Jen Flory – Fall 2004
Bernadette Duran—Summer 2005
Andrea Maldonado – Summer 2005

LOS ANGELES COUNTY OFFICE OF INDEPENDENT REVIEW

4900 South Eastern Avenue, Suite 204, Commerce, CA 90040

SUPERVISING ATTORNEY:

Tel: (323) 890-5406

Email:

www.laoir.com

DESCRIPTION OF WORK:

Monitor and review investigations of possible officer misconduct in Los Angeles County Sheriff's Department, including allegations of unnecessary force, false statements by officers, and off-duty misconduct; suggest further investigation, when necessary; evaluate and suggest changes in the policies and practices of the Department.

CONDITIONS/COMMENTS:

Minimum Hours: 16 hours per week

Course Prerequisites: Criminal law, evidence and criminal procedure are recommended, but not required.

Open to: All USC law students.

Application Deadlines: Same as school imposed deadline.

Application Procedures: Submit a cover letter and resume to .

FORMER EXTERNS:

Maritza Knight – Fall 2003

Andrea L. Valdez – Fall 2003

Carlos Vega – Fall 2003

Javier Christian – Summer 2003

Harold Chun – Summer 2003

LOS ANGELES GAY & LESBIAN CENTER

1625 North Schrader Blvd., Los Angeles, CA 90028

SUPERVISING ATTORNEY: Roger Coggan, Program Director
(323) 993-7672
Email: rcoggan@laglc.org
www.laglc.org

PRACTICE AREAS:

Provide consultations in over 20 areas of law.

DESCRIPTION OF WORK:

Scheduling intakes; observing consultations; research; assisting with pro bono cases as needed; assisting clients with preparation of temporary restraining orders, name changes and simple wills.

CONDITIONS/COMMENTS:

Minimum Hours:	None
Course Prerequisites:	None
Open to:	All law students
Application Deadlines:	Usually select summer externs in late Feb/early March
Application Procedures:	Submit cover letter, resume and writing sample to placement coordinator by email or mail.

Other: Excellent summer placement for students wishing to develop interviewing skills. Also open to students volunteering during the school year at our evening clinics. Prefer at least one night a week for evening clinic only volunteers. No application deadline for evening clinic volunteering.

FORMER EXTERNS:

Tracy Daub – Summer 2003
James Jhun – Summer 2003

MENTAL HEALTH ADVOCACY SERVICES

1336 Wilshire Boulevard, Suite #102, Los Angeles, CA 90017

SUPERVISING ATTORNEY: Jim Preis
(213) 389-2077
Email: jpreis@mhas-la.org

PRACTICE AREAS:

As related to the mentally or developmentally disabled: education, public benefits, juvenile law, dependency, special education, and discrimination.

DESCRIPTION OF WORK:

Client contact, general intake, assist clients with court documents and negotiation, participate in administrative procedures.

CONDITIONS/COMMENTS:

Minimum Hours: 8 hours over two days per week
Course Prerequisites: None
Open to: All law students
Application Deadlines: None for fall and spring positions
Application Procedures: Send cover letter and resume to Jim Preis at the above address.

Other: For more information, talk to Professor Elyn Saks.

FORMER EXTERNS:

Stephen Malm—Summer 2005 (PILF Grant Recipient)

MEXICAN AMERICAN LEGAL DEFENSE AND EDUCATIONAL FUND (MALDEF)

634 South Spring Street, 11th Floor, Los Angeles, CA 90014

SUPERVISING ATTORNEY: Hector O. Villagra
(213) 629-2512
(213) 629-0266 Fax
Email to Fermin Rodriguez: frodriguez@maldef.org
www.maldef.org

PRACTICE AREAS:

Education, employment, public resource equity, political access and immigrant rights.

DESCRIPTION OF WORK:

Research and writing, legislative issues, community advocacy, trial support, client contact.

CONDITIONS/COMMENTS

Minimum Hours: 10 hours/week
Course Prerequisites: None
Open to: All law students
Application Deadlines: None
Application Procedures: Send resume, cover letter and writing sample to Hector O. Villagra at the above address.

Other:

- Spanish language ability is desirable but not required.
- Applicants may specify interest area - see attached list of MALDEF attorneys.
- Please do not call regarding the application process.

FORMER EXTERNS:

Matt Sirolly – Summer 2004 (PILF Grant Recipient)

**MEXICAN AMERICAN LEGAL DEFENSE AND EDUCATIONAL FUND
LOS ANGELES OFFICE ATTORNEYS**

Antonia Hernandez	President and General Counsel
Thomas A. Saenz	Vice President of Litigation
Vibiana Andrade	Vice President of Public Policy
Hector O. Villagra	Regional Counsel - Los Angeles Regional Office
Belinda Escobosa Helzer	Staff Attorney, Immigrants' Rights and Public Resource Equity
Steve Reyes	Staff Attorney, Political Access and Employment
Maureen Tellez	Staff Attorney, Education and Employment
Victor Viramontes	Staff Attorney, Higher Education

NATIONAL HEALTH LAW PROGRAM

2639 South La Cienega Boulevard, Los Angeles, CA 90034

SUPERVISING ATTORNEY: Manjusha Kulkarni, Randy Boyle
(310) 204-6010
Email: kulkarni@healthlaw.org
Email: boyle@healthlaw.org

PRACTICE AREAS: Health and poverty law.

DESCRIPTION OF WORK:

Students conduct research and writing on issues involving access to health care for low-income individuals. Subjects include children's health, women's health and reproductive access, cultural and linguistic access, immigrant access and consumer education and empowerment.

CONDITIONS/COMMENTS:

Minimum Hours: 10-20 hours/week during semester;
40 hours/week during summer; minimum of 10 weeks

Course Prerequisites: None

Open to: All law students

Application Deadlines: Semester: Applications accepted until filled.
Summer: Applications typically considered between
December and February.

Application Procedures: Send cover letter, resume, and writing sample to
Manjusha Kulkarni at the above address.

FORMER EXTERNS:

Erina Kwon – Fall 2003
Grace Ko – Summer 2004
Diana Kwok – Summer 2004

NATIONAL LABOR RELATIONS BOARD, REGION 21

888 S. Figueroa St., 9th Floor, Los Angeles, CA 90017-2803

DIRECTOR: Peter Tovar, Deputy Regional Attorney
(213) 894-5228
(213) 894-2778 Fax
Email: ptovar@NLRB.gov
www.NLRB.gov

PRACTICE AREAS:

Administrative labor law before Federal Agency.

DESCRIPTION OF WORK:

Research and writing, investigate unfair labor practice charges, take sworn affidavits of parties, assist with elections.

CONDITIONS/COMMENTS

Minimum Hours: 20 hrs per week for school term externs;
Full-time for summer externs.
Course Prerequisites: Labor Law courses preferred
Open to: Students who have completed first year.
Application Deadlines: Ongoing
Application Procedures: Call for application materials or visit website at
www.nlr.gov.
Other: For more current information, see the NLRB file in the
Career Services Office.

FORMER EXTERNS:

Alfredo Arguello – Summer 2003
Andres Garcia – Spring 2004
David Gross – Spring 2006

NATURAL RESOURCES DEFENSE COUNCIL

1314 Second St., Santa Monica, CA 90401

EXTERN COORDINATOR:

Melissa Lin-Perrella
(310) 434-2300 ext. 322
mlin@nrdc.org
www.nrdc.org

PRACTICE AREAS:

Environmental law, impact litigation.

DESCRIPTION OF WORK:

Legal research and writing, case review, investigation of possible federal law violations, drafting documents related to civil prosecutions, occasionally assisting at hearings.

CONDITIONS/COMMENTS

Minimum Hours:	10 weeks, full-time in summer
Course Prerequisites:	Environmental and Administrative Law preferred
Open to:	Second year students and exceptional first years
Application Deadlines:	Rolling for fall; mid December for spring; early January for summer.
Application Procedures:	Send cover letter, resume, writing sample, three references and transcript to Melissa Lin-Perrella.
Other:	Please see the NRDC file in the Career Services Office for more current information.

FORMER EXTERN:

Nicole Hoeksma – Summer 2004

NEIGHBORHOOD LEGAL SERVICES OF LOS ANGELES COUNTY

13327 Van Nuys Boulevard, Pacoima, CA 91331

DEPUTY DIRECTOR: Yvonne Mariajimenez
(818) 834-7531
www.nls-la.org

PRACTICE AREAS:

Full legal services program, including work in domestic violence advocacy, healthcare, housing, community development, education, consumer, government benefits, environmental justice and immigrants' rights.

DESCRIPTION OF WORK:

Some or all of the following depending upon nature of placement: Research and writing, client interviewing, screening and supervised advocacy for students certified by the state bar; possible community development and outreach work.

CONDITIONS/COMMENTS

Minimum Hours:	Prefer Full-time (35 Hours)
Course Prerequisites:	None specified
Open to:	First and second year students
Application Deadlines:	Contact office
Application Procedures:	Summer program has structured recruitment; school year program is on an as-needed basis. Contact office for more detailed information.

FORMER EXTERNS:

Matthew Sirolly – Summer 2003 (PILF Grant Recipient)
Laurie Strand – Summer 2003 (PILF Grant Recipient)
Arnalfo Urias – Summer 2003 (PILF Grant Recipient)

NEIGHBORHOOD LEGAL SERVICES SELF-HELP LEGAL ACCESS CENTERS

13327 Van Nuys Boulevard, Pacoima, CA 91331

Sites: Van Nuys, Pomona and Lancaster Courthouses

EXTERN COORDINATOR: Carolyn Reznik-Camras, Esq.
(818) 834-7585
Email: creznik-camras@nls-la.org
www.nls-la.org

PRACTICE AREAS:

Family Law, Landlord/Tenant, Civil matters. No criminal.

DESCRIPTION OF WORK:

Students will work directly with Pro Per Litigants, interviewing, assisting with completion of Court Forms, explaining legal rights, guiding litigants through civil judicial process. Supervised by Staff Attorneys.

CONDITIONS/COMMENTS

Minimum Hours: 3 hours per week for 15 weeks total
(more hours welcome)

Course Prerequisites: None

Open to: All students

Application Deadlines:

Application Procedures: Email resume to Extern Coordinator.

Other: Students will receive substantive training in Family and Housing Law. Fall, Spring & Summer Externships Available

FORMER EXTERNS:

Matthew Sirolly – Summer 2003 (PILF Grant Recipient)
Laurie Strand – Summer 2003 (PILF Grant Recipient)
Arnolfo Urias – Summer 2003 (PILF Grant Recipient)

PROTECTION AND ADVOCACY, INC. (PAI)

3580 Wilshire Boulevard, Suite 902, Los Angeles, CA 90010

LAW CLERK COORDINATOR: Anne Lukito/Matt Fishler
(213) 427-8747
(213) 427-8767 Fax Rosa Alas

PRACTICE AREAS:

Disability Advocacy, civil rights, special education, mental health, and public benefits.

DESCRIPTION OF WORK:

Legal research and writing, direct client assistance, advocacy, and case preparation. Students may have opportunity to directly represent clients in administrative hearings.

CONDITIONS/COMMENTS:

Minimum Hours: 12 hours per week
Course Prerequisites: None, although civil rights or disability law helpful
Open to: All law students
Application Deadlines: 6 weeks before beginning semester; summer flexible
Application Procedures: Contact Law Clerk Coordinator at (213) 427-8747. Send cover letter and resume to the address listed above.

Other: For more information, see the Protection & Advocacy, Inc. file in the Career Services Office and see their website: www.pai-ca.org

FORMER EXTERNS:

Jonathan Judge – Summer 2001 (PILF Grant Recipient)
Kim Baker – Summer 2004
Fall 2005 (Equal Justice Works Fellow)

PUBLIC COUNSEL

PUBLIC INTEREST LAW FIRM (Nonprofit)

601 South Ardmore Avenue, Los Angeles, CA 90005

EXTERN COORDINATOR: Ted Zepeda, Pro Bono Coordinator
(213) 385-2977, ext. 125
Tzepeda@publiccounsel.org
www.publiccounsel.org

PRACTICE AREAS:

Adoptions, Affordable Housing, Appellate, Asylum, Bankruptcy, Business Law, CalWORKs, Consumer Fraud, Contracts, Dependency, Domestic Violence (VAWA), Elder Abuse, Emancipation, Employment, Foster Care, Governance, Government benefits, Guardianships, Healthcare, HIPAA, IEP, Immigration, Intellectual Property, Land Use, Litigation, Juvenile Mental Health, Mergers and Acquisitions, Nonprofit Incorporation, Notary Fraud, Poverty Law, Real Estate, Real Estate Fraud, School Expulsion, Special Education, Special Immigrant Juvenile Status (SIJS), Tax, Torts, Trademark, Transactional, Violence Against Women Act (VAWA), Wrongful Death, Zero Tolerance Cases, Zoning

DESCRIPTION OF WORK:

The description of work will differ in each of our six law projects. However, students working in any of our projects can generally expect to work closely with their staff attorney supervisor and directly with our clients, doing intake, preparing court documents, completing legal research projects, drafting legal memoranda, pleadings and motions. Students working in one of our four litigation projects can expect to prepare for and appear in court.

CONDITIONS/COMMENTS:

Minimum Hours: 40 Hours per week for 10 weeks (more hours welcome and encouraged)

Course Prerequisites: None

Open to: All Students, Bilingual (Spanish/English) are especially encouraged to apply

Application Deadlines: Ongoing (summer externship deadline is March 1 of each year)

Application Procedures: Send cover letter and resume to the attention of Ted Zepeda.

PUBLIC COUNSEL

601 South Ardmore Avenue, Los Angeles, CA 90005

Other:

Public Counsel's six law projects include:

- Child Care Law Project (CCLP)
- Children's Rights Project (CRP)
- Community Development Project (CDP)
- Consumer Law Project (CLP)
- Homelessness Prevention Law Project (HPLP)
- Immigrants' Rights Project (IRP)

Please see our website for more complete information and to apply online.

FORMER EXTERNS:

2003

Temre Davies – Summer 2003 (Children's Rights Project)

Jeff Shelton - Summer 2003

2004

Marisol A. Haro – Spring 2004 (Adoptions Project)

Greg Pleasants – Summer 2004 (USC Summer Fellow)

2005

Marissa Gonda – Summer 2005

2006

Michelle Keough – Summer 2006 (Children's Rights Project)

PUBLIC COUNSEL CHILD CARE LAW PROJECT

601 South Ardmere Avenue, Los Angeles, CA 90005

EXTERN COORDINATOR: Ted Zepeda
(213) 385-2977, ext. 125
Tzepeda@publiccounsel.org

SUPERVISING ATTORNEY: Carolyn Phillips

PRACTICE AREAS:

CCLP provides free legal assistance to existing and/or potential state licensed family childcare providers and nonprofit childcare centers on the legal issues they will face as a small business owner. CCLP staff and volunteers reach out to the childcare community in a variety of ways:

- Brief Legal Service
- Transactional Legal Services
- Zoning Project
- Presentation Workshops
- Technical Assistance

DESCRIPTION OF WORK:

Law student externs and volunteers assist CCLP staff and volunteer attorneys in representing our childcare clients. Duties will include, but will not be limited to, legal research, client contact, resource development and client intake.

CONDITIONS/COMMENTS:

Minimum Hours: 40 Hours (4 hours per week for 10 weeks)
Course Prerequisites: None Reported
Open to: All Students
Application Deadlines: Ongoing
Application Procedures: Send cover letter and resume to the attention of Ted Zepeda to:

Public Counsel
601 South Ardmere Avenue
Los Angeles, CA 90005

Other: See the Public Counsel file in the Career Services Office for more current information.

PUBLIC COUNSEL CHILDREN'S RIGHTS PROJECT

601 South Ardmore Avenue, Los Angeles, CA 90005

EXTERN COORDINATOR: Ted Zepeda
(213) 385-2977, ext. 125
Tzepeda@publiccounsel.org

SUPERVISING ATTORNEY: Jenny Weisz

PRACTICE AREAS:

Children have both legal need and legal rights. To empower low-income children and to meet their wide range of needs in civil matters, Public Counsel's Children's Rights Project' multidisciplinary staff provides free legal and other advocacy services, such as: the adoption project, school-linked legal services/teen legal clinic, legal guardianship, piece of mind program (provides legal assistance to establish joint guardianship between a terminally ill parent and another adult chosen by the parent), pregnant and parenting minors, dependent children's tort program & guardians ad litem, special education, youth emancipation from foster care, and health and government benefits.

DESCRIPTION OF WORK:

Law student externs and volunteers assist CRP staff and volunteer attorneys in representing our clients. Duties will include, but will not be limited to, legal research, client contact, resource development and client intake.

CONDITIONS/COMMENTS:

Minimum Hours: 40 Hours (4 hours per week for 10 weeks)
Course Prerequisites: None Reported
Open to: All Students
Application Deadlines: Ongoing
Application Procedures: Send cover letter and resume to the attention of Ted Zepeda to:

Public Counsel
601 South Ardmore Avenue
Los Angeles, CA 90005

Other: See the Public Counsel file in the Career Services Office for more current information.

PUBLIC COUNSEL COMMUNITY DEVELOPMENT PROJECT

601 South Ardmore Avenue, Los Angeles, CA 90005

EXTERN COORDINATOR: Ted Zepeda
(213) 385-2977, ext. 125
Tzepeda@publiccounsel.org

SUPERVISING ATTORNEY: Janet Lewis

PRACTICE AREAS:

Public Counsel established the Community Development Project (CDP) to provide legal assistance to community based organizations, health clinics and micro businesses that otherwise couldn't afford it. CDP matches volunteer attorneys with qualifying organizations throughout the Los Angeles County area.

DESCRIPTION OF WORK:

Law student externs and volunteers assist CDP staff and volunteer attorneys in representing nonprofit community groups and micro businesses on transactional legal matters. Duties will include, but will not be limited to, legal research, client contact, resource development and client intake.

CONDITIONS/COMMENTS:

Minimum Hours: 40 Hours (4 hours per week for 10 weeks)
Course Prerequisites: None Reported
Open to: All Students
Application Deadlines: Ongoing
Application Procedures: Send cover letter and resume to the attention of Ted Zepeda to:

Public Counsel
601 South Ardmore Avenue
Los Angeles, CA 90005

Other: See the Public Counsel file in the Career Services Office for more current information.

PUBLIC COUNSEL CONSUMER LAW PROJECT

601 South Ardmore Avenue, Los Angeles, CA 90005

EXTERN COORDINATOR: Ted Zepeda
(213) 385-2977, ext. 125
Tzepeda@publiccounsel.org

SUPERVISING ATTORNEY: Hernán Vera

PRACTICE AREAS:

Fighting for justice for indigent victims of consumer fraud and abuse is the hallmark of Public Counsel's oldest project, the Consumer Law Project (CLP). Since its inception in 1977, volunteer lawyers have contributed tens of thousands of hours to representing poor consumers who have fallen prey to a variety of scams, including home equity fraud, deceptive private trade schools, collection agency harassment, and unscrupulous "notarios". CLP also provides legal assistance through their bankruptcy *pro bono* project, consumer education, and legislative advocacy.

DESCRIPTION OF WORK:

Law student externs and volunteers assist CLP staff and volunteer attorneys in representing our clients, the working poor, on a wide variety of consumer issues. Duties will include, but will not be limited to, legal research, client contact, resource development and client intake.

CONDITIONS/COMMENTS:

Minimum Hours: 40 Hours (4 hours per week for 10 weeks)
Course Prerequisites: None Reported
Open to: All Students
Application Deadlines: Ongoing
Application Procedures: Send cover letter and resume to the attention of:

Ted Zepeda
Public Counsel
601 South Ardmore Avenue
Los Angeles, CA 90005

Other: See the Public Counsel file in the Career Services Office for more current information.

**PUBLIC COUNSEL
HOMELESSNESS PREVENTION LAW PROJECT**

601 South Ardmore Avenue, Los Angeles, CA 90005

EXTERN COORDINATOR: Ted Zepeda
(213) 385-2977, ext. 125
Tzepeda@publiccounsel.org

SUPERVISING ATTORNEY: Lisa Jaskol

PRACTICE AREAS:

Public Counsel staff and volunteers have provided *pro bono* representation to over 20,000 homeless individuals and families before administrative agencies to secure shelter, clothing, food and other vital benefits. The majority of volunteer advocates are summer law associates and law students. Staff and volunteers also provide *pro bono* legal services to the growing homeless and at-risk youth population, and act as a resource to service providers working with such homeless youth.

DESCRIPTION OF WORK:

Law student externs and volunteers assist CLP staff and volunteer attorneys in representing our clients, the working poor, on a wide variety of consumer issues. Duties will include, but will not be limited to, legal research, client contact, resource development, client intake and clinic outreach.

CONDITIONS/COMMENTS:

Minimum Hours: 40 Hours (4 hours per week for 10 weeks)
Course Prerequisites: None Reported
Open to: All Students
Application Deadlines: Ongoing
Application Procedures: Send cover letter and resume to the attention of:

Ted Zepeda
Public Counsel
601 South Ardmore Avenue
Los Angeles, CA 90005

Other: See the Public Counsel file in the Career Services Office for more current information.

PUBLIC COUNSEL IMMIGRANT'S RIGHTS PROJECT

601 South Ardmore Avenue, Los Angeles, CA 90005

EXTERN COORDINATOR: Ted Zepeda
(213) 385-2977, ext. 125
Tzepeda@publiccounsel.org

SUPERVISING ATTORNEY: Judy London

PRACTICE AREAS:

Public Counsel's staff and volunteers provide *pro bono* representation to individuals from over 30 countries. Individuals seeking political asylum based upon racial, religious, or political persecution and immigrants with long-term ties to the United States are provided with representation in immigration and federal courts. IRP provides legal representation to individuals in the following areas: asylum, assisting battered immigrants to file self-petitions to the INS under the Violence Against Women Act (VAWA), representation in unusual immigration cases involving compelling humanitarian or public policy issue, and impact litigation.

DESCRIPTION OF WORK:

Law student externs and volunteers assist IRP staff and volunteer attorneys in representing our clients, the working poor, on a wide variety of consumer issues. Duties will include, but will not be limited to, legal research, client contact, resource development and client intake. Spanish language speaking ability is preferred but not necessary.

CONDITIONS/COMMENTS:

Minimum Hours: 40 Hours (4 hours per week for 10 weeks)
Course Prerequisites: None Reported
Open to: All Students
Application Deadlines: Ongoing
Application Procedures: Send cover letter and resume to the attention of:

Ted Zepeda
Public Counsel
601 South Ardmore Avenue
Los Angeles, CA 90005

Other: See the Public Counsel file in the Career Services Office for more current information.

PUBLIC DEFENDER – ALTERNATE (ORANGE COUNTY)

600 W. Santa Ana, Blvd., Suite 600 Santa Ana, CA 92701

SUPERVISING ATTORNEY: Constance Istraescu
(714) 568-4160 (phone)
(714) 568-4200 (fax)

PRACTICE AREAS:

Indigent criminal defense.

DESCRIPTION OF WORK:

Externs will conduct legal research and prepare motions. Externs will also assist in organization of trial binders and preparation of witness summaries. Externs will have the opportunity to observe all manner of court proceedings from preliminary hearings to death penalty trials.

CONDITIONS/COMMENTS:

Minimum Hours: N/A
Course Prerequisites: Prefer students who have criminal law, criminal procedure, constitutional law or evidence.
Open to: All law students
Application Deadlines: N/A
Application Procedures: Send cover letter and resume to Constance Istraescu at the above address.

FORMER EXTERNS:

Tony Cheng, Spring 2004
Reed Glycer, Summer 2005
Matthew Kramer, Summer 2005

PUBLIC DEFENDER'S OFFICE - FEDERAL

321 East Second Street, Los Angeles, CA 90012

SUPERVISING ATTORNEY: Michael Garcia
Deputy Federal Public Defender
(213) 894-7331

PRACTICE AREAS:

Federal defense criminal law.

DESCRIPTION OF WORK:

Primarily research and writing, accompany supervising attorney to court.

CONDITIONS/COMMENTS:

Minimum Hours: 15 hours per week
Course Prerequisites: Prefer Criminal law, Evidence, and Criminal Procedure
Open to: Second and third year students
Application Deadlines: None, but early applications are encouraged
Application Procedures: Send cover letter and resume to Michael Garcia at the above address.

FORMER EXTERNS:

Shannon Seibert – Summer 2004
Janae Torrez – Summer 2004

PUBLIC DEFENDER'S OFFICE - LOS ANGELES COUNTY

210 West Temple Street, 19th Floor, Los Angeles, CA 90012

SUPERVISING ATTORNEY:

Paula Montez
pmontez@co.la.ca.us
(213) 974-2697
(213) 625-5031 Fax
www.pd.co.la.ca.us

Luis Rodriguez
lrodrigz@co.la.ca.us

PRACTICE AREAS:

Criminal defense of the indigent.

DESCRIPTION OF WORK:

About 50% client intake interviews of felony and misdemeanor suspects, 30% legal research and writing, 20% investigations.

CONDITIONS/COMMENTS

- Minimum Hours: Fall/Spring: Two full days a week, but days need not be consecutive. Summer: 10 weeks full-time.
- Course Prerequisites: Must have completed the first year
- Open to: Second and third year students
- Application Deadlines: Fall: Mid August
Spring: Mid December
Summer: Mid May
- Application Procedures: Send cover letter and resume to Paula Montez at the above address.
- Other: ● Certification is not necessary as students are not allowed to appear on the record for this office.

FORMER EXTERNS:

Kathleen Wallace – Spring 2004 Qiana Washington – Spring 2004
Alissa Malzman – Summer 2004 Natasha L. Mosley – Summer 2004
Kevin Chiang—Summer 2005 Alyson Decker – Summer 2005
Sven Kaludzinski—Summer 2005 Jaspal Hare—Summer 2005
Erik Morales – Summer 2006 William Tihin – Summer 2005
Sergio Salecedo – Spring 2006 Lauren Leahy – Summer 2006
Mhairi Whitton – Summer 2006

**PUBLIC EMPLOYMENT RELATIONS BOARD (PERB)
LOS ANGELES REGIONAL OFFICE**

3530 Wilshire Blvd., Suite 1435, Los Angeles, CA 90010-2334

SUPERVISING ATTORNEY: Marc Hurwitz, Regional Attorney
Thomas Allen, Administrative Law Judge
Ann Weinman, Administrative Law Judge
(213) 736-3543 (213) 736-4901 Fax
Email: mhurwitz@perb.ca.gov
www.perb.ca.gov

PRACTICE AREAS:

The statutes administered by PERB include the Educational Employment Relations Act (EERA) of 1976 establishing collective bargaining in California's public schools (K-12) and community colleges; the State Employer-Employee Relations Act of 1978, known as the Ralph C. Dills Act (Dills Act), establishing collective bargaining for state government employees; and the Higher Education Employer-Employee Relations Act (HEERA) of 1979 extending the same coverage to the California State University System, the University of California System and Hastings College of Law. The Meyers-Milias-Brown Act (MMBA) of 1968 establishing collective bargaining for California's municipal, county, and local special district employers and employees was brought under PERB's jurisdiction pursuant to Senate Bill 739 (Chapter 901, Statutes of 2000), effective July 1, 2001. PERB's jurisdiction over the MMBA excludes peace officers, management employees and the City and County of Los Angeles. In addition, effective January 1, 2004, PERB is responsible for the administration of the Los Angeles County Metropolitan Transportation Authority Transit Employer-Employee Relations Act (TEERA), covering supervisory employees of the transit agency.

In addition, effective August 16, 2004, pursuant to Senate Bill 1102 (Chapter 227 of 2004), the Trial Court Employment Protection and Governance Act (Trial Court Act) and the Trial Court Interpreter Employment and Labor Relations Act (Court Interpreter Act) were brought under PERB's jurisdiction.

DESCRIPTION OF WORK:

The Public Employment Relations Board (PERB) is a quasi-judicial agency which oversees public sector collective bargaining in California. PERB administers seven collective bargaining statutes, ensures their consistent implementation and application, and adjudicates disputes between the parties subject to them.

**PUBLIC EMPLOYMENT RELATIONS BOARD (PERB)
LOS ANGELES REGIONAL OFFICE**

3530 Wilshire Blvd., Suite 1435, Los Angeles, CA 90010-2334

CONDITIONS/COMMENTS

Minimum Hours:	20 hours per week
Course Prerequisites:	Coursework in labor/employment law or prior experience in field recommended.
Open to:	All Students
Application Deadlines:	None
Application Procedures:	Submit a Resume and writing sample to the Regional Attorney.

PUBLIC LAW CENTER

601 Civic Center Drive West, Santa Ana, CA 92701-4002

SUPERVISING ATTORNEY: Gary McGaha, Directing Attorney
(714) 541-1010 (phone) (714) 541-5157 (fax)
Email: gmcgaha@publiclawcenter.org
www.publiclawcenter.org

PRACTICE AREAS:

Family law, housing, consumer matters, debtor relief, employment, immigration, and other civil legal matters.

DESCRIPTION OF WORK:

Students assist attorney staff. Assignments include client interviews, legal research and writing, fact gathering, preparation of court forms, and community outreach and education.

CONDITIONS/COMMENTS:

Minimum Hours:	At least four hours per week for a semester
Course Prerequisites:	None
Open to:	All students, Spanish and Vietnamese language skills especially needed.
Application Deadlines:	Ongoing
Application Procedure:	Email resume to placement coordinator.

FORMER EXTERNS:

Jenny Kay – Summer 2004

SCREEN ACTORS GUILD

5757 Wilshire Boulevard, Los Angeles, California 90036

SUPERVISING ATTORNEY: Alison Platt
(323) 549-6628 (phone); (323) 549-6624 (fax)
e-mail: aplatt@sag.org

PRACTICE AREAS:

The Legal Department of Screen Actors Guild is responsible for the enforcement of multiple collective bargaining agreements governing the employment of performers in the entertainment industry. The Legal Department handles a variety of matters in the areas including grievances under the agreements, sexual harassment, bankruptcies, talent agencies, and work related benefits (unemployment insurance, disability, social security, etc.)

DESCRIPTION OF WORK:

Assisting attorneys in research and arbitration preparation including drafting memos and documents, witness preparation and summarizing awards. Research topics may include labor, corporate and tax, copyright, secured transactions, social security, unemployment, and litigation procedures.

CONDITIONS/COMMENTS

Minimum Hours: 15 hours per week
Course Prerequisites: Contracts, Evidence
Open to: All Students
Application Deadlines: For spring semester Oct 15th
For summer or fall Mar 18th (Applications will be accepted until enrollment limit if filled.)

Application Procedures: Submit resume and writing sample to Alison Platt at the above address.

FORMER EXTERNS:

Evelyn Berwick – Fall 2002
Gershom Smith – Spring 2002
Priya Mohan – Fall 2002
Michelle Adelman – Summer 2002
Allison Hoover – Spring 2004
Lacey Strachan – Summer 2006

U.S. ATTORNEY'S OFFICE, DEPARTMENT OF JUSTICE CIVIL DIVISION

Federal Building, Room #7516, 300 North Los Angeles Street, L.A., CA 90012

SUPERVISING ATTORNEY: Julie Zatz
(213) 894-7349
(213) 894-7819 Fax
Email: Julie.zatz@usdoj.gov
www.cac.usa.doj.gov

PRACTICE AREAS:

Bankruptcy, civil rights and employment discrimination, contracts, environmental law, federal programs, fraud on the government, labor, immigration, Federal Tort Claims Act, asset forfeiture, savings and loan/ civil fraud; both trial and appellate court level.

DESCRIPTION OF WORK:

Research, writing and externs are encouraged to attend hearings, conferences, depositions, and trials.

CONDITIONS/COMMENTS

Minimum Hours: 3 full days per week, must work Mondays
Course Prerequisites: Past or current classes in Civil Procedure, Torts, Evidence and/or Constitutional law are preferred
Open to: Second and third year students
Application Deadlines: Spring: Mid September
Summer: Early January
Fall: Early April
Application Procedures: Send resume, one substantial writing sample of 10 pages or less, and copy of school transcript to: Julie Zatz, Assistant United States Attorney, Assistant Chief, Civil Division at the above address
Other: Should be in the top 25% of their class.
Successful candidates will have to obtain a full security clearance

FORMER EXTERNS:

Paul Rosen - Summer 2003

U.S. ATTORNEY'S OFFICE - CRIMINAL DIVISION

312 North Spring Street, 15th Floor, Los Angeles, CA 90012

SUPERVISING ATTORNEY: Matthew Umhofer
(213) 894-4493 (phone) (213) 894-3713 (fax)
Matthew.umhofer@usdoj.gov

PRACTICE AREAS:
Federal prosecution, criminal law.

DESCRIPTION OF WORK:
Primarily research and writing, accompany attorneys to court.

CONDITIONS/COMMENTS

Minimum Hours: 2-3 days per week in fall and spring; full-time in summer
Course Prerequisites: Criminal Law, Criminal Procedure and Evidence are useful and preferred.
Open to: Prefer second and third year students in Spring and Fall; first year students in Summer
Application Deadlines: As security clearance is required, application periods are as follows (applications are reviewed on a rolling basis, so apply early)
Spring: September 15
Summer: February 15
Fall: March 15
Application Procedures: Send cover letter, resume, short writing sample and transcript to:

Matthew Umhofer, Externship Coordinator
Assistant United States Attorney, Criminal Division
Office of the United States Attorney
312 N. Spring Street, Suite 1500
Los Angeles, CA 90012

FORMER EXTERNS:

Sahm Manouchehri - Fall 2002
Ivy Tseng – Summer 2004
Diana Friedland – Summer 2006

Carlos Dominguez – Spring 2004
Meeta Dama – Summer 2006

U.S. ATTORNEY'S OFFICE, SANTA ANA BRANCH

411 West Fourth St., Suite 8000, Santa Ana, CA 92701

SUPERVISING ATTORNEY: Richard Lee
(714) 338-3539 (714) 338-3523 Fax

PRACTICE AREAS:

Federal criminal law.

DESCRIPTION OF WORK:

Research and writing, accompanying division attorneys to court, witness interviews, drafting briefs.

CONDITIONS/COMMENTS

Minimum Hours: Prefer 8 to 12 hours per week during the academic year;
40 hours during summer
Course Prerequisites: Preference for Evidence
Open to: All law students
Application Deadlines: Apply at least three months in advance in order to allow
for security clearance
Application Procedures: Send cover letter, resume and transcript to:

Richard Lee
Assistant United States Attorney
Office of United States Attorney
411 West Fourth Street
8th Floor
Santa Ana, CA 92701

FORMER EXTERNS:

Jessica Charles – Summer 2006

**U.S. ATTORNEY'S OFFICE
TAX DIVISION**

Federal Building, Room #7211, 300 North Los Angeles Street, Los Angeles, CA 90012

SUPERVISING ATTORNEY: Robert N. Kwan, Assistant U.S. Attorney
(213) 894-6551
(213) 894-0115
Email: Robert.Kwan@usdoj.gov
www.usdoj.gov/usao/cac/

PRACTICE AREAS:

Federal tax law (civil and criminal)

DESCRIPTION OF WORK:

Research and writing.

CONDITIONS/COMMENTS:

Minimum Hours: Flexible – Min 2 days/week Fall/Spring;
Min 3 days/week Summer

Course Prerequisites: Federal Civil Procedure

Open to: First, second and third year students

Application Deadlines: At least 12 weeks before the semester

Application Procedures: Send cover letter and resume to:

Robert N. Kwan
Assistant United States Attorney
Deputy Chief, Tax Division
Federal Building, Room #7211
300 N. Los Angeles Street
Los Angeles, CA 90012

- Other:
- Recommend applying months in advance as a federal security clearance is required.
 - U.S. Citizenship is required.
 - Current transcript is required.

FORMER EXTERNS:

2005:

Erica Munoz—Summer 2005

2006:

Lisa Lin – Summer 2006

Katherine Estrada—Fall 2006

**U.S. DEPARTMENT OF LABOR
PENSION AND WELFARE BENEFITS ADMINISTRATION**

1105 E. Colorado Blvd., Suite 200, Pasadena, CA 91106-2357

CONTACT PERSON: Alan Weiss
(626) 229-1040
(626) 229-1096 Fax

PRACTICE AREAS:

Enforcement of Employee Retirement Income Security Act of 1974 (ERISA);
governance of health care coverage through insurance carriers and managed care
providers.

DESCRIPTION OF WORK:

Under the direction of an experienced investigator, conduct research and analyses of
issues and questions related to civil and criminal investigations and financial
examinations of employee benefit plans.

Attend and participate in meetings and conferences conducted by investigators with
representatives from the Office of the Solicitor and the Department of Justice;
representatives of other Federal and State agencies involved in related enforcement
efforts; and plan administrators, plan participants, accounts, attorneys and
employers.

Answer telephone inquiries and/or draft replies to inquiries concerning specific
provisions and requirements of ERISA and related laws, regulations, policies,
precedents, interpretations, and opinions.

CONDITIONS/COMMENTS

Minimum Hours: 40/week during summer
Course Prerequisites: None reported
Open to: None reported
Application Deadlines: None reported
Application Procedures: None reported

Other: Suggest second or third year student interested in labor and/or employee
benefit law, comfortable interacting with people and with good research and writing
skills. Students able to continue working part-time during school year preferred.

U.S. SECURITIES AND EXCHANGE COMMISSION

5670 Wilshire Blvd., 11th Fl., Los Angeles, CA 90036

SUPERVISING ATTORNEY: Catherine Whiting
(323) 965-3860

PRACTICE AREAS: Securities law.

DESCRIPTION OF WORK: Research and writing.

CONDITIONS/COMMENTS

Minimum Hours: During the academic year: 2 days per week (8 hours/day); during the summer: 40 hours/week

Course Prerequisites: Corporations, Evidence, and Civil Procedure are preferred, Securities Regulation is preferred; one or more of these courses may be waived if the applicant has experience in the securities field

Open to: Second and third year students

Application Deadlines: Fall semester: April 30
Spring semester: October 15
Summer: January 15

Application Procedures: Send resume, cover letter, writing sample, and transcript to Catherine Whiting at the above address

Other:

- Exceptional academic performance
- Demonstrated interest in the securities field
- Significant legal research and writing experience
- Prior legal experience in securities/ business matters

FORMER EXTERNS:

Sheri Kanesaka – Fall 2004

Nisha Kanchanapoomi – Spring 2006

WESTERN CENTER ON LAW AND POVERTY

3701 Wilshire Blvd., Suite 208, Los Angeles, CA 90010

SUPERVISING ATTORNEYS: Dick Rothschild (213) 487-7211 ext. 24
Katie Murphy (213) 487-7211 ext. 26
Nu Usaha (213) 487-7211 ext. 29
Fax: 213-487-0242
Email: nusaha@wclp.org; kmurphy@wclp.org
www.wclp.org

PRACTICE AREAS:

Poverty Law, housing, public benefits, health care, constitutional law.

DESCRIPTION OF WORK:

The Western Center specializes in high impact litigation affecting poor persons. We have successfully litigated numerous landmark cases with state-wide or regional emphasis.

CONDITIONS/COMMENTS:

Minimum Hours: 15 hours per week
Course Prerequisites: Research and writing, administrative law, poverty law (helpful but not required)
Open to: All students
Application Deadlines: Open all year
Application Procedures: Send resume, writing sample and two references to the above address

Other: ● Law students placed at the Western Center are actively involved in the cases we handle. They assist and work closely with the staff attorneys in all aspects of litigation such as factual development, discovery, brief writing and research. Students may also receive significant appellate experience. Our office has a state and federal library and computerized legal research.

WESTERN CENTER ON LAW AND POVERTY

3701 Wilshire Blvd., Suite 208, Los Angeles, CA 90010

- Recent reported cases: Venice Town Council v. City of Los Angeles, 47 Cal. App. 4th 1547 (1996)(state law requires replacement of law-income housing demolished or converted in the Coastal Zone) Gardner v. County of Los Angeles, 34 Cal.App. 4th 200 (1995) (county may not reduce its General Relief grant from \$294 to \$221 by deducting the value of health care provided); Beno v. Shalala, 30 F.3d 1057 (9th Cir. 1994)(invalidating federal waiver allowing welfare reductions); Clark v. Kizer, 758 F.Supp. 572 (E.D. Cal. 1990)(enforcing right to dental care for Medi-Cal recipients); Blanco v. Anderson, 39 F.3d 969 (9th Cir. 1994)(counties may not close welfare offices during regular working days without providing emergency assistance and backdating applications); Miller v. Carlson, 768 F. Supp. 1331 (N.D. Cal. 1991) (welfare agency must pay for child care for welfare recipients in training and educational programs).

FORMER EXTERNS:

2001

Brian Kim – Spring 2001

Leon Hazany – Summer 2001 (PILF Grant Recipient)

2003

Jennifer Flory – Summer 2003 through Spring 2004 (PILF Grant Recipient)

EXTERN PROGRAM POLICIES AND PROCEDURES

STUDENT'S RESPONSIBILITIES

1. Each student must complete the required 56 hours per unit by the end of the semester;
2. Students must submit a bi-weekly, 2 to 5 page typewritten or word processed progress report. This is now available in a downloadable electronic format..
3. Students must submit written answers to provided guided reflection questions by the appropriate deadlines;
4. Students must regularly check Blackboard and their email;
5. The student cannot receive compensation for an externship other than reimbursements for incidental expenses, such as parking or photocopying;
6. Students are responsible for retaining photocopies of all materials submitted to Dean Mead;
7. Where applicable, students must also have already completed or be enrolled concurrently in a substantive law course which is substantially related to the externship; and
8. Students must author a written evaluation of their experience at the placement due at the end of the semester/summer, along with submission of the final progress report.

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The Final Evaluation should include the following information:

- The kind of work performed;
- The amount and quality of supervision;
- What was learned;
- Whether and how often you were able to attend hearings, trials, depositions, client meetings and other proceedings;
- Whether the placement is recommended to other students;
- A brief description of the office space (including whether you had access to a computer, desk, phone, library, online research tools, etc).

These evaluations will be kept on file in the Office of Public Service, Room 100, for student review.

9. As this is an academic program which is closely monitored by the American Bar Association (ABA), it is essential for you to adhere to the guidelines in order to receive appropriate credit, and to maintain this valuable program at the law school. **Please follow the guidelines below when filling out your progress reports:**

I. CONTENT

- a. You must include the date, time and total hours worked. If you choose not to use the electronic spreadsheet available on our website, *please* double check your calculations when totaling your hours.
- b. You must include a description with substantive information regarding the legal work performed (e.g. types of cases and issues presented, types of documents produced, other work performed). Entries should reflect, in some detail: the nature of the issues researched, the subject of written assignments, the nature of client contact (if applicable to the placement), meetings with supervisors and other activities related to the work done in the office.
- c. The entries must be organized on a daily basis. Non-law related activities, lunch hours and breaks cannot be counted as externship hours for purposes of meeting the 56 hour per unit requirement. Similarly, school, national or court holidays do not relieve students of the obligation to perform 56 hours of work per unit.
- d. Progress reports must be turned in electronically by your supervisor, physically signed by the supervisor and turned in to room 100, or via

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fax at (213) 740-4822 on or before the stated deadline (see section regarding deadline dates).

II. FORMATTING

- a. Please find a blank progress report and sample completed progress reports on pages 107-109. If you prefer to create your own forms, please make sure you provide **ALL THE SAME INFORMATION IN THE SAME FORMAT AS THE SAMPLE.**
- b. **At the top of each progress report, be sure to include the appropriate time period, the site name, supervising attorney's or judge's name and the due date for the hours/days you are reporting.**
- c. Days of work listed on a progress report should **always fall within the particular time period being reported.** For example, work done on September 15 falls within the September 5 - September 16 time period and should be reported on the progress report due September 21.
- d. If you work on a weekend, please record those hours on the progress report for the relevant time period. For example, work done on Saturday, September 11 falls within the September 5 - September 16 time period and should be reported on the progress report due September 21.

III. DOCUMENTING HOURS

- a. **Non-law related activities, lunch hours and breaks cannot be counted as externship hours** for purposes of meeting the 56 hours per unit requirement.
- b. Please **round off hours worked to the nearest quarter hour** (e.g. *7.25 hours* is seven hours and fifteen minutes of work). Do not use fractions to denote time (e.g. 7 1/4 hours should be 7.25).
- c. Progress reports must be signed by the supervising attorney or judge. In the **rare** case that the judge or law clerk or supervising attorney is completely unavailable to sign your progress report in order for you to meet the relevant deadline, please send it in WITHOUT the signature with a note on the signature line saying: "[supervisor's name] unavailable to sign--signed copy will follow by _____ (date)." The signed copy must be received no later than the Friday following the

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date for which that progress report was due. Again, this should be for extraordinary circumstances such as vacation or illness.

IV. SUBMISSION PROCESS

- a. Progress reports should be turned in to your supervisor electronically, so your supervisor can submit them to us. They can also be submitted physically to room 100 or fax to: (213) 740-4822. If you choose to submit by fax, it is **your responsibility** to make sure the progress report successfully arrives in our office.
- b. Please be aware that timely submission of the progress reports throughout the semester is mandatory and a prerequisite to your receiving academic credit. **If you do not submit your progress reports in a timely manner, we may be required to reduce the number of hours of academic credit you receive.** If there is a problem regarding your ability to comply with this requirement, please contact Dean Mead as soon as possible.

If you have questions about any of the above, please do not hesitate to contact Dean Mead at (213) 740-6314.

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SUPERVISING ATTORNEY'S RESPONSIBILITIES

1. Each placement shall designate one attorney as the supervisor of the student extern/extern. This attorney is responsible for the overall supervision of the student's experience and must be available to the student and the Law School for consultation about the placement. This does not, however, preclude a student from working for other attorneys in the office. The supervising attorney must submit the students progress reports by email to the Law school or sign the student's progress reports prior to submission.
2. The supervising attorney should strive to provide the student with as many different kinds of experiences and responsibilities as the placement will allow. Ideally, students will have the opportunity to have direct client contact, observe or perform courtroom-type experiences, research, write, etc. Non-law related activities, lunch hours and breaks cannot be counted as externship hours for purposes of meeting the 56 hour per unit requirement.
3. All supervisors will be asked to prepare an evaluation of the student's work. Students cannot receive course credit until the evaluation has been received. A letter soliciting the evaluation will be sent at the end of the semester.
4. The supervisor must also agree to comply with the Greater Los Angeles Consortium on Externships' (GLACE) Guidelines for Supervising Judges and Attorneys.

If you feel the placement is not complying with the above responsibilities, please contact Dean Mead as soon as possible.

GLACE

GREATER LOS ANGELES CONSORTIUM ON EXTERNSHIPS

Participating Schools:

Loyola Law School
Pepperdine University School of Law
Southwestern University School of Law
UCLA School of Law
USC Law School
Whittier Law School

JOINT STANDARDS FOR SUPERVISION OF EXTERNSHIP STUDENTS

Introduction

In 1993, six Los Angeles ABA accredited law schools formed the Greater Los Angeles Consortium on Externships (GLACE). The purpose of the organization is to develop joint standards for the supervision of externship students by field attorney supervisors. Participating GLACE law schools are Loyola Law School, Pepperdine University School of Law, Southwestern University School of Law, UCLA School of Law, the USC Law School and Whittier Law School.

The American Bar Association standard 306 relating to law school field placement programs has been interpreted to require that any law school permitting students to participate in activities or studies away from the law school develop and publish a statement defining the educational objectives of externship programs. While each individual participating school has developed specific objectives, GLACE law schools have prepared this handbook of joint field placement educational objectives and supervision standards for the assistance of all supervising attorneys and students who participate in field programs. The GLACE-endorsed educational objectives of externship placements are:

1. To encourage the further development of student research, writing and drafting skills through work on legal documents such as complaints, answers, trial and appellate briefs, agreements, legal memoranda, motions, and opinion letters;
2. To expose students to lawyering skills through participation in activities such as interviewing, counseling, negotiation, oral advocacy, investigation, and the formulation of case strategy;
3. To develop students' oral advocacy skills through participation in, or observation of court, discovery and administrative proceedings;

4. To give students practical legal experience, and to enhance their understanding of the application of the principles learned in law school to legal problems;
5. To give students the opportunity to participate in, and reflect upon, the work of legal institutions;
6. To expose students to issues of professional responsibility within the context of legal practice;
7. To encourage students to explore and consider different roles for lawyers, and to expose them to the range of career opportunities available in the law;
8. To permit students to gain practical experience in specialized areas of the law through experience that will supplement their course work within the law school; and
9. To instill fundamental values of the legal profession, including the provision of competent representation, the promotion of justice, fairness and morality, and a commitment to an on-going process of professional self-development and growth.

THE ROLE OF THE SUPERVISING ATTORNEY IN ACHIEVING EXTERNSHIP OBJECTIVES

In any externship program, the ability of the student to achieve the goals stated above depends in large measure on the quality of the student's relationship to his or her supervising attorney and the supervisory methods employed by the supervisor. The success of field placement programs depends on the willingness and ability of the supervising attorneys to serve as available role models and teachers. A good attorney's skills are not necessarily those of a good supervisor. Good supervision requires certain skills, techniques and attitudes which can be learned and applied effectively.

An essential component of effective supervision is a reasonable supervisor-to-student ratio. Under the State Bar of California "Practical Rules for the Training of Law Students", one attorney may not supervise more than five certified law students at any time, and must be a licensed practicing attorney for two years prior to undertaking supervision of a certified law student. While there is no limitation on the number of uncertified law students an attorney may supervise, and no required licensing period when supervising uncertified law students, GLACE law schools recommend that the one-to-four ratio is appropriate for adequate supervision in part-time field placements, and recommends that supervising attorneys have at least two years of practical experience. For full time externships, GLACE law schools recommend a one-to-one ratio between students and field supervisors.

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Although GLACE law schools do not currently provide a specific, in-person training program for supervisors, GLACE schools suggest that quality supervision involves conscious application of several principles discussed below.

1. Providing a variety of well-defined tasks which encourage the learning of a range of lawyering skills.

For a student to function effectively, the supervisor should clearly explain what the assigned task involves and should put the specific task into the context of the entire case or issue on which the supervisor is working. Although narrow research projects may help the supervisor and be appropriate student projects, their true benefit to the student as a learning process comes from an explanation of how the particular issues arising in the small project fit into the context of and affect the whole case. Many students arrive at a placement with no academic or practical experience in the kind of law that is practiced there. Therefore, it is incumbent upon the supervisor to explain carefully the scope of the project, the work necessary to complete it, and a time estimate of how long the supervisor expects the student to work on the project.

Students should be encouraged to put their research into writing whenever possible. Even if the written form is less expedient, students need experience and practice in synthesizing their research into a coherent written product.

In our experience, the best externship experience offers a variety of assignments, in addition to the traditional tasks of legal research and drafting legal memoranda. The experience should also include observation of courts, judges and lawyers, meetings, conferences, negotiations and telephone communications, as well as a discussion of the supervisor's interactions when completed. Whenever possible, students should be allowed to directly experience doing what they have observed others performing.

2. Providing students with insight into the workings of the legal system and profession.

One of the most important benefits of an externship program is that students can immerse themselves into a particular office and aspect of the legal system. In order to achieve this, the student should be exposed to a variety of situations and the supervising attorney should take the time to discuss what is observed. In many externships, students spend large amounts of time in relative isolation in the library. These students will not have a significantly better idea of the functioning of the legal system as a result of this experience, and GLACE law schools disfavor this type of placement. Even a student engaged in substantial research should be involved in the analysis of that research and its application. It is important, therefore, to explain the context in which an assignment arises and, whenever possible, to allow the student to see the application of his or her work product.

3. Developing professional responsibility skills through observation and application in the workplace.

Professional responsibility is a required course in the law school curriculum. The externship can supplement classroom learning by providing opportunities to see or be

PROGRESS REPORT SUBMISSION

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involved with actual professional responsibility decisions confronting practicing attorneys daily in court, with clients, with jurors and in conflict situations. All of these situations can generate professional responsibility questions and explanations. The externship is an excellent opportunity to learn about obligations to the client or the court, to explore the limits of client confidentiality, to learn to meet deadlines, and to learn basic work habits and skills.

The supervisor should be both critical and reinforcing when a student has either failed or succeeded in meeting professional responsibility goals. Supervisors should be alert to professional responsibility issues, and raise them with externs as such issues present themselves.

1. Developing the student's ability to learn from experience, including critical professional feedback on performance.

Feedback on written work and other task performance is essential in field placements. Meaningful feedback consists of very specific information. It involves careful observation of student performance or product and tactful honesty in communicating the supervisor's views. A student learns nothing constructive from comments such as "good job" or "you'll do better next time." The supervisor should provide specific examples of what the student said, did, or wrote with a clear and detailed explanation as to why the work was sufficient or inadequate. Good feedback assures that the student fully understands the strengths and weaknesses of his or her performance in order to build upon them in future assignments.

Students should also be given an opportunity to learn self-evaluation skills. This means that some constructive dialogue between the supervisor and the student should take place to allow the student to recognize where he or she has been making mistakes in performance or legal analysis.

Certain supervisory methods are preferable in student evaluation. Generally, students learn more effectively when supervision is non-directive and student-centered. Rather than telling a student exactly what to do and where to find the answer, a supervisor should take the time and explain the context of an issue and the nature of the task being assigned, to discuss the student's reaction to the problem, to help the student form problem-solving strategies, to agree upon a schedule for the project and the form which the student's work should take. Interim meetings should be held to discuss progress and to avoid misdirection, as well as to reassess the nature of the issues in light of the student's work to date.

GLACE law schools encourage all field supervisors to take the time to openly and candidly discuss their views of the legal system with students. Even the most insightful students will learn much more by hearing directly the opinions of their supervisors about the range of issues concerning law practice and roles of lawyers in the institutions in which they are involved.

INDIVIDUAL SCHOOL AND STUDENT RESPONSIBILITIES

In addition to this introduction to effective field supervision, each GLACE law school has individual policies and procedures applicable to its students. The GLACE school placing your extern has attached a copy of specific policies and requirements necessary for completion of the externship course at that GLACE law school.

GLACE EQUAL EMPLOYMENT OPPORTUNITY POLICY

GLACE law schools are committed to a policy against discrimination in employment based on color, race, religion, marital status, sex, national origin, age, sexual orientation, physical disabilities and military status.

Pepperdine University School of Law is committed to a policy against unlawful discrimination in employment based on color, race, religion, marital status, sex, national origin, age, sexual orientation, physical disabilities and military status.

CONFIDENTIALITY

It is extremely important to emphasize that **you must keep strictly confidential all information about cases and/or clients.** This includes written and oral communications between you and your judge, client, and/or supervising attorney. Confidentiality violations are a serious breach of ethics and could have significant ramifications for your entry into the profession. With regards to progress reports, please be conscientious of providing detailed substantive information regarding the legal work performed **without** revealing case or party names (see progress report samples beginning on page 107).

If you have any questions about what may or may not be considered "confidential", please do not hesitate to contact Dean Mead or discuss the matter with your supervisor.

PROGRESS REPORT SUBMISSION

6.0

EXTERNSHIP SUPERVISOR'S EVALUATION FORM¹

Externship Placement: _____

Supervisor(s): _____

Student Extern: _____

Unless otherwise requested, this evaluation may be shared with the student

LAWYERING SKILLS	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills _____					
PROFESSIONALISM/ WORK HABITS	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					

¹This evaluation form was developed by the Greater Los Angeles Consortium on Externships ("GLACE"), made up of member schools Loyola, USC, Pepperdine, UCLA, Southwestern, Whittier and Chapman.

PROGRESS REPORT SUBMISSION

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Dependability					
Attitude toward Supervision, Criticism					
Productivity and Time Management					

STRENGTHS: Please describe the extern's contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

NEEDED IMPROVEMENT: For each category in which you rated the extern "Poor" or "Fair," please provide examples or otherwise describe the reason for the rating:

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general, or ways we might assist you better in the future?

Date: _____

SIGNATURE OF JUDGE OR SUPERVISOR

PRINT OR TYPE NAME

TITLE

Thank you for participating in the USC Law Public Service Externship Program.

Please return the completed form to:

Lisa M. Mead, Associate Dean
USC Law School, Office of Public Service, Externship Program
699 Exposition Blvd., Los Angeles, CA 90089-0071

PROGRESS REPORT DUE DATES

PROGRESS REPORT SUBMISSION

6.0

FALL 2006

The due dates for all Fall 2007 Extern Progress Reports are as follows:

TIME PERIOD

Start date - September 1
September 4 - September 15
September 18 - September 29
October 2 - October 13
October 16 - October 27
October 30 - November 10
November 13- completion of hours

DUE DATES

September 6
September 20
October 4
October 18
November 1
November 15
December 1

Final Progress Report and Site Evaluation for fall 2006 Externships are due no later than **Friday, December 1, 2006.**

SPRING 2007

The due dates for all Spring 2007 Extern Progress Reports are as follows:

TIME PERIOD

Start date - January 19
January 22 - February 2
February 5 - February 16
February 19 - March 2
March 5 - March 16
March 19 - March 30
April 2 - completion of hours

DUE DATES

January 24
February 7
February 21
March 7
March 21
April 4
April 20

Final Progress Report and Site Evaluation for Spring 2007 Externships are due no later than **Friday, April 20, 2007.**

SUMMER 2007

PROGRESS REPORT SUBMISSION

6.0

The due dates for all Summer 2007 Extern Progress Reports are as follows:

TIME PERIOD

Start date - May 25

May 28 - June 8

June 11 - June 22

June 25 - July 6

July 9 - July 20

July 23 - August 3

August 6 - completion of hours

DUE DATES

May 30

June 13

June 27

July 11

July 25

August 8

August 17

Final Progress Report and Site Evaluation for Summer 2006 Externships are due no later than **Friday, August 17, 2007.**

PROGRESS REPORT SUBMISSION

6.0

PROGRESS REPORT

STUDENT'S NAME: _____

TIME PERIOD: _____ DUE DATE: _____

SITE: _____

SUPERVISOR'S/JUDGE'S NAME: _____

DATE	TIME	HOURS WORKED	WORK PERFORMED
------	------	--------------	----------------

PLEASE NOTE: WHILE WE STRONGLY RECOMMEND USING THE ELECTRONIC VERSION OF THIS REPORT (See page 18 for details) , YOU MAY EITHER USE THIS FORM BY EITHER DELETING THIS MESSAGE AND PHOTOCOPYING THE PAGE AND TYPING IN THE INFORMATION, OR CREATE YOUR OWN FORM (COPYING THIS ONE AS CLOSELY AS POSSIBLE) ON A COMPUTER.

TOTAL HOURS: _____

SUPERVISING ATTORNEY/JUDGE'S SIGNATURE
(Print & Sign)

PROGRESS REPORT SUBMISSION

6.0

PROGRESS REPORT

STUDENT'S NAME: Frank Jones

TIME PERIOD: September 8 - September 19

DUE DATE: September 24

SITE: Los Angeles County District Attorney's Office - Juvenile Division, Long Beach

SUPERVISING ATTORNEY: Elizabeth Smith, Deputy District Attorney

DATE	TIME	HOURS WORKED	WORK PERFORMED
9/4	8:15-12:30 1:15-5:00	8	Met with my supervisors, met with judge, clerks, and reporter. Met with public defenders. Set up and examined court files for the day. Reviewed incoming probation reports. Observed and sat in on a trial involving a stolen car and accident. Discussed differences between Juvenile and Adult court. Made phone calls to secure witnesses for the day.
9/6	8:00-12:00 12:45-5:00	8	Set up and examined court files for the day. Reviewed incoming probation reports. Observed and sat in on a trial involving a mugging. Interviewed the victim in preparation for the case. Made phone calls to secure witnesses for the day. Briefly discussed my responsibilities for next week.
9/11	8:00-12:00 12:45-5:00	8	Assisted with court calendar. Interviewed one civilian witness at length and two police officers in preparation for a battery trial which was my responsibility. Based on certain defense arguments, and over the people's objections, this case did not go to trial; the case was conditionally dismissed if the defendant's grades in school improved, she completed 100

PROGRESS REPORT SUBMISSION

6.0

hours of community service, she did not bother the victim, and restitution was paid.

I assisted in the completion of the remaining matters on the calendar. I interviewed three civilian witnesses and one police officer for tomorrow's trial.

9/13

8:00-12:00

12:45-5:00

8

Informed about research project related to response to a brief questioning constitutionality of an arrest in Long Beach for the violation of the emergency curfew during the civil unrest of April, 1992. Conducted and won a bench trial for robbery. The trial had three civilian witnesses and the minor was sentenced to one year in juvenile camp. Participated in meeting discussing next week's cases. Assisted in remaining cases on the calendar.

TOTAL HOURS: 32.00 hours

SUPERVISING ATTORNEY/JUDGE'S SIGNATURE
(Print & Sign)

Electronic Progress Reports

The progress report is available in an electronic format that will automatically calculate student hours.

Students must have access to **Microsoft Excel** to use the spreadsheet.

In order to access this electronic form, please use the following links on the CSO website:

1. Go to <http://lawweb.usc.edu/>
2. Click on "Career Services"
3. Click on "Information for Students"
4. Click on "For Law Students Only"
5. Enter the following:

 Username: uscstudent
 Password: !csoco!
5. Select "Clinical Externship/Judicial Externship Progress"
6. Click on "Electronic Progress Report"
7. Download it to your PC and save it. Change the dates to match the period and fill in the information.

If you choose to use it, please be aware of the following:

2. Please record all hours in military time; the spreadsheet is unable to calculate your hours unless you use this format.

<i>Time</i>	<i>Military Time Conversion</i>	<i>Time</i>	<i>Military Time Conversion</i>
12:00 a.m.	0:00	12:00 p.m.	12:00
1:00 a.m.	01:00	1:00 p.m.	13:00
2:00 a.m.	02:00	2:00 p.m.	14:00
3:00 a.m.	03:00	3:00 p.m.	15:00
4:00 a.m.	04:00	4:00 p.m.	16:00
5:00 a.m.	05:00	5:00 p.m.	17:00
6:00 a.m.	06:00	6:00 p.m.	18:00
7:00 a.m.	07:00	7:00 p.m.	19:00
8:00 a.m.	08:00	8:00 p.m.	20:00
9:00 a.m.	09:00	9:00 p.m.	21:00
10:00 a.m.	10:00	10:00 p.m.	22:00
11:00 a.m.	11:00	11:00 p.m.	23:00

3. You must stay within the preformatted design of the spreadsheet; it is formatted to wrap text when it exceeds the space of a line of text.
4. Please record your hours in chunks of time and combine descriptions. For example, if you did a task from 1p.m. to 2:30 p.m. and then did a new task from 2:30 p.m. to 5 p.m., record your hours as 1p.m to 5 p.m. and consolidate it into one description.

See the following page for how the sheet will look in Excel.

PROGRESS REPORT SUBMISSION

6.0

SAMPLE ELECTRONIC PROGRESS REPORT

STUDENT'S NAME: Irwin Fletcher

TIME PERIOD: Sept. 8- Sept. 19

DUE DATE: September 24

SITE: Los Angeles District Attorney's Office

SUPERVISING ATTORNEY: Harold Potter

DATE	TIME IN	TIME OUT	HOURS WORKED	WORK PERFORMED
8/25/2006	8:00	12:00	4:00	Met with my supervisors, set up and reviewed files for the day. Made phone calls to secure witnesses for the week.
	13:00	17:00	4:00	
8/26/2006	9:00	12:30	3:30	Informed about research project related to response to a brief questioning constitutionality of an arrest in Long Beach for the violation of the emergency curfew during the civil unrest of April, 1992. Conducted and won a bench trial for robbery. The trial had three civilian witnesses and the minor was sentenced to one year in juvenile camp. Participated in meeting discussing next week's cases. Assisted in remaining cases on the calendar.
	13:30	17:45	4:15	
8/27/2006	9:45	13:45	4:00	Set up and examined court files for the day. Reviewed incoming probation reports. Observed and second chaired a trial involving a mugging. Interviewed the victim in preparation for the case. Made phone calls to secure witnesses for the day.
	14:30	18:30	4:00	

PROGRESS REPORT SUBMISSION

6.0

8/28/2006	11:00	17:15	6:15	Assisted with court calendar. Interviewed one civilian witness at length and two police officers in preparation for a battery trial which was my responsibility. Based on certain defense arguments, and over the people's objections, this case did not go to trial; the case was conditionally dismissed if the defendant's grades in school improved, she completed 100 hours of community service, she did not bother the victim, and restitution was paid.
8/29/2006	8:00	16:30	8:30	Sat in on a deposition conducted by my supervising attorney for another case that she is working on. Worked on a motion for mediation for another case that my supervisor is working on.
9/2/2006	9:00	13:00	4:00	Continued reviewing secondary sources relevant to legal issues in the battery case. Made phone calls to expert witnesses for the same case.
	14:00	17:00	3:00	
9/3/2006	12:00	16:45	4:45	Met with my supervisor and other law clerks to discuss upcoming calendar.
9/4/2006	10:30	15:30	5:00	Interviewed three civilian witnesses and one police officer for tomorrow's trial.
TOTAL AMOUNT OF HOURS Rounded to nearest .25			55:15 55.25	

Supervising Attorney/Judge's Signature (*Print and Sign*)

AIDS

AIDS Service Center/HALSA (HIV & AIDS Legal Services Alliance)
Los Angeles Gay & Lesbian Community Services Center
Lambda Legal Defense & Education Fund

AFRICAN AMERICAN ISSUES

NAACP Legal Defense and Educational Fund

APPELLATE PRACTICE

California Attorney General -- Criminal Division
City Attorney, Los Angeles

ASIAN AMERICAN ISSUES

Asian Pacific American Legal Center

BANKRUPTCY

AIDS Service Center/HALSA (HIV & AIDS Legal Services Alliance)
U.S. Attorney - Civil Division
U.S. Small Business Association (creditor)

CHILD CARE

California Women's Law Center
Public Counsel -- Child Care Law Project

CHILDREN'S ISSUES

Alliance for Children's Rights
Children's Law Center of Los Angeles
Protection and Advocacy, Inc.
Public Counsel

CIVIL RIGHTS/IMPACT LITIGATION

ACLU - American Civil Liberties Union
California Women's Law Center
City Attorney, Los Angeles
El Rescate Legal Services
Lambda Legal Defense and Education Fund
Mexican American Legal Defense and Educational Fund

NAACP Legal Defense and Educational Fund
Protection and Advocacy
Western Center on Law and Poverty

CONSUMER FRAUD

Bet Tzedek Legal Services
Public Counsel

CRIMINAL/DEFENSE

ACLU - American Civil Liberties Union -- Death Penalty Project
Alternate Public Defender --- Orange County
Public Defender's Office - Los Angeles and Orange County
Public Defender's Office - Federal

CRIMINAL/PROSECUTION

California Attorney General -- Criminal Division
City Attorney--Gang Unit
District Attorney's Office--Los Angeles and Orange County
U.S. Attorney's Office
 Los Angeles Criminal Division
 Los Angeles/Santa Ana Branches

DISABILITY ISSUES

Protection and Advocacy, Inc.

EDUCATION

Alliance for Children's Rights
California Women's Law Center
Mental Health Advocacy Services
Mexican American Legal Defense and Educational Fund
NAACP Legal Defense and Educational Fund

ELDERLY

Bet Tzedek Legal Services

EMPLOYMENT/LABOR

California Department of Fair Employment and Housing
Equal Employment and Opportunity Commission
Mexican American Legal Defense and Educational Fund
National Labor Relations Board
Public Employment Relations Board

ENTERTAINMENT

Directors Guild
Screen Actors Guild

ENVIRONMENT

California Attorney General -- Environmental Division (Part of Public Rights Division)
Natural Resources Defense Council
U.S. Attorney - Civil Division

FAMILY LAW

Asian Pacific American Legal Center
California Women's Law Center
Los Angeles Gay & Lesbian Community Services Center
Harriet Buhai Center for Family Law
Lambda Legal Defense & Education Fund
Legal Aid Foundation of Los Angeles: Maynard Toll Center

FIRST AMENDMENT

ACLU - American Civil Liberties Union

HEALTH LAW

Mental Health Advocacy Services
National Health Law Program
Protection and Advocacy, Inc.
U.S. Department of Labor - Pension & Welfare Benefits Administration
Western Center on Law and Poverty

HOMELESSNESS

Bet Tzedek Legal Services
Inner City Law Center
Public Counsel
Western Center on Law & Poverty

HOUSING

California Department of Fair Employment and Housing
Inner City Law Center
Public Counsel (Real Property Fraud)
Western Center on Law and Poverty

IMMIGRATION

Asian Pacific American Legal Center
Center for Human Rights and Constitutional Law
Central American Refugee Center (CARECEN)
El Rescate Legal Services
Legal Aid Foundation of Los Angeles
Mexican American Legal Defense and Educational Fund
Public Counsel

INSURANCE

U.S. Department of Labor - Pension & Welfare Benefits Administration

EXTERNAL HUMAN RIGHTS

ACLU - American Civil Liberties Union
Center for Human Rights and Constitutional Law
Central American Refugee Center

JEWISH

Bet Tzedek Legal Services

MEXICAN AMERICAN ISSUES

Mexican American Legal Defense and Educational Fund

POLITICAL ETHICS

City of Los Angeles Ethics Commission

POVERTY LAW

(Includes government benefits and direct individual legal services.)

Asian Pacific American Legal Center
Bet Tzedek Legal Services
Inner City Law Center
Legal Aid Foundation of Los Angeles
Legal Aid Society of Orange County
Los Angeles Center for Law and Justice
Mental Health Advocacy Services
Public Counsel
Public Law Center
San Fernando Valley Neighborhood Legal Services

SECURITIES

U.S. Securities and Exchange Commission

SEXUAL ORIENTATION

ACLU - American Civil Liberties Union
Los Angeles Gay and Lesbian Community Services Center
Lambda Legal Defense and Education Fund

TAX

AIDS Service Center/HALSA (HIV & AIDS Legal Services Alliance)
U.S. Attorney -- Tax Division

TORTS

U.S. Attorney - Civil Division
Los Angeles City Attorney's Office — Civil Liability
California Attorney General's Office — Civil Division

TRADE

Federal Trade Commission

TRIAL/HEARINGS PRACTICE

City Attorney, Los Angeles
District Attorney's Office
Public Defender - Parole Revocation Hearings

WILLS

AIDS Service Center/HALSA (HIV & AIDS Legal Services Alliance)

WOMEN'S ISSUES

ACLU - American Civil Liberties Union
California Women's Law Center

The State Bar, as part of the Practical Training of Law Students program, allows students to engage in limited practice under the supervision of an attorney. In order to become certified, please follow the instructions below:

INSTRUCTIONS OF CERTIFICATION

- Go to the State Bar's website at www.calbar.ca.gov
- Using the search feature, enter "Practical Training of Law Students Program"
- Select "Practical Training of Law Students Program" link
- Select, print and complete the "Student's Application" form.
- Select and print the "Declaration by Supervising Attorney." Have your supervising attorney complete the form and return it to you.
- Select and print the "Declaration by Dean of Law School."
 - Complete as much of the form as possible;
 - Submit form to the Law School Registrar in Room 104. Students should expect a two-to-four day processing period;
 - Retrieve form from the Registrar
- Submit all forms and your \$55 check to the address on the bottom of the "Student's Application" form.

INSTRUCTIONS OF RE-CERTIFICATION

If you have been previously certified, submit **only** the Declaration by Supervising Attorney.

Or

If your graduation date has changed from what was stated on the Dean's Declaration you originally submitted, submit the Declaration by Supervising Attorney **and** a new Declaration by Dean.